

**INTRA-GOVERNMENTAL SERVICES**



**City of Jacksonville**  
**Office Grants & Contracts Compliance**  
**Public Service Grant Council Meeting Minutes**  
**Ed Ball Building, 8<sup>th</sup> Floor, Room 851**  
**Wednesday, June 11, 2014 11:00 a.m.**  
**PSG Vice-Chair: Melissa Adams**

Public Service Grant Council Member Attendance			
E	Roshanda Jackson, Chair	X	Lois Salaun
X	Melissa Adams, Vice Chair	E	Autumn Tomas
X	Lori Boyer, City Council	E	Tiffany Wells
X	Sandra Stockwell, General Counsel	E	Iris Young
X	Patricia Andrews	E	Chris Rose
X	Radwan Chowdhury	X	Andrew Russell
X	Kevin Monahan		

*Quorum Present: Yes*

**Staff:** Thomas Waters, and John Snyder

**I. Welcome & Introduction of PSG Council Members – Melissa Adams**

The Public Service Grant Council (hereinafter “PSGC”) meeting was called to order by Melissa Adams, Vice-Chair at 11:03 a.m. The PSG Council members introduced themselves.

**II. Authorization for PSG Chair to correct mathematical errors- Melissa Adams**

Ms. Adams explained that at the last meeting the PSGC voted on the scores and the funding order. However, after review of the score sheet there was a mathematical error in the calculation of an agency’s score sheet, which would change the funding order. The PSG Chair is asking for the authority to simply correct any further mathematical errors. Mr. Chowdhury made a motion to correct the errors. Ms. Andrews seconded the motion for discussion.

Ms. Adams indicated that she would like to have all the scores on line by Monday, June 23<sup>rd</sup>. In addition, the PSGC and Mayor’s Office asked that PSG Council Members (C/M) not have discussions with the agencies until after the funding is finalized by City Council. Ms. Adams stated that she was unaware that the review of PSGC score sheets was not staffs responsibility and that this was something that the PSG Chair &/ or Vice-Chair should conduct.

Ms. Stockwell confirmed that the motion is simply to correct mathematical errors.

Ms. Salaun question if this was already done last week. Ms. Adam spoke that the scores were what were given to Mr. Snyder; however, there was an error from PSG C/M not totally their scores correctly.

Ms. Maddox, Vision Is Priceless, stated that it was her review of her scores and her reaching out that brought this error to light. Ms. Adams confirmed that once the scores are validated by Ms. Jackson that the order and scores are aligned according to Chapter 118. Ms. Stockwell confirmed that this motion is only to correct the math and the math is what it is. The funding order process will remain the same. Ms. Adams restated the motion as authorization for the PSG Chair to review and make mathematical corrections to the final score of an applicant. Mr. Chowdhury moved the motion and Ms. Andrews seconded the motion. **The vote was unanimous.**

**III. Public Service Grant Council Meeting Minutes from Oral Presentations & sub-committee (05/12, 05/14, & 06/03) – Melissa Adams**

May 12 meeting minutes moved by Mr. Monahan & seconded by Mr. Chowdhury- **The vote was unanimous.**

May 14 meeting minutes moved by Mr. Monahan & seconded by Ms. Andrews. **The vote was unanimous.**

June 6 sub-committee minutes moved by Mr. Monahan & seconded by Ms. Andrews. **The vote was unanimous.**

**IV. Ex-parte communication among members – Sandra Stockwell**

Ms. Adams explained that she set an e-mail out to a number of members regarding the PSG Information packet so that all members could have copies of the packet. Then that e-mail was responded back by several members. Ms. Adams and those members present read their e-mail for the record.

