**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**Meeting Minutes**

**Ed Ball Building, 8th Floor Board Room 851**

**October 9, 2023 – 2:00 PM**

**Chair: Beth Mixson**

**Vice-Chair: Courtney Weatherby-Hunter**

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| **Committee Meeting Attendance** | | | |
| **E** | **Bob Baldwin** | **X** | **Courtney Weatherby-Hunter** |
| **X** | **Beth Mixson Chair** | **X** | **Dr. Dawn Emerick** |
| **X** | **Jaclyn Blair** | **X** | **Dr. Mai Keisling** |
| **X** | **Jackie Perry** |  |  |
| **X** | **Brad Goodwin** |  |  |
| **X** | **Dogan Tozoglu** |  |  |
| **X** | **Marcie Turner** |  |  |
| X | **Mary Pat Wallmeyer** |  |  |

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

**Staff**: John Snyder, Audrey Gibson, Ashleigh Brew (Zoom), Pat Hughes, Kristen Hodges (Zoom), Jeneen Hampton and Nicoa Garrett-Division of Grants & Contract Compliance, Jeremy Brown - Office of General Counsel, Reggie Gaffney, City Council

1. **Call To Order & Roll Call – Ms. Beth Mixson**

The meeting was put to order at 2:07 p.m. after which, the Council member and staff members introduced themselves both in person and virtually.

1. **Approval of Agenda – Ms. Beth Mixson**

It was motioned by Dr. Turner to approve the agenda, 2nd by Dr. Tozoglu, motion carried.

1. **Approval of Minutes from 6/12/23, 8/14/23 and 9/11/23– Ms. Beth Mixson**

Correction on 9/11/2023 minutes, Dr Turner was excused from the meeting, she was not present. It was motioned by Ms. Blair to accept all of the minutes with necessary corrections in one fraction, 2nd by Ms. Perry, motion carried.

1. **Committee Reports-Ms. Beth Mixon**
   * Budget Sub-Committee-No meeting
   * Rules Sub-Committee-No meeting
   * Most Vulnerable Persons Sub-Committee-No meeting
2. **Old Business-Public Service Grant-John Snyder**

None

1. **New Business-Ms. Beth Mixson**

* *PSG Bylaws*-It was motioned by Dr. Turner to accept the Bylaws as printed, 2nd by Ms. Blair, motion carried.
* *PSG Annual Training-*The training will be held on November 13, 2023, at 2:00 p.m. via Zoom. The training will also be recorded, it will last approximately two hours.
* *Tentative PSG Awards-* The awards amount has been increased by three million dollars, thanks to Audrey Gibson and Councilman Gaffney.
* Mr. Snyder read the PSG Acute agencies and their approved amounts. It was moved by Ms. Blair to accept the reading, 2nd by Dr. Tozoglu, motion carried. Ms. Mixson has a conflict of interest, and she is not eligible to vote.
* Mr. Snyder read the Prevention and Diversion agencies and their approved amounts. It was moved by Ms. Perry to accept the reading, 2nd by Ms. Blair, motion carried. Ms. Mixson has a conflict of interest, and she is not eligible to vote.
* Mr. Snyder read the Self Sufficiency & Stability agencies and their approved amounts. It was moved by Ms. Turner to accept the reading, 2nd by Mr. Goodwin, motion carried. Ms. Mixson has a conflict of interest, and she is not eligible to vote.

Mr. Snyder stated that notices will start to go out tomorrow with the agency’s scores. The appeals board will meet on November 19, 2023, at 10:30 a.m. The Appeal request may be in writing prior to the appeals meeting.

Question: Ms. Gibson asked if there is a written document sent to the agencies who were not awarded?

Answer: Mr. Snyder responded that all agencies who applied will be notified.

There is $166,277 left after the awards have been distributed. A recommendation to handle the fund balance is to distribute it to the agencies who did not get funded the full amount they requested, based on the average scores.

After discussion, the decision was to fully fund the next highest adjusted average organization (First Coast Crime Stoppers and North FL Office of Public Guardian). It was motioned by Ms. Blair to approve the funds, 2nd by Ms. Perry, motion carried. A draft will be sent to OGC then to the city council.

* *Date for 2nd October meeting-*This meeting will be held after the appeals meeting is held. The scheduled date is 10/26/2023 at 2:00 p.m.
* Staff worked with Prisoners of Christ to reduce their Prevention and Diversion applicant and agency declined Self-Sufficiency application due to system not detecting the 24% rule. After discussion, there is a need to review all three categories.

Mr. Brown (OGC) stated that an agency cannot request more than 24% of their revenue in a combination of three categories, and they cannot request funds for the same program in all three categories.

There is a staff oversight on Prisoners of Christ funds request, and they requested funds from all three categories.

There was much discussion regarding the percentage an agency can request and which categories they can request funds from. Mr. Brown was excused to consult with his leadership team regarding this issue. Upon his return, he stated that the PSG council will move forward with what was voted on and approved and the fund balance. Any agency with a funding difference will have to make an appeal during the Appeal process.

1. **Announcements**

Mr. Snyder stated that the City Council voted to allow the PSG council to have $23,250 for a PSG study done on the process of how the PSG Council operates.

Ms. Mixson proposed the PSG Council provide an education as a whole as to what the City Council is looking for.

1. **Public Comments**

Daniel Henry-He may be a prospective PSG Council member. Before the next meeting, he wants some information to be given to the new members. Will the council develop the scope of their work? Mr. Snyder will conduct that.

Marcus Haile, Literacy Alliance-Thanks for another year, your work with the City Council paid off. He appreciates the work done by the PSG Council members.

Bill Haley, Family Foundations-He has been an observer for several months. The work done is heroic and he wants to compliment the PSG council on a tremendous effort. He is also glad that more agencies received funds this year.

Chandra Manning, Jax Speech & Hearing-The agency spreadsheet needs to have the correct Fiscal Year and include the organization’s average revenue to help with accountability & transparency.

The Appeals meeting will be held on October 19, 2023

1. **Adjournment-Ms. Mixson**

The meeting was adjourned at 4:14 p.m.

Next Meeting date – Thursday October 26, 2023 @ 2:00 p.m.