**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**MEETING MINUTES**

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

**June 28, 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** |
| **X** | **Lara Diettrich** | **X** | **Courtney Weatherby-Hunter** |
| **X** | **Jackie Perry** | **X** | **Jaclyn Blair** |
| **X** | **Dr. Marcie Turner** | **X** | **Ryan Ertel** |
| **E** | **Tameiko Grant** | **X** | **James Coggin** |
| **X** | **Dr. Dogan Tozoglu-via Zoom** |  |  |

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

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

Mary Staffopoulos, Office of General Counsel

Raelyn Means, Office of Grants & Compliance

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

Mr. Baldwin introduced himself and other members of the PSG Council, and staff introduced themselves. Dogan Tozoglu introduced himself via Zoom. Mr. Baldwin noted Chester Spellman is a new PSG council member that will be joining in future meetings. Raelyn Means introduced herself as a new staff member to the Office of Grants and Compliance. She will be working with Mr. Snyder on Public Service Grants. Mr. Baldwin thanked Ms. Means for her work in providing information he had requested in preparation for the Mayor’s Budget Review Committee.

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

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

**Motion passed 11-0.**

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

No committee actions.

Mr. Baldwin thanked Ms. Mixson for her work in preparing the budget request. PSG council expects to receive a $200,000 increase in addition to the $450,000 funds repurposed from the Gator Bowl. Thanks to C/M Carlucci and C/M Carrico for their work. The MBRC was receptive to the requested increase but did not feel they could give the council the full amount. Ms. Mixson asked Mr. Baldwin to clarify the total amount of the

increase, which Mr. Baldwin stated would be $650,000. Dr. Turner asked if the $200,000 increase from the Mayor’s Office was a one-year allocation or ongoing. Mr. Baldwin explained it is just for one year but that historically money has not been taken away from the PSG council allocation.

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

No committee actions.

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

No committee actions.

1. **PSG Scoring website recommended changes update – Mr. Snyder**

Mr. Snyder reported ITD updated several things on the website. They moved away from the old Internet Explorer platform so that everyone can now access via Chrome or Firefox. It is easier access and 6-7 agency applications have already been submitted. Mr. Snyder did say there may be technical issues scoring through an Apple device. ITD is working now on print capabilities for the application, specifically the ability to print certain sections rather than the entire application package.

Mr. Snyder stated for public record that the PSG Appeals Board will be on July 15 in the Ed Ball Building. After that meeting, the applications will be sent out to everyone. Dr. Turner asked how members can access the website to score applications. Mr. Snyder will send out a link and will be sending out the annual 3rd party participation agreement to all PSG Council members. Access will be the same as in previous years, with members needing to set up their own password.

Mr. Baldwin asked about a more user-friendly password capability and ensuring the grant applications were labeled with the program name rather than an identification number. Mr. Snyder reported the applications would be labeled by name. Mr. Baldwin also asked about the breakout of the grants, so that the committee would know which grants they were to review. Mr. Snyder said the committee could decide that once it is determined how many applications there are to review.

1. **Norming Exercise**

Mr. Baldwin opened the exercise and asked the council to go through each section of the score sheet and discuss their observations. Mr. Snyder confirmed this application was intended as an acute category request for funding. Overall, council members found the application difficult to read and key facts were missing. There was limited capacity demonstrated in the agency’s ability to deliver program services. It was confusing whether this was a first-year program or one with previous experience. There were multiple concerns regarding the budget and prior year numbers were not provided. There was limited evidence provided in financial oversight and sustainability. Council members also cited concern for the lack of board and staff member experience. There were questions about the statistics provided and their actual impact on the population the agency was seeking to serve. The agency did not mention or demonstrate any collaboration or partnerships with other agencies in the sector. There was positive feedback in that the passion and need for the program was clear.

Mr. Snyder stated this application was from an agency that is no longer active in SunBiz. He clarified certain items that the members mentioned during their comments:

* There was a comment about wanting to see the 990s to compare with the budget. The 990s are not provided to council members, but the last three years’ filed returns are uploaded with the application and used by staff to confirm the annual revenue. They also provide a certificate of good standing and active charitable solicitation permit. Ms. Staffopoulos reminded the council that the intent of the new legislation is to provide council members with more financial information while reviewing the applications.
* The PSG Council is able to fund any percentage of the program budget, but only 24% of the overall agency revenue. The 990s are used by staff to confirm that an agency’s request is not exceeding 24% of their annual revenue averaged over the last three years.
* There was a concern about whether PSG funds can be used for retirement benefits and other employee benefits. PSG funds can be used for this purpose. The only disallowed expense is for employees who leave the agency and want to cash in on their leave.
* There was a question about whether professional staff were certified or licensed. Mr. Snyder stated he verifies professional licenses and certifications during the contracting process for any position using PSG funding.

Dr. Turner asked for guidance on how to distinguish between numeric scores. Mr. Snyder stated the process is meant to be completely subjective and it is up to each member to determine the score assigned to each organization. Mr. Baldwin asked for clarification that the scores need to be whole numbers. Mr. Snyder confirmed the system will only allow whole numbers.

Ms. Diettrich commented on how far the council has come in getting applications from quality agencies and emphasized the role of data in the evaluation process.

1. **Open Discussion**

The council discussed whether to hold future meetings at the library or return to the Ed Ball building. Mr. Snyder noted that he and Ms. Means have been fully trained on the new system in the Ed Ball training room which is Zoom compatible. Council members asked what agencies would prefer and what would foster more agency participation. Mr. Baldwin asked Mr. Snyder to survey the currently funded agencies on their preference. Ms. Mixson asked whether the meeting time would stay the same or return to the previous time. Mr. Snyder stated both times are available. Parking options are the same for both locations. Ms. Staffopoulos pointed out there are multiple options available to the council. Meetings could be fully in-person at Ed Ball, or have a hybrid meeting where Zoom would be available either as a live stream or full interaction. There are pros and cons to both locations.

Mr. Baldwin noted that C/M Carrico has been the City Council Liaison over the past year. Effective July 1, C/M Carlucci will be the PSG Liaison for City Council.

Ms. Diettrich thanked the council for their work and wishes them the best in the future as she is tendering her resignation. Mr. Baldwin recognized Ms. Diettrich’s impact on the PSG council and thanked her for her service.

1. **Public Comment**

Lori Richards, Executive Director for Beaches Emergency Assistance Ministry, spoke and introduced James Kelleher, Director of Social Programs. Ms. Richards thanked the council for their service and congratulated them on increasing funding for agencies. She thanked the members who came out and took a tour of BEAM’s facility. She recognized the time and energy the members are about to dedicate in reviewing PSG applications.

Jason Henika, Hubbard House, thanked the council for their service.

Marcus Haile, CEO of Literacy Alliance of NEFL, thanks the council for their work in increasing the funding available for PSG. He cited the impact of COVID on the population they serve.

1. **Adjourn 4:26 pm.**

**Next Meeting – July 26 at 3:00 PM**

**A verbatim recording is available upon request.**