Ms. Stockwell briefly went over the Sunshine Law compliance stating that it is okay for a member to send other members informational material; however, you cannot respond. All communication must be in the public; this is actually a violation of the Sunshine Law. She further stated that you cannot use Mr. Snyder to relay messages. Mr. Chowdhury asked if he sends Mr. Snyder something, and he then sends it out it is not a violation. Ms. Stockwell stated only if Mr. Snyder receives correspondence back and relays that correspondence. You can have conversations about processes, when, and where; but you cannot talk about substantive communication. You will then have to have a special meeting or a sub-committee. Mr. Chowdhury suggested that a conference call take place if needed. Ms. Stockwell stated that the PSGC would have to provide a

number for members to call in as well as a place for them to come to speak during the meeting, and if a quorum was required it would have to be physically present together, but it is allowable with proper notice and minutes.

Ms. Stockwell indicated that the PSGC does not need to vote on the e-mail chain, just make sure it is added to the record (see attached).

**V. PSG Council Information Packet- Melissa Adams**

Ms. Adams went over the PSG Information Packet. She stated that it will not be posted on the web-site until Ms. Jackson has verified the score sheets. Mr. Chowdhury moved to approve the PSG Council Information Packet. Ms. Andrew's seconded the motion.

Ms. Adams then went over the packet and Mr. Snyder placed the packet on the overhead. Ms. Salaun asked if there is another discrepancy in the math could we move to just except it pending that verification. Ms. Stockwell stated the Mr. Chowdhury would need to amend his motion. Mr. Chowdhury moved to amend his motion to include corrections by Ms. Jackson's of any mathematical errors, if needed. Ms. Salaun seconded the amendment. **The vote was unanimous.**

Ms. Adams then moved to the advocacy tool kit, which is part of the PSGC Information Packet. **Ms. Adams stated that she will add page numbers to the tool kit.**

Ms. Adams then asked Mr. White to come to the speaker podium. Mr. White indicated that he was retained by the Non-Profit Center of Jacksonville and the Jessie DuPont Fund to assist the PSGC in its efforts to increase funding.

Mr. Russell stated he is astonished by the amount of PSG funding decrease since 2005. He then asked if there is also a decrease in need in the community. Ms. Adams stated the need has not decreased proportionate, and the decrease was due to the economy. She then indicated that her hope is this packet will increase the awareness of need and the funding to these agencies.

Mr. Chowdhury indicated that according to the newspaper and the non-profit submit with the Mayor. The COJ budget will include a 13% cut in the budget, thus reducing the \$2 Million award from last year.

Ms. Salaun stated that the PSGC need to stress the multiplier effort of this funding when we talk to City Council.

Mr. Russell further stated his enlightenment of the non-profit community, and that we need to let City Council and other decision maker now what we are doing and our impact.

Ms. Bradshaw with Learn to Read asked if PSG funding dropped proportionately to the COJ overall budget.

C/M Boyer joined the meeting at 11:56 AM

Ms. Adams brought C/M Boyer up on the PSGC discussion regarding their plan for advocating for more PSG funding.

C/M Boyer stated that the request needs to go to the Mayor first, so that he can include it in his proposed budget to City Council. Ms. Adams then asked the members of the PSGC & PSG agencies to schedule a meeting with the Mayor or any of his aids to address the importance of PSG funding.

C/M Boyer added that the PSGC needs to meet with Mayor and his staff, because City Council will be on break until the middle of July and will not get the budget from the Council Auditor's Office until August.

Ms. Salaun asked if it is appropriate to ask the Mayor for City Council approval to move any remaining balance of any overfunded priority population to an underfunded prior population; thus changing the priority population ordinance. C/M Boyer stated that the PSGC should be sensitive to in asking too many things at one time. C/M Boyer suggested asking for the 3.9 Million. Then if awarded the funding ask to be able to amend the priority population ordinance for the appropriate distribution. C/M Boyer further stated that it would be okay if it was added to the priority population legislation for FY 2016.

Ms. Adams asked that Ms. Jackson change her letter to the Mayor, and she will revise the PSGC Information Packet removing the request to transfer funding.

