**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**MEETING MINUTES  
Ed Ball Building, 214 N. Hogan, 8TH Floor, Room 851**

**April 10, 2019 – 2:00 PM**

**PSG Chair: Lara Diettrich**

**Vice-Chair: Jackie Perry**

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| **Committee Meeting Attendance** | | | |
| **X** | **Lara Diettrich-Chair** | **E** | **Sherry Jackson** |
| **E** | **Jackie Perry-Vice Chair** | **X** | **Beth Mixson** |
| **X** | **Bob Baldwin-via phone** | **X** | **Ann Mackey** |
| **E** | **Chris Warren** | **E** | **Courtney Weatherby-Hunter** |
| **X** | **Dr. Marcie Turner** | **X** | **Jaclyn Blair** |
| **X** | **Tameiko Grant** | **X** | **Brad Goodwin** |

Quorum Present: *YES*

Staff: John Snyder & Devon Dignan, Grants & Compliance Office

Sandra Stockwell, OGC

Joyce Morgan, City Member District 1

1. **Welcome & Introduction of PSG Council Members- Ms. Diettrich**

Ms. Diettrich called the meeting to order at 2:09 PM; all Members and staff introduced themselves.

1. **Approval of Minutes-Ms. Diettrich**

Ms. Diettrich asked members for approval of the minutes from the following meetings; 03/13/2019, 3/13/2019-Budget, & 3/11/2019-Rules.

Ms. Grant motioned to approve with the amended changes to: correct spelling of Ms. Mixson’s name, and to change FY 2020 to FY2019/2020.

1. **Funding Recommendation Discussion/Continuum Allocation- Ms. Diettrich**

Ms. Diettrich indicated the funding request was sent to the Mayor’s Office by 4/1. Furthermore, Ms. Diettrich stated she included numbers that justified 2018 dollars and added that Council Member Bowman appreciated the 4th paragraph in particular, and will and use it as information in his speeches.

Legislation will be presented on 4/15 to the Neighborhoods Committee, 4/16 to the Finance Committee, and 4/23 to the full City Council. Ms. Diettrich requested everyone attend, and members should RSVP to John Snyder to secure a seat. Three members of the Council are able to attend the City Council meeting on 4/23 at 5pm. John will resend the email to all attendees. Ms. Diettrich also requested speaker cards to be submitted by everyone to show their support.

1. **Rules Sub-Committee- Ms. Jackson**

Ms. Jackson was excused so Mr. Snyder discussed the tie-break scenario and the need to revise Ordinance 118 to include a performance measure. John performed research on tie-breaking procedures such as drawing names and included an example from HHS, that didn’t spell out one procedure; however, they indicated no agency under HHS shall break a tie by any random scenario. Ms. Diettrich added a comment from NIH and how numbers were rounded (0.1 – 0.9) are rounded to 1.

Ms. Mackey suggested using whole numbers and eliminating rounding.

Ms. Stockwell read from the ordinance and indicated that the decimals came from the PSG Committee when trying to determine the highest. John explained why decimals had been used historically and provided an example that if outliers are removed then the total decreases automatically. Ms. Diettrich suggested rounding appropriately, e.g., 0.4 and below, round down and 0.5 and higher, round up.

Mr. Goodwin added that in his experience, he hasn’t seen anything done “better” in the past and stated that the explanation of how grants are awarded, should be done based off of integrity. Ms. Mackey agreed.

Ms. Diettrich requested a one-pager on how this process is completed by others using whole numbers and asked that examples be provided at the next meeting.

Dr. Turner stated that if an applicant has a higher score than an awardee, then changes should be suggested to changing the ordinance for weighting certain areas and rounding should be utilized. Ms. Stockwell added that the recommendation to the City Council could include changing the points and changing the tiers. Ms. Diettrich stated no change would be necessary.

Ms. Blair said it would be most advantageous to round out as far as necessary. Ms. Grant seconded Ms. Blair’s suggestion. Ms. Mackey also agreed and pointed out that it was more complicated than it should be. Mr. Goodwin asked if not rounding was going to cause more ties.

Jami Bueker, Executive Director - Vision is Priceless, provided an example of how the issue came up in the past and suggested no decimals.

Kathi Thomas, Gateway, indicated that Gateway have been on the losing side of the awards each time although they were close and seconded the elimination of rounding.

Ms. Diettrich suggested this be discussed during the norming exercise and use last year’s data to provide examples. This information could potentially be introduced to the Council for a change and would like to review all potential options.

Dr. Turner suggested norming next Council Meeting and that it shouldn’t have to go through the Rules Committee. Ms. Diettrich disagreed and said it was more for the scorers, not the grant writers.

Ms. Diettrich stated Rules Committee should - by the end of the month - have an approved procedure so that it can be voted on and approved during the 5/8 PSCG Council. Additionally, Ms. Diettrich would like the norming exercise to occur in late May with the GMS training in early June. John will let the Committee know how long training will last from SmartSimple. John will also provide all data and scoring sheets (electronic or physical) to the Rules Committee.

John will work with Ms. Jackson to schedule the next meeting and discuss all actions for possible changes to the ordinance for scoring.

1. **Most Vulnerable Persons and Needs- Dr. Turner – No Report.**
2. **Budget Sub-Committee- Ms. Mixson**

Ms. Mixson reviewed the 2018 PSG summary sheet that she created from e-mails and prior handouts. She then asked members if $181 per individual sounded high for an investment. Ms. Mixson indicated it appeared to be a reasonable amount and was open to discussion.

