

Public Service Grant Council Meeting Minutes

Date: August 19, 2008 10:00 A.M.

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

Guests: Nancy Kirts, Sandy Arts, John Snyder, Sue Andrews, Sandra Hull-Richardson, Carla Miller, Jon Phillips, Neill McArthur and Linda Platte'

Welcome and Introductions	Ms. Alberta Hipps called the meeting to order and began by welcoming everyone and asked that they introduce themselves and tell a little about themselves. Ms. Hipps did explain to all that she would have to leave at some point and that the Vice Chair, Gwen Yates will conduct the meeting until she returns.
Gifts Training	Carla Miller started with an article from the New York Times regarding Gifts. Every year on July1st you will need file a Gift Disclosure if you receive a gift valued in excess of \$100. A notification will come to you before next July. If you didn't receive anything you don't have to file anything. Gifts means that which is accepted by a donee or by another on the donee's behalf, or that which is paid or given to another for or on behalf of a donee, directly, indirectly, or in trust for his or her benefit or by any other means, for which equal or greater consideration is not given. Among other things, a gift may be: Real property; the use of property; tangible or intangible personal property; the use of tangible or intangible personal property; and a preferential rate or terms on a debt, loan, goods, or services, which rate is below the customary rate and is not either a government rate available to all other similar situated government employees or officials or a rate which is available to similarly situated members of the public by virtue of occupation, affiliation, age, religion, sex, or national origin. Gifts does not include salary, benefits, services, fees, commissions, or expenses associated primarily with the donee's employment or business, or provided to the donee as part of the donee's bona fide fact finding efforts on behalf of his or her agency, or provided to the donee by the City, and does not include gifts provided by the City or any governmental agency, to the extent that such gifts provided is not inconsistent with the applicable provisions of F.S. 112.3148. No officer or employee of the City, or any other person on his or her behalf, shall knowingly accept, directly or indirectly, any one gift with a value greater than one hundred (\$100.00) dollars or an accumulation of gifts in any one calendar year that exceed two hundred fifty (\$250) dollars from any person or business entity that the recipient knows is: A lobbyist who lobbies the recipient's agency or executive department; any principal or employer of a lobbyist who lobbies the recipient's agency or executive department; a person or business entity which is doing business with, or has made written application within the previous six months, to do business with an agency of which he or she is an officer or employee; a person or business entity which is subject to the permit approval of an agency of which he or she is an officer or employee. Once again the annual disclosure of a local reporting individual shall be filed online utilizing a form which is substantially the same in content as that required by state law, and the disclosure shall be submitted annually, by July 1st. The City's Ethics Officer will provide training and notice of filing deadlines to local reporting individuals so as to best effect voluntary compliance with this section. If anything

	<p>comes up, please contact the Ethics Office at 630-1476 and they'll be glad to help with any further questions. Regarding conflict of interest, Carla Miller will get someone from the Office of General Counsel that can come in and explain to everyone on the committee.</p> <p>Further understanding of the budget was discussed during this period especially the Cultural Council and how their monies are being spent. The budget is \$5 million minus the \$3 million to the Cultural Council.</p>
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Conflict of Interest	<p>Sherry Shaw, General Counsel's Office discussed conflicts of interest. Voting conflicts would exist when a PSG Council member sits on a board of an agency. In this instance, you will need to excuse your self from voting and fill out Form8B Memorandum of Voting Conflict for County, Municipal, and other Local Public Officers. The form was passed out to all PSG Council members. This form is to be filed with the minutes. This action does not affect your quorum, but you cannot vote. All members at that time filled out form for each organization that they were connected with.</p>
Minutes of Last Meeting	<p>Ms. Hipps asked that everyone take a minute to review the minutes for approval. Any changes and no one had any changes. Motion: Mr. Tritt made a motion to accept the minutes; Mr. Mallett second. All PSG Council members were in favor to accept the minutes as prepared.</p>

