

Public Service Grant Council Meeting Minutes

Date: August 8, 2008

Present: Alberta Hipps, Gwen Yates, Juan Diaz, John Donahoo and Arnold Tritt

Absent: Ronald Mallett, Edgar Mathis

Guests: Council Member Kevin Hyde, Jon Phillips, Office of General Counsel, Sue Andrews, Sandy Arts, Sandra Hull-Richardson, Nancy Kirts, Linda Platte and John Snyder

Item	Discussion
Welcome and Introductions	Alberta Hipps, Chairperson opened by welcoming everyone and asked that each member of the panel introduce themselves. Gwen Yates asked that she have a minute to reflect on working with some individuals on the panel.
Public Service Grant Council Vision	Council Member Kevin Hyde welcomed all of the Public Service Grant Council Members and discussed his vision of their roles and responsibilities. He expressed his appreciation for each person's willingness to serve on the council and pledged his support toward their efforts. Ms. Hipps asked Council Member Hyde to explain the Cultural Councils' unique way of funding and he explained that it is separate from regular funding and that there are 2 separate allocations of monies for the Cultural Council.
Icebreaker	Alberta Hipps started by telling a little about herself and her accomplishments in the past and from there the panel each took a moment.
Chapter 50 – Sunshine Law – Ethics in a Nutshell	<p>Jon Phillips apologized for being late but had a personal family matter to attend to.</p> <p>He started with the Sunshine Law – There are 3 major requirements for this law: (1) The PSG Council meetings must be open and accessible to the public. (2) Reasonable advance notice of the meetings must be given and (3) Written minutes must be taken and open for inspection. What is considered a meeting? A meeting is any time you communicate (phone, mail, email, talking) with another member of your commission and you are talking about subjects that are likely to come up in front of your commission/board. This includes sub-committee meetings. You cannot discuss any public business or matters connected with your board with another member of your board outside of a noticed meeting. This includes: casual gatherings, talking in the hall, chance meetings, E-mails, telephone conversations, and letters or E-mails that are used to develop a position. Notice of meetings should be sent out at least 24 hours before the meeting, but it is better to allow for 3 or more days. The city liaison will send out the notice for the PSG Council meetings.</p> <p>Minutes – You are responsible for keeping the minutes of your meetings, but usually this is done for you by a city liaison assigned to the PSG Council. If no one from the city is there, you must take minutes yourself (this usually happens in sub-committee meetings).</p> <p>Penalties – Violation of the above laws is a criminal offense with up to 60 days in jail; even if you didn't mean to do it (no intent), you can be fined a civil penalty of up to \$500. You can also be sued in a civil lawsuit if these laws are violated.</p> <p>Public Records – What items are covered as Public Documents? Everything – all documents, papers, E-mails, letters, books, tapes, photos, software, videos, audio recordings, or other material regardless of how it is kept. Juan Diaz asked if personal notes are viewed as a public document. Yes, Jon explained they are viewed as public documents. Personal notes used to prepare other documents, strictly personal E-mails or other personal writings and notes given by you to someone else to type up a final document are considered public documents. In general, assume that all of your writings in connection with your PSG Council duties may become a public record and citizens can ask for copies of them. Penalties – up to one year in jail and fines, or a civil fine of \$500 or civil law suits.</p> <p>Sec. 118.202. Public Service Grant Council – was explained by Jon Phillips and read by all.</p> <p>Sec.50.102. Members of boards and commissions – was explained and read by all.</p> <p>Sec.50.103. Members may hold more than one office – was explained and read by all.</p> <p>Sec.50.104. Vacancies; attendance; limitations on terms of service – was explained and read by all.</p> <p>Sec. 50.107. Boards and commissions subject to certain laws – was discussed and read by all.</p> <p>Jon Phillips explained that these are the Sections under Chapter 50 that applies to this PSG Council.</p> <p>If you receive an E-Mail regarding a Statement of Position – do not respond. If you receive information like that, do not respond to it.</p> <p>Alberta Hipps asked if she was invited out to a steak lunch and beverage should she pay for it. Jon Phillips stated he would research and get back to her on that question. Financial disclosures or Gift disclosures – The State of Florida limit is \$100 and do not accept any gifts from a lobbyist.</p>
PowerPoint Presentation	Nancy Kirts started the presentation by reviewing the process for Public Service Grant Council Membership. The Chairperson is appointed by the Mayor and confirmed by City Council. There are (3) Public Service Grant Council Members are appointed by the Mayor and confirmed by City Council. There are (3) Public Service Grant Council Members are confirmed by City Council. The term of office is 3 years. Members may be reappointed for up to (2) additional consecutive 3-year terms. The responsibilities of this Council are to recommend lump sum appropriation to applicant organizations; review and evaluate

