**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**PROCESS IMPROVEMENT TASK FORCE**

**HYBRID/IN-PERSON MEETING AGENDA**

**Ed Ball Building, 8th Floor Board Room 851**

**March 30, 2022 – 9:00 AM**

**Co-Chair: Mr. Coggin**

1. **Welcome & Introduction of PSG Council Members – Mr. Coggin**
2. **Committee’s Charge-Mr. Snyder**

See attached

1. **PSG Council Human Services Framework-Mr. Coggin**
2. Take an in-dept look at these categories and their success
3. Should PSG move to funding only agencies and not particular programs
4. **PSG Process against others- Mr. Coggin**
5. Cultural Council, KHA, Other cities, etc.
6. **The process for agencies to apply- Mr. Coggin**
7. Traditional Application
8. Procurement Process
9. Scoring of either Application or RFP’s
10. **PSG Council Training/Orientation- Mr. Coggin**
11. **OGCC Internal Processes- Mr. Snyder**
12. Agencies Forum Review (see attached)
13. Updating Application/Uploading systems
14. **Open Discussion – Mr. Coggin**
15. **Public Comment *(Please fill out a card if you wish to speak on a topic that isn’t on the agenda)***

After several meetings and conversations between PSG Council Members, it has been determined that the Charge for the PSG Process Improvement Taskforce will be as follows:

Last fall PSG Council requested legislative changes in four areas--

1. Create greater accountability of nonprofits applying for funds.
2. Create more efficiency through changing the number it takes to create a majority
3. Keep funds that have not been used but allocated to PSG.
4. Increase overall funding for PSG.

We were successful in passing items 1,2, and 4. With these changes in place we can now take a larger look at our processes and procedures. An increase in funding to $7 million could significantly impact our capacity moving forward. With that, this taskforce will consider the following:

* Review the recent feedback session with nonprofits to see what could be helpful in making the PSG process more user friendly and more efficient.
* Examine our current process for grant applications and grant review for efficiency and effectiveness.
* Examine other COJ programs such as the Kids Hope Alliance and Cultural Council to see if there are process and procedures that would help the PSG process.
* Explore other cities that have grant programs to see if there are ideas we could incorporate.

The taskforce certainly can go beyond the items indicated above, and welcome additional points of consideration. Once these and other items are discussed and evaluated, the taskforce will make recommendations to the PSG Council. These recommendations could then result in possible legislative recommendations. The goal would be to complete this effort by December of 2022.

**PSG Agencies Forum-Meeting Notes**

**February 15, 2022- 10:00am**

* PSG Staff- John Snyder & Ashleigh Brew
* There were representatives present for each FY 22 PSG Recipient EXCEPT the following:

Feeding NEFL & Genesis Health Foundations

1. Application Process
   1. Agencies commented that the process of uploading necessary items for the application is a plus and is much simpler than previous options.
   2. Budget Narrative-Section 5 (all program finances)- is it possible to allow two-page single space rather than double space? It’s a lot to put into 2 page double spaced.
   3. Narrative is too long, especially compared to other grants.
   4. Audit, 990, Cert of Insurance—idea of a Central Hub for the City as it’s needed for many other departments when organization is receiving funds from other parts of the City.
2. Trainings & Workshops
   1. Many commented that the Courtesy Review is one of the most helpful things that PSG offers, and they always make it a point to attend. Great benefit!
   2. Required Trainings
      1. Continue to put FAQ into the required training—very helpful.
      2. Is it possible for trainings to be recorded for training other staff—especially for turn-over.
      3. Suggestion- If there are no major changes from the previous year, can we possibly have two Trainings; one for new recipients and another for previously awarded with highlights and updates.
3. Contracts
   1. Electronic signature is favored!
   2. Contract only go through the Executive Directors to eliminate copies
   3. Suggestion to use DocuSign
   4. It would be helpful if they were available at the beginning of the Fiscal Year
4. Site Monitoring’s
   1. It was very helpful to be able to electronically load all of the necessary document’s vs making physical copies.
   2. Dropbox has been discontinued from the City—need to figure out what we can use this year as a new electronic filing system.
   3. Programs were open to two visits-one virtual for administrative requirements and one to come in to see the actual program.
   4. The current timing of June/July visits are good.
5. Questions
   1. Can we host another forum like this with the PSG Council members after the norming exercise for feedback?
   2. Can you also possibly come up with a good application for the norming exercise as the last few had some hiccups in them.
   3. Can we request comment/feedback from the council when we get a low score?
   4. Clarification Process—BEFORE the appeals process. Is there a way we can answer questions the council may have about our application prior to grading?
   5. Can we revisit the ordinance from the standpoint of all the input that many of the agencies may have?
6. Follow-Up
   1. We reached out to the agencies who were not in attendance at the meeting to see if they had any feedback regarding the PSG process.
   2. Feeding NEFL suggested that there are formatting issues with the Programmatic Report and suggest changing it.
      1. We reached out to all of the agencies to receive feedback on this matter, but no other agencies presented any issues with the form.

Zoom link for the recording of the meeting

https://us02web.zoom.us/rec/share/OH37IpCGdbSjSGbs-bx3w4o6SuTaki\_xImc8ElgySQqukaYpaQKL1YhX4y2DVYzJ.ILpTrKmwGQpLPicc?startTime=1644937207000 (Passcode: iC$a7&5c)