Ms. Salaun motioned to remove the language asking to move any overfunded balances from the PSGC Information Packet. Mr. Chowdhury seconded the motion. **The vote was unanimous.**

Ms. Adams asked to move the PSG Information Packet with the two amendments. **The vote was unanimous.**

Ms. Adams indicated that she will update the packet once she gets the final award ranking from the PSG Chair, hopefully by Monday, June 23<sup>rd</sup>.

Ms. Maddox, Vision Is Priceless, stated that if the PSGC only receives funding and cannot move any to unfunded agencies then about half of the agencies in the Low-Income Priority Population will not be funded.

C/M Boyer stated the reason the Priority Population Ordinance was drafted was because this body did the research from the community and determined the areas of need in the community, not the agencies determine need based on their applying for funding.

Ms. Bradshaw, Learn To Read, stated that it was City Council Finance Committee that changed the priority population for this year adding the new priority population, which was not part of the original recommendation from the PSGC.

Ms. Adams stated that it was the PSGC that took the suggestion from City Council to add Low-Income Homebound Elderly, which the City Council then adopted into the Budget Ordinance.

Ms. Bradshaw then said that the PSGC needs to ask for more than the 3.9 Million to allow for the percentage distribution in the Low-Income Priority Population.

C/M Boyer stated that grant process for next year has already started and the PSGC cannot change the process since the application has already been made.

Mr. Russell then stated that under the grant process there is no way to change the funding percentage based on a revisit of need. C/M Boyer confirmed that under a grant process you cannot; however, under an RFP process there is more flexibility.

Ms. Adams then asked if the PSGC can change the amount request to cover all those in the Low-Income Priority Population. Ms. Stockwell stated that we would have to have a special meeting on that or include in next month's meeting. It cannot be added to this meeting because of the impact of this request.

Ms. Baker, Community Connection, stated that next year the PSGC should look at eliminating the requirement of only one application per priority population from any one agency.

#### **VI. Finance Committee Presentation date – Melissa Adams**

Ms. Adams stated that the PSG Funding hearing in front of the Finance Committee is usually around the second Friday in August; however, that is not firm date. She asked that all PSG C/M be present and available to assist and support her and Ms. Jackson.

**VII. FY 2013-2014 PSG Monitoring Schedule - John Snyder**

Mr. Snyder stated that he will begin to set up his monitoring schedule to begin in July and make those appointments available to PSG C/M.

**VIII. Recommendation for presenters from community for August 13<sup>th</sup> meeting- John Snyder**

The PSGC recommending hearing from the following agencies; JCCI, Jessie Ball DuPont, Community Foundation, Northeast Florida Health Planning Council, Non-Profit Center of Jacksonville, Department of Children & Families, Elder Source or the Council on Elder Affairs, Behavior & Human Services Division, Mayor's Council on Disabilities, Duval County Food Policy Council, Jax Chamber of Commerce-Downtown Invest Authority.

**IX. Open Discussion**

Ms. Adams stated that hopefully sometime in November or December we will have strictly a training session of the PSG application, and scoring. Ms. Stockwell stated that she will research how this can be done and not open to the public, but basically the trainer would have to do all the talking and avoid "what ifs".

Mr. Russell stated that in all the applications that he looked at their goals and objective need to focus more on the change "their Deltas" that will affect the community/ city. How it will impact revenue and how it impacts the business community.

Ms. Adams requested that the two local food banks come to the next meeting and discuss their efforts in the community and how they are working together for the community.

**X. Public Comments** *(Please fill out a card if you wish to speak on a topic that isn't on the agenda)*

**Adjourn** - Meeting was adjourned at 12:55 PM

**Recorder:** John Snyder

**i. Completed – June 24, 2014**

*The written minutes for this meeting are only an overview. A verbatim audio recording is available upon request.*

**From:** Roshanda Jackson [<mailto:roshanda@fcimjax.com>]  
**Sent:** Saturday, June 07, 2014 12:54 PM  
**To:** [MelissaAdams@biloholdings.com](mailto:MelissaAdams@biloholdings.com); [radwanchowdhury@gmail.com](mailto:radwanchowdhury@gmail.com)  
**Cc:** Snyder, John  
**Subject:** Re: Advocacy 101 Subcommittee

Omg guys!! I just thought about this...i dont think we can correspond to each other. I think John has to do it..  
sunshine state law.

