**PUBLIC SERVICE GRANT (PSG) COUNCIL**

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

**October 10, 2018– 2:00 PM**

**PSG Chair: Lara Diettrich**

**Vice-Chair: Jackie Perry**

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| **Committee Meeting Attendance** | | | |
| **X** | **Lara Diettrich-Chair** | **X** | **Tameiko Grant** |
| **X** | **Jackie Perry-Vice Chair** | **X** | **Sherry Jackson** |
| **X** | **Dr. Stephen Baker** | **X** | **Beth Mixson** |
| **X** | **Bob Baldwin** | **X** | **Ann Mackey** |
| **X** | **Chris Warren** |  |  |
| **X** | **Dr. Marcie Turner** |  |  |

Quorum Present: *YES*

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

Jim McCain, OGC

Katrin McDonald, ECA for Joyce Morgan, City Council Member District 1

1. **Welcome & Introduction of PSG Council Members- Ms. Diettrich**

Ms. Diettrich called the meeting to order and members and staff introduced themselves at 2:06 PM.

1. **Initial Ranking and Funding List for each 2018 PSG Application belonging to a Priority Population or Priority Need – Mr. Snyder**

Mr. Snyder went over the evaluation process and how the scores were averaged using only whole numbers and no decimals. Those scores that were 20 points more or less than the initial average were removed and the remaining scores average to determine a final average. Additionally, Mr. Snyder went over the tie break procedure. He indicated that those who scored the same whole numbers were then ranked according to how they scored on various sections of the application as prioritized by the PSG Council last year. This procedure was used for all the Priority Populations.

Ms. Diettrich asked members if these are their scores. All members indicated that these were their scores. Ms. Diettrich asked member about their scoring process and their experience using the system. Several members like the handout that Ms. Diettrich provided that assisted in the scoring. Member did not like having several clicks to get to the scoring.

Mr. Snyder then handed out the scoring sheet and turned on the overhead for all those in the audience. Members also spoke about need for system to tell percentage scored or a status of scoring.

Mr. Snyder then indicated that before there is a vote on the priority population rankings there needs to be Public Comment.

1. **Public Comment**

* Mr. Michael Howland- Jacksonville Speech & Hearing spoke about their receiving an average of 93.8 and not getting funding while organizations that score 93.6 and 93.2 were funding. Mr. Snyder went over the scoring process as approved by the PSG Council.
* Anita Oldham-COJ Office of Inspector General spoke about her experience as a federal reviewer and how the Federal Government will award using decimal places.

Several PSG C/M(s) questioned using only whole numbers and wanted the minutes to that meeting as well as procedure sent to them. Ms. Diettrich indicated that she would like to have this discussion at the next PSG Meeting. *The procedure established by Rules committee on January 25, 2017 and full council voted June 14, 2017 after authority granted by the City Council in the “Glitch Bill-317”.*

* Kathi Thomas-Gateway Community Service spoke about the tie breaking procedure and using whole number instead of decimals.
* Dan Murkle- JASMYN gave a recap of the tie break procedure.
* Melanie Owen-Salvation Army discussed rounding
* Judy Bradshaw-Learn To Read discussed rounding scores

There was follow up discussion regarding the ranking and rounding. The discussion was tabled until the next meeting. There was additional discussion regarding having an in-depth norming exercise.

1. **Adopt/vote a tentative ranking – Ms. Diettrich**

Dr. Turner motioned to approve the funding ranking for the Adults with Physical, Behavioral, or Mental Disabilities. The motion was seconded by Ms. Jackson. **Unanimously approved**

Dr. Turner motioned to approve the funding ranking for the Homeless Persons and Families. The motion was seconded by Ms. Perry. **Unanimously approved**

Dr. Turner motioned to approve the funding ranking for the Low-Income Persons and Families. The motion was seconded by Ms. Perry. **Unanimously approved**

Dr. Turner motioned to approve the funding ranking for the Low-Income, Elderly, & Homebound. The motion was seconded by Ms. Perry. **Unanimously approved**

1. **Copies of each requesting agency’s completed score – Mr. Snyder**

Mr. Snyder indicated that he will e-mail out everyone’s score as well as the funding matrix. Additionally, if impacted by the tie break will e-mail the procedure and tie break worksheet.

1. **Appeal Procedure – Mr. Snyder**

Mr. Snyder went over the Appeals Procedure and 5 day period for agencies to get their appeal into this office (COB October 18, 2018). Mr. Snyder indicated that the PSG Appeals Board will meet on Monday, October 22, 2018 at 10:00 AM.

Mr. Snyder then indicated that the PSG Council will need to meet again for a final vote on the rankings. The PSG Council decided to meet at October 31, 2018 at 9:00 AM

1. **Approval of minutes-Ms. Diettrich**

Ms. Diettrich discussed the new mission PSG Mission Statement which was part of the September 12 minutes: *The PSGC will prioritize what the City and its non-profit agencies determine as gaps in basic needs for the most vulnerable persons of Jacksonville.* Ms. Diettrich asked for vote on the new mission statement. **Motioned approved unanimously**.

Ms. Diettrich asked if everyone has read the minutes and if there were any issues. Mr. Baldwin and Ms. Jackson indicated that they were inadvertently marked as present. Ms. Perry motioned for approval once revised, Dr. Baker seconded the motion and **motioned passed unanimously**.

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

Ms. Mixson indicated that there was no meeting

1. **Priority Population Sub-Committee – Dr. Turner**

Dr. Turner asked Mr. Snyder to go ahead and set up the meeting with all the agencies who presented before as well as Dr. Palm (Medical Director) from Mental Health Resource and Gateway Community Services, and Jennifer Blalock from Kids Hope Alliance.

Dr. Turner motioned to change name of Sub-Committee to Most Vulnerable Person as well as any other reference of Priority Populations. Motioned seconded by Ms. Mixson **motioned passed unanimously**.

1. **Rules Sub-Committee – Ms. Jackson**

Ms. Diettrich and Ms. Jackson agreed to meet after the October 31, 2018 and exchange information.

1. **Open Discussion**

Ms. Diettrich discussed the workshop will now focus on legislation on how best to keep any left over funding.

Mr. Snyder reiterated that all members must turn in copies of notes they used during the scoring process for Public Records. Mr. Snyder indicated they members are still under the black out period until after the October 31st meeting.

Ms. Diettrich reminded members that they need to attend ethics training from the Ethics Office.

1. **Public Comment*(Please fill out a card if you wish to speak on a topic that isn’t on the agenda)***

No comments

1. **Adjourn** at 3:25 PM.

Recorder: John Snyder

Completed – 10/12/2018

An audio recording is available upon request