

**Public Service Grant Council Meeting Minutes**

**Date: August 19, 2008 – 9:00AM**

Present: Ronald Mallett, Edgar Mathis, Nancy Kirts and Linda Platte'

<b>Welcome and Introductions</b>	Nancy Kirts, opened by welcoming everyone and asked that each member introduce themselves.
<b>Chapter 50, Sunshine Laws Steve Rohan, Office of General Counsel</b>	First I want to thank everyone for your service and time to educate you about Chapter 50. All council members are exalted and so they decided to form this committee to let you handle the not-for-profit, and it's not that much to learn about regarding Chapter 50. You will be reimbursed for any expenses you may incur while being here, but we don't expect any, you are entitled to hold other positions in the government, but limits you to restrict you from policy making decisions. If you fail to come to two out of three meetings, you may be removed from the board. Everything is a public record (e-mail, hand-written notes, etc.). Do not to talk with any other Board member outside of the sunshine. Follow the laws especially when dealing with dollars. Gifts disclosure will be discussed in the next meeting. A copy of all information was given to each member to review later as reference materials.
<b>Public Service Grant Council Responsibilities Nancy Kirts, AMIO</b>	Nancy started with Membership: Chairperson is appointed by the Mayor and confirmed by City Council. There are three Public Service Grant Council Members that are appointed by the Mayor and confirmed by City Council. There are also three Public Service Grant Council Members appointed and confirmed by City Council. There is a three year term of office – may be reappointed for up to two additional consecutive terms. Your responsibilities are to recommend lump sum appropriation to applicant organizations; review and evaluate all Public Service Grant applications based on established criteria; determine whether each grant is for a public purpose; determine whether the requesting agency can perform/provide the service or activities for which the appropriation is requested; determine whether and to what extent the services and activities to be performed/provided duplicate similar services. You will 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 and full participation in the Public Service Grant allocations process. 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 Grant 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

	<p>Service Grant programs shall 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 perform an essential function otherwise required to be 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©(3) organization or Florida not-for-profit corporation performing services and operating programs in Duval County.</p>
<p><b>FY 2009 Public Service Grant Notebook</b></p>	<p>Ms. Kirts asked them to sign the sheet that is in the front of the notebook. The first thing in the notebook is the 2009 Applications Forms. There was much discussion regarding the grading criteria and mandatory requirements. If a grant application does not meet the mandatory requirements then they won't be considered in next fiscal year's budget. All applications were graded, but this does not mean they will be considered. The applicants have not been advised of anything at this time regarding scoring. You are required to review all information furnished to you in this notebook.</p>

Meeting adjourned 9:45 a.m.

Minutes Prepared by: Linda Platte'