**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**PROCESS IMPROVEMENT TASK FORCE**

**HYBRID/IN-PERSON MEETING AGENDA**

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

**July 22, 2022 – 10:00 AM**

**Chair: Mr. Coggin**

1. **Welcome & Introduction of PSG Council Members – Mr. Coggin**
2. **Review Committee’s Charge- Mr. Coggin**
3. **Outside Organizations Presentations/ Q&A-Mr. Coggin**
   * Cultural Council of Greater Jax-Amy Palmer
   * City of Orlando-Julie Tindall
   * Kids Hope Alliance (KHA)-Saralyn Grass
   * United Way- Presentation Sent (Read by Ms. Brew)
4. **Agency Experiences w/ Outside Funding-Mr. Coggin**
   * BEAM- PSG & United Way
   * Pine Castle- PSG & Cultural Council
   * Anonymous- PSG, UW, KHA (Read by Ms. Brew)
   * The following will share if present during the meeting
     + Family Foundations- PSG & United Way
     + I.M. Sulzbacher- PSG, KHA & United Way
     + Ability Housing-PSG & Orlando
5. **Open Discussion**
6. **Next Steps- Mr. Coggin**
   * Next meeting focus?
7. **Open Discussion – Mr. Coggin**
8. **Public Comment *(Please fill out a card if you wish to speak on a topic that isn’t on the agenda)***

**PSG Process Improvement Taskforce Charge**

After several meetings and conversations between PSG Council Members, it has been determined that the Charge for the PSG Process Improvement Taskforce will be as follows:

Last fall PSG Council requested legislative changes in four areas--

1. Create greater accountability of nonprofits applying for funds.
2. Create more efficiency through changing the number it takes to create a majority
3. Keep funds that have not been used but allocated to PSG.
4. Increase overall funding for PSG.

We were successful in passing items 1,2, and 4. With these changes in place we can now take a larger look at our processes and procedures. An increase in funding to $7 million could significantly impact our capacity moving forward. With that, this taskforce will consider the following:

* Review the recent feedback session with nonprofits to see what could be helpful in making the PSG process more user friendly and more efficient.
* Examine our current process for grant applications and grant review for efficiency and effectiveness.
* Examine other COJ programs such as the Kids Hope Alliance and Cultural Council to see if there are process and procedures that would help the PSG process.
* Explore other cities that have grant programs to see if there are ideas we could incorporate.

The taskforce certainly can go beyond the items indicated above, and welcome additional points of consideration. Once these and other items are discussed and evaluated, the taskforce will make recommendations to the PSG Council. These recommendations could then result in possible legislative recommendations. The goal would be to complete this effort by December of 2022.

**COJ Public Service Grant**

**Terms *draft***

**Agency Definitions**

**Agency –** nonprofit agency serving adults or families in Duval County.

**Agency Visit** – PSG Council member may visit agency individual. Cannot be together due to Sunshine Law.

**990** – Federal tax document filed by nonprofits yearly showing income, expenses, top five compensated employees and program descriptions.

**Public Service Council Definitions**

**Public Service Council –** Full Council with all members, each having an equal vote.

**Mayor appointee** – appointed by Mayor’s Office to PSG Council

**Council appointee** – appointed by the City Council President to PSG Council

**Committees**

**Budget –** Amount requested from Mayor’s Office and City Council to fund Public Service Grants. Distributed by categories and percentage established by ordinance.

This subcommittee makes a recommendation to the Council for a vote.

**Most Vulnerable Persons** – categories defined by PSG Council for grant applications. This subcommittee makes a recommendation to the Council for a vote. These are currently

Priority Need A – Acute

Priority Need B – Prevention and Diversion

Priority Need C – Self-sufficiency and Stability

Priority Need D – Micro Grant Program (test)

Changed in 2018 ???? from

Low-income

Homeless

Disabled

Elderly

**Rules** – makes governance and policy. This subcommittee makes a recommendation to the Council for a vote.

**Norming** – practice scoring of an agency application with the goal of developing common grounds among the Council.

**Scoring** – five council members must score all one of category. Members can score multiple categories. Scores are averaged to give an agency a total score.

**Funding Definitions**

**Waterfall Funding** – agency receiving top score is fully funded. Funds progressively move down to the scoring list until funds are exhausted.

**Percentage Fund** – applicants scoring at or above a base score receives a minimum of funding. Reminding funders can be distributed based on ranking,

**COJ Public Service Grant**

**Calendar *draft***

January Monthly Meeting

Visiting Agencies Open

February Monthly Meeting

Most Vulnerable Persons Sub Committee meets

Budget Sub-Committee meets

Visiting Agencies Open

March Monthly Meeting – vote on funding recommendation to Mayor’s Office

Visiting Agencies Open

April Monthly Meeting

Visiting Agencies Open

May Monthly Meeting

Mandatory application training held for agencies

Visiting Agencies Open

June Monthly Meeting – norming exercise

Visiting Agencies Open – Last month

July Monthly Meeting – decide on what category members will score

Visiting Agencies Closed

Agencies Application due July 1

PSG Council receives applications to score

August Monthly Meeting

Visiting Agencies Closed

PSG Council scoring applications

September Monthly Meeting

Visiting Agencies Closed

PSG Council scoring applications DUE middle September

October Monthly Meeting- Votes on scoring

Visiting Agencies Closed. Opens after monthly meeting and vote

PSG Council scoring applications

November Monthly Meeting – Mandatory Ethics Training

Visiting Agencies Open

December Monthly Meeting

Visiting Agencies Open