Scoring Criteria	<p>Ms. Hipps wants to start with the grading criteria and wants everyone to be on the same page. Mr. Mathis stated that everyone should understand what the mandatory requirements are. Ms. Kirts stated that the City Council Ordinance sets the mandatory requirements. There is no flexibility and the only flexibility is if the PSG Council wants to change it through City Council action. The 24% of operating revenue requirement at the time of application could be met by reducing the organization's original budget request. Ms. Hipps stated with that understanding and in line with Mr. Arthur's guidelines and then asked had any organizations been contacted. Ms. Kirts answered "no". At that time Mr. McArthur entered the room to answer any questions regarding the mandatory requirements and how it would relate to the grading process. Ms. Hipps expressed appreciation to Mr. McArthur for his E-mail regarding guidance of the law. Mr. McArthur explained that the City Council decided to change Chapter 118 considerably. Ms. Yates asked if he had seen the FY 2009 PSG applications and Mr. Arthur stated "no". Years ago, the PSG applications went through the Human Services Council before being considered for funding. In the spreadsheet, Ms. Kirts asked Mr. McArthur about Bridge The Gap not meeting the requirements of quarterly reports and that they didn't meet the 24% requirement. This is the only one that didn't meet the 24% requirement. Mr. McArthur asked they were given them a time limit for quarterly reporting. Grove House is another they didn't submit a cover letter. Mr. Diaz asked is the quarterly report late? Mr. McArthur explained that it is time sensitive. Mr. McArthur also stated that if you look at City Ordinance Section 118.504 "Failure or refusal to make reports and responses. Each recipient that shall fail or refuse to make the reports and responses required by this Chapter shall lose all entitlement to further disbursement of its miscellaneous appropriations and the Director of Administration and Finance shall withhold disbursement upon certification of this loss of entitlement by the Council Auditor. Entitlement shall</p>
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be restored upon a certification by the Council Auditor that the recipient had complied with the provisions of this Chapter". Mr. Diaz asked for clarification of Loss of eligibility. Mr. Arthur stated that in Section 118. 503 L"oss of eligibility for failure to comply with this Chapter states that a recipient failing to comply with requirements of this Chapter shall be ineligible to apply for a miscellaneous appropriation for; In the first instance, the next fiscal year; or until being certified by the Council Auditor as being in compliance". Ms. Hipps stated she wanted to read into the record that off the table grant recipient fourth from the bottom Bridge The Gap, Gateway Community Service, Grove House(2) L'Arche, The Mission House (2), proposal narrative missing – The Help Center and Urban Jax, Inc. Nancy Kirts stated that in 2007-105-E Pg 7, Section (f) Lines 16-22 and Lines 23-25 discuss the requirement for the mandatory cover letter. Mr. Mallett asked was there not a workshop to discuss the mandatory requirements and asked is it left up to the organization to abide to the rules. Mr. McArthur asked Ms. Hipps to review in 2007-105-E Pg.8 "(h) The criteria set forth in this section for public service grant approval may not be waived except by two-thirds vote of the City Council." **Motion:** Ms. Hipps stated that at this time she would like to have a motion to state that we notify Bridge The Gap, Gateway Community Service, Grove House (2), L'Arche, The Mission House, River Region (2), The Help Center and Urban Jax, Inc. of ineligibility. Mr. Tritt second, all those in favor say I and nay have the same right. The motion passed. Mr. Mathis wants a letter sent to all organizations to advise them of ineligibility. Ms. Hipps excused herself from the meeting and Ms. Yates resumed it. Ms. Yates asked for clarity of the letter to be sent to all organizations. Ms. Yates stated next about the Cultural Council is one of those essential programs and Mr. McArthur also gave his understanding of the Cultural Council also. Mr. Mallett stated that 3 million dollars number is that hard fixed number and an additional \$51,000. Ms. Yates asked Mr. Bob White to give some clarity about the organization. Mr. White explained that there were 26 applications that receive funding to include the Jacksonville Symphony, etc. Mr. Mallett asked how is this helping the priority populations or is this an essential service. Mr. White stated that is what he is told to do. In reference to "Art in Public Places", Mr. Mallett asked that is all this art on City Property? Mr. White "yes". Mr. Mallett stated that the Cultural Council Board of Directors was very impressive and that he had reviewed the list of members. Mr. White stated that he was glad to have the chance to tell the story.

