

**Public Service Grant Council Meeting Minutes**

**Date: August 25, 2008 – 10:30 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, Neill McArthur and Linda Platte'

<b>Welcome and Introduction</b>	Ms. Hipps thanked everyone for coming and giving up their busy schedules to be present and asked the panel to introduce themselves. Ms. Hipps asked if the PSG Council members receive the information that was couriered to them for review before today's meeting. Everyone did receive the information and they were more prepared from the information furnished. She then asked for the PSG staff to introduce themselves to everyone. She established a meeting quorum and indentified the voting members. Mr. Diaz and Mr. Mathis will be confirmed tomorrow night at the City Council Meeting. Because we are following the letter of the law set forth by the City Council, Neill McArthur, Office of General Counsel was asked to attend the meeting. She asked if the minutes from the 8/19/08 meeting had been prepared and Ms. Kirts indicated they had not.
<b>Consideration of FY 2009 PSG Applications</b>	Ms Hipps asked to have all Ordinance Codes available for everyone to review pertinent to Public Service Grants and asked that Mr. McArthur keep her on point with these laws. At the last meeting, the PSG Council went through the organizations/applicants that had applied and compared that to the mandatory requirements that are listed in Chapter 118 for applications to be considered. Ms. Hipps asked Ms. Kirts if those organizations disqualified from the 8/19/08 meeting had been notified. Her response was that the letters are going out today. Ms. Hipps asked to identify those organizations that didn't qualify. Ms. Kirts responded Bridge The Gap, Operation New Hope, Grove House, River Region and The Help Center. Ms. Hipps asked if any of the audience was present that represented these agencies. She stated that Operation New Hope's application was over 24% of the organization's annual revenue; River Region and The Help Center applications did not include the mandatory cover letter. Later, it was determined that Operation New Hope was not over 24%, Ms. Kirts stated they were not noted on the worksheet. Ms. Kirts stated upon further review, it was determined that they did meet this requirement. Ms. Hipps stated that she wanted to hear from Kevin Gay regarding this. Mr. Gay stated that it was right; they submitted what was needed and had received a letter from the Council Auditor's office regarding his annual audit being accepted. Mr. Gay went into other details to justify them being put back on the list. Ms. Hipps asked Mr. McArthur to give legal advice regarding this situation. Mr. McArthur stated that the ordinance clearly states that the request of monies is in Section 118.203c and it states "unless determined that the program performs an essential function otherwise to be performed by the City, a Public Service Grant cannot account for more than 24% of the operating budget of the program utilized for administrative or operational expenses of the program" and the PSG Council does have the discretion to waive it, but can't waive the 24%, but the applicant can reduce their budget to 23%. Mr. Mathis stated that once you change for one will have to do it for all. Sandra Littleton, The Help Center

stated that she supplied what was missing when she was notified, but was not told at that time that they would be disqualified. Ms. Hipps, asked that she pay close attention to things that are due and make sure they are turned in as required. Mr. Mathis is asking to advise the number of agencies that are over the 24% and we need to be careful and the PSG Council has to follow the rules. Mr. McArthur stated that if a 3- page proposal narrative has to be filed, then it has to be filed. Chapter 118 clearly states the policies for the PSS Council. **Motion:** Mr. Mallett offered a motion to change the request of funding, Ms. Yates seconded, open for discussion. The motion passed unanimously. Ms. Hipps stated the PSG Council will need to get that amount designated, Ms. Kirts stated that 24%, Ms. Hipps stated 23%, Ms. Kirts stated again that the 24% is roughly \$268,000 for Operation New Hope and it has to be less than that. Ms. Hipps stated that they are getting down to pennies today. She asked who from the PSG the staff has monitored Operation New Hope and then asked to get with them on the application to lower the budget request down to the amount that is needed. Mr. Arthur stated to Ms. Hipps remember that the Ordinance states that the amount could not be more than 24%. Ms. Hipps, asked if there are no other changes and if there were any other changes that needed to be addressed. Ms. Hipps, asked if Grove House was present. She asked if they aware that there was no cover letter with their application. Mr. McArthur, stated that the March 15<sup>th</sup> is the deadline date for application submission is in the Ordinance. Mr. Diaz explained that mandatory is mandatory and any grant writer should understand that. Mr. McArthur, stated in Section 118.204 that it states that a "requesting agency shall submit an appropriation request to the Public Service Grant Council as follows (a) The requesting agency shall submit its new fiscal year appropriation request to the Public Service Grant Council no later than March 15<sup>th</sup> of each year for review and inclusion in the proposed public service grant program for that fiscal year." The City Council has stated this to be a drop dead date of March 15<sup>th</sup>. Ms. Hipps, expressed her appreciation for Mr. McArthur being present at the meeting. Ms. Kirts asked if Operation New Hope is still in or not and was told they were back in. Ms. Kirts also stated that Operation New Hope is now \$202,947 at 23%. Ms. Yates just because we got new figures of 23%. Ms. Kirts asked are we putting Bride The Gap back in. Ms. Hipps said no. Ms. Hipps asked if the new figure was ready. John Snyder answered, yes \$3,330,685. Ms. Hipps asked what if it was the amount they had to work with. John Snyder answered the correct amount for allocation was \$2,498,565. Allocation formula  $\$3,330,685$  (FY 2009 Public Service Grant funding requests) divided by  $\$2,498,565$ . (Public Service Grant allocation amount) = 75%. Mr. Mathis asked, what was last years' amount? John Snyder answered \$2,251,853. Ms. Hipps stated again that the \$3,000,000., for the Cultural Council is separate from what they are doing. Mr. Donahoo stated that there are four new programs and they were: JCCI, Quality of Life requesting \$52,600; NEFCAA - CSBG requesting \$56,092; ODI requesting for the Deaf Program \$24,000 and Loan Closet \$30,000. Sandy Arts mentioned that Prisoners of Christ withdrew their request. Ms. Hipps asked the staff to confirm information is right regarding the four new programs. Mr. Donahoo stated that if his math is correct that is \$162,692. Mr. Diaz stated that it is \$246,612 monies left over if we fund everyone at current levels, if his math is correct. Ms. Hipps stated that if we funded all the agencies

