**PUBLIC SERVICE GRANT (PSG) COUNCIL**

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

**June 3, 2019 – 1:00 PM**

**Chair: Lara Diettrich**

**Vice-Chair: Jackie Perry**

**Application Norming Exercise**

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

Staff: Devon Dignan, Grants & Compliance Office

John Snyder, Grants & Compliance Office

Damian Cook, Grants & Compliance Office

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

Ms. Diettrich called the meeting to order at 1:07 pm; all members and staff introduced themselves. Ms. Diettrich reviewed the package and Dr. Turner and Ms., Baldwin indicated they did not receive certificates from City Council; Ms. Diettrich will ensure they are provided. Mr. Snyder stated that he would make the audio of this meeting available for the excused members as well as the public via PSG web-site.

1. **PSG Application Norming Exercise – Damian Cook**Mr. Cook explained the grading process and let the Committee know that they were tasked (based off of education, qualifications, etc.) to rank the applications based off of their belief of what the standards are and what the ordinance code states. He pointed out that it was acceptable to disagree whether items were priorities or not, and that group discussion was necessary to obtain collective opinions.

Ms. Diettrich then began the discussion of the sample application using the score sheet as a guide. Members discussed each of the scoring criteria and what they liked and what they felt was missing from the sample application.

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

No other topics discussed

1. **Public Comment**

Nigelle Kohn, Family Foundations – Requested consideration of specific grading for individual sections in the future and asked that reviewers provide comments.

Tourea Robinson, Aging True – Requested further information on responding specifically related to income. Mr. Snyder indicated questions related to the income were no longer part of the application. Ms. Robinson also requested to know how they reviewers were classifying and grading applications. Ms. Diettrich read the definitions of each of the four categories. Ms. Robinson requested further information on how reviewers were ranking applications, and how they were classifying higher or lower scores. Members of the Committee provided their individual feedback.

1. **Meeting adjourned at 3:07 pm**
2. **Next Meeting Date – PSG Council meeting June 12, 2019**