

Public Service Grant Council Meeting Minutes

Date: February 17, 2009

Time: 10:10 A.M.

Present: Alberta Hipps, Ronald Mallett, Juan Diaz, Edgar Mathis, John Donahoo

Absent: Gwen Yates, Arnold Tritt

Guests: Council Member John Crescimbeni, Council Member Johnny Gaffney, Lawsikia Hodges, Assistant General Counsel, Sherry Magill, President of Jessie Ball duPont Fund, Rena Coughlin, Non-Profit Organization, Cheryl Reddick, Community Foundation, Melanie Patz, United Way, Sally Douglass, Jesse Ball duPont Fund.

Welcome: Alberta Hipps welcomed everyone and facilitated introductions.

Meeting Minutes:

Ms. Hipps asked if there were any changes or comments regarding the January 12, 2009 minutes. **Ronald Mallett motioned to accept the minutes as read and was seconded by Edgar Mathis. The motion was passed.**

State of the Sector for Non-Profits Overview – Panel Discussion

The panel members were Sherry Magill, President of the Jessie Ball duPont Fund, Rena Coughlin, Non-Profit Center, Cheryl Reddick, Community Foundation, Melanie Patz, United Way and Sally Douglass, Jesse Ball duPont Fund. Each panel member discussed: a) how to connect the non-profit community with private funds; b) their grant making process; c) determining results; d) determining duplication of services. Sherry Magill began with an overview of the non-profit sector in Duval County and referenced the "State of the Sector", "Jacksonville 80", and the "Safety Net". She also discussed the (5) core focus areas for Fostering Healthy Democratic Communities:

1. Building Organizational Capacity
2. Strengthening the Independent Sector and Organizing Philanthropy
3. Building Assets of People, Families, and Communities
4. Stimulating Community Problem-Solving
5. Helping People Hold their Communities Accountable

The panel also discussed the (8) indicators of good practice: Support Research and Data; Encourage Civic Engagement; Develop Networks; Build the Capacity of Local Citizens; Encourage Risk Taking; Establish Benchmarks, Encourage Local/Regional Investment and Create a Place at the Policy-Making Table.

Ms. Hipps asked Council Member Crescimbeni if he had any thoughts on the presentation and he stated that his short answer was no, but thanked everyone for their input. Ms. Hipps asked Council Member Gaffney if he had any comments. He stated that he attended the meeting as an advocate for the people. He said that he always listens to the small businesses and their needs. Ms. Hipps stated to Council Member Gaffney that he may want to get with Rena Coughlin with the Non-Profit Center later to talk about the services available for Non-Profit Organizations.

FY 2009 Jacksonville Journey RFP's Update

Ms. Hipps asked Ms. Kirts to give an update on the Journey's RFP. Ms. Kirts stated that all the Jacksonville Journey contracts have been awarded and have begun their contracted services. Monthly reports will be submitted from the recipients and more detailed information will be provided at next meeting as a progress report. Mr. Mallett asked if all Public Service Grant Council award recommendations went through CSPEC and Ms. Kirts stated yes.

FY 2010 Priority Populations City Council Legislation Update

Ms. Hipps stated she attended the Public Health and Safety City Council Sub-Committee meeting on 2/2/09 to represent Ordinance 2009-86 as an emergency. Due to the concerns of the Council Members, she stated that she understood why it needed to be vetted through complete City Council cycle. Doing this would still allow the February 15, 2009 deadline for Public Service Grant submission to be met. She went on to say that the Public Health and Safety Sub-Committee still has some questions which she would respond to later that same day at their Sub-Committee Meeting. Roslyn Phillips stated that she wanted to provide the proposed Priority Populations as being; (1) Homeless and low-income persons 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. She also stated that Public Service Grants were to serve individuals 18 years and older.

Community Safety Net Fund Update

Ms. Hipps asked Ms. Kirts for an update for Community Safety Net. Ms. Kirts stated that the ordinance is in the process of being introduced to City Council.

Public Service Grant Ordinance Changes Update

Ms. Hipps stated she has the draft letter detailing the Public Service Grant Council's recommendations and went on to say that she had not yet submitted it, but planned to submit it soon.

FY 2008 PSG Revised Annual Report

Ms. Hipps asked for an update. Ms. Kirts stated that the report draft was in the meeting packet provided. She went on to say that she was glad to hear that the Jessie Ball duPont Fund also completed an annual report. Their report covers a 10-year span and she said she looked forward to the day when there would be 10 years of data to report in the annual Public Service Grant's report. This report will be an effective tool in determining the impact of Public Service Grant dollars in Duval County.