Item	Discussion
	<p>all Public Service Grant applications based on established criteria; determine whether the grant is for a public purpose; determine whether the requesting agency can perform/provide the service or activities for which the appropriations are requested; determine whether and to what extent the services and activities to be performed/provided duplicate similar services; serve as an on-site evaluator and lead reviewer for a selected number of applicants; attendance at Public Service Grant orientation sessions and all review sessions; full participation in the Public Service Grant allocations process.</p> <p>Criteria for Public Service Grants. By February 15 of each year, the City Council will establish Priority Populations. Currently, they are: homeless and low-income persons and families; victims of abuse and neglect; adults with physical, mental behavioral disabilities; residents of neighborhoods at high risk of crime; improvements to the quality of life through cultural activities. Public Service Grants applications must be submitted to the Public Service Grant Council no later than March 15 of each year. All Public Service Grant recipients must operate programs that tangibly affect and improve a Priority Population. The exception to this is for programs that perform an essential function otherwise required to be performed by the City. Public Service Grants programs should be funded no more than (3) consecutive years. The exception to this is for programs that perform an essential function otherwise required to be performed by the City or annual funded events (i.e. Bob Hayes Track Meet).</p> <p>A Public Service Grant cannot account for more than 24% of the recipient's annual revenue averaged over the (3) previous years. The exception to this is for programs that performed by the City. No Public Service Grant can be awarded to a recipient who has been operating for less than (3) years, except upon recommendation by the Public Service Grant Council. A Public Service Grant recipient is required to be registered as a Governmental Organization, 501 (c) (3) organization, Florida not-for-profit corporation or a Governmental Organization performing services and operating programs in Duval County.</p> <p>During this time, Nancy Kirts reviewed the contents of the notebooks provided. Each member was asked to sign a document stating they received copies of Ordinance 2007-105-E, Florida Statutes 119 and 286.</p> <p>All information in booklet will be posted on the Public Service Grant Council's web site. Alberta Hipps requested copies of Ordinances 2008-87-E and 2008-88-E. These documents were later provided to the Public Service Grant Council members. Alberta Hipps wanted more detail regarding application grading process and Nancy explained that was provided to them at the March 2008 orientation training. Gwen Yates, along with Juan Diaz explained the strict guidelines that should be in place and not waiver from them.</p> <p>At this point Alberta Hipps discussed needing a Vice-Chair as a back-up in her absence. Gwen Yates was nominated as Vice Chair, with a second by Mr. Donahoo and was unanimously approved by the PSG Council. Gwen Yates graciously accepted her new role on the PSG Council. Alberta Hipps wanted to know if training was provided for the new FY 2009 grant application forms and Nancy explained Yes. Nancy explained that some of the mandatory documents were not received when the FY 2009 application packets were submitted. However, all grant applications have been graded. Gwen Yates, Juan Diaz and Arnold Tritt questioned why applications were graded if all mandatory requirements had not been met. Sandra Hull-Richardson expressed the understanding of eligibility by expressing that they will lobby the Mayor and City Council to get the monies they need without preparing the proper Public Service Grant application forms.</p> <p>Alberta Hipps talked about the voting and stated that they will need to request the Ordinances for Edgar Mathis and Juan Diaz to be placed on Emergency Reading with the City Council Agenda. They are needed for PSG voting.</p> <p>A wrap-up session was discussed on August 19th to resume this meeting from 10:00 a.m. – 1:00 p.m. Staff will try to get Committee Room A reserved.</p>

Follow Up Items:

Nancy Kirts is to E-Mail the Public Service Grant Council with the PSG Council Web address link; schedule Gift Training, E-Mail Jon Phillips OGC with the PSG Council members E-Mail addresses, send City Council Rules Committee next meeting date to Juan Diaz, secure an OGC ruling on the flexibility of PSG Mandatory requirements; Mail out notebooks to Ronald Mallett and Edgar Mathis; secure room for the next meeting date on 8/19/08; notify the Council Auditor's Office that the PSG Council will do their best to meet the 8/21/08 Finance Committee date – however this date may need to be moved back to allow for more time; get information on parking permits for the PSG Council members.

Meeting adjourned at: 10:30 a.m.

Next meeting date and time: Tuesday, August 19, 2008 at 10:00 a.m. in the Lynwood Roberts Room

Linda Platte

Recorder's Name