**PUBLIC SERVICE GRANT (PSG) COUNCIL BUDGET SUBCOMMITTE**

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

**February 27, 2017 – 3:00 PM**

**Chair: Tameka Holly**

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| **Committee Meeting Attendance** | | | |
| **E** | **Roshanda Jackson** | **X** | **Darren Gardner** |
| **E** | **Dr. Jerry Fliger** | **X** | **Tameka Holly** |
| **E** | **Dr. Stephen Baker** | **X** | **Deborah Johnson** |
| **E** | **Bob Baldwin** | **E** | **Dr. Sandy Robinson** |
| **E** | **Carol Brock** | **E** | **Dr. Marcie Turner** |
| **E** | **Lara Diettrich** | **E** | **Chris Warren** |
| **X** | **Dr. Georgette Dumont** |  |  |

Quorum Present:YES

Staff: John Snyder

Sandra Stockwell, OGC

1. **Welcome & Introduction of PSG Council Sub-Committee Members – Ms. Holly**

Ms. Holly called the meeting to order at 3:05 PM and members and staff introduced themselves.

1. **Historical overview of the Residual Funds– Mr. Snyder**

Mr. Snyder provided an overview of the unspent (residual) funds for Public Service Grants for the last 7 years broken down by Priority Population included the average yearly amount ($86,223). Mr. Snyder also stated that this may seem like a lot, but in most cases it is about a couple of thousand dollars, but since there is 30 PSG it all adds up.

1. **Monitoring of Expenditures – Mr. Snyder**

Mr. Snyder discussed his process for monitoring of these funds. He keeps a monthly spreadsheet that is updated on the amount of approved funds. He indicated that he will check these amounts in the COJ accounting system to make sure his spreadsheet is valid. Mr. Snyder also stated that he is required to do monitoring of agencies. In the past, this accorded in the early spring (April/May); however, now he wants until after the PSG Application for the next year are due and the application are turned over to the PSG Council (July/August).

There was some discussion regarding agencies sending in a monthly estimate of expenditure so that staff and PSGC would know when they plan on using funds or if there would be any left over funding mid-year. Mr. Snyder discussed the issues regarding revising a current PSG contract and allocating these fund to another organization. He indicated that this process would take a minimum of 3 month. First the PSG Council would have to vote on this recommendation and amend their current PSG funding allocation (4 weeks). Then the agency’s current contract would have to be amended (6-weeks). Next the new agency’s contract would have to be amended (6-weeks). Mr. Snyder was unsure if this could be done at the same time. Ms. Stockwell indicated that this would have to be approved by City Council. Since the ordinance in 118.301 specifically dictates that residual funds are to remain with the COJ.

Mr. Higginbotham, I. M. Sulzbacher, stated that even if they were to grant these funds to another agency then that agency would have to spend these funds before the end of the fiscal year.

There was also discussion about adding this monthly spreadsheet to the regular PSG Council agenda. However, it was determined to allow staff to continue to monitoring these expenses and for the sub-committee to focus on how they can utilize any left over funding.

1. **Review of Ordinance – Mr. Snyder**

Ms. Stockwell went over 118.301 and how it call for the funding to be spent during the current fiscal year and that the residual funds left unencumbered by contract shall be returned to the COJ.

Ms. Holly talked about how at the regular PSG it was discussed that the Rules Sub-Committee is currently working on a plan for a pilot RFP project. Ms. Holly then spoke about how C/M Morgan stated that if this body was going to bring forth a request to allow money to carry over into the next fiscal year that it should have a plan in place to do that or council will develop their own plan on where they would like to see this money spent.

1. **Discussion on use of Unused (Residual) Funds – Ms. Holly**

Dr. Dumont discussed Ordinance 118.808 indicating that this is where we should amend the Ordinance to allow for funds to carry into the next year by putting funds in a separate line item for PSG to use for a pilot projects so there is no mixing of funds.

Ms. Holly talked about how other on the council and other agencies might just want these funds added to the PSG funding to fund more agency request. Dr. Dumont and Ms. Johnson gave a summary of the Rules Committee RFP pilot program and how it would be more specific to a particular service and general.

Ms. Johnson moved that the PSG Council request of the city that any residual funds at the end of the fiscal year be set aside and used to fund pilot programs identified by the Rules and Processes Subcommittee. Additionally, these funds would be a separate identified line item in the city’s budget and would have no impact on any current or regular PSG funding. Mr. Gardner seconded the motion. **The motion passed unanimously.**

1. **Open Discussion**

Ms. Holly talked about the how at the last PSG Council meeting the full council voted on the new request amount of $3,083,152. Several members asked for a copy of the signed letter. Mr. Snyder stated he will go ahead and send it out to all members.

1. **Public Comments *(Please fill out a card if you wish to speak on a topic that isn’t on the agenda)***

No other Public Comment

1. **Adjourn**

Meeting adjourned at 4:10 PM.

1. **Next meeting** 
   * **PSG Council April 12, 2017 @ 3:00 PM room 851**
2. **Adjourned at**

Recorder: John Snyder

Completed – 3/30/2017

An audio recording is available upon request