



PUBLIC SERVICE GRANT (PSG) COUNCIL

Rules Committee Meeting Minutes

Ed Ball Building, 8th Floor, Board Room 851

March 25, 2025 | 11:30 a.m. – 1:30 p.m.

Attendance

RULES COMMITTEE		STAFF AND OTHER	
P	Daniel Henry, Chair	P	Maribel Hernandez, Staff
P	Susan Ticker, Vice Chair	P	Jeneen Hampton, Staff
P	Latrice Carmichael	P	Nicoa Garrett, Staff
P	Joy Hervey	P	Robin Carter-Tanks, Staff
P	Linda King	P	Ashley Smith, OGC
X	Pablo Diaz de Sandi		
P	Shamika Baker Wright*		

*Arrived after agenda and minutes were approved.

P = Present V = Present (Virtual) E = Excused X = Absent

I. Call To Order & Roll Call

Rules Committee Chair, Daniel Henry, called the meeting to order at 11:40 a.m. Everyone introduced themselves. A quorum was established. Upon motion Susan Ticker, seconded Linda King, the agenda was unanimously approved as presented.

II. Public Comment: None

III. Approval of Minutes

Upon motion Susan Ticker, seconded by Linda King, the minutes for the meeting held on March 7, 2025, were unanimously approved as written.

IV. Old Business

A. PSG Application Scoring Rubric:

1. The committee reviewed the scoring rubric and made the following revisions throughout:
 - **Community Need and Target Audience:** Upon motion by Shamika Baker Wright, seconded by Joy Hervey, the Committee unanimously voted to make revisions to the **Excellent** criteria to add the word “Fully” before justifies and changing “detailed” to “thorough” in two areas.



City of Jacksonville, Florida
Donna Deegan, Mayor

- Upon motion by Joy Hervey, seconded by Shamika Baker Wright, the Committee voted to replace the word “details” with “thoroughly describes” when used as a verb and replace “detailed” with “thorough” when used as an adjective. This change would be throughout. Linda King voted Nay.
- **Program Management Expertise and Evaluation:** Shamika Baker Wright made a motion, seconded by Linda King, to swap the last two bullets in above **Average** and **Excellent**. The motion was amended by Joy Hervey, seconded by Susan Ticker, to swap all bullets in **Above Average** with **Excellent**. The amendment was unanimously approved and the amended motion was approved unanimously.
- **Program Activities:** Upon motion by Joy Hervey, seconded by Shamika Baker Wright, the committee voted unanimously to swap **Above Average** and **Excellent** verbiage in all sections following.
- **Program Budget and Fiscal Policies:** Upon motion by Susan Ticker, seconded by Shamika Baker Wright, the Committee unanimously voted to change “Clearly lists all budget...” to read “Clearly lists and describes all budget...” under **Above Average** section.
- **Community Need and Target Audience:** Upon motion by Linda King, seconded by Shamika Baker Wright, the Committee unanimously voted to make the following change in the **Average** column under provides a detailed description of the target audience: change “missing a few critical specifics” to “missing some specifics”.
- **Agency Background, Staff and Board Experience:** A motion was made by Joy Hervey, seconded by Shamika Baker Wright, to swap verbiage in **Above Average** and **Excellent** categories and following sections. Linda King made a motion to amend, seconded by Joy Hervey to change first word **Details** (previously revised as **Thoroughly describes**) in the first and last bullets of the new **Above Average** verbiage to now go back to reading **Details**. Susan Ticker made another motion, seconded by Shamika Baker Wright, to amend the motion to change the word **little information** in the **Below Average** category to now read **limited information**. Linda King made another motion, seconded by Shamika Baker Wright, to amend the motion to change the word little emphasis in the Below Average category to now read limited emphasis. The amended motion was unanimously approved.
- **Program Management Expertise and Evaluation:** Upon motion by Linda King, seconded by Shamika Baker Wright, the Committee unanimously voted to accept the below average and average descriptions as written.



City of Jacksonville, Florida
Donna Deegan, Mayor

- **Program Activities:** Upon motion by Linda King, seconded by Shamika Baker Wright, the Committee unanimously voted to accept the below average and average verbiage as written.
 - **Program Budget:** Upon motion by Susan Ticker, seconded by Shamika Baker Wright, the Committee unanimously voted to change the word “revenue” to “revenues” where it appears in this section and make appropriate verb changes.
 - **Quality Program Overall:** Upon motion by Susan Ticker, seconded by Linda King, the Committee unanimously voted to strike the word “any” from the top of the **Below Average**.
 - Upon motion by Linda King, seconded by Shamika Baker Wright, the Committee unanimously voted to accept all changes as amended.
2. A motion was made by Shamika Baker Wright, seconded by Joy Hervey, to show the evaluation criteria on the application as it appears in the ordinance (118.806) rather than in bullet form. An amendment was made by Linda King, seconded by Joy Hervey, to put the evaluation criteria verbiage into the first column and not duplicate the second column. The motion was unanimously approved. The amended motion was unanimously adopted.

B. **Bylaws Revisions:**

- **Election and Term of Officers (V) (5.2):**
Upon motion by Joy Hervey, seconded by Latrice Carmichael, the committee voted unanimously to revise **Article V, Section 5.2** to change from January to **December**.

Upon motion by Joy Hervey, seconded by Shamika Baker Wright, the committee voted unanimously to change Chair and Vice Chair throughout the bylaws to now read **PSG Council Chair** and **PSG Council Vice Chair**.
- **Committee Vice Chairs (V) (5.4):** Upon motion by Shamika Baker Wright, seconded by Joy Hervey, the committee voted unanimously to add the following to **Article VII: Section 7.3 Committee Vice Chair. Each committee shall designate a Vice Chair.**
Deferred: Future revision on the responsibility of the Chair.
- **Attendance In-Person and Excused Absence (VI) (6.3):** Upon motion by Joy Hervey, seconded by Linda King, the committee voted unanimously to change the wording in **Article VI, Section 6.3** to now read: **PSG Council members are expected to attend PSG Council meetings in person. Members may request an excused absence provided the reason for the member’s physical absence is due to an extraordinary circumstance such as illness, out-of-town trips, an emergency situation, or other comparable circumstances. The PSG Council Chair is responsible for approving excused absences. PSG Council members may be required to explain absences to the City Council Rules Committee during a members’ reappointment.**



City of Jacksonville, Florida
Donna Deegan, Mayor

- **Attending and Voting Virtually** (VI) (6.7): Upon motion by Joy Hervey, seconded by Susan Ticker, the committee voted unanimously to revise **Article VI, Section 6.7** to read: **...if a physical quorum of the PSG Council has been met at a meeting, members with an approved, excused absence may participate by telephone or electronic participation, including voting on matters.**
- **Misc** (VIII) (8.2 & 8.3): Deferred
- **Holidays for PSG Council** [80.104(e)]: Deferred

V. New Business: None

VI. Adjournment

Upon motion by Susan Ticker, seconded by Shamika Baker Wright, the meeting was adjourned at 1:30 p.m.