the same as last year we will still have \$246,612 is that correct. Mr. Diaz stated that is correct. Ms. Kirts stated that we need to take River Region off the spreadsheet. John Snyder now has a figure of \$2,210,376., that figure did not include any of the new programs. Mr. Mathis stated that this still gives them a surplus for the new programs. Ms. Hipps acknowledges Mr. Cramer with JCCI he needed clarification. Cherrise Wilks, Budget Division City of Jacksonville asked if the PSG Council was only recommending funding to those agencies that were not in compliance on this spreadsheet and Ms. Hipps asked Mr. Arthur to turn around and advise Ms. Wilkes about what had already been discussed, but answered "no". Ms. Hipps asked Mr. Cramer to provide the council with information about his program. Ms. Hipps asked if the funding requested was the same as what was received in FY 2008. JCCI was determined that they are an existing program and not new. Ms. Hipps stated to move on to next new program NEFCAA and asked if there was anyone representing this agency. Mr. Donahoo stated this appears to be a second program. Mr. Ron Williams was the representative from NEFCAA but was not familiar with the programs. Sue Andrews explained about this educational and employment program. Mr. Mathis stated they must have done a good job. Sue Andrews wanted to commend NEFCAA for their reporting and site monitoring results. Ms. Yates stated she has a problem with rent at \$25,000. Ms. Yates also questioned the goals and objectives and that they need another place to do what's needed to be done. **Motion:** Mr. Mallet motioned to fund \$27,672., for staff support only CSBG Program. The motion passed. Ms. Hipps stated next we will go to ODI and asked if there was representative present. They have two new programs from her understanding. **Motion:** Mr. Mallett stated that the money is only for personnel, Mr. Donahoo, second. Mr. Donahoo asked Sandy Arts does she have any comments and she stated that they have a really solid program. The motion passed unanimously. Ms. Hipps, the other ODI, Temporary Loan Closet, Mr. Mallett \$20,000 designated for personnel and \$10,000 for other. **Motion:** Mr. Mallett motioned to have that program funded at 75%, which is \$30,000. @ 75% = \$22,500. for Loan Closet, which was second by Mr. Donahoo. The motion passed unanimously. Ms. Hipps asked for clarity on 75% baseline. **Motion:** ODI-Deaf second program funding of \$24,000. x 75% = \$18,000, second and motion passed. Ms. Hannon with Community Connections asked if we have the correct amount for them and Ms. Hipps stated the amount and Ms. Hannon was happy with that. John Snyder asked if they had voted on JCCI, Ms. Hipps stated she was glad he brought that to her attention. **Motion:** Ms. Yates entered a motion not imposing 75% funding and that was \$52,600., to JCCI. Second by Ms. Hipps, open for discussion, Mr. Mathis said even though he can't vote he can discuss, he can support JCCI funding at this level for a year. The motion passed unanimously. John Snyder advised the new total is \$2,331,148 and still need to spend \$167,417. Ms. Hipps stated to make sure she understands the \$2,331,148 is funding at 2008 level without the 75% to include with, NEF-CSBG-\$27,672, ODI-\$18,000., ODI 2<sup>nd</sup> Program - \$22,500. Ms. Hipps entertained any comments from any council member. Ms. Hipps asked the total number of applicants, John Snyder answered with 45 applicants, Ms. Hipps said to take 43 applicants and divide into \$167,417. John Snyder wanted a point of clarification noted there are 46 applicants and 42 for FY 2008. Terry Barton with Urban

