**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**Meeting Minutes**

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

**November 13, 2023 – 2:00 PM**

**Chair: Beth Mixson**

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

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| **Committee Meeting Attendance** | | | |
|  |  | **E** | **Courtney Weatherby-Hunter** |
| **X** | **Beth Mixson Chair** | **E** | **Dr. Dawn Emerick** |
| **X** | **Jaclyn Blair** | **X** | **Dr. Mai Keisling** |
| **E** | **Jackie Perry** | **X** | **Linae Parkinson** |
| **X** | **Brad Goodwin** |  |  |
| **E** | **Dogan Tozoglu** |  |  |
| **X** | **Daniel Henry** |  |  |
| **X** | **Mary Pat Wallmeyer** |  |  |

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

**Staff**: John Snyder, Audrey Gibson, Pat Hughes, and Nicoa Garrett - Division of Grants & Contract

Compliance (DGCC),

Jeremy Brown - Office of General Counsel,

Councilman Reggie Gaffney, Jr., Roshanda Shine, ECA

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

The meeting was called to order at 2:15 p.m. after which PSG Council members and DGCC staff members introduced themselves.

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

Jaclyn Blair moved to approve the agenda with necessary corrections, 2nd by Bob Baldwin,

motion carried. Correction to the agenda: Minutes from October 26th instead of October 9th.

1. **Approval of Minutes from 10/26/23 – Ms. Beth Mixson**

Daniel Henry moved to approve the meeting minutes with necessary corrections, 2nd by Mary Pat Wallmeyer, motion carried. Correction to the meeting minutes to change Mixon to Mixson.

1. **Committee Reports - Ms. Beth Mixson**
   * Budget Sub-Committee-No meeting
   * Rules Sub-Committee-No meeting
     + Remove Bob Baldwin’s name, another member will be assigned to this committee.
   * Most Vulnerable Persons Sub-Committee-No meeting
2. **Old Business - Public Service Grants-John Snyder**

None

1. **New Business - Ms. Beth Mixson**
   * **Final Award Distribution Vote -** There was an appeal by Muslim American Social Services. The appeal was denied based on the scores and income statement.

Ms**.** Gibson stated that related to the appeal process, make sure we are getting training on the required fiscal documentation. Technically, Muslim American Social Services should not have been awarded because they did not submit their income statement. Because they were not properly notified, we have to move forward with the award.

Dr. Keisling asked for clarity of the color codes on the chart. John Snyder explained the color codes in detail. It was moved by Jaclyn Blair to accept the funds allocated for distribution, 2nd by Dr. Keisling, motion carried.

Daniel Henry asked how quickly the contracts can be processed. John Snyder stated that we are working on the Direct Appropriations contracts now, then we will work on the PSG contracts.

Jeremy Brown stated that he has already drafted 1/3 of the PSG contracts. The contracts will be worked through Grants, Agencies, and back to OGC for final signatures. They should be completed by the end of the year.

* + **PSG Ethics Training Certificates**

The PSG Ethics training was done last month, those people who attend the training received a certificate and it is valid for the next four years. Dr. Garrett stated that it was a full commission training, and she will make the link available for others to take the training. When you complete the training, send an email to Dr. Garrett and she will make sure that you receive your respective certificate**.**

* + **PSG 23/24 Calendar -** Beth Mixson did a detailed review of the COJ PSG 23-24 Calendar.

Daniel Henry asked what format the December meeting will be in. Dr. Garrett suggested the training room on the first floor, which will accommodate the space for more people.

Daniel Henry asked do we include agencies that were not funded. John Snyder responded that an email goes out to 140 agencies, and they have the opportunity to apply.

Daniel Henry asked do we reach out to agencies that never applied. John Snyder responded that it is posted on the city’s website, as well as the Non-profit Center and the United Way website. Beth Mixson stated that the city requires a mandatory workshop for the agencies prior to applying for a grant.

Councilman Gaffney stated that there is a disconnect between the COJ and the public. He asked, how can we get the PSG grant information to the public? Besides using his platform, what else can he do?

Dr. Garrett stated that in her conversation with Ms. Gibson, they can have an open forum to invite agencies. Also, to make it more effective, we need to figure out how to get the information to the public. Beth Mixon stated that could be another event. Dr. Garrett stated that the larger organizations can partner with the smaller organizations.

Daniel Henry asked if we inform the agencies of things to prevent them from receiving a low score. Beth Mixson responded that all agencies are eligible to receive a courtesy review. John Snyder that that this year, the application included the scoring rubric which shows what the agency will be scored on, in addition to the courtesy review. Councilman Gaffney, Jr. stated that he is willing to write legislation and he is here for all nonprofits.

Daniel Henry asked if new members would get training on the scoring criteria. Beth Mixson responded that is the Norming exercise scheduled in July.

Dr. Keisling suggested that the council break up into committees and each take turns to go into the communities across the regions.

Jeremy Brown stated that the Sunshine law states that all agencies are invited to attend the December meeting regarding the grant process and Cyber Grant platform.

Mary Pat Wallmeyer stated that the December meeting will be for the PSG members to learn the online process. A solution will be to have an open forum for agencies to meet with the PSG Council.

* **PSG Issues and Considerations for 2023/2024 for Process Improvement**

Beth Mixson gave a short presentation on “Telling the PSG Story”.

**Recommendation:**

The voting process won’t start until October and the move will allow the agencies to plan more effectively. Also, if the votes are delayed, this allows the PSG to move the payment process up. The nonprofit partners need to be notified of these changes. In conclusion, this will allow the agencies to come and meet with the PSG council members to state what issues they may have.

We want the agencies to attend the December 11, 2023, meeting. Beth Mixson and Dr. Garrett will put together a list of questions to have at the meeting.

Daniel Henry asked about the status of the PSG study. John Snyder stated that the study can be

discussed in future meetings.

1. **Announcements**

None

1. **Public Comments**

None

1. **Adjournment - Ms. Mixson**

The meeting was adjourned at 3:55 p.m.

Next Meeting date – Monday, December 11, 2023 @ 2:00 p.m.