As a side note, Ms. Kirts also stated as a result of the Public Service Grant Training last week, a standardized Unit of Service measurement needed to be established. The Jacksonville Children's Commission's Unit of Service used to be 15 minutes of direct client contact. She was not sure what it was now. Developing a standard Unit of Service will result in establishing a common denominator for funded organizations for measurement tracking. Ms. Hipps asked to have this put on a future agenda.

Ms. Hipps asked that the annual report remain a draft and not distributed until a final vote of approval is completed by the PSG Council. Mr. Mathis asked that at the next meeting to discuss any changes. Ms. Hipps asked Ms. Kirts to poll the PSG Council to take care of any changes requested prior to the next meeting so that the final annual report will be available for vote at the next meeting.

FY 2010 Funding Matrix Workshop

Ms. Hipps asked Ms. Kirts to discuss the FY 2010 Funding Matrix. Ms. Kirts stated it was presented to the PSG Council a few months ago by John Snyder and was also used for the funding recommendations of the Jacksonville Journey RFP's. She would like the PSG Council to consider using this matrix for the FY 2010 PSG funding recommendations. Ms. Kirts stated a decision would need to be made in the next couple of months prior to the FY 2010 PSG funding cycle beginning. Ms. Hipps asked to have this workshop placed on the 3/17/09 meeting agenda.

Council Auditor's Non-Compliance List Update

Ms. Hipps stated that Council Auditor's Non-Compliant list was in the PSG Council's packet. Ms. Kirts stated that the list was growing from the previous PSG Council meeting. This was as a result of audits and annual reports that the Council Auditor's Office had recently reviewed requiring more information from the affected organization to deem approved. Ms. Hipps stated that she would like a workshop with the Council Auditor's Office at the next meeting to determine the reporting back-up that they require. Ms. Hipps asked Ms. Kirts to request that someone from Council Auditor's Office attend the next meeting to provide training on this subject.

Mandatory Training for FY 2010 Public Service Grants

Ms. Hipps asked Ms. Kirts to talk about the mandatory FY 2010 application training. Ms. Kirts stated that Mr. Donahoo, Mr. Mallett and Mr. Tritt attended this training. Ms. Kirts stated that close to 100 people attended one of two the sessions offered. At least 10 to 12 organizations were new to Public Service Grants and Ms. Kirts felt the Florida Times Union advertisement did make an impact on people coming to the workshop. Customer satisfaction surveys were completed and will be used to make improvements for future training sessions. The results will be available at the 3/17/09 meeting. She spoke about the fact that the mandatory application training was required by law and not by the presenters. Some changes to the application were made based on feedback from the training participants. Mr. Donahoo stated that he thought the training went extremely well. Mr. Mallett stated that he noticed a lot of people leaving to feed the meters and suggested another location be used in the future that has ample parking. He also stated that the presenters were excellent and referred to the ordinance as the authority for the mandatory requirements of Public Service Grants. Ms. Hipps provided a reminder that the FY 2010 PSG applications were due by March 13, 2009. Ms. Kirts stated that it was March 15th by law, but had to be moved up because March 15, 2009 is on a Sunday. Next year, she plans to have the online application available and in doing so will allow to maintain the March 15th deadline date. The on-line application will be submitted electronically and date stamped at the same time.

Ms. Hipps stated that last year we had the Priority Populations and the Ordinance Codes in place for the FY 2009 PSG grant making cycle. This year, if the City Council makes different recommendations other than the Priority recommendations the PSG Council approved, how will that impact the FY 2010 PSG application process. Ms. Kirts stated that we know who attended the training sessions from the sign in sheets. The worst case scenario would be that we will have to provide another training session to discuss the new Priority Populations. Ms. Hipps stated that it had been mentioned that another Priority Population be added regarding foreclosures. Roslyn Phillips stated there may be an opportunity for that but she cautioned by saying that one of the things the City has worked very hard to do with all of the grant funding is to look at the most appropriate source of funding. In this case, the most appropriate source of funding would be through our Housing and Neighborhoods Department to assist in dealing with foreclosures. Jacksonville Area Legal Aid is currently funded through PSG and they do assist homeowners on the legal side of the foreclosure issue.

Meeting adjourned: 11:55 p.m.

Minutes Prepared by: Linda Platte'