Jacksonville committed upon the past funding allocations and how they were lower than requested. Ms. Barton felt that she was being penalized because she made her application at current level. Mr. Diaz asked if Mr. Cramer was still present because there are no revenue figures on your application, so confirming your funding is kind of hard for us to figure. After the break Ms. Hipps wanted to inform everyone about conflict of interest in voting and asked Mr. McArthur for his comments. Mr. McArthur stated that he wanted to remind everyone of voting conflicts and to fill out the Form108B and return to Ms. Kirts. He is only aware of (2) known conflicts Fresh Ministries Mr. Donahoo and FCCJ Ms. Yates. Also Mr. McArthur wanted to make the point about the additional funds do not go over the 24% requirements. Motion was to insure the 24% requirement was met with additional 7.3498% allocation recommended, second by Ms. Yates. All in favor say I, oppose the same. **Motion:** Angelwood – Sidesaddle Group Home was made to accept \$6,448. times 1.07398 = \$6,925., second, and motion passed. Diane Gilbert with Emergency Services committed about last years funding locations also. **Motion:** Catholic Charities-Employment Services motion to accept \$21, 313., and second, and motion passed. **Motion:** Cerebral Palsy-Adult Development Training motion made to accept \$27,844 and second, and motion passed. **Motion:** Clara White-Emergency Service Transitional Housing, motion to accept \$69,493., Mr. Mallett recused himself, and second, and motion passed. **Motion:** Community Connection –Davis Center motion to accept \$96,945., and second, and motion passed. **Motion:** Compassionate Families-Homicide Grief Recovery motion and accepted \$17,494., and second and motion passed. **Motion:** Cultural Council-Art in Public Places motion to accept \$55,095., and second, motion passed. **Motion:** Daniel Memorial-Project Prepare motion to accept \$36,446., and second, motion passed. **Motion:** Duval County Schools-Truancy Centers motion to accept \$123,964., and second, motion passed. **Motion:** Emergency Services-Leadership to End Homelessness motion to accept \$36,446., and second, motion passed. **Motion:** First Coast African American Chamber-Minority Business Outreach motion to accept \$100,800., and second, motion passed. **Motion:** Florida Community College-ILAB motion to accept \$41,548., Ms. Yates recused herself and second, motioned passed. **Motion:** Fresh Ministries-Core City Economic Development motion to accept \$108,850., Mr. Donahoo recused himself, and second, motion passed. **Motion:** Gateway Community Service-SAGES motion to accept \$42,000., and second, motion passed. **Motion:** Greater Jacksonville Area USO-Support to Active Duty motion to accept \$24,616., and second, motion passed. **Motion:** Hope Haven-Access to Success motion to accept \$31,343., and second, motion passed. **Motion:** Hubbard House-Emergency Services motion to accept \$100,468., and second, motion passed. **Motion:** I.M. Sulzbacher Center-Emergency Shelter Services for Homeless motion is accept \$100,824., and second, motion passed. **Motion:** Jacksonville Are Legal Aid-Civil Legal Services motion is accepted \$172,264., and second, motion passed. **Motion:** Jacksonville Area Legal Aid- Mental Health Advocacy motion is accepted \$37,190., and second, motion passed. Ms. Hipps asked to table JCCI for right now. **Motion:** Learn To Read-Jacksonville Reads motion is accepted \$34,408., and second, motion passed. **Motion:** NEFCAA-CSBG motion is accepted \$31,879., and second, motion passed. **Motion:** NEFCAA-TEFAP motion is

