**PUBLIC SERVICE GRANT (PSG)**

**APPEALS BOARDAGENDA  
Ed Ball Building, 214 N. Hogan, 8TH Floor, Room 825**

**October 20, 2022 – 2:15 p.m.**

**Chair: Kendra Mervin**

1. **Welcome & Introduction of Appeal Board Members – Ms. Mervin**

The meeting was called to order at 9:02 a.m. by Ms. Mervin, after which members and staff introduced themselves Kendra Mervin-Board Chair, Dustin Freeman-Appeals Board, Reece Wilson-OGC, Beth Mixson-PSG Council/Appeals Board, Pat Hughes, John Snyder, Ashleigh Brew, & Najera Stevenson, OGCC.

1. **Review of Chapter 118.810 – Mr. Wilson (OGC)**

Mr. Wilson went over the five appealable matters for a PSG Application, which are sections B through G. Mr. Snyder explained Minor irregularity in greater details.

\*Mathematical Error

\* Scorer Errors in missing documentation, not their subjective scoring of any part of an application

\*Minor irregularity-applicant upload of wrong documents. The

correct document must be created before the application due date, nothing added to application from agency after due date.

\*Errors by PSG Council staff

\*Final approval matter

1. **Discussion of Appeal Process/ Procedures – Mr. Wilson (OGC)**

Mr. Wilson discussed the process and procedures of the appeals process.

1. **Agency Appeal Review – Ms. Mervin**

Mrs. Mervin stated that each denial will be allotted 5 minutes to present their appeal, the Board will discuss and motion for

approval or denial.

1. **Tentative Award**

\*Feeding Northeast Florida-Kelly Brenner

She received notice that their score was not recommended. Section 5 was not submitted. It was accepted on 7/5/22 during the appeals hearing. She is asking to be scored again because they did submit section 5. It was motioned to hear the appeal by Mr. Freeman, 2nd by Ms. Mixson, motion carried.

Mr. Snyder said the initial denial was due to submitting an excel file that wasn’t doubled spaced. Staff was allowed to modify documents and it was corrected and moved forward and allowed in July. They had two appeals; one is for spacing and the other is for scores. Ms. Mixson stated that during her review, her scores were for sections 1-4 & 6, section 5 was not included in her packet only the Budget Narrative form. It was motioned to deny the appeal by Mr. Freeman, 2nd by Ms. Mixson, motion carried.

\*Prisoners of Christ-Jeff Witt, Executive Director

Mr. Witt stated that they have three (3) appeals as follows:

1. Section 118.810 Section C, items missing
2. Section 3, Minor Irregularity
3. Item #4, error made by PSG Council

It was motioned to hear the appeals separately by Mx. Mixson, 2nd by Mr. Freeman, motion carried.

* Prevention and Diversion-Item missing. Mr. Snyder stated that the excel file was not included in the flash drive that Ms. Weatherby-Hunter had, but it was included in other PSG member’s flash drive. Mr. Freeman stated that they did submit what was required and motioned to grant the request. The motion was 2nd by Ms. Mixson, motion carried.
* Minor Irregularity in contents/requirements

This is a subjective scoring issue, the amount requested exceeds the threshold. Mr. Freeman motioned to deny the appeal, 2nd by Ms. Mixson, motion carried.

* Error made by PSG Council staff

Points were deducted. Mr. Freeman motioned to deny, 2nd by Ms. Mixson, motion carried.

This agency received one approval and two denials, For the approved appeal, it was determined that agency would still need an additional 36.5 points in order to score high enough for funding and rescoring the missing budget would only add a maximum of 15 points.

\*Children of Inmates-Shellie Solomon

Points were deducted related to proposed budget. Ms. Mixson motioned to discuss, 2nd by Mr. Freeman, motion carried. Ms. Mervin stated that it is a matter of discretion of the reviewer’s score. The appeal is made on Minor Irregularity. Mr. Wilson stated it is not a Minor Irregularity. Ms. Mixson stated that travels outside of Duval County is not allowed for agency staff. Mr. Snyder clarified that training is allowed but not traveling. Ms. Mixson stated that it was the discretion of the review, and it is not a Minor Irregularity. It was motioned to deny the appeal by Ms. Mixson, 2nd by Mr. Freeman,

motion carried.

\*Presbyterian Social Ministries-absent

Mr. Snyder stated that he did receive any correspondence from them.

1. **Open Discussion**

Mr. Witt-Prisoners of Christ stated that Ms. Mixson did her job well, and he

appreciated the work that she is doing.

1. **Adjourn**

The meeting was adjourned at 9:52 a.m.