

Public Service Grant Council Meeting Minutes

Date: September 15, 2009

Time: 10:05 a.m.

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

Absent: John Donahoo

Staff Present: Roslyn Mixon-Phillips, Sandy Arts, Sue Andrews, John Snyder, Linda Platte' and Lawsikia Hodges, Office of General Counsel.

Welcome: Alberta Hipps welcomed everyone and facilitated introductions.

Meeting Minutes: Alberta Hipps asked if there were any changes or comments regarding the August 18, 2009 minutes. **Ronald Mallett motioned to accept the minutes as read and this was seconded by Gwen Yates. The motion was passed.**

Best Practice Meeting Minutes: Alberta Hipps asked if there were any changes or comments regarding the August 31, 2009 minutes. Ms. Hipps asked Ms. Ellen Siler, Hubbard House, Inc. to take a moment and review her comments detailed in the meeting minutes. Ms. Siler suggested a few changes as follows: "Establish a cap on an annual increase request considering that this year agencies asked for 300%" increase. **Ronald Mallett motioned to accept the minutes as amended and was seconded by Gwen Yates. The motion was passed.**

Volunteers in Medicine

Ms. Hipps asked if anyone from Volunteers in Medicine was in the audience. Mr. Jeff Mathews stated that he had been working with Nancy Kirts and Sean Costigan to resolve his non-compliance issue. Councilman Hyde will be introducing an ordinance on their behalf that will be similar to what was done for the USO, Salvation Army and the Jacksonville Historical Society. The bank that was used to hold FY 2005 Public Service Grant funds did not allow a zero balance, so the account was closed when the FY 2005 grant terminated. When the FY 2006 Public Service Grant was awarded, he was new to his job and did not know the contract required the funds to be managed in a separate bank account. Mr. Mathews stated that the bank has not offered to help him clear up this matter. Ronald Mallett asked that the staff keep Volunteers in Medicine informed of all upcoming trainings.

Best Practices Focus Group

Alberta Hipps asked Ronald Mallett if he had any comments regarding the future Best Practice Focus Group Sub-Committee meeting. Ronald Mallett stated that so far confirmed to participate are Juan Diaz, Arnold Tritt and John Donahoo. He invited the non-profit community to attend the meeting to be held on October 6, 2009 at City Hall, 3rd Floor, Conference Room "C" from 10:00 a.m. – 12:00 p.m. Ronald Mallett stated that he would have a report for the next Public Service Grant Council meeting.

Chapter 118 Proposed Changes

Alberta Hipps asked Lawsikia Hodges, Office of General Counsel for an update on the changes to Chapter 118. Ms. Hodges stated that there was nothing new to report. Alberta Hipps stated that if the ordinance changes are not introduced before 9/18/09 to be placed on the next City Council meeting, it will not be finalized by December 2009. Ronald Mallett stated he would follow up with Councilman Hyde to determine where he was in reviewing the Chapter 118 ordinance changes. Ms. Hodges stated that she was told that he had not yet reviewed it, so she did not believe the ordinance changes would be filed by the next City Council meeting.

Annual Work Plan

Alberta Hipps stated that she had asked the staff to prepare an annual work plan to be used to keep the required work flow on track and she asked Roslyn Phillips if she had a chance to review these dates. Ms. Phillips stated that it appeared to be correct and in line with previously discussed time frames. She stated that there was a bill pending before City Council that would start the budget process earlier which may conflict with some of the dates if it is approved. Alberta Hipps stated that she thinks this was Councilman Webb's initiative. She stated that she would continue with the work plan as follows:

September 2009

- Finalize FY 2011 Priority Population Recommendations

Ms. Hipps stated that this needs to be discussed today and make some decisions.

October 2009

- Review Best Practices Sub-Committee Recommendations and discuss implementation of recommendations and development of the funding methodology.

Ms. Hipps stated this report will make recommendations for Best Practices and funding before training is to take place.