accepted \$37,457., and second, motion passed. **Motion:** NEF Healthy Start-Azalea Project motion is accepted \$61,983., and second, motion passed. **Motion:** North Florida School-Adult Student Transition motion is accepted \$15,306., and second, motion passed. **Motion:** ODI-Deaf and Disability Victim Advocacy motion is accepted \$20,735., and second, motion passed. **Motion:** Mr. Donahoo made motion to accept Jacksonville Speech & Hearing at \$53,210., Ms. Yates second. The motion passed. John Snyder, L'Arch Harbor House stated the funding requested is \$20,410., **Motion:** Mr. Donahoo motion to accept, Ms. Yates second. The motion passed. John Snyder stated NEFCAA requested funding of \$34,480. **Motion:** Mr. Donahoo motion to accept, Ms. Yates second, any discussion. The motion passed. Lutheran Services, Mr. Mallett stated he would have to recuse himself from the next three voting's. John Snyder started with the Second Harvest Food Bank requested funds of \$162,256. **Motion:** Mr. Donahoo motion to approve, Ms. Yates second. The motion passed, John Snyder stated the second is Representative Payee recommended funding is \$21,867. **Motion:** Ms. Yates motion to approved, second by Mr. Donahoo. The motion passed. Next Mr. Snyder, Refugee Education recommended funding is \$15,306. **Motion:** Donahoo motion to approve, Ms. Yates second. The motion passed. Mission House recommended funding is \$17,148. **Motion:** The motion received a second. The motion passed. NEFCCA is a new program recommended funding is \$31,879., **Motion:** To approve, second, any discussion. The motion passed. TEFAP Program recommended funding \$37, 457. **Motion:** Motion and second. The motion passed. Healthy Start Program, The Azalea Project recommended funding is \$61,983. **Motion:** The motion and second. The motion passed. **Motion:** North Florida School recommended funding is \$15,306., motion and second. The motion passed. **Motion:** ODI-Deaf Consumer Program and recommended funding is \$18,753., motion and second. The motion passed. John Snyder asked what about Operation New Hope., we added that one to the list recommended funding. **Motion:** Ready 4 Work Program, their request was for \$142,088., motion and second. The motion passed. **Motion:** Pine Castle is \$96,217. The motion passed and second, motion passed. River Region was deleted. **Motion:** Ronald McDonald House and recommended funding is \$25,512., motion to approve and second. The motion passed. **Motion:** The ARC, recommended funding \$43,735., motion to approve and second. The motion passed. Salvation Army requested funds are \$22,528. Ms. Hipps said to look at the notes first, more carefully. John clarified more stringent requirements this year than last, so they only applied for one program. Last year they received \$38,385. for (3) programs. Ms. Hipps asked to table this program. John stated that there was a balance of roughly \$13,000. That's the \$20,976 x 7.8% figure. **Motion:** United Way 211 recommended funding is \$18,223. , motion to accept and second. The motion passed. **Motion:** RealSense Prosperity Program is \$41,321., motion to accept, and second. The motion passed. **Motion:** Meals on Wheel recommended funding is \$145,782, motion to approve and second. The motion passed. **Motion:** Urban Jacksonville-Meals on Wheels motion is accepted \$145,782., and second, motion passed. **Motion:** Volunteer Jacksonville recommended funding \$32,801. , motion to accept and second. The motion passed. WE CARE recommended funding is \$59,770., Ms. Hipps wants to table that for right now. **Motion:** Women's Center of Jacksonville recommended funding is \$22,961., motion to accept

and second. Mr. Tritt has declared a conflict. The motion passed. The PSG Council then went back to WE CARE and **Motion:** Mr. Diaz indicated the \$43,706 met the 24% requirement. The motion to accept and second. The motion passed. **Motion:** JCCI is \$56,491, according to Mr. Diaz calculations, motion and second, and discussion. The motion passed. **Motion:** Salvation Army \$41, 225, Emergency Services, Mr. Tritt recused himself, motion to approve and second, and discussions. The motion passed. The balance is \$10,359. Thanks to everyone for their work up to this point. Mr. Donahoo suggested an even spread with everyone for the \$10,359. Mr. McArthur, expressed about the ordinance regarding spending of monies. Stephanie Medley from the Budget Office expressed that they don't have to spend the monies right now. Ms. Hipps asked Mr. McArthur could they enter a motion to spread this \$10,359., except for those that are at the 24%, McArthur stated that votes need to be in the sunshine. Ms. Hipps addressed everyone that what they decided to do was split the monies with the three new programs and that would, let's divide the \$10,359. ,by three. **Motion:** Mr. Donahoo set the motion to spread the \$10,359. on a percentage basis pro rata , with the three new programs, and second. The motion passed. All three new programs were voted on and second and the (3) motions passed. John Snyder stated over by \$1.00. **Motion:** The council then decided on a formula for the three new programs which is NEFCAA -40.6%=\$31,878, ODI-Deaf 26.4%=\$20,735, and ODI-Loan Closet at 33% = \$25,917., motion second, motion passed. Mr. McArthur asked that he may say something in regards to the appeals process? Ms. Kirts and he had referred to Chapter 118 and the new amendments this past year and determined appeals were only for expenditure grants but not for awarded grant because there is no right to City Grants that any City grant is given and done by a matter of grace. Ms. Hipps states she is glad that he stated that and wants it on the record. Suggestions on next meeting, Ms. Kirts stated that she has to do orientation, and new rules and regulations and suggested a meeting in late September. Any other business, **Motion:** motion to adjourn, and second. The motion passed.

Adjourned 1:45pm

Minutes Prepared by: Linda Platte'