

Public Service Grant Council Meeting Minutes

Date: October 21, 2008

Time: 10 AM

Present: Alberta Hipps, Ronald Mallett, Gwen Yates, Arnold Tritt, John Donahoo

Absent: Juan Diaz, Edgar Mathis

Welcome

Ms. Hipps welcomed everyone to the meeting and facilitated introductions of the panel and staff.

Meeting Minutes

Ms. Hipps asked if there were any changes or comments regarding the September 24th, October 8th and October 10th minutes. **John Donahoo motioned to accept the minutes as read and second by Ronald Mallett.**

Presbyterian Social Ministries update

Kirk Sherman, Council Auditor stated that yesterday he met with Nancy Kirts and the City Budget Officer to come to an agreement as to how to file the proposed Budget Transfer (BT). If approved by the MBRC, the BT would go before the City Council as an Ordinance and the funding source anticipated would be from FY 2008 Public Service Grant refunds that will come in on a cash basis. This year, we anticipate the School Board to return ~ \$57,000 and will use \$8,746 of that as the BT source to fund the Cold Night Shelter Program for the Presbyterian Social Ministries. Ms. Hipps asked for timeline of the process because of the holidays coming. Mr. Sherman stated that this should be going before MBRC on Monday, October 27, 2008; filed for introduction on November 10, 2008 and ask for emergency action work from the City Council in the last week of November. He also recommended talking with the City Council President to see what process is needed. Ms. Hipps stated that the PSG Council appreciates his help with this matter.

Council Auditor's Non-Compliance List Update

Ms. Hipps asked Mr. Sherman to help her understand the Non-Compliance list because the Public Service Grant Council is inheriting this and wondered why there are organizations that have been non-compliant going back to 2002. Mr. Sherman said that in these cases, they are probably not receiving Public Service Grants. If they come forward with a new grant proposal, he would inform the City Council of their present non-compliant status. They will remain on the list. If a Public Service Grant was awarded, the funds will not be released until the organization rectifies their non-compliance status. He suggested this could also be addressed in legislation, if an organization has been out of compliance for five years, perhaps things have change considerably and that could be discussed in legislation that would appropriate the monies. At this particular point in time, if the organizations will remain the non-compliance list until the matters cleared. Roslyn Phillips stated that some of the entries in the non-compliance list are quite old and monitored by various city departments. This changed last fiscal year. Now all Public Service Grants are monitored out of our Grant Compliance Unit. Ms. Yates stated that we should continue to get these resolved, and Ms. Phillips said we were working to resolve this. Ms. Hipps asked if any of these on this list applied for grant money. Ms. Kirts stated, no. John Donahoo stated this list is good for future use only. Ms. Hipps asked for any other discussions.

