



# 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			
X	Bob Baldwin- Chair	X	Beth Mixson
X	Brad Goodwin - Vice Chair via Zoom	X	Ann Mackey
X	Lara Dietrich	X	Courtney Weatherby-Hunter
X	Jackie Perry	X	Jaclyn Blair
X	Dr. Marcie Turner		Ryan Ertal - appointment not yet effective
x	Tameiko Grant		James Coggin - appointment not yet effective

### 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 was present via Zoom and discussed his history with grants and his role at Jacksonville University as an accountant.

### II. Approval of Minutes – Mr. Baldwin

Dr. Turner made a motion to approve the minutes from the December 9<sup>th</sup> meeting. The motion was seconded by Ms. Grant.

**Motion passed 10-0.**

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

Ms. Mixson and Dr. Turner had several recommended changes: 1) move the application website off of Internet Explorer, 2) change the application coding so it identifies the requesting agencies (applicants) more clearly and not just by numbers and letters, 3) provide the ability to print an entire application, 4) make the web interface compatible with a MAC, 5) accessing the system. Mr. Reilly, Applications Developer ITD< stated the City is moving toward using Microsoft Edge for internet access and that they have tested the application website in both Chrome and Firefox. He also indicated the PSG Council's



access will be easier this cycle. Mr. Reilly also stated that Microsoft Edge is not Macintosh compatible and that he will look into the other two issues. Other Council 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 PSG Council may lose its quorum later in the meeting, he would like to move ahead to discuss agenda items 4-8 and if any members have any other ITD issues to please forward those to Mr. Snyder.

#### **IV. Budget Sub-Committee – Ms. Mixson**

Ms. Mixson discussed the two recommendations from the Budget Sub-Committee. The first item was the Sub-Committee's recommendation that the percentage of funding allocated to each category of MVP remain the same as it was in FY 2021. Dr. Turner made a motion to approve the keeping the percentage of funding allocated to each category of MVP the same as FY 2021, and Ms. Grant seconded the motion. Mr. Baldwin stated that he does feel the PSG 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 of the recommendation to request \$5 Million in funding for FY 2022. Mr. Snyder stated that the Council President has assigned C/M Carrico as the new City Council Liaison to the PSG Council and he will be joining the PSG Council at the next meeting. Other members spoke about how C/M Carrico would be supportive of the proposed recommendations/requests to the City Council for FY 2022 since his background is CEO of Boys and Girls Club.

Mr. Baldwin asked for a motion on the recommendation. Dr. Turner made a motion to approve submitting an appropriation request to the City Council for FY 2022 in the total amount of \$5 million. Ms. Grant seconded the motion. Other members



discussed how the overall upcoming City budget would be reduced from previous years due to COVID-19 but could be increase because of Federal stimulus. **Motion passed 10-0.**

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

Ms. Grant reported the MVP Sub-Committee has not had a meeting but that she has no objection to the Budget Sub-Committee recommendation regarding retaining the percentage funding allocations for each MVP category from FY 2021. Ms. Staffopoulos indicated the PSG Council would need to vote on this matter. Ms. Grant made a motion 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 the PSG Council still needs to vote on either going through the application process or using an RFP to select agencies to fund for FY 2022 as well as they need to determine 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 the PSG Council chooses to interview one agency who submitted an application within an MVP category, they would be required to conduct the same interview with all other agencies who submitted applications in that category. 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 made a motion to retain the same grant application process for FY 2022. Mr. Goodwin seconded the motion. **Motion passed 10-0.**

Ms. Diettrich made a motion to retain the same grant scoring process for FY 2022. 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 previously discussed by the PSG Council. Ms. Weatherby-Hunter and staff went over the three code changes:

- **118.301- Rollover Funding**
- **118.806(B)8 – prior years programmatic achievements to be addressed in applications**
- **118.806(B)6- additional financial documentation to be requested from the agencies -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 PSG 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 and it was decided that OGC would bring back a first draft of these changes for discussion and vote.

1. Section 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 lapse at the end of the fiscal year. There was discussion on the logistics of how the carryover of funding would occur and notification to agencies.
2. Section 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



3. 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.
4. Section 118.805 "Program Impact and Effectiveness"- to add an additional requirement that requesting agencies describe in their application (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 at the 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**