**PUBLIC SERVICE GRANT (PSG) COUNCIL**

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

**July 10, 2019 – 2:00 PM**

**PSG Chair: Lara Diettrich**

**Vice-Chair: Jackie Perry**

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

Quorum Present: *Yes*

Staff: John Snyder & Devon Dignan, Grants & Compliance Office

 Lawsikia Hodges, OGC

 Councilman Carlucci, City Member At-Large Group 4

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

Ms. Diettrich called the meeting to order at 2:06 pm; all members and staff introduced themselves. Ms. Diettrich reminded everyone of the four vacancies on the PSG Council and requested that the 4 vacant seats be filled.

1. **Approval of Minutes – Ms. Diettrich**

Dr. Turner motioned for approval of the minutes from the following meeting (6/12/2019), Mr. Baldwin seconded and all others agreed.

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

Ms. Mixson is aware of the status of the PSGC meeting. Ms. Diettrich stated the budget was submitted and voted on, then provided to the Mayor’s Office and MBRC. Ms. Diettrich added that the PSGC was on the list to speak at the Finance Committee Budget Hearing. She stated that having bodies present can make an impact. All who intend to attend let Mr. Snyder know.

1. **Most Vulnerable Persons and Services Committee – Mr. Baldwin**No comment.
2. **Rules Sub-Committee – Ms. Weatherby-Hunter**No comment.
3. **Breakdown of FY 2020 PSG Applications– Mr. Snyder**Mr. Snyder reviewed the status of the submitted applications and the reasoning for denied applications.Mr. Snyder stated that the appeals committee is scheduled to meet July 17th at 9:00am in the 851 conference room of the Ed Ball Building. Mr. Snyder mentioned that applicants have until July 15th to submit their appeals, he sent out a detailed email on Monday. Ms. Diettrich requested Mr. Snyder follow up to ensure all partners were aware and had received the notification.
4. **Discussion on Scoring Priority Needs – Ms. Diettrich**

Ms. Diettrich reassured Partners that the identified mistakes didn’t seem alarming, and they could be worked through; pending further discussions during the appeals board. Dr. Turner suggested that the new members review the Priority B applications, and the veteran scorers review Priorities A & C. Mr. Warren suggested balancing out the scoring and blend the reviewing groups.

Mr. Snyder announced that site visits and one-on-one discussions are prohibited until the scoring phase is complete. Ms. Mixson requested clarification regarding conversations and Ms. Diettrich clarified that only discussions of the grant aren’t allowed.

Review category assignments were discussed and the first six members at the table were assigned priorities A & C and the second five, including the two call-in members, were assigned priority B applications to review.

Scoring assignments are as follows:

 **A & C B**

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

1. **Overview of On-Line Scoring- Mr. Snyder**

Mr. Snyder announced that only applications under the assigned priority will be viewable. Ms. Diettrich questioned the application numbers; Mr. Snyder confirmed that each application will have its own unique identifier.Ms. Diettrich asked if saving before submittal was permitted, Mr. Snyder confirmed yes. Ms. Blair questioned the save and submit buttons. Mr. Snyder will follow up and confirm the process.

Ms. Diettrich requested all members to provide feedback, even if minimal; she encouraged constructive criticism since scoring sheets are public record. Ms. Diettrich stated that all Council Members must have their grant scores submitted by Monday, September 23rd at 5:00pm.

1. **Grant Management Software Update –** Mr. Snyder announced that the Vendor originally submitted a statement of work on the City’s requirements. After a recent site visit, a revised statement of work was provided and included items that weren’t originally discussed. The City is pending a response from the Vendor and as a result, the timeline has been delayed. Mr. Snyder pointed out that the system would be utilized for all city grants not just PSG.
2. **Open Discussion** – No comments.
3. **Public Comment** –

Carter Elliot, United Way of Northeast Florida – Asked if Mr. Snyder would send out information regarding the appeals board and how to prepare for the process. Mr. Snyder commented yes, and Ms. Diettrich indicated that it would be an intimate setting with an open and understanding environment.

**Adjourned** at 3:17 pm

Recorder: Devon Dignan

Completed – 07/11/2019, Hayley Snyder

**Next Meeting Date – August 14, 2019 @ 2:00 PM**