**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**MEETING MINUTES**

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

**April 25, 2022 – 3:00 PM**

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

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

**Staff**: John Snyder, Ashleigh Brew & Najera Stevenson- Office of Grants & Compliance

Harry Wilson, Office of General Counsel-Zoom

1. **Welcome & Introduction of PSG Council Members – Mr. Baldwin**

Mr. Baldwin called the meeting to order at 3:03pm and asked everyone to introduce themselves.

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

There was a motion to approve the minutes from March 28th by Ms. Blair and 2nd by Mr. Coggin. There was a unanimous vote to approve the minutes from the March 28, 2022, PSG Council Meeting.

Mr. Baldwin allowed Mr. Coggin to ask for the motion to approve the Taskforce Improvement Meeting Minutes. There was a motion to approve the minutes by Mr. Baldwin and 2nd by Dr. Tozoglu. There was a unanimous vote to approve the minutes from the March 30, 2022, PSG Taskforce Process Improvement Meeting.

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

Ms. Mixson stated that she had noting to report.

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

Ms. Weatherby-Hunter stated that she had nothing to report.

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

Ms. Grant was not present. Ms. Brew stated that this committee did not meet.

1. **Process Improvement Task Force-Mr. Coggin**

Mr. Coggin gave an overview of the meeting and the topics discussed. He stated that OGCC staff are helping to create a matrix to help the Taskforce compare the PSG process to that of others within and outside of the city. He also stated that there was discussion for a need to incorporate new items into the PSG Council members Orientation to include common language, calendar, and meetings/pairing with current members.

Ms. Brew gave an update on the matrix that the OGCC staff are working on. She stated that, so far the City of Orlando has the most comparable process to Jacksonville’s PSG. She stated that the matrix should be complete by the next scheduled Process Improvement Taskforce meeting.

Mr. Baldwin discussed expanding the time of regular PSG monthly meetings to include the Taskforce meeting, in order to consolidate the number of times everyone meets. Mr. Ertel stated that, it would be easier to get involved in the Taskforce if it was on the same day. Ms. Wallmeyer and Ms. Perry agreed.

Mr. Snyder stated that traditionally the meetings in May, are short and there is not much to discuss, so the Taskforce could meet right after that. He also stated that the norming exercise is usually in June. There is a sample application for the council to score and he urged everyone to show up to that meeting as there are some changes to the scoring/application process, such as being able to look at applicants’ prior goals & achievements and having a better look at their financials.

Mr. Baldwin asked Mr. Coggin if next months PSG Council meeting was deferred, would he still want to meet with the Process Improvement Taskforce. Mr. Coggin answered, as long as the matrix is ready to go then yes. Mr. Baldwin stated that the May PSG Council meeting would be tabled, and Mr. Coggin would work with OGCC Staff on the matrix to determine if the Process Improvement Taskforce would meet.

Mr. Baldwin thanked OGCC staff for the work they have done so far as well as Mr. Coggin for leading the Taskforce in the charge. He urged the non-profits partners to continue to be a part of the process and continue to give feedback. He also asked the Council members to attend the meetings to help with the process.

1. **Public Comment-Mr. Baldwin**

Marcus Halie from Literacy Alliance stated that he wanted to add to the conversation surrounding applications for Programs versus Agencies. As an agency who only gets funding for one program, he would like to see more funding freed up for more programs. However, given that there are already criteria for focused areas established, the focus should stay on those focus areas, anything outside of that starts to feel arbitrary.

Ms. Mixson stated that she had two items to share. She drafted the Calander and Terms that were discussed in the Taskforce meeting for the PSG Council members orientation and asked for review and input of them both.

Everyone reviewed the Calander draft. Mr. Baldwin asked to add the opportunity for non-profit roundtable in the month of November.

Everyone revied the Public Service Terms draft. Mr. Baldwin recommended that if there was anything anyone wanted to add, to relay it to OGCC staff who would pass it on to Ms. Mixson.

1. **Update on the FY 2022 PSG Awards-Mr. Wilson (OGC)**

Mr. Wilson gave an update on the reallocation of funds of $5,518.00. Volunteers in Medicine, Women’s Health Program was reduced by $3,928.00, Volunteers in Medicine, Health Living for Working Uninsured Black Men Program was reduced by $1,590.00. $3,928.00 was transferred to Genesis Health Foundation and $1,590.00 was transferred to Family Foundations of NEFL. The contract amendments are drafted and out to the vendors.

Mr. Baldwin confirmed with Mr. Snyder that there was no action required from the committee. Mr. Snyder stated that once the changes are complete, he will send the revised funding list to the Council Auditors office for dissemination to City Councilmembers.

1. **Legislative Update- Mr. Baldwin**

Mr. Baldwin stated that he appeared before both the Neighborhoods Committee and the Finance Committees and was asked no questions regarding the PSG Human Services Framework and percentages. Mr. Snyder was told that it would not be on the consent agenda because two C/M’s abstained.

Mr. Baldwin stated that he did get some questions about the Micro-grants and what the PSG Council thought about additional funding needed for staff to handle them. He indicated to them that the smaller the organization the more effort it takes to support them in their process.

The progress of the legislation for the micro-grants and its funding were discussed. Mr. Snyder mentioned that it was going before City Council. Mr. Snyder stated that the $100,000 for the new staff person is going before City Council and advertisement would start in a few weeks. Mr. Snyder stated that the actual dollar amount for the micro-grants is still being discussed.

The level of funding for each program was discussed. Mr. Snyder stated that the micro-grants are for smaller organizations who have less than $250,000 in revenue and they can not be funded more than 25% of their budget.

The role of the PSG Council in the micro-grant process was discussed The PSG Council would be responsible for scoring these micro-grants but on the off cycle of regular Public Service Grants. The number of grants would depend upon the amount of funding that is approved for the micro-grants.

Mr. Baldwin asked if PSG Council would have an opportunity to speak on or give input on the legislation related to the micro-grants, Mr. Snyder said, they would after it has been introduced.

Ms. Mixson asked if the micro-grants will be adults and family’s only? Mr. Snyder stated that the focus would be the same as PSG; Kids Hope Alliance has something similar to focus on just kids. Ms. Mixson also asked for clarity on the $250,000 limit, if it was for revenue or expenses. Mr. Snyder confirmed that it was for revenue and that the intent is to target those smaller non-profits who may not meet the requirements to apply for PSG.

Mr. Baldwin stated that two critical aspects are that the micro-grants be on the off cycle of PSG and secondly to possibly streamline to process so that it’s more staff driven so that PSG Council will only need to approve and not have to look at each individual application.

Ms. Wallmeyer wanted to confirm that the funding for the micro-grants were separate from those of PSG.

1. **FY23 PSG Training-John Snyder**

Mr. Snyder stated that contingent upon the legislation passing, the OGCC is looking to have training on May 25th and 26th which will be all online and within the 30 day requirement of the ordinance.

Mr. Baldwin stated that in the past it was discussed to have a PSG Committee Member present for those trainings and asked if anyone would like to volunteer to attend to give feedback to let John know.

1. **Open Discussion-Mr. Baldwin**

No items discussed

1. **Public Comment**

None

1. **Adjourned** at 3:35 PM.

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