Jacksonville Journey Funding

Ms. Kirts stated the purpose of the Jacksonville Journey was to address crime rampant in Jacksonville. Some of the funding for the Jacksonville Journey recommendations will be administered through the Public Service Grant Council to determine the organizations that will be funded. There are three different categories at the bottom of your spreadsheet that are funded through the budget ordinance. The **Ex-Offender Re-Entry Portal** which is also known as Jacksonville Re-Entry Center. We are in the process of finalizing an RFP for this portal. Once the RFP is finalized, Roslyn Phillips and Adam Hollingsworth will be reviewing it to make final recommendations. The two other RFP's are for **Training and Re-Entry for Ex-Offenders** and **Ex-Offenders Employment**. All three RFP's are being developed now and the goal is to have them on the street in the next three weeks. Adam Hollingsworth has stated that the City Council requires a monthly report on progress of all Jacksonville Journey funding initiatives. We want to get the RFP's out quickly so that the report back to the City Council will document favorable progress being made to getting the money where it needs to go to help with crime prevention. Ms. Hipps asked if the PSG Council will get to see the RFP's and Ms. Kirts stated, yes. Ronald Mallett asked what an RFP is, and what falls under the category for the portal. Ms. Kirts explained that the re-entry portal helps ex-offenders find services once they leave incarceration such as housing, training and jobs by making referrals to organizations that provide these services. This is an assessment to identify the needs. Ronald Mallett asked if they are looking for lodging, are there funds allocated for lodging. Roslyn Phillips answered to her knowledge yes. Ms. Hipps asked for the timeline for the RFP response. Roslyn Phillips explained that it has to go through the CSPEC process and asked to get their RFP comments back in a week would be helpful. Ms. Hipps asked Ms. Kirts to walk them through the process of the RFP once the applicant brings it in. Ms. Kirts said normally when the RFP hits the street, there is a two-week turnaround. The formal bids opening takes place and tabulation sheets are completed. Then Public Service Grant Council members will then go through the RFP's and determine those that they will consider based on award amount. Roslyn Phillips stated that consideration be given for organization capacity, experience and the fact that they must meet current Public Service Grant standards for agency eligibility. Ms. Hipps asked Kevin Gay, Operation New Hope Ready4Work, to give comments about his programs. He stated the number of expected ex-offenders to be released is 54,000 from County facility; 2,000 from the State and 1,860 coming back from State Facility; 300 - 800 Federal released on the early Crack-Cocaine program for a total of 57,000 people coming through the turnstile into Duval County. The intent from the Jacksonville Journey on the re-entry process was to look at anyone coming from the State, Federal to qualify. Ms. Hipps stated that she hopes that these funded programs will take effect six months prior to release in order for this to work. Roslyn Phillips stated that we hope to have the recipients at least identified by the end of this calendar year and the contracts ready to go in January 2009. Mr. Mallett stated that is a compact process. Ms. Hipps asked do the recipients have to be non-profit. Ms. Phillips stated, yes.

Report from Sub-Committee regarding Public Service Grant Ordinance Changes

Ron Mallett headed the discussion regarding the changes in Chapter 118. He started with Chapter 118.201 added PSG Council will make funding recommendations to the Mayor on an annual basis using a letter of intent from all non-profit participants to stating their needs as the basis for the funding request. Ms. Hipps asked if non-profit agencies will be canvassed to determine their needs. John Donahoo stated the information will also will be used to help determine the priority population needs. Roslyn Phillips stated that the Administration will recommend the amount. Mr. Mallett went on with Section 118.202 regarding the appeal process. Currently, there is no appeals process. Proposed are two types appeals (1) Application and (2) Funding process. Ms. Hipps asked for an example. Mr. Mallett gave an example would be if the staff had identified something and the organization wanted to appeal that process, the recipient should have a way of appealing what the staff has stated. Ms. Hipps stated that nothing goes back to City Council and Ron

Mallett said everything stops here. In section 118.203 some of the dates were changed, the application and priority populations date. Everything has been moved back 30 days in order to get recommendations from City Council on Priority Populations and letters of intent. Mr. Mallett stated that there was a lot of discussion in section 118.203(B). This is the 3-year cap on program funding. Ronald Mallett stated the committee agreed to eliminate the administrative process involved of the application. This will streamline the process so wouldn't have to go back to City Council for application changes rather the Public Service Grant Committee would make application policies. Ms. Hipps asked why. Roslyn Phillips stated that to just change the PSG application, you would have to go back to City Council. Chapter 118 now states requirements of a cover letter and three- page proposal narrative. Alberta Hipps stated she does not want to change or go against the ordinance. Ms. Hipps stated we need to abide by the law. Mr. Mallett stated originally the reason for making changes according to Mr. Hyde was to streamline to meet the needs. Ms. Coughlin stated that the intent was to weed out duplications, redundancy and a general feeling of latitude of PSG Council. Betty Francis, Cultural Council, explained to have a written policy, regarding appeal process and she emailed to John Snyder a copy of such policy. Betty Francis will email information to Ms. Hipps. Ms. Hipps stated she was to have given her this information quite some time ago. Mr. Mallett continued with section 118.204, changing the application deadline date from March 15th to February 15th along with letter of intent. Mr. Mallett stated in closing that these changes will streamline the PSG funding process and give Public Service Grant Council more latitude to address changes down the road. Ms. Phillips asked Ms. Hipps if they were going to vote on this today, and Ms. Hipps replied that she is not comfortable with this but would like to finish the discussion first. Mr. Mallett made a **motion to accept the recommendation from the sub-committee on ordinance changes. John Donahoo, seconded.** Ms. Hipps, asked if there was any discussion. John Donahoo asked about the January date especially regarding the Priority Populations being in December. **Ms. Hipps again asked any discussions, all in favor say "I", opposed Yates and Hipps. The motion did not pass.** Ms. Yates suggested voting on the proposed changes at next meeting due to some of the members being absent. Roslyn Phillips also suggested that at the next meeting make the vote change by change instead of all. Ms. Hipps stated to consider that and that Councilman Hyde is made aware of discussion for next meeting.

