**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**MEETING MINUTES**

**Main Library Multi-Purpose Room, 303 North Laura Street,**

**March 22, 2021 – 3:00 PM**

**Chair: Bob Baldwin**

**Vice-Chair: Brad Goodwin**

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| **Committee Meeting Attendance** | | | |
| **X** | **Bob Baldwin- Chair** | **X** | **Beth Mixson** |
| **E** | **Brad Goodwin - Vice Chair** | **X** | **Ann Mackey** |
| **E** | **Lara Diettrich** | **X** | **Courtney Weatherby-Hunter** |
| **X** | **Jackie Perry** | **X** | **Jaclyn Blair-via ZOOM** |
| **X** | **Dr. Marcie Turner** | **X** | **Ryan Ertel** |
| **X** | **Tameiko Grant** | **X** | **James Coggin** |

**Quorum Present:*****Yes***

**Staff**: John Snyder, Office of Grants & Compliance

Mary Staffopoulos, Office of General Counsel

Kevin Carrico, Jacksonville City Council Member District 4, PSGC Liaison

1. **Welcome & Introduction of Board Members – Mr. Baldwin**

Mr. Baldwin introduced himself and other members of the PSG Council and staff introduced themselves. C/M Carrico introduced himself and spoke about his work in the non-profit sector. Mr. Ertel and Mr. Coggin were present and discussed their history with grants and their role in the community.

1. **Approval of Minutes – Mr. Baldwin**

Dr. Turner made a motion to approve the minutes from the February meeting. The motion was seconded by Ms. Grant.

**Motion passed 9-0.**

1. **Budget Sub-Committee – Ms. Mixson**

No committee action

1. **Most Vulnerable Persons Sub-Committee – Ms. Grant**

No committee action

Ms. Blair joined the meeting via ZOOM and introduced herself for the record

1. **Rules Sub-Committee – Ms. Weatherby-Hunter**

Mr. Baldwin indicated that all members have the proposed legislation changes. He asked staff to go over these changes. Mr. Snyder asked Ms. Staffopoulos to take the lead.

Ms. Staffopoulos stated that she drafted the proposed legislation and asked Mr. Snyder to share via ZOOM. Ms. Staffopoulos then proceeded to highlight the proposed changes.

* **118.802- Rollover Funding**

Any funds appropriated by the City Council pursuant to this Section may carryover from fiscal year to fiscal year and shall not lapse at the end of a fiscal year.

Ms. Staffopoulos stated that this rollover amount would not be available this grant cycle but the next grant cycle. C/M Carrico asked for the average rollover amount. Mr. Snyder stated it varies from year to year between $50,000 and $100,000 dollars.

* **118.805(3)- additional financial documentation**

(i) Copies of the requesting agency’s fiscal balance sheets and/or statements of income and expenses for the last two tax years; and

Ms. Mixson suggested changing tax years to fiscal years. Ms. Mackey suggested that the word “or” be deleted. The final version shall read;

(i) Copies of the requesting agency’s fiscal balance sheets and statements of income and expenses for the last two fiscal years; and

Ms. Mackey wanted to know if they would be able to grade these new documents as well as the 990’s. Mr. Snyder stated that the legislation for this current funding cycle has already been introduced and this body voted on maintaining the scoring. There was further discussion regarding using the 990’s or other on-line platforms, and these new documents in scoring. Mr. Baldwin talked about how many years he has been asking for these items and suggested that we first get the agencies used to submitting these documents and the PSG Council receive training on these documents before we look to adding this to the scoring matrix.

* **118.806(B)8 – prior years programmatic achievements to be addressed in applications**

(ii) the program’s achievements during the year immediately preceding the application or, for new programs, a description of national studies, qualitative measures, best practices and successes of similar programs, citing the sources and national standards relied upon for this information;

There was discussion that this new information will be included in the scoring since it is only a new part of the current section for scoring

Ms. Staffopoulos spoke about the other legislative change this body recommends regarding the quorum. She indicated that their internal group will be meeting later in the week to discuss the quorum issue of this body as well as but other boards and commissions represented by their office. She indicated that at the least she would recommend changing this to reflect the general quorum requirements of Chapter 50. If there is any further discussion that is appropriate, she would bring it back for further discussion. There was discussion regarding the F.S. requiring a physical quorum.

1. **Public Comment on new legislation – Mr. Baldwin**

Mr. Baldwin opened the floor for any additional comments on-line seeing none Mr. Snyder stated there was an e-mail from Ann Kelly with Daniel who indicated that Charity Navigator does not include agencies funded primarily by government and suggested that they also review the management letters provided in an audit.

1. **Vote on New Legislative changes – Mr. Baldwin**

Ms. Mixson motioned to move forward with this legislation and give Ms. Staffopoulos the authority to make any minor changes. Ms. Staffopoulos stated that if there were substantive changes she would bring back to the body. Ms. Perry seconded the motion. **The motion passed 10-0**

C/M Carrico indicated that he would introduce this legislation.

1. **PSG Timeline – Mr. Snyder**

Mr. Snyder discuss the timeline of the current MVP legislation stating that it should be ready for sub-committee action the week of April 19th and that he would send out the exact time and day for the Neighborhood, Community Services, Public Health, & Safety (NCSPHS) and Finance Sub-Committees as well as the City Council members on each so that this body can reach out to them if they have any questions.

1. **Open Discussion**

Mr. Baldwin asked if he could meet with Ms. Mixson to go over the MVP legislation and Budget Recommendation presentation to the Mayor and City Council.

Ms. Mackey asked about their ability to visit and evaluate the current list of awardees. Mr. Baldwin spoke about how important it is to see what an agency is doing not just reading about it.

Ms. Mixson indicated that she would not be at the next meeting in April.

1. **Public Comment – No Comment**
2. **Adjourn 4:33pm**

**Next Meeting – April 26, 2021 at 3:00 PM**