

Public Service Grant Council Meeting Minutes

Date: January 12, 2009

Time: 10:00 A.M.

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

Absent: John Donahoo

Guests: Lawsikia Hodges, Assistant General Counsel, Mike Clapsaddle, Chief of the Procurement Division, Debbie Verges, Jacksonville Journey.

Welcome: Alberta Hipps welcomed everyone and facilitated introductions.

Meeting Minutes:

Ms. Hipps asked if there were any changes or comments regarding the December 16, 2008 minutes. **Ronald Mallett motioned to accept the minutes as read and was seconded by Gwen Yates. The motion approved was passed.**

FY 2009 Jacksonville Journey RFP's Funding Recommendations

Ms. Kirts stated that she was surprised there weren't more the bids submitted based on all of the information that had been distributed. There were actually only (4) respondents for each of the (2) RFP's. The grant application forms, mandatory requirements and forms model the Public Service Grant requirements since the PSG Council would be recommending the awards. For the "Ex-Offender Training and Re-Entry Services" RFP, (1) organization was disallowed because they didn't receive a minimum 75% score and the other organization did not provide the mandatory "Proposal Narrative" form, the budget detail form, and the five other mandatory documents required. For the "Ex-Offender Employment Services" RFP, (1) organization did not provide the mandatory "Cover Letter" and the other organization that did not receive a minimum 75% score. As a result, only two organizations with each RFP could be considered for funding. For the "Ex-Offender Training and Re-Entry Services", the two organizations were Clara White Mission and First Coast Workforce Development. Clara White Mission did not meet the 24% revenue requirement, so their allocation amount was reduced to \$285,177 so they would qualify. The grading matrix used was also used by the State for funding allocations. The beginning budget allocations were \$285,155 for Clara White Mission and \$553,500 for First Coast Workforce Development. The worksheet also included the average scores for First Coast Workforce with 95.3% and Clara White Mission with 89.33%. After the iterations of the matrix were computed, the actual funding for First Coast Workforce Development was \$396,133 and Clara White Mission was \$157,367. On the "Ex-Offender Employment Services" RFP, only (2) organizations met all of the criteria. They were, the Jacksonville Area Legal Aid and Operation New Hope. Operation New Hope had the highest score of 98% and Jacksonville Legal Aid had a score of 94.33%. The same funding matrix was used. The beginning budget allocations were \$356,250 for Operation new Hope and \$148,827 for Jacksonville Area Legal Aid. After the iterations of the matrix were computed, the actual funding for Operation New Hope was \$262,207, and Jacksonville Area Legal Aid was \$94,043. Ms. Hipps asked for comments. Ronald Mallett asked if any of the organizations were present that were being awarded. Edgar Mathis questioned the difference in the matrix and Debbie Verges explained to him how the matrix works. Mike Clapsaddle suggested (2) recommendations: (1)that the PSG Council

make recommendations to staff that they can take under consideration before going to Competitive Sealed Proposal Evaluation Committee (CSPEC), which is the recommending body to the awarding authority. CSPEC was scheduled to meet on 1/15/09 or (2) concur with the recommendations as it stands.

Gwen Yates motioned to accept the funding recommendations and second by Edgar Mathis, discussion Ronald Mallett stated he has a conflict with Clara White and Edgar Mathis stated he had a conflict with First Coast Workforce Development. Ms. Hipps stated to Mr. Mathis that he may not second in this case. Gwen Yates motioned to accept the funding recommendations for Ex-Offender Training and Re-Entry Services for Clara White Mission and Mr. Tritt provided the second. The motion passed, with one abstention (Mallett). Ms. Yates motioned to accept funding recommendations for First Coast Workforce Development. Ms. Hipps asked if this funding of \$396,133.00 will cover the entire region or just Duval County. Ms. Kirts stated that the contract does state Duval County only. Any other discussions, all in favor say I, 1 abstention (Mathis).

Ms. Yates motioned to accept funding for Ex-Offender Employment Services to Jacksonville Area Legal Aid funding, second by Mr. Tritt, discussion, all in favor say I, oppose by like sign, motion carried. Ms. Yates motioned to accept the recommendation for Operation New Hope funding for Employment Services, seconded by Mr. Tritt. There was no discussion and the motion passed.