- Review Proposed Chapter 118 changes and work with Office of General Counsel and City Council President to introduce the enacting legislation.
- Mandatory FY 2010 Public Service Grant Contract training

November 2009

- Discuss any FY 2011 Public Service Grant application changes/revisions and implement recommendations

Ms. Hipps stated that the on-line application was still on course.

December 2009

- Priority Populations Finalized through City Council

Ms. Hipps stated she was not sure if this will be finalized on time because last year it was deferred. The deadline date remains as being February 15th.

- Chapter 118 Changes Finalized through City Council
- Mandatory FY 2011 Public Service Grant Application Training

Ms. Hipps asked Ms. Phillips if the training could take place without knowing the Priority Populations. Ms. Phillips stated we will know the recommendations and we'll have time to give applicants that information. No date has been set for this training. Ms. Hipps asked if we could have training in the Ed Ball, 8th Floor Conference Room because the room is wired for audio. Ms. Phillips stated the only way would be if there were multiple training sessions. Mr. Mallett stated that parking is

a problem and the training needs to be off site. Ms. Hipps suggested the Jacksonville Children's Commission and Ms. Phillips suggested the Jacksonville Main Public Library.

January 2010

- Discuss FY 2009 Annual Report document
- Provide GIFTS (on-line application) training

February 2010

- February 15, 2010 – Priority Populations must be finalized per Section 118.203(a)

Ms. Hipps acknowledged John Pauley, River Region Human Resource. He stated that the Priority Population for his grant maybe a little different because they serve multiple priority populations such as HIV/AIDS, Substance Abuse, Homeless and Mental Illness and asked if the on-line grant application will allow for choosing multiple priority populations. Other agencies may also provide services to multiple priority populations. John Snyder stated that the drop-down menu for the on-line application will have the ability to choose multiple priority populations. Roslyn Phillips stated that agencies should only look at that Primary Population instead of choosing multiple ones.

March 2010

- FY 2011 Public Service Grants must be submitted by March 15, 2010 per Section 118.204(a)
- Applications screened by staff to ensure mandatory requirements are adhered to
- Applications evaluated by Public Service Grant Council members
- Public Service Grant Council Site Visits to all FY 2011 Public Service Grant applicants

April 2010

- Oral Presentations (if approved by the Public Service Grant Council) to be provided by all FY 2011 Public Service Grant Applicants using an approved scoring instrument

Ms. Hipps stated that the oral presentations and site visits were very valuable to the Public Service Grant Council members and asked that the Best Practice report having a point value for Oral Presentations.

- Applications evaluation completed by Public Service Grant Council members

May 2010

- Public Service Grant Council finalizes FY 2011 funding recommendations

June 2010

- Summer Workshop to prepare for FY 2011

July 2010

- Mayor Presents his FY 2011 Proposed Budget

Ms. Hipps stated that Roslyn Phillips will let the Public Service Grant Council members know what that number will be.

August 2010

- Finance Committee Meeting – Alberta Hipps to present the Public Service Grant Council's FY 2011 funding recommendations

FY 2011 Priority Populations Discussion

Ms. Hipps stated that the meeting packet included a letter from Roslyn Phillips providing her definition of "Residents of Neighborhoods at High Risk of Crime". Roslyn Phillips stated last year the question came up about the high risk of crime designation may have a negative impact in certain areas. She stated that no one applied for that Priority Population last

