**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**Meeting Minutes**

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

**April 10, 2023 – 2:00 PM**

**Chair: Beth Mixson**

**Vice-Chair: Courtney Weatherby-Hunter**

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| **Committee Meeting Attendance** | | | |
| **X** | **Bob Baldwin** | **X** | **Courtney Weatherby-Hunter-Vice Chair** |
| **E** | **Beth Mixson- Chair** | **X** | **Dr. Dawn Emerick - Zoom** |
| **X** | **Jaclyn Blair** | **-** | **VACANT** |
| **X** | **Jackie Perry** | **-** | **VACANT** |
| **X** | **Brad Goodwin** | **-** | **VACANT** |
| **X** | **Dogan Tozoglu** | **-** | **VACANT** |
| **X** | **Marcie Turner** | **-** | **VACANT** |
| **X** | **Mary Pat Wallmeyer** |  |  |

**Quorum Present:*****Yes***

**Staff**: Saralyn Grass, John Snyder, Nicoa Garrett, Ashleigh Brew, Pat Hughes, & Kristen Hodges- Division of Grants & Contract Compliance

Lawsikia Hodges - Office of General Counsel

1. **Call To Order & Roll Call – Ms. Courtney Weatherby-Hunter**

The meeting was put to order at 2:07 p.m. after which each Council member, both in person and virtually, and staff members introduced themselves.

1. **Approval of Agenda – Ms. Courtney Weatherby-Hunter**

Approval of the agenda was motioned by Dr. Turner, seconded by Dr. Tozoglu, motion carried.

1. **Approval of Minutes – Ms. Courtney Weatherby-Hunter**

The minutes for prior meetings held on 03/13/23 were motioned for approval by Dr. Turner, seconded by Jaclyn Blair, motion carried.

1. **Committee Reports – Ms. Courtney Weatherby-Hunter**
   * **Budget Sub-Committee – Ms. Wallmeyer**

No Report

* + **Rules Sub-Committee – Mr. Baldwin**

The Rules Sub-Committee will meet on May 8, 2023, at 12:00 p.m. to set up By-laws for the PSG committee.

Members are Bob Baldwin, Dr. Turner, Brad Goodwin, & Jackie Perry.

* + **Most Vulnerable Persons Sub-Committee – Dr. Emerick**

No meeting, however; their recommendations were previously

Submitted to the Board.

John Snyder informed everyone about the 4-hour limitation for

parking in the garage.

1. **Unfinished Business- Ms. Courtney Weatherby-Hunter**
   * **Status of Legislation changing 118.806 & 807 or other sections-Mr. Brown**

Lawsikia Hodges stated that the legislation was submitted, a tentative approval will come out on May 9th, and there will be a reading in the committee during the first week in May. Saralyn Grass will coordinate the communication with everyone for attendance.

1. **New Business- Ms. Courtney Weatherby-Hunter**
   * **Staff has Bylaws from the following:**

*Historic Preservation, Cultural Council, Planning Commission, & KHA*

John Snyder will send the by-laws to committee members. Ms. Hodges recommended adhering to the standard format that is used for over 30-40 boards and commissions where bylaws are in place. The by-laws should not include anything that is covered by the ordinance and focus more on the governance of the board.

* + **PSG Training date**

That should be sometime around May 20th.

1. **Announcements- Ms. Courtney Weatherby-Hunter**
   * **Focus Group**

Dr. Nicoa Garrett will be the PSG contact moving forward, this division has 3 different commissions that Dr. Garrett also manages.

Dr. Garrett will send out emails so everyone will have her information, she will be responsible for setting up meetings.

John Snyder will be the head of Contract Management. His team will still work on Contracts and Direct appropriations. He will still be here to report on contracts.

1. **Public Comments**

Marcus Haile-CEO Literacy Alliance Northeast Florida stated that he would love for the nonprofits to join the PSG meetings, so that we could express our support to their request.

After which, there was a dialogue about visiting the nonprofits as a group as well as having a showcase in City Hall for multiple nonprofits to display their work at the same time.

Dr. Emerick will not be at the meeting in May because she will be out of the country.

1. **Adjournment-Ms. Mixson**

The meeting was adjourned at 3:05 p.m. by Jackie Perry, seconded by Mary Pat Wallmeyer, motion carried.

**Next Meeting Date – Monday, May 8, 2023 @ 2:00 PM**