Ms. Diettrich, through the Chair to the Staff pointed out inconsistencies in the data that differed from her data. She also pointed out that numbers should be exponentially higher with regard to duplicated and un-duplicated data. Ms. Diettrich explained the difference between duplicated and un-duplicated data and requested that as much data is accumulated as possible.

Dr. Turner pointed out that the $181 appeared high and shouldn’t be mentioned. Ms. Grant agreed and stated there is nothing to compare it with. Ms. Diettrich asked how many agencies were eligible to submit. Mr. Snyder responded ~40 to ~50 over the past couple of years.

Carlton Higginbotham from Sulzbacher asked that the numbers be rechecked because they didn’t appear accurate. Mr. Snyder explained that the numbers should be based off of PSG dollars that were reported on everyone’s final quarterly programmatic report. Mr. Higginbotham stated that it would be almost impossible to count the number of individuals being served meals, due to duplicity. The audience’s response indicated that it wasn’t difficult to respond to similar data for their Agencies.

Other members of the Council suggested adding information on impact and the number of individuals effected.

Ms. Mixson explained the Alice figures, indicating that 40% of working individuals in Duval County could not spend $400 without borrowing from family or others without going into in “crisis”. Dr. Turner suggested changing the word to “small crisis” or something more understandable. Carter Elliot, United Way of Northeast Florida, explained further stating this includes basic living expenses and maintenance.

* Eliminating $181
* Update nights of shelter
* Explain Alice and the figure and possibly using “near poverty”

Mr. Higginbotham explained that the PSG dollars for Sulzbacher were only for male services and last year (2018) and served 750 men in total.

Ms. Grant asked what the message would portray for new Council Members, and if it was enough information. Ms. Diettrich stated that only new data could be used and will be accumulated this summer. Several members discussed how some parts made sense, where others were confusing, and suggested possible changes.

1. **Open Discussion-**No comments.
2. **Public Comment-** No comments.

1. **Adjourn** at 3:45 PM.

Recorder: Devon Dignan

Completed – 04/26/2019, John Snyder

**Next Meeting Date – May 08, 2019 @ 2:00 PM**

**PSG Council Committee Assignments**

|  |  |
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| **Rules Sub-Committee** | |
| **Ms. Sherry Jackson-Chair** |  |
| Ms. Beth Mixson |  |
| Ms. Jackie Perry |  |
| Ms. Ann Mackey |  |
| Ms. Jaclyn Blair |  |
| Ms. Courtney Weatherby-Hunter |  |

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| **Most Vulnerable Person and Needs Sub-Committee** | |
| **Mr. Bob Baldwin-Chair** |  |
| Ms. Jackie Perry |  |
| Ms. Tameiko Grant |  |
| Mr. Chris Warren |  |
| Ms. Ann Mackey |  |
| Mr. Brad Goodwin |  |

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| **Budget Sub-Committee** | |
| **Ms. Beth Mixson-Chair** |  |
| Dr. Marcie Turner |  |
| Ms. Tameiko Grant |  |
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**Revised 02/13/19**

**Summary of PSG Agency Survey**

**March 13, 2019**

**Agencies Responding;** 33

**Anticipated Program Requests on the Continuum (some duplications)**

Acute: 11

Prevention & Diversion: 17

Stability: 11

**Dollar Value of Service Purchased with PSG funds**: $15,477,135

*Note: some responded with grant amount, some with program cost,*

*some with fair market*

**Number of Clients served with PSG funded programs**

Unduplicated: 45,823

Duplicated: 33,800

**Additional Funding Leveraged with PSG funds**

Federal grants: $1,737,096

Philanthropic grants 2,034,236

State grants 2,242,499

*Total funds leveraged* $6,013,831

**Notes:**

One agency reported $900,000 in-kind

One stated it costs 8 x to shelter a family for one year vs. keeping them in stable housing

For one agency, PSG represents 5% of the nights of shelter provided.

PSG HUMAN SERVICES FRAMEWORK CONTINUUM

ACUTE PREVENTION SELF-SUFFICIENCY

**Priority Need A: Acute (35%)**

Services focused on adult individuals and/or families experiencing a difficult or dangerous situation which requires prompt action to avoid further deterioration of their health, safety, or welfare.

**Priority Need B: Prevention and Diversion (40%)**

Services focused on preventing negative changes to the health, safety, and welfare of adult individuals and/or families; or services designed to divert adult individuals and/or families who have experienced negative changes to their health, safety, or welfare from experiencing further deterioration.

**Priority Need C: Self-Sufficiency and Stability (25%)**

Services focused on helping adult individuals and/or families work toward needing no assistance to satisfy their health, safety, and welfare; or services focused on helping adult individuals and/or families work towards a stable level of assistance needed on an ongoing basis.

**DRAFT**

**Public Service Grant Funding Request Option FYS 2019-20**

**Level 1 - Same Funding, Less Service due to increase in costs**

$2,624, 196.00

**Level 2 - Same Funding, Keep the Same Level of Service with a 3% increase of $78,725.88**

$2,702.921.88

**Level 3 - Community Investment – Keeping the Most Vulnerable Persons Stable, Diverting Them from Crisis and Addressing Acute Needs**

5% increase of $131,209.80 $2,755,406

7% increase of $183,693.72 $2,807,890

10% increase of $262,419.60 $2,886,616