**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**MEETING MINUTES  
Ed Ball Building, 214 N. Hogan, 8TH Floor, Room 825**

**July 11, 2018– 2:00 PM**

**PSG Chair: Lara Diettrich**

**Vice-Chair: Jackie Perry**

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| **Committee Meeting Attendance** | | | |
| **X** | **Lara Diettrich-Chair** | **X** | **Tameiko Grant** |
| **X** | **Jackie Perry-Vice Chair** | **X** | **Sherry Jackson** |
| **X** | **Dr. Stephen Baker** | **X** | **Beth Mixson** |
| **X** | **Bob Baldwin** | **X** | **Ann Mackey** |
| **X** | **Chris Warren** |  |  |
| **X** | **Dr. Marcie Turner** |  |  |

Quorum Present:Yes

Staff: John Snyder, Damian Cook & Kristen Hill, Grants & Compliance Office

Sandra Stockwell, OGC

Katrin MacDonald, ECA for Joyce Morgan, City Council Member District 1

1. **Welcome & Introduction of PSG Council Members – Ms. Diettrich**

Ms. Diettrich called the meeting to order at 2:08 PM. The meeting began with introduction from members and staff. Ms. Diettrich mentioned that Kami Richards will be a new PSG Council Member; however, since she will be confirmed until after the August meeting and has not gone through the training she will not be scoring any applications.

1. **Approval of PSG Council Meeting Minutes – Ms. Diettrich**

Ms. Diettrich asked for approval of the minutes from the June 13th meeting. Mr. Baldwin motioned to approve the minutes. Dr. Turner seconded the seconded the motion. **The motion passed unanimously** with the noted change.

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

Ms. Mixson indicated that no meeting has taken place.

1. **Priority Population Sub-Committee – Dr. Turner**

Members decided that they would like this meeting to be in October.

1. **Rules Sub-Committee – Ms. Jackson**

Ms. Jackson indicated that no meeting has taken place.

1. **Login to AmpliFund & Scoring Process- Mr. Snyder**

Mr. Snyder mentioned that before we begin to discuss the scoring process the PSGC needs to determine who will be scoring what applications. Ms. Diettrich asked members if there were any issues with members and applicant agencies. Mr. Baker & Mr. Baldwin mentioned that they serve on Boards of various non-profits; however, OGC determined that since these are unpaid positions and there are no contracts or employment relationships, then there is no voting conflict. Ms. Mixson & Ms. Grant stated that they works and interacts with other agencies in all of the categories. OGC determined that since there are no contractual or employment relationships and their organizations are not paid by any of these agencies then there is not a voting conflict.

Members then choose to break into two scoring categories based on the number of applications received; Low-Income Persons & Families & Other (Low-Income Homebound Elderly, Homeless, & Adults with Physical, Behavior, or Mental Disability). Mr. Snyder indicated that he will assign members to their scoring tomorrow.

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| --- | --- |
| Low-Income Persons & Families | All Other Priority Populations |
| Dr. Marcie Turner | Dr. Stephen Baker |
| Bob Baldwin | Chris Warren |
| Tameiko Grant | Ann Mackey |
| Beth Mixson | Lara Diettrich |
| Sherry Jackson | Jackie Perry |

Mr. Snyder then went over how members can login to AmpliFund and how to score an application (see handout).

1. **Ethics, public records & open meetings laws for PSG Council members- Ms. Stockwell**

Members all had the training in November 2017 or are scheduled to attend the Ethics Office training in August members decided to forgo this item.

1. **Review, scoring and evaluation of Public Service Grant applications- Mr. Cook**

Mr. Cook reviewed section 118.807 and discussed the scoring sheet and the maximum points available in each section

1. **Priority Population recommendations- Mr. Cook**

Mr. Cook indicated that section 118.804 is where we assign the priority populations. There was discussion about the Priority Population and next year looking at needs as well.

1. **Eligibility qualifications & Appeals for Public Service Grants-Mr. Cook**

Mr. Cook discussed the objective review of the applications (section 118.805) by the Grants Office and the appeals process section (118.810).

1. **Public Service Grant application requirements- Mr. Cook**

Mr. Cook then reviewed section 118.806 and the different application sections.

1. **Limitations on funding allocations-Mr. Cook**

Mr. Cook spoke about the maximum requested cap amount and how much an agency can request as well as the PSG Allocation is made according to sections 118.802 & 118.808.

1. **Budget Amendments, & Disallowable Cost – Mr. Cook**

Mr. Cook reviewed the budget amendment section-118.809. He then discussed the budget requirements in 118.301; especially section 118.301(3)iv regarding issues with meals, lodging, travel outside Duval County, and other non-client direct expenses. In addition, Mr. Cook discussed issues around the purchase of vehicles and other equipment over $1,000.

Mr. Baldwin asked if there were any disallowable expenses in any of the applicant budget sections. Ms. Stockwell indicated that she and Mr. Snyder already discussed several line items and found there were a number of budget request in which members would have to use their judgement; however, nothing in any of the budget requests were strictly against the code.

1. **Evaluation & Norming of Sample PSG Application – Mr. Snyder**

Mr. Snyder went over the scoring sheet for the sample PSG Application. Members discussed what they were looking for in each of the scoring criteria and what the sample application needed to improve upon.

1. **Open Discussion – Ms. Diettrich**

Ms. Diettrich asked that next by week if members would be able to discuss the Legislative Handout provided by Ms. Stockwell and a PSG Mission Statement based on her Workshop #3 notes. Ms. Diettrich directed staff to send those handouts out again to members.

Ms. Diettrich also discussed how she scored application and her spreadsheet that she created to assist her with her scoring. She added that make sure if you take notes that those notes are turned in as Public Record.

1. **Public Comments-**Linda Hemphill from Pine Castle & Heather Corey both spoke about getting a calendar invite from Ms. Stockwell for the July 20th Appeals meeting. This was in error as Ms. Stockwell Outlook calendar updated last year’s invite and automatically sent to everyone from last year.
2. **Next Meeting Date – August 8, 2018**
3. **Adjourn** at 4:28 PM.

Recorder: John Snyder

Completed – 7/16/2018

An audio recording is available upon request