**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**MEETING MINUTES  
Ed Ball Building, 214 N. Hogan, 8TH Floor, Room 825**

**February 14, 2018– 2:00 PM**

**PSG Chair: Roshanda Jackson**

**Vice-Chair: Lara Diettrich**

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| **Committee Meeting Attendance** | | | |
| **X** | **Roshanda Jackson-Chair** | **X** | **Tameka Holly** |
| **X** | **Lara Diettrich-Vice Chair** | **X** | **Sherry Jackson** |
| **X** | **Dr. Stephen Baker** | **X** | **Jackie Perry** |
| **X** | **Bob Baldwin-via phone** | **X** | **Beth Mixson** |
| **X** | **Chris Warren** | **X** | **Tameiko Grant** |
| **X** | **Dr. Marcie Turner** |  |  |
| **X** | **Darren Gardner** |  |  |

Quorum Present:Yes

Staff: John Snyder, & Damian Cook, Grants & Compliance

Sandra Stockwell, OGC

Katrin MacDonald, ECA Joyce Morgan, City Council Member

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

Ms. Roshanda Jackson called the meeting to order at 2:04 PM. The meeting began with introduction from members and staff.

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

Ms. Roshanda Jackson asked for approval of the minutes from the January 10th meeting. Mr. Bob Baldwin motioned to approve the minutes. Dr. Turner seconded the motion and the motion passed unanimously.

1. **Discussion from Joint Sub-Committee Meeting – Dr. Turner**

Ms. Roshanda Jackson then asked Dr. Turner to go over the Joint Sub-Committee meeting held on January 31st. Dr. Turner discussed the meeting and thanked Ms. Lockhart with calling the Non-Profits together to gather their insight into Priority Populations and Needs in the community. Dr. Turner indicated that after hearing from the non-profit sector the committee felt it best to keep the Priority Populations the same. Mr. Baldwin reiterated the point adding the sector was more concerned about other areas including funding levels and felt that was a greater issue.

Mr. Cook then read for the record the recommendations.

1. Priority Populations & Percentages
   1. Homeless Persons and Families-35%
   2. Adults with Physical, Mental, or Behavioral Disabilities-20%
   3. Low Income Persons and Families-40%
   4. Low Income Elderly Homebound-5%
2. Evaluation Criteria
   1. Quality of the program (maximum 20 points);
   2. Strength of staff and board (maximum five points);
   3. Requesting agency's ability to administratively points for each criterion: manage the program and budget (maximum ten points);
   4. Need for the program within the Priority Population/Need (maximum 15 points);
   5. Impact of the program (maximum 15 points) on the Priority Population/Need;
   6. Accuracy and appropriateness of the program budget (maximum 15 points);
   7. Ability of the requesting agency to perform the program (maximum 15 points); and
   8. Ability of the proposed measures to evaluate the effectiveness of the program (maximum 5 points).

Mr. Cook then indicated that the sub-committee recommends that the full PSG Council make a determination regarding using the current application process or a RFP.

1. **Discuss Section 188.804 required Recommendations to City Council**
   1. **Populations-Priority Population Sub-Committee recommended same as FY 18**
   2. **Allocation %-Priority Population Sub-Committee recommended same as FY 18**
   3. **Evaluation Criteria-Priority Population Sub-Committee recommended same as FY 18**
   4. **Application or Request For Proposal-Priority Population Sub-Committee recommended to pass to full PSG Council**

Following staff recommendations, Ms. Roshanda Jackson choose to take up each item individually, have public comment separately, and then vote.

Dr. Turner motioned for approval of Priority Population Sub-Committee recommendations regarding Priority Populations. Mr. Gardner seconded the motion.

Priority Populations

* 1. Homeless Persons and Families
  2. Adults with Physical, Mental, or Behavioral Disabilities
  3. Low Income Persons and Families
  4. Low Income Elderly Homebound

Mr. Warren voiced his concern regarding not combining Low Income Elderly Homebound in with Low Income Persons and Families. Ms. Roshanda Jackson opened the floor for public comment on this issue (no comments). **The motioned passed 10-1(Mr. Warren).**

Dr. Turner motioned for approval of Priority Population Sub-Committee recommendations regarding allocation of percentages. Ms. Tameiko Grant seconded the motion.

