**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**MEETING MINUTES**

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

**October 25, 2021 – 3:00 PM**

**Chair: Bob Baldwin**

**Vice-Chair: Brad Goodwin**

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

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

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

Harry Wilson, Office of General Counsel

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

Mr. Goodwin call the meeting to order at 3:10 pm. and asked for introductions from PSG members and staff. Mr. Goodwin relinquished the chair to Mr. Baldwin at 3:26 pm.

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

Ms. Perry made a motion to approve the minutes from September 27, 2021 & the October 08, 2021. Motion seconded by Ms. Grant. Motion passed 11-0.

1. **Public Comment for PSG Council FY2022 Funding Recommendation – Mr. Baldwin –** No Comment
2. **PSG Council Vote FY2022 Funding Recommendation – Mr. Snyder**

(see attached handout)

Mr. Snyder read those agencies who will receive a PSGC award out of the Acute MVP category. Ms. Mixson motioned for approval of those agencies funding as read. Ms. Blair seconded the motion. Motion passed 11-0.

Mr. Snyder read those agencies who will receive a PSGC award out of the Prevention & Diversion MVP category. Mr. Spellman stated he serves on the Board of Episcopal Children’s Service who was one of the applicants not awarded funding and that per the Ethics Office there is no voting conflict. Ms. Perry motioned for approval of those agencies funding as read. Mr. Goodwin seconded the motion. Motion passed 11-0.

Mr. Snyder read those agencies who will receive a PSGC award out of the Self-Sufficiency and Stability MVP category. Ms. Grant motioned for approval of those agencies funding as read. Mr. Tozoglu seconded the motion. Motion passed 11-0.

Mr. Baldwin shared with the council the appeals indicating that the need is more than the funding.

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

No committee actions/report.

1. **Funding Task Force- Ms. Mixon**

Ms. Mixson indicated that they will be looking at unmeet needs in the community, and strategies to share this information with the Mayor’s Office and City Council. She also stated that the Task Force will be meeting November 16th at 3:00 PM and the community is invited to attend.

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

No committee actions/report.

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

Mr. Baldwin stated that he, staff, and OGC will be meeting with C/M Carlucci regarding introduction of those changes to Chapter 118. Mr. Baldwin asked if Ms. Weatherby-Hunter could attend the meeting as well. Mr. Snyder stated that it would have to be a noticed meeting. Mr. Baldwin then asked staff to keep Ms. Weatherby-Hunter in the loop regarding the discussion.

1. **PSG Council Timeline- Mr. Snyder**

Mr. Snyder went over the timeline of requirements to City Council, Mayor, and other PSG due dates.

1. **PSG Final Quarterly Reports-Mr. Snyder**

Mr. Snyder went over the PSG YTD 2021 Impact highlighting several facts including the unspent funding amount of about $77,000. Mr. Baldwin added that next year this amount would be rolled into whatever is awarded in the budget. Mr. Snyder indicated that it would depend on Council approval.

Ms. Mixson asked if their goals can be added to this handout. Mr. Snyder indicated that he will update it by the Task Force meeting on the 16th. Ms. Mixson indicated that it would also be nice to have those agencies not funding in 2021 unmet needs. Mr. Snyder indicated that he would try to get this accomplished before the 16th.

1. **Open Discussion:**

Mr. Snyder pointed out that in November the Ordinance requires this body to have its annual training and normally this is done on during the meeting; however, the meeting in November is during the week of Thanksgiving. Members indicated that they would be present and there would be no need to reschedule.

Mr. Snyder pointed out that the December meeting will fall the day after Christmas and the building and City services will be closed. Several members indicated that would not be able to attend and it was determined that the best option is to just cancel December’s meeting.

Mr. Baldwin asked the task force for maximum funding levels for any one organization. Mr. Snyder indicated that this has not been vetted and is not one of the suggested changes to Chapter 118.

1. **Public Comment**

Mr. Jameson Grant with Boys Scouts working on his communication and citizen badge wanted to know how people can get involved with PSG. Mr. Baldwin recognized this was a good question and asked Mr. Snyder to respond. Mr. Snyder stated that there are two seats’ lefts one to be filled by the mayor and one for city council. He also went over the process how someone would apply. Mr. Snyder added that individuals who sit on boards of non-profits are not restricted as members of the PSG Council.

Ms. Mackey added that members of the troop could look at those agencies not funded and help advocate for that organization to their city council member and speak to the importance of PSG and its process and impact.

Mr. James Kelleher with BEAM thank the members for their service and spoke to the need at BEAM and invited members to visit BEAM and view their food pantry, garden, and services.

Mr. Baldwin encouraged other non-profit organizations to reach out to members and arrange for visits since the communication prohibition period is over. Mr. Snyder pointed out that in each contract is a requirement to allow PSG Council members access to their organization.

1. **Adjourn:** Ms. Perry made a motion to adjourn the meeting, seconded by Mr. Goodwin. Motion passed 11-0. Meeting adjourned at 4:22 pm.

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

**Public Service Grant Calendar of Activities**

**December**

* PSG Council evaluates priority populations and scoring criteria for grant applications
* PSG Award contract are sent to agencies for their execution base on award in October

**March**

* PSG Council makes recommendations for funding and for priority populations and for upcoming grant cycle

**April**

* PSG Council finalizes funding recommendations for upcoming grant cycle

**May**

* PSG Application period opens (contingent upon approval of legislation for priority populations)
* PSG applicant workshop

**June**

* Courtesy application review period offered to applicants the last week of June. (until 5 business days prior to July 1st submission deadline)

**July**

* PSG Application submission deadline – July 1st.

**August – September**

* PSG applications reviewed and scored

**October**

* PSG council submits application score sheets by October 1st.
* Appeal hearings held (if necessary) the last two weeks of October.
* PSG Council announces application rankings and adopts tentative funding allocations by October 31st. PSG
* Staff start draft contracts for new recipients.

**November**

* Final rankings of PSG applications and adoption of funding allocations.
* PSG Staff conducts recipient training (new grantees)
* PSG Staff start draft contracts for new recipients.

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