**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**MEETING MINUTES**

**Main Library Multi-Purpose Room, 303 North Laura Street**

**July 26, 2021 – 3:00 PM**

**Chair: Bob Baldwin**

**Vice-Chair: Brad Goodwin**

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| **Committee Meeting Attendance** | | | |
| **X** | **Bob Baldwin- Chair** | **X** | **Beth Mixson** |
| **X** | **Brad Goodwin - Vice Chair** | **X** | **Ann Mackey** |
| **X** | **Jackie Perry-via Zoom** | **E** | **Courtney Weatherby-Hunter** |
| **X** | **Dr. Marcie Turner** | **X** | **Jaclyn Blair** |
| **X** | **Tameiko Grant** | **X** | **Ryan Ertel** |
| **X** | **Dr. Dogan Tozoglu** | **X** | **James Coggin** |
|  |  |  |  |

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

**Staff**: John Snyder, Office of Grants & Compliance

Mary Staffopoulos, Office of General Counsel

Raelyn Means, Office of Grants & Compliance

1. **Welcome & Introduction of Board Members – Mr. Baldwin**

Mr. Baldwin called the meeting to order at 3:05pm and asked for introductions from PSG members and staff. Mr. Chester Spellman is a new PSG member pending appointment that will be introduced at the August meeting.

1. **Approval of Minutes – Mr. Baldwin**

Dr. Turner made a motion to approve the minutes from the June 28, 2021 meeting. The motion was seconded by Ms. Mackey.

**Motion passed 10-0.**

1. **Application Scoring –** Mr. Baldwin addressed the application scoring first as it was the most critical matter for the council. Mr. Snyder reported there were a total of 56 applications:

Priority Need A-Acute (35% of funding): 12 applicants

Priority Need B-Prevention (25% of funding): 23 applicants

Priority Need C-Self-Sufficiency (40% of funding): 21 applicants

Mr. Snyder explained the council has the authority to break the applications into scoring groups with a minimum of 5 members in each group. Members must score all applications within a given category/priority population. Mr. Baldwin noted that historically categories A & C were combined, and B was a standalone category. Mr. Baldwin proposed this model would be followed this year and

recommended that the three new committee members would automatically be put into category B to allow them to absorb the process while reviewing fewer applications. That would mean three additional members would be assigned to Category B, and six members would be assigned to Categories A and C.

Ms. Staffopoulos asked Mr. Snyder to confirm that all members are eligible to score and were formally appointed prior to July 1. There are 12 members available to score; only Mr. Spellman will not be able to score.

Ms. Mackey asked if it was a conflict whether she had made a donation to a PSG applicant. Ms. Staffopoulos addressed the question and stated it would not create a voting or scoring conflict. Ms. Mixson stated that her employer has a number of partnerships with PSG applicants but none of them involve funding. Ms. Grant stated the same applies to her.

The council discussed the proposal and came to the consensus that the categories would be divided as follows:

Categories A & C: Mr. Baldwin, Mr. Goodwin, Ms. Mackey,

Ms. Mixson, Ms. Perry, Dr. Turner

Category B: Ms. Blair, Mr. Coggin, Mr. Ertel, Ms. Grant, Dr. Tozoglu, Ms. Weatherby-Hunter

Mr. Baldwin inquired as to when they could start reviewing the grants. Mr. Snyder indicated that he would work with ITD to grant reviewers access to the applications before the end of the week. Members have until October 1 to submit scores. Mr. Baldwin asked members to work toward having all applications scored by September 15 so that there are no issues in meeting the deadline. Ms. Staffopoulos noted that after the applications are scored, there will be an initial funding recommendation meeting prior to the final recommendation the first week of November.

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

No committee actions/report.

1. **Most Vulnerable Persons Sub-Committee – Ms. Grant**

No committee actions/report.

1. **Rules Sub-Committee – Ms. Weatherby-Hunter**

No committee actions/report.

1. **Appeals Board Results:** Mr. Snyder shared the list of appeals that were reviewed. The agency names and programs have been removed. The reasons for appeal were discussed generally. Several were denied due to

double-spacing issues. Mr. Snyder relayed that this was addressed during applicant training and noted in several places on the website and in the grant portal. Section 5 was identified as the most problematic as several agencies used the COJ Excel form as the basis of their budget narrative. Ms. Staffopoulos noted that none of the agencies involved in the appeals process took advantage of the courtesy review. The training was done via Zoom and hopefully moving back to an in-person training will alleviate some of these problems in the next cycle. Mr. Baldwin also noted that the appeals board discussed the value in having a PSG council member speak at the training regarding the review and scoring process.

It was discussed that there will likely be applications who lost content when the reformatting occurred. Ms. Perry asked for confirmation that none of the appeals were due to system issues. Mr. Snyder confirmed they were not. Mr. Baldwin noted that the appealing agencies were old and new organizations.

1. **Meeting Location:** Meetings will return to the Ed Ball Building beginning in August. The council members discussed the time and day and will keep meetings on the 4th Monday of each month at 3:00 p.m. Ms. Staffopoulos asked for clarification as to the intent of Zoom participation. The Ed Ball conference room is set up for Zoom. If the physical quorum is met, council members can determine whether other board members unable to attend physically can attend and/or participate by Zoom. Zoom can be used as a livestream or to allow for public participation. Following discussion, the council came to the consensus that public participation can still occur via Zoom. Ms. Staffopoulos noted that prior to the pandemic, members had to decide on a case-by-case basis whether a council member’s absence was of such a nature for the council to allow the absent member to attend via alternate means of participation. She recommended they take up this practice again.
2. **Open Discussion:** The council discussed whether an August meeting was warranted. Ms. Staffopoulos stated that City Code requires the council to meet monthly. Mr. Snyder does not foresee any action items other than to approve minutes. Ms. Staffopoulos stated if there are no action items requiring a vote, then holding the meeting by Zoom may be acceptable. The agenda will need to be finalized prior to determining the format.

Mr. Snyder reported the Mayor submitted his budget for the upcoming fiscal year, and the PSG Council is recommended to receive roughly $3.5 million. Mr. Snyder restated for the record the PSG members that will be scoring each category of applications. Council members are under the blackout period, which prohibits PSG members from visiting or communicating with any non-profit organization that has applied for PSG funding regarding matters of the application. Agencies can still participate in public meetings, such as the PSG monthly meeting. Ms. Mixson asked for clarification as to how the blackout period might impact her work duties that require interaction with PSG agencies at meetings and such. Ms. Staffopoulos stated the blackout period precludes communications directly related to their PSG application and funding request. Communication related to standard business operations are acceptable.

1. **Public Comment:** None.
2. **Adjourn:** Ms. Mixon made a motion to adjourn the meeting, seconded by Ms. Grant. **Motion passed 10-0.** Meeting adjourned at 3:55pm.

**Next Meeting – August 23rd at 3:00 PM, Ed Ball Building**

**A verbatim recording of this meeting is available upon request.**