**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**Meeting Minutes**

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

**May 8, 2023 – 2:00 PM**

**Chair: Beth Mixson**

**Vice-Chair: Courtney Weatherby-Hunter**

|  |  |  |  |
| --- | --- | --- | --- |
| **Committee Meeting Attendance** | | | |
| **X** | **Bob Baldwin** | **X** | **Courtney Weatherby-Hunter-Vice Chair** |
| **X** | **Beth Mixson- Chair** | **E** | **Dr. Dawn Emerick** |
| **E** | **Jaclyn Blair** | **X** | **Dr. Keisling** |
| **X** | **Jackie Perry** | **-** | **VACANT** |
| **E** | **Brad Goodwin** | **-** | **VACANT** |
| **X** | **Dogan Tozoglu** | **-** | **VACANT** |
| **X** | **Marcie Turner** | **-** | **VACANT** |
| **X** | **Mary Pat Wallmeyer** |  |  |

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

**Staff**: Saralyn Grass, John Snyder, Nicoa Garrett, Ashleigh Brew, Pat Hughes, Terry Powell, Kristen Hodges, and Antonio Starke (Zoom)- Division of Grants & Contract Compliance

Jeremy Brown - Office of General Counsel

1. **Call To Order & Roll Call – Ms. Beth Mixson**

The meeting was put to order at 2:05 p.m. after which each Council member, and staff members introduced themselves both in person and virtually,

1. **Approval of Agenda – Ms. Beth Mixson**

Approval of the agenda was motioned by Dr. Turner, seconded by Bob Baldwin, motion carried.

1. **Approval of Minutes – Ms. Beth Mixson**

The minutes for prior meetings held on 04/10/2023 were motioned for approval by Dr. Turner. Mr. Baldwin stated that the correct meeting time for the Budget Subcommittee should be 1:00 p.m. instead of 10: a.m. Dr. Turner proposed an amended motion to accept the changes stated, 2nd by Dr. Tozoglu, motion carried.

1. **Committee Reports – Ms. Beth Mixson**
   * **Budget Sub-Committee – Ms. Wallmeyer**

No meeting

* + **Rules Sub-Committee – Mr. Baldwin**

The Rules Sub-Committee met and reviewed the Rules & Bylaws that are utilized by KHA. They made recommendations for some changes which fit the needs of the PSG council. The draft will be ready to share with the PSG council during the next meeting. It was requested that the Rules committee create an orientation package for new members.

Members are Bob Baldwin, Dr. Turner, Brad Goodwin, & Jackie Perry.

* + **Most Vulnerable Persons Sub-Committee – Dr. Emerick**

No meeting.

1. **Unfinished Business- Ms. Beth Mixson**
   * **Status of Legislation changing 118.806 & 807 or other sections-Mr. Brown**

These Legislationsare the application and scoring rubric which were passed in January and has gone through all three of the subcommittees. Neighborhoods, Rules, and Finances were passed unanimously, it will be presented to the City Council tomorrow, and Dr. Grass reported that it is expected to pass.

**MVP Legislation-Mr. Jeremy Brown**

The MVP legislation has passed.

1. **New Business- Ms. Beth Mixson**
   * **Vote on Scoring Rubric**

The proposal for the scoring rubric is to break up the categories to be more specific. They would like to include it along with the application when distributing to the agencies.

A new online process is in the final steps of being started via the Cyber Grants platform. The agencies are encouraged to do a Courtesy Review which ends on 06/23/2023. The application deadline is 07/01/2023, All scores will be done via Cyber Grants. During the application processing period, the PSG council members should not have any communications with the agencies who applied for funding.

* + **PSG Training date-tentative passing of the two bills**

Training dates for applicants are 05/25/2023 and 05/30/2023 at 10:00 a.m. The agencies must include their agency name when they log into the training in order that we may have a record of which agency did attend the training workshop. It is mandatory for agencies to attend the training.

The PSG committee is looking to do a public norming at the meeting in June (review the scoring matrix). Appeals will be done in July. PSG council members are asked to complete a Conflict-of-Interest form. This form indicates any potential conflicts of interest you may have with agencies, and you are aware that they may be applying for a grant. Nicoa Garret will send the Conflict-of-Interest form to the PSG members to complete.

Question: Do we need to set an application deadline prior to 10/01/2023?

Response: Saralyn Grass suggested having a timeline for the next meeting.

It’s important to have a quorum for the meeting in October due to the scoring and application process.

1. **Announcements-Ms. Beth Mixson/Saralyn Grass** 
   * **Small Group Funding**

In conjunction with KHA, the Micro-grant Pilot Program will be advertised as one RFP.  The requirements will still be separate to ensure no micro-grant funds will go towards programs for children, only adults. Providers will have the opportunity to receive training through the Emerging Providers Academy.  This will be a 4-year funding opportunity, during the first year the providers will be paid for attending training sessions, and it will be designed to specifically build program capacity.  Advertisement for the RFP will begin on May 18, 2023, and the training will begin on June 15, 2023.

* + **Focus Group**

Saralyn Grass stated that a request for an increase from $6 million to $10 million has been submitted to the Mayor’s Budget Review Council for PSG. In addition, we asked for $50,000 for consulting fees in order to do some of the things that we have been talking about. After the agencies have been awarded in October, we will start working with those agencies to start figuring out what changes we want to make and implement those changes in the following years.

It has been voted that Saralyn Grass will be the CEO for KHA, this will probably take place October 1, 2023.

1. **Public Comments**

None

1. **Adjournment-Ms. Mixson**

The next meeting will be held on 6/12/2023 @ 2:00 p.m. Members are encouraged to attend in person. The July meeting will be held on 07/10/2023 @ 2:00 p.m.

We anticipate that we will have a full council (15 members) before the scoring is done. The Rules committee will meet one hour before the next meeting.

The meeting was adjourned at 2:57 p.m.

**Next Meeting Date – Monday, June 12, 2023 @ 2:00 PM**