year. Glen Mitchell stated that this priority population goes beyond the number of agencies that have applied. Ms. Yates stated that it would be helpful if they start where they began from last year in determining recommendations for priority populations to see if anything was missed. Ms. Hipps asked her to read the categories so everyone would know what they were: (1) Homeless and low-income person and families (2) Victims of abuse and neglect (3) Adults with physical, mental and behavioral disabilities, (4) Residents of neighborhoods at high risk of crime and (5) Improvements to quality of life through cultural activities. Edgar Mathis stated that this list of five includes everything and recommended no changes. Juan Diaz stated he agreed with Mr. Mathis that everything was included. Ronald Mallett asked how the issue with crime in Jacksonville enters into the process. Ms. Hipps stated there would be a stigma to outline a particular neighborhood at risk of crime that would create a negative impact. Ms. Phillips stated that in working with the Jacksonville Sheriff's Office, they do not want to stigmatize a particular neighborhood or area. She referred back to her letter defining "Neighborhoods at High Risk of Crime" as the basis for her statement. Arnold Tritt stated to stay with the (5) Priority Populations list. Juan Diaz stated that he agreed with the list of five, but wanted to prioritize them or rank them in order based on the community's critical needs. Ms. Hipps asked for comments from the audience because Public Service Grant Council was going to vote on the FY 2011 Priority Populations in today's meeting. Lawsikia Hodges stated that as a point of discussion, according to Chapter 118, the Cultural Council grants are to be separate from Public Service Grants. Ms. Hodges then spoke about Priority Population #5 - "Improvements to quality of life through cultural activities" and said it was not needed for this reason. Ronald Mallett asked if Priority Population #5 was eliminated under the changes proposed to Chapter 118. **Ronald Mallett made a motion to accept items 1 - 4 for Priority Populations and his motion was seconded by Arnold Tritt. The motion was passed.** Roslyn Phillips stated it would be advisable to have a special line item to explain the deletion of #5 in the letter that will go to Council President Clark, so that the Public Service Grant Council will not have to explain later what their intent was. Ms. Hipps asked everyone to read the information in their packet from JCCI, "Quality of Life Report". Ms. Hipps asked Mr. Diaz to explain his comments about prioritizing or ranking of the four Priority Populations categories. Mr. Diaz stated that the money should be spent where the greater need is. **Juan Diaz motioned to prioritize the Priority Populations for 2010-2011 to be (1) Homeless and low in-come persons and families, (4) Residents of neighborhoods at high risk of crime, (2) Victims of abuse and neglect, & (3) Adults with physical, mental and behavioral disabilities, Ronald Mallett seconded the motion for discussion.** Edgar Mathis asked if as a group, they have the authority to prioritize. Lawsikia Hodges stated that the City Council has the right to prioritize. Ms. Hipps then opened the meeting up for public comments. **Dawn Gilman**, Emergency Services and Homeless Coalition, stated that this process will become intertwined with all four priority populations. **Laura Hickey**, Catholic Charities, stated they provide services to all four priority populations and from month to month it changes. **Glen Mitchell**, Compassionate Families, agreed with the other two public comments. The Jacksonville Journey dollars only addresses prevention and intervention. **Ellen Siler**, Hubbard House, provided an example of how prioritizing the priority populations would affect her agency. She serves families that are victims of abuse and neglect as well as homeless. She would just apply for funding under the "homeless and low income persons and families" category. **Ju'Coby Pittman**, Clara White Mission, that prioritizing the priority populations is going to have an impact on finances and may compromise the quality of service. **Tiffany Green**, River Region, asked whose best interest does the prioritization help and why do it? Juan Diaz thanked everyone's comments, and **motioned to withdraw his previous motion to prioritize the priority populations and Gwen Yates seconded the motion. The motion was passed.** Ms. Hipps stated the dialogue was very valuable to all.

Council Auditor's Non-Compliance List

Ms. Hipps stated Volunteers in Medicine was not on this list and Ronald Mallett stated it was because they were not funded last year. Ms. Hipps stated neither was Prisoners of Christ. Roslyn Phillips stated as long as the Council Auditor's Office has a problem with an agency, they will remain on the Council Auditor's Non-Compliance list until they receive the information that is needed to become compliant.

Finance Committee Recommendations

Ms. Hipps thanked Roslyn Phillips and Nancy Kirts for all their help during this process. Jan Flager, Mission House, asked if the award letter that Nancy Kirts sent out recently reflects what the new amount for FY 2010. The answer was yes.

Meeting adjourned:

Time: 11:45 a.m.

Minutes Prepared by: Linda Platte'