



City of Jacksonville, Florida

PUBLIC SERVICE GRANT (PSG) COUNCIL *Lenny Curry, Mayor* MEETING MINUTES

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

February 22, 2021 – 3:00 PM

Chair: Bob Baldwin

Vice-Chair: Brad Goodwin

Committee Meeting Attendance			
E	Bob Baldwin- Chair	E	Beth Mixson
E	Brad Goodwin - Vice Chair via Zoom	E	Ann Mackey
E	Lara Diettrich	E	Courtney Weatherby-Hunter
E	Jackie Perry	E	Jaclyn Blair
E	Dr. Marcie Turner		Ryan Ertal-not confirmed yet
E	Tameiko Grant		James Coggin- not confirmed yet

Quorum Present: Yes

Staff: John Snyder, Office of Grants & Compliance
Mary Staffopoulos, Office of General Counsel
Richard Reilly, Information Technology Department

I. Welcome & Introduction of Board Members – Ms. Perry

Mr. Baldwin introduced himself and other members of the Council and Staff introduced themselves. Mr. Ertel discussed his history with grants and his role at JU as an accountant.

II. Approval of Minutes – Mr. Baldwin

The approval of the minutes from the December 9th meeting was motioned by Dr. Turner and seconded by Ms. Grant.

Motion passed 10-0.

III. PSG Council Scoring Process\IT – Mr. Baldwin

Ms. Mixson had several suggested changes. 1) Move the web-site off Internet Explore, 2) change the application coding so it is more friendly and not all numbers and letters, 3) ability to print the whole application, 4)Make compatible with a MAC, 5)Accessing the system. Mr. Reilly stated the COJ is moving toward MS Edge and that they have tested in Chrome or Firefox. He also spoke about the council access will be easier. Mr. Reilly also stated that Edge is not Macintosh compatible and that he will look into the other two issues. Other members discussed similar issues of accessing the system and as well as ability to see or view the whole application or at least all the pieces of the application.



Mr. Baldwin stated that since the Council does have a quorum he would like to move discuss items 4-8 and if any members have any other issue please forward to Mr. Snyder

IV. Budget Sub-Committee – Ms. Mixson

Ms. Mixson discussed the Sub-Committee two items from the meeting on Friday. The first item was the Sub-Committee's recommendation that the percent of funding continue the same as FY 2021. Dr. Turner motion to approve the percentage of funding the same as FY 2021, Ms. Grant seconded the motion. Mr. Baldwin stated that he does feel that the council should continue with the same categories as last year other members were in agreement. **Motion passed 10-0.**

Ms. Mixson discussed her conversation with C/M Carlucci being supportive to the recommendation of \$5 Million for FY 2022 funding. Mr. Snyder stated that the C/P has assigned C/M Carrico as PSG Liaison and will be joining the committee at the next meeting. Other members spoke about how he would be supportive of this since is background is CEO of Boys and Girls Club.

Mr. Baldwin asked for a motion on the recommendation. Dr. Turner motioned to approve the recommendation to \$5 million dollars. Ms. Grant seconded the motion. Other members talked about how the upcoming budget would be less due to COVID-19.

Motion passed 10-0.

V. Most Vulnerable Persons Sub-Committee – Ms. Grant

Ms. Grant reported no committee meeting, but has no objections to the Budget Sub-Committee recommendation. Ms. Staffopoulos recommend the full council make a motion. Ms. Grant motioned to accept the Budget Sub-Committee recommendation. Ms. Dietrich seconded the motion. **Motion passed 10-0.**

VI. Discussion of FY 2022 MVP – Mr. Baldwin

Mr. Snyder stated that they still need to vote on either going through the application process or RFP as well as if they want to change the scoring matrix. There was discussion regarding keeping both the same as last year.



VII. Public Comment – Mr. Baldwin

Marcus Haile from Learn To Read spoke about a grant clarification process for the agencies. There was discussion regarding the interview process within the code; however, it was noted that if they ask questions of one agency then they have to give other agencies in that category the ability to respond to their application. Additionally, staff and OGC concurred that agencies can during Public Comment speak on their application or any other topic. This discussion just needs to be in an open forum and on the record.

There was also discussion regarding FAQs and if agencies have access to those. Mr. Snyder stated that they are updated weekly on the PSG portal.

No other public comments from Zoom.

VIII. Vote FY 2022 MVP – Mr. Baldwin

Ms. Diettrich motioned to continue the grant process. Mr. Goodwin seconded the motion. **Motion passed 10-0.**

Ms. Diettrich motioned to continue the scoring process. Mr. Baldwin seconded the motion. **Motion passed 10-0**

IX. Rules Sub-Committee – Ms. Weatherby-Hunter

Ms. Staffopoulos stated that she has redlined the three code changes. Ms. Weatherby-Hunter and staff went over the three code changes

- **118.301 Rollover Funding**
- **118.806(B)8 – prior years programmatic achievements**
- **118.806(B)6- Current year Fiscal doc-P&L/Balance Sheet/ Audit or 990 still required**

There was discussion regarding this all being included in one legislative bill and a motion to discuss these items was made while the Council was in quorum. However, a member had to leave for another engagement and therefore no vote could occur. Members present still discussed the following changes, but decided that OGC would bring back a first draft of these changes for discussion and vote.



1. 118.802 add that any funds appropriated by City Council pursuant to this section may carry over from fiscal year to fiscal year and shall not lap at the end of the fiscal year. There was discussion on the logistics of this funding and notification to agencies.
2. 118.805 add the following Financial Information as applicable; (i) copies of the requesting agencies fiscal year statement of assets and liabilities or statement of income and expenses, or cash flow statement. There was discussion that since they just voted on no changes to the scoring that they could see this information; however, it would not impact their scoring. A suggestion was made to include training on understanding these financial statements either by Non-Profit Center or other appropriate individuals in addition to the normal training in November. Members present decided to continue with this for upcoming fiscal year.
3. 118.805 part 8 "Program Impact and Effectiveness"- (i) the Program's goals and objectives and how attainment of the goals and objectives will be measured, (ii) the Program's achievements during the year immediately preceding the application or, for new Programs, a description of national norm for similar programs.

Ms. Staffopoulos indicated that she will work on these revisions and have an initial draft next meeting.

X. Open Discussion

Dr. Turner asked if in addition to the three items we could also have changes made to the ordinance to allow for greater flexibility of a quorum. There was discussion regarding the history of this board and members and need for members to both score applications and recommend funding. Ms. Staffopoulos indicated that she will also add this to the changes.

XI. Adjourn 4:35pm

Next Meeting – March 22, 2021 at 3:00 PM