**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**MEETING MINUTES  
Ed Ball Building, 214 N. Hogan, 8TH Floor, Room 851**

**June 12, 2019 – 2:00 PM**

**PSG Chair: Lara Diettrich**

**Vice-Chair: Jackie Perry**

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| **Committee Meeting Attendance** | | | |
| **X** | **Lara Diettrich-Chair** | **X** | **Beth Mixson** |
| **X** | **Jackie Perry-Vice Chair** | **E** | **Ann Mackey** |
| **X** | **Bob Baldwin (Phone)** | **X** | **Courtney Weatherby-Hunter** |
| **E** | **Chris Warren** | **X** | **Jaclyn Blair** |
| **X** | **Dr. Marcie Turner** | **X** | **Brad Goodwin** |
| **X** | **Tameiko Grant** |  |  |

Quorum Present: *Yes*

Staff: John Snyder & Damian Cook, Grants & Compliance Office

Sandra Stockwell, OGC

Joyce Morgan, City Member District 1

1. **Welcome & Introduction of PSG Council Members – Ms. Diettrich**

Ms. Diettrich called the meeting to order at 2:11 pm; all members and staff introduce themselves. Ms. Diettrich reminded everyone of the four vacancies on the PSG Council and if anyone knew of someone who would like to serve, please contact Mr. Snyder.

1. **Approval of Minutes – Ms. Diettrich**

Ms. Perry motioned for approval of the minutes from the following meeting (6/12/2019), Ms. Blair seconded and all others agreed.

1. **Budget Sub-Committee – Ms. Mixson** – No report, Committee meets early 2020
2. **Most Vulnerable Person Sub-Committee – Mr. Baldwin** – Dr. Turner talked about her desire not to chair the subcommittee going forward. She asked if any other members were interested in chairing the subcommittee. Mr. Baldwin stepped forward and will be the new chair.
3. **Rules Sub-Committee – Ms. Weatherby Hunter** – Ms. Diettrich asked if any subcommittee members were interested in chairing the subcommittee. Let the record reflect that Courtney Weatherby Hunter will be the new chair of rules.
4. **PSG Application Tie-Break Vote – Mr. Snyder**

Ms. Diettrich asked the audience to give their opinion on the PSG Application Tie- Break Scenario. There were no comments from the audience regarding PSG Tie-Break. Ms. Diettrich then asked for a show of hands from the audience who was in favor and who opposes. The majority of members in the audience raised their hand in favor of the tie break scenario.

Ms. Diettrich stated that the tie break scenario relates to ties within categories/ Most Vulnerable Person’s Needs. Question from the audience was asked if the City Council would change the weight of that section and use the weight to match on the computer. Ms. Diettrich stated that this would be for the Rules Committee to determine.

Mr. Cook stated that he’s not comfortable with taking the score to the last decimal place. He mentioned if we carry it out to the last decimal place on our screen there is not a screen that carries it out further. If they win its only because we don’t have a big enough screen to carry it out. Ms. Diettrich stated we need to find what the capabilities are and that will be the answer. Mr. Cook commented that you need to pick one and draw the line there.

The meeting was paused while Mr. Snyder reviewed the last three years of funding, and indicated that five decimal places seem to be sufficient.

The revised tie break scenario using five decimal places was motioned by Ms. Perry and seconded by Ms. Blair. The vote was unanimous.

1. **Grant Management Software Update – Mr. Snyder**

The application will be submitted via City’s website and the Grants Office is currently working with the city’s IT Department. They will develop a scoring mechanism for the PSG Council. A question was asked if reviewers can have 990’s from agencies. Mr. Cook stated that when it comes to the 990 it should be all or nothing. Additionally, when reviewing the application reviewers shall not score based on any information by the 990’s. Ms. Diettrich mentioned that the way it was set up before you open up your page for that grant and it will have the whole package. “If we’re going to continue what we always had we should keep the 990”, stated Ms. Diettrich.

Mr. Snyder reported that he will give out a flash drive with items needed to score. The IT Department will do the same with the application where you can upload your scores and comments, flash drive will include PDF and word documents.

1. **Open Discussion** – A question was asked from the audience if Mr. Snyder had changed the Priority Population language in application. Mr. Snyder stated that the language was changed and was put into the sample application.
2. **Public Comment** – No comments
3. **Adjourned** at 3:47 pm

Recorder: John Snyder

Completed – 06/24/2019, Hayley Snyder

**Next Meeting Date – July 10, 2019 @ 2:00 PM**