Percentages

1. Homeless Persons and Families-35%
2. Adults with Physical, Mental, or Behavioral Disabilities-20%
3. Low Income Persons and Families-40%
4. Low Income Elderly Homebound-5%

Ms. Roshanda Jackson opened the floor for public comment on this issue (no comments). **The motioned passed 11-0.**

Dr. Turner motioned for approval of Priority Population Sub-Committee recommendations regarding the evaluation criteria. Mr. Baldwin seconded the motion.

Evaluation Criteria

* 1. Quality of the program (maximum 20 points);
  2. Strength of staff and board (maximum five points);
  3. Requesting agency's ability to administratively points for each criterion: manage the program and budget (maximum ten points);
  4. Need for the program within the Priority Population/Need (maximum 15 points);
  5. Impact of the program (maximum 15 points) on the Priority Population/Need;
  6. Accuracy and appropriateness of the program budget (maximum 15 points);
  7. Ability of the requesting agency to perform the program (maximum 15 points); and
  8. Ability of the proposed measures to evaluate the effectiveness of the program (maximum 5 points).

Ms. Roshanda Jackson opened the floor for public comment on this issue (no comments). **The motioned passed 11-0.**

There was discussion about having the rules committee evaluate this requirement instead of the Priority Population Sub-Committee. Several sub-committee members felt this was more of a Rules Sub-Committee function than a Priority Population Sub-Committee function. Mr. Baldwin motioned to charge the Rules Sub-Committee each year with making this recommendation. Dr. Turner seconded the motion. Ms. Roshanda Jackson stated that she is opposed to this motion because no other committee has a “formal charge”. **The motioned passed 10-1 (Ms. Jackson).**

Ms. Roshanda Jackson opened the floor for discussion regarding the use of an application or RFP. Seeing no issues with the application process, Ms. Roshanda Jackson called for a motion. Dr. Turner motioned for using the application process. Ms. Diettrich seconded the motion. **The motion passed 10-0 (Mr. Baldwin left meeting).**

1. **Public Comments-** See above
2. **Vote on Section 188.804 required Recommendations to City Council – Mr. Cook**

See above

1. **Budget Sub-Committee – Mr. Cook**

Mr. Cook discussed the need for this committee to add additional members and to have a recommendation by the March 14th PSG Council meeting. Ms. Tameka Holly stated that she could no longer be chair and had to resign from the PSG Council.

There was discussion regarding the number of members in various sub-committees and the committee roster was revised (see attached).

Mr. Gardner was elected as new chair and indicated that he could meet the following Wednesday or the Wednesday after that. Ms. Roshanda Jackson asked Mr. Snyder to send out calendar invites to members.

1. **Rules Sub-Committee – Lara Diettrich**

Ms. Diettrich indicated that Rules Sub-Committee has nothing to report.

1. **Open Discussion**.

There was discussion regarding meetings with agencies and staff indicated that members should let staff know when they are meeting with agencies to avoid Sunshine Law violations. Staff also indicated that if the meeting was a noticed agency public event or fundraiser then there is no need to notify staff. Ms. Stockwell supported this adding that at these events members should still try to avoid the appearance of activity that could be misinterpreted.

1. **Public Comments-**No comments from Public
2. **Next Meeting Date – March 14, 2018**
3. **Adjourn** at 3:15 PM.

Recorder: John Snyder

Completed – 02/16/2018

An audio recording is available upon request

**PSG Council Committee Assignments**

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| **Rules Sub-Committee** | |
| **Ms. Lara Diettrich-Chair** |  |
| Mr. Darren Gardner |  |
| Ms. Beth Mixson |  |
| Ms. Sherry Jackson |  |
| Dr. Stephen Baker |  |
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| **Priority Population Sub-Committee** | |
| **Dr. Marcie Turner-Chair** |  |
| Mr. Bob Baldwin |  |
| Dr. Stephen Baker |  |
| Ms. Jackie Perry |  |
| Ms. Tameiko Grant |  |
| Mr. Chris Warren |  |

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| **Budget Sub-Committee** | |
| **Mr. Darren Gardner-Chair** |  |
| Dr. Marcie Turner |  |
| Ms. Jackie Perry |  |
| Ms. Tameiko Grant |  |
| Ms. Beth Mixson |  |
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