**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**MEETING MINUTES**

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

**August 23, 2021 – 3:00 PM**

**Chair: Bob Baldwin**

**Vice-Chair: Brad Goodwin**

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| **Committee Meeting Attendance** | | | |
| **X** | **Bob Baldwin- Chair** | **E** | **Beth Mixson** |
| **X** | **Brad Goodwin - Vice Chair (via Zoom)** | **X** | **Ann Mackey** |
| **X** | **Jackie Perry** | **E** | **Courtney Weatherby-Hunter** |
| **X** | **Dr. Marcie Turner** | **E** | **Jaclyn Blair** |
| **E** | **Tameiko Grant** | **X** | **Ryan Ertel** |
| **X** | **Dr. Dogan Tozoglu** | **X** | **James Coggin** |
| **X** | **Chester Spellman** |  |  |

**Quorum Present:*****No***

**Staff**: John Snyder, Office of Grants & Compliance

Mary Staffopoulos, Office of General Counsel

Raelyn Means, Office of Grants & Compliance

1. **Welcome & Introduction of Board Members – Mr. Baldwin**

Mr. Baldwin called the meeting to order at 3:00pm and asked for introductions from PSG members and staff. Mr. Chester Spellman, who was recently appointed to the PSG Council by the Mayor, introduced himself and shared his background and experience in public service.

1. **Approval of Minutes – Mr. Baldwin**

No physical quorum; approval tabled until next meeting.

1. **Budget Sub-Committee – Ms. Mixson**

No committee actions/report.

1. **Most Vulnerable Persons Sub-Committee – Ms. Grant**

No committee actions/report.

1. **Rules Sub-Committee – Ms. Weatherby-Hunter**

No committee actions/report.

1. **Programmatic Reports:** Ms. Means prepared a summary of the quarterly programmatic reports to show the numbers served to date and key goals achieved by each program. The full reports show the goals and activities accomplished by quarter, as well as data related to volunteers, cost savings and total numbers served. The council discussed the desire to receive the full reports via email. Staff will consolidate the reports into one document per category and send to the council.

In addition to quarterly reporting, PSG staff conduct annual site monitoring and review whether agencies are deficient in their performance. Mr. Snyder reminded everyone the quarterly reports cannot currently be used to influence scoring.

1. **PSG Scoring Update:** Mr. Baldwin asked for feedback regarding council members’ scoring progress. Council members appreciate having the application files available via email. Mr. Snyder offered that if anyone needs the applications on a flash drive, they can contact him. Dr. Turner reported that when you are scoring an application and “Save and resume later,” an email is sent with a link to return to the application, but it is not clearly identified for which application the link is valid. If you save and resume multiple applications, it’s difficult to know which link is which. Perhaps this can be addressed by ITD for next year’s scoring process.

Mr. Baldwin reminded everyone to save scores but not submit until all scoring is complete. Mr. Snyder added that this is important as you may need to adjust scores once you have reviewed all applications and have a better idea of what the norm is. Once a score is submitted, it is final and cannot be changed.

Ms. Staffopoulos explained that once a score is transmitted, it becomes public record. Personal notes may be taken as the council members are reviewing and scoring, but once the score is submitted, that transmittal signals the score becoming public record.Mr. Snyder reminded everyone to submit physical notes and scoring sheets after scoring is complete to be preserved for public record. It is best to include comments in the electronic system to maintain consistency. Mr. Baldwin encouraged the use of comments so that agencies can have that feedback for future cycles. Ms. Staffopoulos also noted that comments are important for particularly low or high scores.

Ms. Mackey asked if a council member becomes aware of changes (for example, in leadership) that have happened after the application was submitted, if that should affect the scoring. Ms. Staffopoulos advised that the application serves as a snapshot in time. If a council member becomes aware of a change, it is up to the individual to determine whether that impacts the score. The application should primarily be scored upon the merits of the application. If the change affects the program and merits a lower score, comments addressing the justification should be included. If anyone is having concerns about remaining unbiased due to knowledge acquired outside the application as presented, the Ethics Office is available to provide guidance.

Mr. Baldwin reminded everyone to work toward an artificial deadline of September 15, with the official deadline being September 30. Please reach out to staff early if there are any problems or if anything appears to be missing.

1. **Open Discussion:** Mr. Baldwin asked for an update on the pending PSG legislation. Ms. Staffopoulos reported she sent the legislation to Ms. Lawsikia Hodges, Office of General Counsel, for her review and input, as she possesses historical knowledge regarding PSG and Chapter 118. After Ms. Hodges’ review, a meeting with C/M Carlucci should be scheduled to gain his support and willingness to sponsor the legislation. Having a council member’s sponsorship will shorten the process. The legislation can be filed after October 1 and should still move through the process for approval in advance of next year’s application cycle.

The key changes to be addressed in the legislation include: changing the quorum requirements (physical quorum will be 8 instead of 9); incorporating additional financial documentation into the application; rollover funding that can be used in future fiscal years; and adding a piece to the application to address prior program performance.

Ms. Staffopoulos reported she is transitioning to a new role within OGC to staff the Land Use and Zoning Committee for City Council. Ms. Hodges will be covering PSG meetings until a new attorney can be assigned to the PSG Council. Ms. Staffopoulos expressed her appreciation for the council and how much she has enjoyed working with everyone. Mr. Baldwin thanked her for her service.

1. **Public Comment:** None.
2. **Adjourn:** Dr. Turner made a motion to adjourn the meeting, seconded by Ms. Mackey. Meeting adjourned at 3:40 pm.

**Next Meeting – September 27th at 3:00 PM, Ed Ball Building**

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