



PUBLIC SERVICE GRANT (PSG) COUNCIL
Rules Committee Meeting Minutes
Ed Ball Building, 8th Floor, Board Room 851
January 24, 2025 (2:30 – 4:30 p.m.)

I. Attendance

RULES COMMITTEE		STAFF AND OTHER	
P	Daniel Henry	P	Maribel Hernandez, Staff
P	Latrice Carmichael	P	Jeneen Hampton, Staff
P	Joy Hervey	P	Nicoa Garrett, Staff
E	Linda King	P	Robin Carter-Tanks, Staff
X	Jackie Perry		
P	Susan Ticker		
P	Shamika Baker Wright		
V	Pablo Diaz de Sandi		

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

II. Call To Order & Roll Call

Rules Committee Chair Daniel Henry called the meeting to order at 2:39 p.m. A quorum was established. Upon motion by Shamika Baker Wright, seconded by Dr. Joy Hervey, the agenda was approved as presented.

III. Public Comment

- Marcus Haile representing Literacy Alliance of Northeast Florida
- Jim Kowalski representing Jacksonville Area Legal Aid
- Chandra Manning representative Jacksonville Speech and Hearing Center

IV. Approval of Minutes

Upon motion by Shamika Baker Wright, seconded by Dr. Joy Hervey, the minutes for the meeting held on December 9, 2024, were approved as written.

V. Old Business

A. Chapter 118 Revisions (FY2026 Recommendations)

Chief Hernandez stated that the City Council is the policy-making body of the City of Jacksonville. They own Chapter 118, Part 8. The PSG Council is designed to closely govern and inform the City Council on Chapter 118, Part 8, but it is not the policy-making body and they do not own Chapter 118, Part 8. The Grants and Contract Compliance Division, on behalf of the Deegan Administration, is the organization appointed to carry out the policy that the City Council sets. The PSG Council, appointed by Mayor Deegan and the City Council, is the advisory body appointed to be the eyes and ears for the City Council and Administration.



City of Jacksonville, Florida
Donna Deegan, Mayor

The committee began review of the proposed revisions to Chapter 118, Part 8.

Upon motion by Shamika Baker Wright, seconded by Latrice Carmichael, the committee unanimously approved revisions to 118.806(b)(3) as recommended by Dr. Hervey as follows:

Change last part to read: **“the anticipated impact and success on the target audience, the anticipated total number of people served by the program, and the number and percentage of people served by the program who represent the Most Vulnerable Persons and Needs target audience.”**

Upon motion by Shamika Baker Wright, seconded by Latrice Carmichael, the committee unanimously approved revisions to 118.806(b)(4) as recommended by Dr. Hervey as follows:

Revise to read: **A Section entitled “Agency Background, Staff and Board Experience” containing the following information for each member of the board and executive/key staff: demographics (may include gender, age, race/ethnicity, geography and/or other characteristics), length of service, and relevant experience/competencies/skills. Describe the organization’s staffing structure. Describe the board’s role in governance as well as its strategy for recruiting new board members and ensuring that the board reflects the community served. Describe the agency’s mission, history, experiences, and accomplishments relative to the Most Vulnerable Persons and Needs identified in the section entitled “Community Need and Target Audience.”**

Upon motion by Shamika Baker Wright, seconded by Susan Ticker, the committee unanimously approved revisions to 118.806(b)(4) as recommended by Dr. Hervey as follows:

Delete: **“the executive/key staff’s plan or process for the implementation of the program”**

Upon motion by Shamika Baker Wright, seconded by Latrice Carmichael, the committee unanimously approved revisions to 118.806(b)(5) as recommended by Dr. Hervey as follows:

Replace 2nd sentence: **“For an existing program, this section will include qualitative and quantitative data regarding program effectiveness. For new programs, this section will include evidence from research or best practices justifying anticipated program effectiveness.”**

Upon motion by Shamika Baker Wright, seconded by Latrice Carmichael, the committee unanimously approved revisions to 118.806(b)(5) as recommended by Dr. Hervey as follows:

Replace 3rd sentence: **“This section will list confirmed and anticipated funding partners for the program, the amount of funding for each partner, a description of the organization’s fundraising capacity and plan, and a description of how the program will be sustained following the grant period. List program partners and how partnerships help create collective impact.”**

Upon motion by Shamika Baker Wright, seconded by Susan Ticker, the committee unanimously approved revisions to 118.806(b)(6) and (7) as recommended by Dr. Hervey as follows:



(6) Add: **“Describe the program’s staffing structure, identify the individuals responsible for program management and describe their qualifications, and describe the staff’s plan or process for the implementation of the program”**

(6) Add: **“For each activity, describe the activity and the rationale for the activity. Describe how clients progress through the program and how long they remain in the program. Describe what information the program collects from clients and how program records are maintained.”**

(7) Change last sentence to read: **The section will include a text description of the agency budget, program budget, and program budget narrative, making reference to the spreadsheets and budget narrative uploaded as attachments.**

B. PSG Continuous Improvement Action Plan

Upon motion by Susan Ticker, seconded by Shamika Baker Wright, the committee unanimously voted to recommend only one application per MVP category be permitted.

C. Bylaws Revisions

Bylaws revisions will be considered at a future meeting. Upon motion by Shamika Baker Wright, seconded by Latrice Carmichael, it was unanimously approved that committee mission statements would not be added to the bylaws.

VI. New Business

A. Vice Chair Election

Susan Ticker and Shamika Baker Wright were nominated for the chair role. Shamika Baker Wright declined due to travel schedule. Chair Daniel Henry appointed Susan Ticker as Vice Chair of the PSG Rules Committee.

VII. Adjournment

Upon motion by Dr. Joy Hervey, seconded by Susan Ticker, the meeting was adjourned at 4:40 p.m.