

Public Service Grant Council Ordinance Review Sub-Committee Meeting Minutes

Date: October 8, 2008

Time: 9:30 AM

Present: Ronald Mallett, Juan Diaz, Arnold Tritt, John Donahoo

Guests: Roslyn Phillips, Councilman Kevin Hyde, Neill McArthur, Nancy Kirts, Sandy Arts, John Snyder, Sue Andrews and Linda Platte'

Welcome

Ronald Mallett, acting Chairperson, called the meeting to order and welcomed everyone.

Council Member Kevin Hyde's Comments

Ronald Mallett the purpose of the meeting was to discuss, review and recommend changes to Ordinance 2007-105-E. Council Member Hyde spoke for about 20 minutes about the purpose of the Public Service Grant Council and that the ordinance revisions may be needed. He said that moving forward the City Council needed to establish the Priority Populations early next year. The idea behind the legislation was to recognize that the City can't effectively sprinkle monies every where hoping that its impact would be effective. Greater good could be accomplished if we can define areas that need a focused impact. The Jacksonville Journey is an example of this concept on a greater scale. He noted that Ordinance 2007-105-E was long and that he was not opposed to streamlining it. Its intent was to take the allocation process of Public Service Grants away from the budgetary process so that a more thorough review of the applicants could be mastered. He acknowledged that this was already happening. He asked if there were any questions of him. Having none, he excused himself from the meeting.

Public Service Grant Ordinance Changes

Mr. Mallett asked Rena Coughlin, Non-Profit Center how many of her organization's members were present to discuss ordinance changes she presented in writing. She stated that there were a few that were familiar with the old Public Service Grant process as well as the new one. This focus group also looked at the Cultural Council and the Jacksonville Children's Commission regarding some of the standard language. The Cultural Council Board makes their funding recommendations directly to the Mayor. Their funding recommendation comes from pre-applications. This type of funding request should go to the Mayor's Office in March or April. John Donahoo the current grant deadline date of March 15 did not provide enough time to process the applications. Ms. Kirts stated that the establishing Priority Populations must be done by February 15th. Ronald Mallett stated it was great to have the opportunity to make revisions to these deadline dates before the next PSG Council meeting on October 21st. Mr. Mallett stated that everyone needs to formally introduce themselves for the record. John Donahoo stated that he wanted to hear more comments from organizations in attendance. Juan Diaz stated the PSG Council should take a very critical look at having as much laid out in the Ordinance as possible, so that year to year decision making is not based on who were the members of the PSG Council. Mr. Tritt bought in an evaluation from the CDBG to submit as a guideline for evaluating applications and thought pre-screening could be completed by City staff prior to the formal review by the PSG Council. He suggested other components of the pre-screening to include if each audit

had been approved and administrative requirements had been met. He then stated that the Cultural Council funding did not need to be discussed by the PSG Council. Ms. Phillips stated that the Cultural Council is subject to Chapter 118 and that by definition they are included as a Public Service Grant but the actual administration and the appropriation is not a part of Public Service Grant Council's responsibilities. Neill McArthur stated they are funded under Part 6 of Chapter 118 and that unlike the other recipients, they get what is called a lump sum appropriation that has to go to MBRC; the Mayor makes his recommendations and then it comes down to what funds are available for their lump sum. The ordinance also said that it is to be disbursed in quarterly payments and it cannot be disbursed without a financial report and back-up to ensure accountability and transparency related to the release of funds. Mr. Mallett asked if they were on a reimbursement basis like everyone else. Neill McArthur stated, "No" with the exception to the Art in Public Places grant which is a Public Service Grant. Ms. Kirts and Ms. Phillips talked about the revisions that take place each year with the application process. Ms. Phillips talked about the appeals process and the evaluation form that Mr. Tritt bought in from CDBG. Arnold Tritt and Ronald Mallett had a discussion regarding the appeals process and stated that the Council would be as high as you can go regarding appeals. Ms. Kirts stated that Chapter 118 does provide for an appeal process but that is was specific to disallowable expenses. Ms. Kirts stated that Sandy Arts had been working very hard on doing an online application and it will be on the next PSDG Council agenda for discussion. Mr. Mallett asked if everyone had a copy of the Ordinance 2007-105-E. The specific comments from Ms. Coughlin were the **Lump Sum Appropriations** in **Section 118.201**. Neill McArthur suggested to add a sentence stating "Public Service Grant Council shall make a funding request no later than (Blank) of each year." Then a letter of intent which will need developed to state the "Potential PSG recipients must submit letters of intent to the Public Service Council no later than (Blank) or Noted Deadline". Neill McArthur also suggested, "Recipients must file letters of intent as to funding needs on a date specified by the Public Service Grant Council". Then, in that first section stating the "Public Service Grant Council, shall make a grant request to the Mayor each year after having received the letters of intent specified below". Mr. McArthur also wanted to address Mr. Tritts' suggesting an appellant procedure and so forth, and he like to call everyone's attention to Section 118.202 subsection E5. There were (4) little roman numerals. A fifth roman numeral could be added to give the Council authority to establish an appellant procedure. Mr. Mallett stated that the next thing to be addressed was the increase the number of Public Service Grant Council members. Ms. Phillips non-voting advisory members have been used on other appointed boards or commissions rather than recommending increasing the number of members already in place. Mr. Mallett wanted to talk about defining "essential functions". Ms. Kirts stated that she and staff had talked about it and offered that it should be based on municipal, state and federal requirements that if an organization did not fulfill that obligation the City would be required to do so. Neill McArthur suggested that the definition should state "An essential function is any function that the City is required to perform under Federal or State Laws" and offered that the recipient would have the burden proving their service is essential by referring to the State or Federal mandate. Mr. Mallett stated that the meeting lasted longer than anticipated and asked everyone to look at their calendar for next available meeting date. Everyone agreed on Friday October 10, 2008.

Meeting Adjourned 11:30 a.m.
Minutes Prepared by Linda Platté