

Public Service Grant Council Meeting Minutes

Date: March 17, 2009

Time: 10:00 A.M.

Present: Alberta Hipps, Gwen Yates, Juan Diaz, John Donahoo, Edgar Mathis, Ronald Mallett and Arnold Tritt

Welcome: Alberta Hipps welcomed everyone and facilitated introductions.

Meeting Minutes:

Ms. Hipps asked if there were any changes or comments regarding the February 17, 2009 and February 27, 2009 minutes.

Gwen Yates motioned to accept the minutes as read and was seconded by Edgar Mathis. The motion was passed.

FY 2010 Funding Matrix Workshop

- **Oral Presentations** – Ms. Kirts stated the Oral Presentations were a consideration for reviewing the Jacksonville Journey RFP's earlier this fiscal year. However, it was not used. This screening tool is an option for use with the FY 2010 Public Service Grant applications. Ms. Phillips suggested that the Public Service Grant Council consider establishing a subcommittee for FY 2010 PSG applications evaluation purposes. Ms. Kirts suggested that Oral Presentations could be limited to 3 minutes. She went on to say that there were (62) FY 2010 PSG applications submitted and agreed with Ms. Phillips' suggestion regarding establishing an evaluation subcommittee. Mr. Mathis asked how Oral Presentations would impact the overall application score if the Oral Presentation did not carry a weight. Ms. Kirts stated that a weighted value could be assigned for the Oral Presentations. Ms. Hipps stated that Oral Presentations were not use for FY 2009 and that there was no out cry from affected organizations about the scoring being done without the Oral Presentation. Mr. Donahoo stated that it could be made optional and Ms. Hipps said if it was made optional, she would like to have some sort of paper trail for those organizations that declined the opportunity to make an Oral Presentation. **Ronald Mallet motioned that any FY 2010 PSG applicant has the option to provide an Oral Presentation with no points assessed to it and was seconded by John Donahoo. The Motion was passed.** Ms. Kirts asked if the Oral Presentations would be presented to the full PSG Council or to a subcommittee. Ronald Mallett stated the full PSG Council. Ms. Kirts asked if Oral Presentations would be made for each agency or for each grant application program. Ms. Hipps stated that (3) minutes be allocated per grant application program. Ms. Hipps stated that a four hour block be established on April 21, 2009 from 8:00 – 12:00 for Oral Presentations in order to present FY 2010 PSG funding recommendations to Mayor's Office in a timely manner.

- **Application Evaluation Process** – John Snyder sent an email to all Public Service Grant Council members outlining the proposed Public Service Grant Funding Matrix. He stated that he met with the Cultural Council and called the State of Florida, CDBG and the United Way to learn how they evaluate and award grants. All agencies completed site visits, Oral Presentations and weights were assigned based on timely reports submitted and the achievement of their goals. He modified the matrix used by the State of Florida and the one that the Cultural Council uses as an example of how various grading criteria fields can be added to make for a more objective method to make funding recommendations based on a factored score. That factored score is then used help determine how much money would be allocated based on the funds available. The grading matrix uses rounding and averaging to determine a recommended funding amount. It allows more input from PSG Council and rewards agencies with high performance. Ronald Mallett stated that he would like to see more weight assigned to the PSG Council site visits. Ms. Phillips stated that the funding matrix used in FY 2009 would be used for FY 2010 and that going forward the matrix John Snyder had discussed could be used. Ms. Hipps stated that she wanted to a subcommittee to work with John Snyder on refining the funding matrix. Ronald Mallett will chair this subcommittee and Juan Diaz, John Donahoo and Arnold Tritt will be members

FY 2010 Unit Cost Standardization

Ms. Kirts stated that in preparing the FY 2008 Public Service Grant Annual Report it become very clear there was no common measure for all organizations to report on. She stated that she would like come up with a standard unit cost measure and used the example of the Jacksonville Children’s Commission’s unit cost being 15 minutes of direct customer contact. She went on to say that input from the Non-Profit Community and JCCI would be very important. Ms. Hipps stated she had received a lot of feedback from organizations about the difficulty in establishing a unit cost measure because of the programs and missions are so diverse. She suggested an offline meeting be completed and that this would be an agenda items for the May PSG Council meeting.

