

Public Service Grant Council Meeting Minutes

Date: November 18, 2008

Time: 10:00 AM

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

Absent: Edgar Mathis and John Donahoo

Welcome:

Alberta 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 October 21, 2008 minutes. **Ronald Mallett motioned to accept the minutes as read and was seconded by Juan Diaz. The motion to approve was passed**

Presbyterian Social Ministries Update

Ms. Hipps asked Ms. Kirts to give an update on Presbyterian Social Ministries. Ms. Kirts explained that Ordinance 2008-994 is currently going through City Council. A public hearing is scheduled on November 25, 2008 at 5:00 p.m. and Dave Tuttle will be present for any questions. The bill to should be coming out of City Council on the December 9, 2008 meeting.

Jacksonville Journey RFP's Update

Ms. Kirts instructed that there was a Jacksonville Journey timeline in each PSG Council member's packet that Roslyn Phillips had asked her to put together. It covers deadlines for each step in RFP (Request for Proposal) process. The (2) RFP's to CSPEC (Competitive Sealed Proposal Evaluation Committee) last Thursday and were approved and were being advertised on 11/18/08. The Bidder's Conferences on November 25, 2008 and December 1, 2008 will be conducted at the Ed Ball Building. RFP's are due back to the Procurement Division by December 10, 2008. The RFP's will be given to her on December 11, 2008. The staff will then have until December 15, 2008 to grade them. On December 16, 2008, the PSG Council will make the funding recommendations. The CSPEC Award Recommendation Letter must then be to the Procurement Division on the same day. The Mayor's Office wants the contracts executed by January 1, 2009. Ronald Mallett asked that RFP's can be sent out to them on 12/18/08 for their review. Ronald Mallett asked to have an oral presentation be made at the 12/16/08 PSG Council meeting as well. Ms. Hipps asked for explanation of the funding recommendation procedures and then noted that the PSG Council will hold a brief meeting from 10:00 – 10:30 a.m. to conduct monthly business after which the agenda will move to 10-minute oral presentations required of each grant applicant from 10:30 – 11:30 am. Once completed, the funding recommendations will be discussed and completed. This will be done as a "working lunch". Ms. Phillips has offered to furnish lunch for PSG Council members during this session. Juan Diaz asked what will be the procedure for those who don't qualify. Ms. Phillips stated that all efforts will be made to notify disqualified applicants prior to the 12/18/08. Staff will be working the weekend of December 12-14, 2008 to ensure all applications have been graded. Ms. Yates asked that we present some sort of outline for the 10 minute oral presentation. Ms. Kirts also stated that there will be an outline to follow.

Public Service Grant Ordinance Changes

A review of the recommendations to the Public Service Grant Ordinance was done on each recommendation submitted by the sub-committee. Each was discussed prior to the actions taken as noted below:

Section 118.201. Lump Sum Council Appropriation

Add: The Public Service Grant Council shall make funding recommendations to the Mayor on an annual basis.

Motion to accept the recommendation was made by Mr. Mallett and seconded by Mr. Diaz. The motion passed.

Section 118.202. Public Service Grant Council

(e) (v) Establishment of an appellate procedure based on Public Service Grant Council policy.

Motion to accept the recommendation was made by Mr. Mallett, Mr. Tritt seconded. Mr. Mallett motioned to withdraw. The motion passed.

Section 118.203. Public Service Grant Council Criteria

(a) Change the date to determine Priority Populations from February 15th to December 15th. **The Public Service Grant Council decided to make this date part of the Internal Calendar.**

(b) Remove the 3-year program funding requirement.

Mr. Mallett motioned to accept the recommendation, Mr. Diaz seconded. The motion passed.

(f) Remove Cover Letter Requirement

(g) Remove 3-page Proposal Narrative Requirements.

Mr. Mallett motioned to accept recommendations (f) and (g) and Mrs. Yates seconded. Mr. Mallett motioned to withdraw his motion for sub-paragraphs (f) and (g). The motion passed.

Section 118.204. Appropriation request.

(a) Change grant deadline from March 15th to February 15th.

Add: The requesting agency shall submit a letter of intent by the noticed deadline date. The Public Service Grant Council shall prescribe the form of the appropriation request but it shall at least set out;

Motion to amend the recommendation was made by Mr. Mallett and seconded by Mr. Diaz. The motion passed.

Agenda

Ms. Hipps asked the audience if everyone was notified of the agenda for each meeting. Everyone responded, yes.

Priority Population

Discussion was held about getting information to the non-profit sector about the agenda for the PSGC and the discussion of the priority populations.

Ms. Hipps asked Rena Coughlin to come forward and talk about recommended Priority Populations. Ms. Coughlin stated that she had come up with a list of what the Non-Profit Center members thought the Priority Populations should be:

1. Persons and families without access to health care.
2. The working uninsured.
3. Persons/families on the verge of losing their homes from non-payment of rent/mortgage.
4. Homeless individuals and families.
5. Person at risk of losing their utilities.
6. Children at risk of dropping out of school.
7. Ex-offenders trying to reintegrate into the community.
8. Persons unemployed due to layoffs and businesses closing.
9. Persons with disabilities.

Ms. Hipps asked if there were others in the audience that would like to speak. Audrey Moran, I.M. Sulzbacher, provided a packet of information and spoke. Melanie Patz with United Way, Dawn Gillman of Emergency Services and Homeless Coalition, Freddie Webster of WE CARE, and Heather Corey of Learn To Read provided their comments.

Public Service Grant Funding Spreadsheet

Ms. Hipps asked Ms. Kirts to discuss this and she deferred to John Snyder. John Snyder presented a grading matrix spreadsheet to show how it could be used for funding recommendations. The Council decided they would like to have a workshop to further discuss the spreadsheet in greater detail. Ms. Kirts and staff will arrange for that at future meeting.

Public Service Grant Council Site Visits Assignments

Ms. Hipps asked that all PSG Council members take a moment to review the spreadsheet for assigned site visits.

Council Auditor's Non-Compliance List Update

Ms. Kirts explained that a lot of the companies that are on the Non-Compliance List do not exist any longer. Clara White and Duval County School Board were added to the list as a result of not submitting their audit timely to the Council Auditor's Office. All this information is on the PSG web site and the updated spreadsheet will be posted within the next day.

Parking

All parking validation was completed by Nancy Kirts.

There being no further business the members were reminded of the next meeting on December 16, 2008 and the extended hours due to the business that will need to be taken up with the review of the qualified responses to the RFP.

A motion to adjourn was made and approved.

Meeting adjourn 12:15 pm

Minutes Prepared by: Linda Platte'