**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**PROCESS IMPROVEMENT TASK FORCE**

**MEETING MINUTES**

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

**July 22, 2022 – 10:00 AM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Committee Meeting Attendance** | | | |
| **E** | **Bob Baldwin** | **X** | **Brad Goodwin-ZOOM** |
| **E** | **Beth Mixson** | **E** | **Courtney Weatherby-Hunter** |
| **X** | **Jackie Perry-ZOOM** | **E** | **Jaclyn Blair** |
| **X** | **Dr. Marcie Turner** | **E** | **Ryan Ertel** |
| **X** | **Tameiko Grant** | **X** | **James Coggin-Co Chair** |
| **E** | **Dr. Dogan Tozoglu** | **X** | **Mary Pat Wallmeyer-ZOOM** |
| **X** | **Chester Spellman-ZOOM** |  |  |

**Quorum Present:*****No—a quorum is not needed for a Taskforce.***

**Staff**: John Snyder, Ashleigh Brew, Najera Stevenson & Pat Hughes- Office of Grants & Corporate Compliance

1. **Welcome & Introduction of PSG Council Members – Mr. Coggin**

Mr. Coggin called the meeting to order at 10:02 a.m. and asked everyone to introduce themselves.

1. **Review Committee’s Charge-Mr. Coggin**

Mr. Coggin briefly went over the charge for the Taskforce.

1. **Outside Organizations Presentations/ Q&A-Mr. Coggin**
   * Cultural Council of Greater Jax-Amy Palmer

The Cultural Service Grant program focus on applications and the approval process. Ms. Palmer gave a presentation on the CSGP application and approval process. They are governed by Part 6 Ordinance Code of the City of Jacksonville. They provide funding to Duval County Arts & Cultural nonprofits that contributes to Quality of Life. The grant period is from October 1st to September 30th of each year. There are three typesof funding; (1)General Operating Support-which is the focus for today, (2)Capital Projects and (3)Programs.

She explained the grant application process and the CSGP Committee members application and scoring process.

PSG Council Members were given an opportunity to ask questions after the presentation.

* + City of Orlando-Julie Tindall

Ms. Tindall gave an overview of the City of Orlando’s Community Investment Grant Program. She went over the application and scoring processes and the targeted demographic.

PSG Council Members were given an opportunity to ask questions after the presentation.

* + Kids Hope Alliance (KHA)-Dr. Saralyn Grass

Dr. Grass spoke to the Council about the KHA’s grant process as well as RFP process. They usually give out about $40 million in grants per year and they also set aside an amount for smaller grants as well, to support grass-roots programs.

PSG Council Members were given an opportunity to ask questions after the presentation.

* + United Way- Ms. Brew

In the absence of a United Way representative, Ms. Brew read a power point presentation sent by United Way.

1. **Agency Experiences w/ Outside Funding-Mr. Coggin**
   * BEAM- PSG & United Way-Lori Richards

Ms. Richards stated that in her experience with United Way has always been a very simple and straight forward process and their RFP’s are very descriptive and clear on what they are asking for. They also spend a great amount of time researching what is needed in the community. United Way outlines a problem and a solution where PSG outlines the problem and gives the organizations room to provide the solution.

The current PSG application is very clear on what is needed. There are two spaces that ask for the same thing and can be a little confusing; the Section V Budget Narrative and the Budget Narrative on the excel spreadsheet.

* + Pine Castle- PSG & Cultural Council-Lori Whittington, CEO

Lori stated that Pine Castle always got funded for PSG prior to the new changes with the MVP categories. Now, it’s harder for them to get funded because of the population that they serve; people with disabilities will never get better, we just must take care of them. They believe it would be helpful if PSG would only allow one application per organization.

* + Anonymous- PSG, UW, KHA- Ms. Brew

An anonymous statement was read by Ms. Brew. The statement spoke on the ease that the organization has with applying for the PSG versus other state and federal grants. It also referenced their gratitude to the Council to get input from those who apply.

* I.M. Sulzbacher- PSG, KHA & United Way-Carlton Higginbotham, stated that PSG has a great application process and he loves that you can write that application in Word and save it as a PDF. KHA RFP application process is nowhere near as simple as the PSG process; however the nice thing is you get funding for multiple years. United Way changed its focus.
* Family Foundations- PSG & United Way-Bill Haley

Mr. Haley stated that he agreed with many of the comments already shared and also mentioned that it seems like the lowest marks seem to come from the newest members. He also stated that the norming exercise should cut both ways.

* Ability Housing-PSG & Orlando-No Representative

1. **Open Discussion** 
   * There was none

1. **Next Steps - Mr. Coggin**

Mr. Coggin asked everyone to think about which changes will help us work better for the next meeting.

1. **Open Discussion**
2. **Public Comment**
   * Vision is Priceless-Jami Bueker

They really appreciate the chance to give input and the Council looking at the process to make it better. They also received United Way funding as well as PSG. There is consistency with the relationship with United Way because they are receiving funding year after year, whereas with PSG you have no idea.

* + Literacy Alliance-Marcus Haile

There should be an opportunity for the agencies to clarify any questions that the Council members may have when scoring.

**Meeting was adjourned at 11:20 a.m.**

**A verbatim recording of this meeting is available upon request.**