**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**MEETING MINUTES**

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

**September 27, 2021 – 3:00 PM**

**Chair: Bob Baldwin**

**Vice-Chair: Brad Goodwin**

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| **Committee Meeting Attendance** | | | |
| **X** | **Bob Baldwin- Chair** | **X** | **Beth Mixson** |
| **E** | **Brad Goodwin - Vice Chair** | **X** | **Ann Mackey** |
| **X** | **Jackie Perry** | **E** | **Courtney Weatherby-Hunter** |
| **X** | **Dr. Marcie Turner** | **X** | **Jaclyn Blair** |
| **X** | **Tameiko Grant** | **X** | **Ryan Ertel** |
| **X** | **Dr. Dogan Tozoglu** | **E** | **James Coggin** |
| **X** | **Chester Spellman** |  |  |

**Quorum Present:*****Yes***

**Staff**: John Snyder, Office of Grants & Compliance

David Migut, Office of General Counsel

Raelyn Means, Office of Grants & Compliance

1. **Welcome & Introduction of Board Members – Mr. Baldwin**

Mr. Baldwin called the meeting to order at 3:12 pm and asked for introductions from PSG members and staff.

1. **Approval of Minutes – Mr. Baldwin**

Ms. Perry made a motion to approve the minutes from July 26, 2021. Motion seconded by Ms. Grant. Motion passed 10-0.

Mr. Spellman made a motion to approve the minutes from August 23, 2021. Motion seconded by Ms. Blair. Motion passed 10-0.

1. **Budget Sub-Committee – Ms. Mixson**

No committee actions/report.

1. **Most Vulnerable Persons Sub-Committee – Ms. Grant**

No committee actions/report.

1. **Rules Sub-Committee – Ms. Weatherby-Hunter**

No committee actions/report.

1. **PSG Scoring Update & Timeline:** Ms. Means reported there were five council members left to submit scores. Staff has facilitated password resets for several members. Scores are due by midnight, Thursday, September 30.

Mr. Baldwin asked for feedback from council members on the scoring process. These items will be logged and shared with ITD so that they can respond and discuss at a future meeting.

* Mr. Baldwin echoed Dr. Turner’s feedback from a previous meeting regarding the emails to return to a scorecard not clearly identifying the agency and program names.
* Dr. Turner noted it would be helpful to have the ability to check your work, such as receiving an email confirmation that the scores went through, or a list of which ones are showing as submitted. Currently, council members must rely on staff to let them know whether scores were submitted. After you submit a score, you can select that agency application from the list and the screen will come up again as a blank scorecard, which could result in a duplicate submission.
* Dr. Tozoglu noted the zip files for the applications are very helpful. There is no confirmation for score submissions. If you go back to an application score after you submit it, it will come up blank even if you have already scored the application. Dr. Tozoglu also noted the Citrix browser is extremely slow. He would like to see an alternative to the Citrix platform.
* Mr. Baldwin noted he didn’t find it necessary for every score field to require a comment. Comments become redundant of other sections. Mr. Snyder noted this was changed so that applicants could have a better understanding of their scores and why they may have had points deducted.
* Mr. Baldwin suggested step-by-step instructions, from the registration process through to submitting scores, would be very helpful.
* Ms. Mixson reported she cannot use Citrix due to using a MAC. Even once she was able to log in, she still could not do anything inside the system. She scanned and emailed her scores instead. Ms. Mixson received her files a week later because the zip files did not go through the first time. Some of the budget forms seemed to be different on some grants. Ms. Mixson noted the application for Beaches Habitat was a K-5 program and was perplexed why it was eligible to apply. The scoring took significant time because she had

to explain her low scores. Mr. Snyder explained that the staff review of applications is objective. The Office of General Counsel advised

that if there was any way that a program could be viewed as a family program, staff should allow the program application to proceed and allow the scorer to make the determination. The various funding sources and appropriate types of programs for each funding source are reviewed during the agency training. Mr. Snyder noted that none of these agencies in question went through a courtesy review. Mr. Baldwin has confidence in the council to make these determinations as to the eligibility.

* Mr. Baldwin found it difficult to have all the applications in one dropdown list since they were not identified by category. It would be helpful to identify the category of the applicant and/or have a separate list for each category.
* Ms. Blair noted that you can space forward in the comments section and avoid making a comment if you don’t need to say anything. Ms. Blair reminded the council that you can save and resume later to return to the application.
* Mr. Ertel found the system to be easy to log in and navigate but was concerned it would be easy to submit a duplicate score with the way the system is set up.

Mr. Baldwin encouraged those still needing to submit scores to do so by Thursday. Dr. Turner stated that even though there are things the council would like to see changed, it is still better than it was last year.

Mr. Snyder explained that staff will compile the scores into a spreadsheet and send out to the council for their review. At that time, if a council member sees a score is not what they intended to give to an application, they can request the score be corrected.

1. **PSG Funding Task Force:** Mr. Baldwin found the scoring process to reveal the significant number of agencies needing funding, which greatly exceeds the current allocation for the PSG council. Mr. Baldwin would like the council to focus on being more deliberate to request significant increased funding. This strategy and plan should include meeting with the Mayor and City Council members. He recommended the formation of a

task force to work in concert with the budget committee. He asked Ms. Mixson and Mr. Spellman to co-chair the committee.

