**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**MEETING MINUTES
Ed Ball Building, 214 N. Hogan, 8TH Floor, Room 851**

**June 14, 2017 – 3:00 PM**

**Chair: Roshanda Jackson**

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| **Committee Meeting Attendance** |
| **X** | **Roshanda Jackson-Chair** | **X** | **Darren Gardner** |
| **E** | **Dr. Jerry Fliger-Vice Chair** | **E** | **Tameka Holly** |
| **X** | **Dr. Stephen Baker** | **X** | **Deborah Johnson** |
| **X** | **Bob Baldwin-phone** | **X** | **Dr. Sandy Robinson** |
| **E** | **Carol Brock**  | **X** | **Dr. Marcie Turner** |
| **X** | **Lara Diettrich** | **E** | **Chris Warren** |
| **X** | **Dr. Georgette Dumont** | **NM** | **Sherry Jackson** |

Quorum Present:Yes

Staff: John Snyder

 Damian Cook

 Sandra Stockwell, OGC

 C/M Joyce Morgan

1. **Welcome & Introduction of PSG Council Sub-Committee Members – Ms. Jackson**

Ms. Jackson called the meeting to order at 3:04 PM and members and staff introduced themselves.

1. **Approval of Minutes – Ms. Jackson**

Ms. Jackson asked members presents if there were any corrections to the April 28th Rules Sub-Committee meeting or the minutes from the May 10th. Ms. Diettrich moved both the Rules Sub-Committee Meeting minutes from 4/28 and regular PSG Council meeting from 5/10. **Motion passed unanimously.**

1. **PSG Glitch Bill (2017-317) & PSG C/M communication bill (2017-424)- Mr. Cook**

Ms. Jackson recognized C/M Morgan’s request to move this item in the agenda and discuss her City Council Emergency Legislation to the top of the agenda. C/M Morgan discuss the need for this bill citing issues agencies had regarding parts of chapter 118.804. C/M Morgan also discussed adding in language that prohibited applicant agencies from communicating with PSG C/M during the scoring of their applications specifically regarding their application.

Mr. Cook then went over 2017-317 and all those changes that have been discussed in prior PSG Council meetings.

1. **Priority Population Sub-Committee update- Ms. Johnson**

Ms. Johnson went over the sub-committee meeting table and spoke about the doodle poll and how it is really two polls one for June and one for July and members should answer for a June date and a July date.

1. **Budget Sub-Committee Update- Ms. Holly**

Ms. Holley was excused for this meeting.

1. **Rules Sub-Committee Update- Mr. Cook**

Mr. Cook read his e-mail regarding the wording for any proposed legislation concerning the carryover of funds. Ms. Jackson spoke about her concern that every year there are agencies who do not receive their requested amount and how she would like to see that unspent funds from a prior year go toward agencies in the subsequent year who do not receive their requested amount. Ms. Jackson asked everyone to look at the funding for this year and how several agencies are receiving only a small portion of their request.

This discussion was tabled until the end of the meeting when it was brought back up Dr. Robinson.

1. **Voted on Rules Sub-Committee recommendation for Tie Breaker – Mr. Cook**

Mr. Cook spoke about how we discussed this item; however, it was not on the agenda for a vote before it was brought to City Council’s attention. Ms. Diettrich moved to approve the tie breaking procedure established by the Rules Sub-Committee (see attached). Ms. Johnson seconded the motion. **Motion passed unanimously.**

1. **Amplifund Update – Mr. Cook**

Mr. Cook updated members on the on-line application training and applications to date. There were close to 100 individuals from 67 agencies who attended the training and to date there are 34 applications started.

1. **New room location for July meeting-825 - Mr. Snyder**

Mr. Snyder informed all members that the July 12th meeting will be in a different room, but on the same floor and at the same time.

1. **Conference calling of members during meeting-Ms. Stockwell**

Ms. Stockwell went over the Chapter 80 and the Florida Attorney General’s decision concerning members of boards and their voting via electronic means. Members my call in for the meeting and be considered present only when it is under extreme circumstance. If a PSG C/M is able to call in and participate they may do so; however, they are not counted toward the quorum or on any voting matters per chapter 80.

Mr. Baldwin talked about what can be done to change this decision. He indicated that when he was considering serving on the council he was told that he would be able to call in and vote. Ms. Stockwell followed up indicating that it would take legislation to amend Chapter 80.

1. **Need to vote on who is scoring which Priority Populations-Mr. Snyder**

Mr. Snyder indicated that the council needs to decide how they are going to divide up the applications. Ms. Jackson asked for the number of member and Mr. Snyder replied we now have 14 members. Ms. Jackson indicated that just split up into 2 groups of 7 like last year. Ms. Stockwell indicated that there does not need to vote on this matter. The members decided to break-up in two groups as follows;

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| Low-Income & Low-Income Seniors | Homeless/ Adults with Disabilities |
| Ms. Debbie Johnson | Ms. Lara Diettrich |
| Mr. Bob Baldwin | Ms. Tameka Holly |
| Dr. Marcie Turner | Dr. Jerry Fliger |
| Mr. Darren Gardner | Dr. Stephen Baker |
| Ms. Roshanda Jackson | Ms. Carol Brock |
| Mr. Chris Warren | Dr. Sandy Robinson |
| Dr. Georgette Dumont | Ms. Sherry Jackson |

1. **Setup/Announce refresher training date(s) for PSG C/M (2 hours) –Mr. Snyder**

Mr. Snyder went over the attendance hand-out from the required training in November pointing out those three new members (Darren Gardner, Dr. Stephen Baker, & Sherry Jackson) will have to attend the training in order to be able to score applications.

