**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**ANNUAL TRAINING MEETING MINUTES  
Ed Ball Building, 214 N. Hogan, 8TH Floor, Room 825**

**November 29, 2017 – 3:00 PM**

**PSG Chair: Roshanda Jackson**

**Vice-Chair: Deborah Johnson**

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| **Committee Meeting Attendance** | | | |
| **E** | **Roshanda Jackson-Chair** | **X** | **Tameka Holly** |
| **E** | **Deborah Johnson-Vice Chair** | **E** | **Sherry Jackson** |
| **E** | **Dr. Stephen Baker** | **X** | **Jackie Perry** |
| **X** | **Bob Baldwin** | **E** | **Dr. Marcie Turner** |
| **E** | **Lara Diettrich** | **E** | **Chris Warren** |
| **E** | **Dr. Georgette Dumont** | **X** | **Beth Mixon** |
| **E** | **Darren Gardner** | **X** | **Tameiko Grant** |

Quorum Present:Yes

Staff: John Snyder

Damian Cook

Sandra Stockwell, OGC

1. **Welcome & Introduction of PSG Council Sub-Committee Members – Ms. Johnson**

Ms. Johnson called the meeting to order at 4:15 PM. The meeting began with members and staff introduced themselves.

1. **Ethics, public records and open meetings laws for PSG Council members- Ms. Stockwell**

Ms. Stockwell will go over the requirements per Section 80.103(g) and passed out the handout on Ethics-Chapters112 & Chapter 602. Additionally, members received handouts on Training-Government in the Sunshine & Public Records. These handouts are part of the file.

*(Ms. Diettrich & Mr. Warren-attendance)*

1. **Priority Population recommendations- Mr. Cook**

Mr. Cook went over section 118.804-Priority Population or Needs pointing out the PSG Council must make its recommendation by March 1st, but the Priority Population sub-community has set a date of January 9th (1st meeting of New Year). These recommendations must have a percentage as well as whether the PSG Council will use the application process or Request for Proposal pursuant to Chapter 126. Additionally, Mr. Cook pointed out that the populations in the ordinance code are an example only.

He also noted the recent change and elimination of the requirement that agencies not make recommendations regarding Priority Population suggestions.

1. **Eligibility qualifications for Public Service Grants-Mr. Cook**

Mr. Cook then discussed Section 118.805 highlighting how this office verifies awardees are not receiving any other funding from any other City sources. He also spoke about the new changes to the Checklist concerning agencies exemptions and their financial disclosure.

1. **Public Service Grant application requirements- Mr. Cook**

Mr. Cook went over Section 118.806 citing that the application has not changed allowing agencies to work on their application throughout the year. He did note an addition to this section concerning allowing electronic submission of applications. There was additional discussion concerning the interviewing of applicants

1. **Review, scoring and evaluation of Public Service Grant applications- Mr. Cook**

Mr. Cook discussed Section 118.807 pointing out the PSG Council can divide into scoring committees of 5 or more, as well as the final average and the current tie breaking process which is an issue the PSG Council could readdress.

1. **Limitations on funding allocations-Mr. Cook**

Section 118.802 & 118.808 were addressed; however, there were no changes to these sections. Mr. Cook did point out that the PSG Council must make its recommendation to the MBRC by April 1st.

1. **Opportunities for Exploration/Enhancement-Mr. Cook**

Mr. Cook went over section 118.301 and some disallowable expensive that an agency might have in their application as well as some questionable expenses.

1. **Open Discussion -** None

1. **Public Comments *(Please fill out a card if you wish to speak on a topic that isn’t on the agenda)***

1. **Adjourn**
2. **Next Training Date – TBA**
3. **Adjourn** at 6:15 PM.

Recorder: John Snyder

Completed – 11/14/2017

An audio recording is available upon request