FY 2010 PSG Application Training Customer Surveys Results

Ms. Kirts explained that in their packets was the FY 2010 PSG Application training customer satisfaction surveys results which achieved an overall score of 4.10 out of a possible 5. Some of the lessons learned were that training be conducted at a location that had plenty of parking. Also, due to the volume of questions being asked after the training, it was evident that the actual grant writers did not attend the training and the information covered did not get back to the grant writers who prepared the grant applications. This will need to be addressed in future training opportunities.

Cassandra Bush, Thorminc

Ms. Hipps asked to adjust the agenda a little because some of the PSG Council members needed to leave but she wanted them present to hear Ms. Bush's questions. Ms. Bush stated she wasn't expecting to speak and was only prepared to only attend and learn more about Public Service Grants. She thanked Roslyn Phillips and her office for taking the time to answer questions that she had and stated that she did not know the PSG Council met until last month. She provided a brief overview by stating that Thorminc had been in existence since 2000, and was a 501(c)(3). Her organization has been providing housing and supportive services to men getting out of Florida State Prison since 2002. She also works with violent offenders and mentally ill men. She stated that she was present to learn more and brought some of her board members with her to also gain more knowledge.

FY 2009 Jacksonville Journey RFP's Update

Ms. Kirts explained that of the reports submitted for February, Clara White had spent \$8,388.59 and they had the most to report of the four agencies. They have provided case management to 26 ex-offenders and also provided job readiness training for 19 in the month of February. WorkSource is getting organized and has not spent any money yet. They are new to the City of Jacksonville and Ms. Kirts expects more activity to be reported in March. Jacksonville Area Legal Aid had spent \$5,732.73 in February. They conducted clinics to recruit new customers. The clinic conducted at the Gateway Mall had an attendance of 45 people and they received great referrals from that clinic. Operation New Hope has not spent any of their funds yet. More information will be reported in March.

FY 2010 Priority Populations City Council Legislation Update

Ms. Kirts stated that Ordinance 2009-86-E was enacted on March 10, 2009. Ms. Hipps asked if the PSG Council's recommendations had remained in tack and Ms. Kirts indicated that it had. Ms. Hipps thanked everyone for their work on this important legislation.

Community Safety Net Fund Update

Ms. Kirts stated that Ordinance 2009-216 will be on 3rd reading at the City Council meeting on March 24, 2009 and she does not expect any problems. Ms. Phillips stated that this bill was in several Committee Meetings on March 16, 2009.

FY 2008 PSG Revised Annual Report

Ms. Kirts explained that the FY 2008 PSG Annual Report was in their packet and the only change that was requested was to remove Cultural Council funding. Ms. Hipps asked for a motion to approve. **Ronald Mallet motioned to accept the Annual Report and was seconded by Gwen Yates. The Motion was passed.**

Council Auditor's Non-Compliance List Update

Ms. Hipps stated that the PSG Council invited the Council Auditor's Office to attend this meeting but they declined the offer. Ms. Hipps asked Ms. Phillips to let them know of any red flags that the PSG Council may need to know about. Ms. Phillips stated that the staff continues to work with the Council Auditor's Office and there are some concerns that the Council Auditor's Office is reviewing for some of the PSG recipients as it relates to the establishment of a separate banking account which is a contractual requirement. Ronald Mallett asked, what was the last date that FY 2010 PSG applicants need to be off the Council Auditor's Non-Compliance List in order to be in compliance for funding consideration. Ms. Kirts stated that it would be a decision of the PSG Council. Neill McArthur last year stated it is based on when they get funded. Ms. Phillips stated to ask the Office General Counsel to verify that information. Lawsikia Hodges, OGC stated that she would like to have more time to discuss and review this with other Office of General Counsel staff and that she would be prepared to respond at the next PSG Council meeting on 4/21/09.

Meeting adjourned: 11:15 P.M.

Minutes Prepared by: Linda Platte'