Public Service Grant Council Site Visits Assignments

Ms. Kirts stated that in the packet of information is a list of FY 2009 Public Service Grants Monitors. Ms. Hipps asked for them to review and select who they would like to visit with keeping in mind conflicts of interest. Some Public Service Grant Council members selected agencies to monitor. Mr. Mallett asked when are site visits due? Ms. Kirts stated by September 30, 2009.

Report Card Tool

Ms. Kirts stated that Mr. Tritt had asked for a report card using the CDBG as a model, and this is the recommendation. Ms. Phillips suggested that if they would like a staff member to go with them, this could be done. Ms. Hipps asked if there are any questions regarding this form.

Public Service Grant – Newsletter

Ms. Kirts stated that Sue Andrews will be responsible, and this is one of her goals that she will be evaluated on is to develop a Public Service Grant Newsletter. Nothing has been finalized on how it will look, but we have concept. She has compiled cost estimates for printing and mail-outs. Ms. Phillips stated that this concept will be used to disseminate information to the awardees as well as the non-profit community about upcoming deadlines and application processes, etc. They will also highlight some of the organizations and

the good work that is being done. Ms. Hipps stated that she didn't want a section in the newsletter for her comments. Sue Andrews gave the total cost for each newsletter was \$121.00. Ms. Hipps stated to Ms. Kirts that she wanted to have the option of emailing also. It will be posted on the website. Ms. Kirts stated that Sandy Arts, as part of her evaluation, is establishing an Annual Report that she has already started on but is not prepared to discuss at this time. Ms. Hipps stated she would like to be more technology driven than hand outs.

Public Service Grant Recipient Orientation

Ms. Kirts stated that this will be at the Ed Ball Building for two days of training. The training consists of Reporting Requirements, Reimbursement and Start-Up Cost. The FY 2009 Public Service Grant recipients will be advised as to who their monitor will be, so if they have any questions they will know who to call.

Ms. Hipps asked is there anything else, Ms. Phillips asked to speak on the Cultural Council having an emergency legislation at the next Council meeting there was an unintended consequence when the Office of General Counsel reviewed the process and the wording of the ordinance even though the wording had not changed as it relates to this specific bank fund Cultural Council historically they have function similar to other organizations and they received some upfront funding. The ordinance changes that set up the 10% start-up that the other organizations can request in advance didn't specifically say the Cultural Council could in fact participant in receiving that upfront money. So Office of General Counsel indicated to staff that we would not be able to do that, but we would have to do it on a reimbursement basis. This was an unintended consequence. As a result, they will not be able to draw any funds until January, which will have a negative impact on the organization. Ms. Hipps asked that they will always have to come under PSG Council. Ms. Phillips stated that they are under Public Service Grant Council and Chapter 118 applies to them.

John Donahoo asked if we could send out a notice to the non-profit agencies and get their input on Priority Population. Ms. Phillips stated that this could be done.

Motion to adjourn

Time: 12:25 PM

Prepared By: Linda Platte'