Dr. Turner noted that in years prior to COVID, Mr. Snyder set up meetings for PSG council members to meet with the City Council members to discuss funding. Mr. Baldwin hopes this is part of this task force plan.

Dr. Tozoglu suggested there is a scoring threshold we could identify that could show how many agencies score high but still do not receive grants due to the limited funding available.

Mr. Baldwin noted there may be other things that could be done to increase equity among organizations. Mr. Baldwin would welcome participation from nonprofits if that was permissible. Mr. Snyder explained agency representatives can participate but cannot represent the Public Service Grant Council when meeting with City Council members.

Ms. Mackey recalled one of the council members expressing frustration the PSG was limited to established organizations. There was a need in his district for the small grassroot organizations to receive funding. Mr. Baldwin noted we could consider the Cultural Service Grant council’s model which is tiered for the size of the organization. Mr. Snyder stated when the council sets the priority need categories, it is possible to recommend a small organizations category with an assigned percentage of the funding. The application criteria would remain the same, including requirements for submitting 990s, affidavits, etc. The ordinance does provide alternative documentation requirements for small organizations.

Mr. Baldwin asked the committee co-chairs to put together a plan and bring it back to the committee. Ms. Mixson welcomed other volunteers from the PSG council to join them on the committee and extended the invitation to nonprofit partners. Mr. Migut reminded everyone of the Sunshine Law if more than one PSG council member is meeting for the task force. Mr. Snyder confirmed staff will notify everyone of the meetings as they are set.

Dr. Turner brought up the pending legislation regarding receiving the financial documents and 990s. She would like to see the training for that happen soon. Ms. Mackey noted what we really need to know is whether

the agency has enough cash to meet its obligations for the program. There may be a much simpler way to make that determination rather than looking at the 990. It merits a separate conversation. Mr. Snyder met with the City Comptroller and was able to get a simplified assessment of agency balance sheets that will aid in understanding the financial documents.

Ms. Perry, Dr. Turner, Ms. Grant, and Mr. Baldwin stated for the record they will participate in the task force.

Ms. Mixson asked when the blackout period would end to allow nonprofits to participate in the task force. While the blackout period ends October 1, it would be best to wait until after October 25 when the scores are finalized.

1. **Open Discussion:**

Mr. Snyder reviewed the timeline for finalizing PSG award allocations. Staff should have everything ready for council to meet by October 8 to review the initial award ranking and funding allocation. After that initial meeting, agencies will be notified and have five days to appeal that decision. The appeals meeting could happen as early as October 15. A final vote on the rankings will need to happen by the end of October. A quorum is required for both the initial and final ranking meetings.

The committee’s consensus was to meet initially on Friday, October 8, at 3pm, for the initial ranking and funding recommendation. Staff will set up the other meetings accordingly. The final ranking can take place during the council’s monthly meeting on Monday, October 25.

Mr. Baldwin asked Mr. Migut to get an update on the pending legislation regarding changes to the PSG ordinance and report back on the plan to meet with Councilman Carlucci regarding his sponsorship of the bill. Mr. Snyder spoke with Ms. Hodges prior to the meeting. Ms. Hodges is doing a final review of the proposed legislation and then will meet with Councilman Carlucci to go over the changes. Mr. Baldwin asked that Councilman Carrico also be given the opportunity to sponsor the legislation since he was the liaison when the legislation was first discussed.

1. **Public Comment**

* Mr. Michael Howland, CEO of Jacksonville Speech and Hearing Center: Mr. Howland addressed the council and thanked them for their work and support of nonprofits. He welcomed the opportunity to participate in the funding task force and highlighted the power of nonprofits’ board members that could be used to assist in advocacy efforts.
* Maria Edwards, Edward Waters University (Question via chat):

“We would like clarification on the ‘High Score Model’ for the scoring and amount of funding to be awarded. At some point will there be partial funding awarded and does it relate to the actual number of total points?”

Mr. Snyder explained the “High Score Model” awards full funding to the agencies that score the highest top to bottom. At the end, whatever balance is left in the category is given to the next highest score. Staff will work with that agency to revise their budget to match the reduced funding award.

The City Council will be voting on the annual budget Tuesday, September 28. Public Service Grants are recommended for funding at $3,147,080. Additionally, through Councilman Carlucci’s efforts, rollover funding from the Gator Bowl of $450,469, will be added to that allocation. This brings the total to $3,597,549. This is roughly $600,000 more than last year’s allocation.

* Bill Haley, Family Foundations (comment via chat): Mr. Haley volunteered to participate in the funding task force.

1. **Adjourn:** Dr. Turner made a motion to adjourn the meeting, seconded by Ms. Grant. Motion passed 10-0. Meeting adjourned at 4:02 pm.

**Upcoming PSG Meetings:**

**October 8th, 3pm, Initial Funding Recommendation Meeting**

**Week of October 18th (TBD): PSG Appeals Board**

**October 25th, 3pm: PSG Council/Final Funding Recommendation Approval**

**(All meetings will be in the Ed Ball Building and publicly noticed).**

**A verbatim recording of this meeting is available upon request.**