**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**MEETING MINUTES**

**Ed Ball Building, 8th Floor Board Room 851**

**June 27, 2022 – 3:00 PM**

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| **Committee Meeting Attendance** | | | |
| **X** | **Bob Baldwin- Chair** | **X** | **Chester Spellman (Zoom)** |
| **X** | **Beth Mixson- Vice Chair** | **X** | **Dogan Tozoglu** |
| **X** | **Jaclyn Blair** | **X** | **Marcie Turner** |
| **X** | **James Coggin** | **X** | **Mary Pat Wallmeyer (Zoom)** |
| **X** | **Ryan Ertel** | **E** | **Courtney Weatherby-Hunter** |
| **X** | **Tameiko Grant (Zoom)** | **-** | **VACANT** |
| **X** | **Brad Goodwin** | **-** | **VACANT** |
| **X** | **Jackie Perry** |  |  |

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

**Staff**: John Snyder, Ashleigh Brew & Najera Stevenson- Office of Grants & Compliance

Harry Wilson, Office of General Counsel-Zoom

1. **Welcome & Introduction of PSG Council Members- Mr. Baldwin**

Mr. Baldwin called the meeting to order at 3:01pm and asked everyone to introduce themselves. Each Council member both in person and virtually introduced themselves.

Later in the meeting, Mr. Baldwin announced that Ann Mackey resigned as a PSG Council Member. We now have 13 members with two vacancies, one mayoral and one council. Mr. Snyder solicited recommendations for the new members.

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

There was a motion to approve the minutes from the May 23rd Task Force Meeting and the April 25th PSG Council meeting by Dr. Turner and 2nd by Ms. Blair. There was a unanimous vote to approve the minutes from those meetings.

1. **Presentation from Safety & Crime Reduction- Ms. Garrett**

Ms. Garrett introduced herself as the Safety & Crime Reduction Administrator with the City of Jacksonville. She presented a briefing on the crime reduction grant in the amount of $9,000 being offered by the neighborhoods department to small businesses (Total Annual revenue not exceeding $75,000) Ms. Garrett went on to solicit assistance from council members in scoring of grant applications July 9th through the 13th. Ms. Garrett answered questions providing clarity for several council members. A total of 2 council members were needed. A total of 5 members volunteered (Dr. Turner, Ms. Blair, Ms. Perry, Ms. Wallmeyer, & Mr. Ertel).

1. **Norming Exercise- Mr. Baldwin/Mr. Snyder**

Mr. Baldwin asked Mr. Snyder to lead the review of the grant application that was previously given to all council members for scoring. Mr. Snyder explained that the Office of Grants & Contract Compliance grant writer drafted this application for purposes of the norming exercise. The application was discussed in detail and suggestions were made by council members as to changes they would’ve like to see made. In conclusion scores were given from each council member.

1. **FY 2023 Application Website and Scoring- Mr. Snyder**

Ms. Baldwin introduced action item five and announced that the council may be moving towards three groups of 5 for the upcoming scoring of the Fiscal Year 23’s applications but is open to other suggestions. The scoring process will be the same as last year.

1. **Appeals Board Meeting- Mr. Snyder**

Mr. Snyder announced that the Appeals Board Meeting will be the 25th of July at 12:30 in the same place, the fishbowl room in the Ed Ball Building on the 8th floor.

**VII. Process Improvement Task Force- Mr. Coggin**

Mr. Coggin shared the Task Force met on May 23rd. They were aided with continuing their charge by Ms. Brew who both researched and presented a robust base of information concerning the inner workings of several agency programs, local organizations, and other governmental departments equivalent to our public service grant program. A thorough discussion by council members and agencies was sparked after the presentation. Next steps after gathering information are to receive presentations from grantors and departments that may share commonality with the public service grant program. Also, the Task Force would like to here from prospective grantees that have applied for funding with other municipalities for a comprehensive understanding of all perspectives in the process.

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

No meeting held. No comment.

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

No meeting held. No comment.

1. **Most Vulnerable Person Sub- Committee- Ms. Grant**

No meeting held. No comment.

1. **Jewish Family & Community Services Budget Amendment- Mr. Nelson**

A representative from Jewish Family & Community Services requested a budget amendment in the amount of $34,000. The funds would be moved from the utility assistance line item to the rent assistance line item. Because the modification request is more than 10% of the agency’s overall budget the council must vote on its approval. There was a motion raised to approve the reallocation by Mr. Baldwin. The motion was so moved by Ms. Perry and seconded by Ms. Mixson. There was no discussion. The council voted unanimously to approve the reallocation.

1. **Open Discussion- Mr. Baldwin**

Mr. Baldwin reported that he and Ms. Mixson met with Mayor’s Budget Task Force and are were not given a firm dollar amounts that will be allocated to the public service grant program. Ms. Mixson added that the infographic created with the agencies input was helpful to have in painting a picture of the impact and need of public service grant dollars.

Ms. Wallmeyer asked for clarification of the prescreening process of public service grant applications received. Mr. Snyder provided clarity by reiterating the purpose of the annual mandatory training for all applicants facilitated by the Office of Grants & Contract Compliance as well as the precursory review given by the same office before receipt by the Council.

1. **Public Comment (Open to the Public)**

There was no public comment.

The council and Mr. Snyder discussed the specifics of the black out period which begins July 1. The difference between public notice events and meeting as opposed to individual or personal communication with prospective grantees was also discussed.

Mr. Baldwin solicited requests from grantees and prospects that council members come out and review programs as early as November 1 up to June 30.

1. **Adjourned- Mr. Baldwin**

Mr. Baldwin asked for a motion to end the meeting. Ms. Mixson motioned and Ms. Perry seconded the motion. There was a unanimous vote to end at 4:50pm

**A verbatim recording of this meeting is available upon request.**