Break 7 Minutes

Nancy Kirts asked that Sue Andrews tell them about Presbyterian Social Ministries. Sue Andrews explained that she is having insurance requirement problem. At this time they still have not supplied this information. Mr. McArthur stated that that is not a reason to disqualify because that isn't mandatory. It's just a policy of the management Department and not to be considered. Mr. Diaz stated that to earmark them for right now and let them know this is part of their contract. Ms. Hipps would like to establish some sort of umbrella situation as a guideline for all to use. Mr. Mathis stated that some sort of time frame for them to respond to, because that money can be used for something else. Mr. McArthur stated that the grant period is October 1st, 2008 why don't you give them until then. Mr. Diaz stated that we should give 30 days instead of 45 days. Ms. Hipps asked that she get a motion to that. John Snyder stated that Urban Jacksonville's quarterly reports are always late. Sue Andrews stated Duval County Public Schools is considered an essential service but they don't turn in quarterly reports timely. Mr. Mathis stated being late and not having a report is two different things. Ms. Hipps asked if this is root canal work that we are doing. Ms. Yates stated that staff needs to go back and summarize each agency of

what agency did or didn't do to be used as a good basis to get a better handle and know what we are doing with public funds. Mr. Mallett stated to remove the Cultural Council from spreadsheet. Mr. Diaz asked, if Mr. White gets \$4,000,000? Mr. White said they requested \$4,000,000, but have been recommended for \$3,000,000. Ms. Hipps stated to that we need to make clear about the procedure as to what is mandatory. Mr. McArthur stated Chapter 118.503 and 504 has the answers, and then he read Chapter 118, Section 503. Also, Mr. McArthur stated on October 1, 2008 if they are late, they are to be denied funding until certified by Council Auditors to say and in good standing again. Ms. Hipps, to Ms. Kirts do you have the time and energy for what we are asking for to provide to the PSG Council before the next meeting on 8/25/08 and did she understand what was needed. Nancy responded, you want cover letters, 3-page proposal narratives, and monitoring reports, and take off the list for consideration any organizations that did not meet the mandatory requirements. Nancy also asked if she can send them electronically to them, all said yes. Ms. Hipps wants to enter a motion to take these 4 agencies off the list that were tardy with their reporting. Mr. Mallett stated the four agencies disqualified or just tardy. Ms. Hipps Motion to put them back on the list. **Motion:** Mr. Mallett Motion to put back, Mr. Diaz, second open for discussion all in favor say I, Mr. Tripp opposed. The motion passed. Ms. Hipps is trying to come up with next meeting date. Nancy explained that the wrap-up date for the council is August 28th. Ms. Hipps stated that the next meeting will be August 25th from 10:30am to 1:30pm and her thanked Roslyn Phillips and Sandra Hull-Richardson for their presence and asked Ms. Phillips if she would like to take a moment to say something. Ms. Phillips thanked everyone for their hard work and that for any additional information needed to please let the Department know. She also stated she is in the process of working the EOC due to Tropical Storm Fay that was brewing. Ms. Hipps offered to take public comments at the next meeting and Nancy to make sure that the marquee out front has the information online. Ms. Hipps stated again that the next meeting will be open to the public. Ms. Yates stated that notification is needed for those that were taken off the list. **Motion:** Mr. Mathis motioned to adjourn, Ms. Hipps, second. The motion passed unanimously.

Adjourned 1:00pm

Minutes Prepared: Linda Platte'