FY 2010 Priority Populations City Council Legislation

Lawsikia Hodges, Office of General Counsel provided an update on the revised Priority Populations legislation and answered questions from the Public Service Grant Council. Note: this portion of the meeting was not audible on the tape.

Community Safety Net Fund Update

Ms. Kirts stated that legislation would be going through City Council to appropriate \$100,000 to the Community Foundation for the Community Safety Net Fund. Ms. Hipps asked where the funds were coming from. Ms. Yates stated she believes that at the beginning of the budget year, there is a pot of money that is reserved for Federal matching funds. There are matching funds for all Federal Programs, and it appears from the fact sheet that the funding was coming from there. Ms. Kirts said the funds would be placed in the Recreation and Community Services, Office of the Director budget and would be administered through the Public Service Grant Council. Ms. Hipps asked if matching funds from the Jessie Ball DuPont Foundation would be included. Ms. Kirts said yes. Ms. Kirts stated the Community Foundation would determine how that money would be allocated knowing that funding should address new social safety net issues. Ms. Hipps asked Ms. Moran to come forward to say a few words about it. Audrey Moran, introduced herself as wearing her hat for Jessie Ball DuPont Foundation and stated that this was a very exciting initiative and hoped that the rest of the country would model what's happening in Jacksonville, Florida. The Jessie Ball DuPont Foundation, along with Community Foundation has put together a strategy in partnership with the Mayor's Office to fund this effort to help non-profit agencies needing emergency services assistance. There are already more grant requests than funding and this was anticipated.

Public Service Grant Ordinance Changes – Final Draft

Ms. Kirts deferred to Lawsikia Hodges, Office of General Counsel who prepared this legislation. Her discussion started with section 118.203, regarding deleting it in its entirety. At the last PSG Council meeting it was suggested to eliminate just subsection (b) and that has been done. Also, deleted was subsection 118.203 (f). In section 118.204 (a), the date was changed from March to February 15th, and the letter of intent the language was added.

Ronald Mallett motioned to accept the final draft and was seconded by Edgar Mathis. Discussion: Ms. Hipps wanted the minutes to determine whether or not this had been approved at a previous meeting. Nancy Kirts provided the 11/18/08 meeting minutes to confirm that this had been approved by the PSG Council. Ms. Hipps, asked for any other discussion. Seeing none, the motion passed. Ms. Hipps asked Ms. Hodges to prepare for signature the Ordinance with a cover letter to the Council President with a copy to Councilman Hyde.

FY 2008 Grant Compliance Unit Final Report

Ms. Kirts stated that this report was mentioned at the last meeting and that Sandy Arts, Human Services Planner had spent a lot of time compiling the information. She went on to say that it was important to tell the story about not only Public Service Grants, but all the work that is accomplished within the Grant Compliance Unit. For FY 2009, the responsibilities of the Grant Compliance Unit expanded with the new Jacksonville Journey's funding. Sandy Arts stated the FY 2008 Mayor's budget for Public Service Grants was \$5,546,193. She went on to include highlights from the Executive Summary; funding history back to 1991 as taken from the Schedule A-2 documents. On page (5), information was provided showing the FY 2008 requested amount of \$16,020,734.00 and the Awarded amount of \$5,546,193.00. There were several charts that were discussed with the information they each represented. Ms. Kirts stated common denominator for all agencies was the number of people that are being served. The PSG Council stated that this is an excellent report.

Council Auditor's Non-Compliance List Update

Ms. Hipps asked if any questions regarding this report and Ms. Kirts stated that it is posted on the PSG website. Ms. Hipps asked if it is posted with the handwriting. Ms. Kirts said that it was posted that way. She has asked for a more current and clean report, but this has not had cooperation from the Council Auditor's Office. Ms. Hipps stated that she will try and talk to the Council Auditor's regarding this report. **Alberta Hipps entered a motion to ask Ms. Kirts to do an excel spreadsheet that is more legible, and Ms. Kirts explained that this was not her report. Ms. Hipps stated that she understood, but wanted it to be presented more professionally. Juan Diaz agreed that this should be done by the Council Auditor's Office, Ms. Hipps proceeded and asked for a vote. The motion passed.**

Meeting adjourned: 12:00 p.m.

Minutes Prepared by: Linda Platte'