**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**MEETING MINUTES  
Ed Ball Building, 214 N. Hogan, 8TH Floor, Room 851**

**December 11, 2019 – 2:01 PM**

**Chair: Lara Diettrich**

**Vice-Chair: Jackie Perry**

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| **Committee Meeting Attendance** | | | |
| **X** | **Lara Diettrich-Chair** | **X** | **Beth Mixson** |
| **X** | **Jackie Perry-Vice Chair** | **X** | **Ann Mackey** |
| **X** | **Bob Baldwin** | **X** | **Courtney Weatherby-Hunter** |
| **E** | **Chris Warren-Phone** | **X** | **Jaclyn Blair** |
| **X** | **Dr. Marcie Turner** | **X** | **Brad Goodwin** |
| **X** | **Tameiko Grant** |  |  |

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

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

Damian Cook, Office of Grants & Compliance

Mary Staffopoulos, Office of General Council

1. **Welcome & Introduction of PSG Council Members – Ms. Diettrich**

Ms. Diettrich called the meeting to order at 2:01 pm; all members and staff introduced themselves.

1. **Approval of PSG Council Meeting Minutes – Ms. Diettrich**

Ms. Perry motioned for approval of the minutes from November 13th PSG Council meeting. Mr. Baldwin seconded the motion. The motion was passed unanimously.

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

Mr. Snyder noted that this sub-committee must meet and discuss its recommendation, so the full PSG Council can make its recommendation to the Mayor’s Office by April 1st. Mr. Snyder stated who was on this sub-committee. Members decided to meet in February of 2020.

1. **Most Vulnerable Person Sub Committee- Mr. Baldwin**

Mr. Snyder listed those members who signed up to serve on this sub-committee and informed members that the full PSG Council must make recommendation by March 1st. Members discussed and decided to meet at 1:00 pm on January 8th (an hour before regular PSG Council meeting).

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

Mr. Snyder listed those members who indicated that they would like to serve on this sub-committee. Ms. Diettrich stated that she had a number of items that she would like this sub-committee to discuss. Ms. Diettrich and Ms. Weatherby Hunter agreed to meet at 3pm or just after the conclusion of the regular PSG Council meeting.

1. **Appeals Hearing Overview- Ms. Diettrich**

Ms. Diettrich discussed that most of the appeals had to deal with formatting errors. She also discussed that Gateway’s appeal was concerning an issue involving reviewers scoring their application lower because it was a new program. Mr. Cook spoke about the appeals process, and that their appeal was under section 118c2. The conclusion was that the appeals board could not confirm from the reviewers score sheet that the zeros were because the agency was a new program. Therefore, their appeal was denied by the Appeals Board. There was discussion that new programs will not have a completed program budget, nor have a historical goals and objectives.

1. **Scoring Experience – Ms. Diettrich**

Members discussed their scoring experience specifically the structure of the application. Other topics discussed included the following; not scoring application on a curve, applications fitting into a category, only one disability organization received funding this year, agency sustainability, agencies 990’s, need for scorers comments, and that 36% of the funding is going to four agencies.

1. **Open Discussion**

Ms. Diettrich mentioned the Chair and Vice-Chair will need to be elected at the January 2020 meeting. Members who would like to be considered for PSG Chair or Vice-Chair need to be comfortable with interacting with the Grants Office, City Council and the Mayor’s Office. Additionally, they needs to be comfortable speaking during open City Council meetings.

1. **Public Comment-**Ms. Hill from volunteers of medicine indicted that she is retiring and suggested that the application needs to have the page length be expanded especially the one page budget (section V).
2. **Adjourn @ 4pm**

**Next Meeting Date – January 08, 2020 @ 2:00 PM**