Members discussed whether to have a separate meeting or just have this training as the July agenda. The discussion was made to make the July meeting the additional PSG Annual Training for those new members and other members who wish to attend.

1. **Open Discussion**

Dr. Robinson wanted to talk more about the Residual Fund issue and wanted to know the average amount over the last 5 years. Mr. Snyder said he will find that data and sent to everyone (see attached).

Ms. Diettrich talked about her conversation with C/M Brosche and the C/Ms concern is that there may be repetition by agencies. In addition, she discussed that the outcomes would dictate the future of this pilot and may be even PSGs.

Ms. Roshanda Jackson indicated that she does not like the traditional RFP method for PSG, and would like to use the funds to supplement PSG funding to agencies that are not fully funded the following year.

There was discussion regarding this use of funds among members and Dr. Dumont stated that she doubts City Council will allow these funds to just be added to the PSG Awards unless we have some specific and thought-out program in mind.

Ms. Johnson stated that this discussion should be best discussed at the committee level. Ms. Jackson agreed and asked if this discussion could be continued at the Rules Sub-Committee.

1. **Public Comments *(Please fill out a card if you wish to speak on a topic that isn’t on the agenda)***

Judy Bradshaw with Learn To Read wanted to bring to the PSG Council’s attention that United Way of Northeast Florida is cutting all there funding by 8%.

1. **Adjourn**

Meeting adjourned at 5:00 PM.

1. **Adjourned at**

Recorder: John Snyder

Completed – 06/21/2017

An audio recording is available upon request

**Public Service Grant Council Tie Scoring Procedure**

1. Only whole numbers will be used to determine a tie there will be no need to carry out an average to any decimal places. Therefore, an agency whose scores an 88.9 and another agency that scores an 88.0 will be considered a tie.
2. In the case of a tie the Grant Administer will be instructed to rank those agencies according to their average score on the different sections of the score sheet in the following order of priority;
	1. section 5 – Impact of the Program on Priority Pop (II, III, VI)
	2. section 4 – Need for Program within the Priority Pop (II, VI)
	3. section 7 – Ability of Agency to Perform the Prg (I, II, VI)
	4. section 3 – Agency’s Ability to Administratively Manage Program & Budget (I, IV, V, VI)
	5. section 1 – Quality of Program (entire application)
	6. section 8 – Ability of the Proposed Measures to Evaluate the Effectiveness of the Program (I, VI)
	7. section 6 – Accuracy & Appropriateness of Prg Budget (IV, V)
	8. section 2 – Strength of Staff & Board (I)

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| FY 10 Residual Funds |  |
| Homeless & Low-Income | $18,191.00 |
| Adults w/ Physical, Behavioral, or Mental Disabilities | $5,747.00 |
| Victims of Abuse and Neglect | $6,863.00 |
| Residents of Neighborhoods @ risk | $9.00 |
|  | $30,810.00 |
| FY 11 Residual Funds |  |
| Homeless & Low-Income | $29,095.95 |
| Adults w/ Physical, Behavioral, or Mental Disabilities | $24,977.96 |
| Victims of Abuse and Neglect | $0.00 |
| Residents of Neighborhoods @ risk | $44,291.18 |
| total | $98,365.09 |
| FY 12 Residual Funds |  |
| Homeless Persons & Families | $18,150.02 |
| Low-Income Persons & Families | $40,491.28 |
| Adults w/ Physical, Behavioral, or Mental Disabilities | $10,200.47 |
| Victims of Abuse or Neglect | $3,210.87 |
| Total | $72,052.64 |
| FY 13 Residual Funds |  |
| Homeless Persons & Families | $7,794.02 |
| Low-Income Persons & Families | $117,816.45 |
| Adults w/ Physical, Behavioral, or Mental Disabilities | $6,084.60 |
| Victims of Abuse or Neglect | $9,395.37 |
| Total | $141,090.44 |
| FY 14 Residual Funds |  |
| Homeless Persons & Families | $24,185.75 |
| Low-Income Persons & Families | $23,934.76 |
| Adults w/ Physical, Behavioral, or Mental Disabilities | $25,640.55 |
| Total | $73,761.06 |
| FY 15 Residual Fund |  |
| Homeless Persons & Families | $2,296.27 |
| Low-Income Persons & Families | $20,397.60 |
| Adults with Physical/ Mental/ or Behavioral Disabilities | 17,112.09 |
| Low-Income Homebound Elderly | 0 |
| Total | $39,805.96 |
| FY16 Residual Fund |  |
| Homeless Persons & Families | $70,493.57 |
| Low-Income Persons & Families | $12,700.91 |
| Adults with Physical/ Mental/ or Behavioral Disabilities | $64,486.20 |
| Low-Income Homebound Elderly | $0.00 |
| Total | $147,680.68 |
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| **Average Amount of Residual Funds** | **$86,223.70** |