John... please advise...

RJ

"What counts in life is not the mere fact that we have lived it is what difference we have made in the lives of others."  
Nelson Mandela (1918-2013), Anti-Apartheid Revolutionary, Humanitarian and Former President of South Africa

**From:** Wells, Tiffany [<mailto:twells2@jacksonville.edu>]  
**Sent:** Saturday, June 07, 2014 8:56 AM  
**To:** Autumn Tomas  
**Cc:** Melissa Adams; Radwan Chowdhury; Christopher Rosr; Roshanda Jackson-Northside Community Involvement; Snyder, John  
**Subject:** Re: Advocacy 101 Subcommittee

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Melissa,

I thoroughly enjoyed the readings of the PSG literature presented. It is all very well written and should be thought provoking to the council members.

Thank you so much for the time you have put in making this literature informative and easy to follow in such a complicated process.

Sent from Tiffany's iPhone

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On Jun 7, 2014, at 8:42 AM, "Autumn Tomas" <[atomasconsulting@gmail.com](mailto:atomasconsulting@gmail.com)> wrote:

Good Morning All,

This is very good. Thank you, Melissa, for putting your time and effort into this project. Great job!!

From my Hand to Yours,  
Autumn L. Tomas, MPA  
A Tomas Consulting  
Consultant  
904-451-5470 Cell  
[atomasconsulting@gmail.com](mailto:atomasconsulting@gmail.com)  
[www.atomasconsulting.com](http://www.atomasconsulting.com)

The path to knowledge is through people and relationships, conversations and connections.

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----- Original message-----

**From:** Melissa Adams  
**Date:** Sat, Jun 7, 2014 12:12 PM  
**To:** Radwan Chowdhury;[roshanda@fcimjax.com](mailto:roshanda@fcimjax.com);  
**Subject:**Fwd: Advocacy 101 Subcommittee

Please let me know if you receive this.

Melissa

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Begin forwarded message:

**From:** Melissa Adams <[MelissaAdams@biloholdings.com](mailto:MelissaAdams@biloholdings.com)>  
**Date:** June 6, 2014 at 8:11:04 PM EDT  
**To:** Autumn Tomas <[atomasconsulting@gmail.com](mailto:atomasconsulting@gmail.com)>, Radwan Chowdhury  
<[radwanchowdhury@gmail.com](mailto:radwanchowdhury@gmail.com)>, Tiffany Wells <[twells2@jacksonville.edu](mailto:twells2@jacksonville.edu)>, Christopher Rosr  
<[christopherrosepsgcoj@gmail.com](mailto:christopherrosepsgcoj@gmail.com)>  
**Cc:** Roshanda Jackson-Northside Community Involvement <[shonmorgan@bellsouth.net](mailto:shonmorgan@bellsouth.net)>, "Snyder, John  
([JSNYDER@coj.net](mailto:JSNYDER@coj.net))" <[JSNYDER@coj.net](mailto:JSNYDER@coj.net)>  
**Subject:** Advocacy 101 Subcommittee

Good evening everyone:

I hope this note finds you in great spirits. I wanted to get this to everyone over the weekend so that we would be sure to get it online as soon as possible on Monday. Please take the weekend to review and provide me with any feedback. Once everything is final, all of the docs will be consolidated into one Advocacy file available for download from the PSG website.

Please pay close attention to the Word and PowerPoint files.

Regards,

Melissa K. Adams  
Manager, Charitable Giving  
Bi-Lo Holdings, LLC

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