**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**PROCESS IMPROVEMENT TASK FORCE**

**MEETING MINUTES**

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

**May 23, 2022 – 9:00 AM**

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

**Quorum Present:*****No—a quorum is not needed for a Taskforce.***

**Staff**: Kendra Mervin, John Snyder, Ashleigh Brew & Najera Stevenson- Office of Grants & Compliance

Matt Carlucci, C/M At-Large Group 4

Michael Boylan, C/M District 6

1. **Welcome & Introduction of PSG Council Members – Mr. Coggin**

Mr. Coggin called the meeting to order at 3:02 pm and asked everyone to introduce themselves.

1. **Committee’s Charge-Mr. Coggin**

Mr. Coggin briefly went over the charge for the Taskforce.

1. **Update on PSG Council Training/Orientation-Ms. Mixson**

Ms. Mixon stated that there was no update.

1. **Grant Process Comparisons-Mrs. Brew**

Ms. Brew presented information that was gathered to compare other city departments, philanthropic organizations and municipalities grant processes to that of PSG. Information was shared on the following:

* Other COJ Departments
  + Housing/CDBG
  + KHA
  + Office of Economic Development
* Philanthropic Partners
  + Cultural Council
  + United Way
  + Community Foundations
* Other Cities
  + City of Orlando
  + City of Miami
  + Charlotte, NC-Mecklenburg County
  + Miami-Dade County
  + City of Tampa
  + Nashville, TN
  + Hillsborough County (Tampa)

Jim Kowalski (JALA) commented on the information that he shared with the OGCC staff regarding the fact that many of the cities presented provide funding for legal aid as a line item in their cities budget, where Jacksonville does not. There was discussion on what direct line items Jacksonville does fund.

Discussion was had on full cost funding and the possibility of the PSG fully funding the overhead that accompanies programs.

There was also discussion on the possibility of PSG becoming multi-year funding through an RFP and what that would look like. John Snyder talked about the history of PSG using RFP’s as well as indirect cost versus full funding and the legislative changes that would need to be made for each.

Stella Johnson (Hope Haven) commented with exploring why detailed budgets are asked for and the value it provides. Ms. Mixson commented that the challenge could come into play with regards to the size of the organization and the departments they do or do not have in comparison.

Ms. Mixson stated that she would like the application process itself to be considered as she feels it is more strenuous compared to other grant application processes. She also stated that when PSG Council reviews the applications, the scoring matrix does not match the application itself.

John Polk (Cultural Council) made a commented regarding the level of detail in financial reporting and its purpose. He sees it as a “Prove it to Me” step which acts as an accountability and compliance step for both the grantee and grantor and eventually the public.

Michael Howland (Jax Speech & Hearing Center) stated that he recently attended the Florida Blue Community Healthcare Symposium there where several organizations talking about City Grants. Some of those organizations who serve large geographical areas who can apply to both COJ and Orlando grant stated that the City of Orlandos grant process is much easier to apply for than that of PSG and he encouraged the Taskforce to explore that. Mr. Coggin stated that the Taskforce is looking for any agencies who have applied to both, who are willing to share information regarding their experiences.

Olivia Smith (Ability Housing) stated that they apply for both PSG and Orlando’s Community Investment Fund and she agrees that Orlando’s process is much more streamlined, and the reporting is easier. Their Zoom grants management system is user friendly, and they report every quarter and can upload success stories and impact from clients, which adds a personal aspect to their reporting. She is open to sharing information with the Taskforce later to compare processes.

Ms. Mixson wanted to know how much of the current application/scoring process is governed by the ordnance. Mr. Snyder stated that the application is governed by the ordinance and any changes to that would have to go through legislation. The scoring can be changed by PSG Council on a yearly basis when they revise the scoring matrix with the MVP population.

Mr. Coggin went back to the budget detail question. He stated that looking at that information as a Council Member helps them look at an organizations financial capacity to administer the grant. He posed the question of, is there another way that an organization would be able to provide that same insight without requiring the budget detail at the level that is currently required?

Stella Johnson (Hope Haven) stated that the level of detail is not problematic, but just not sure how it informs the decision making. You could consider other things like cash-on-hand if you are looking to understand an organizations financial stability. The object that is trying to be accomplished is more of what should be explored.

Mr. Ertel stated that he found the budgets very helpful in understanding the narrative of the organizations, and how efficiently services are being delivered as well as the quality of the program. There was some discussion on if that would cause some of the smaller organizations to cut corners and risk or misrepresentation.

There was discussion on the $150,000 threshold that the agencies can request and how the ordnance governs PSG. Mr. Snyder went over the process of an ordinance change and how it works. The budget change was also discussed , so if the threshold of what agencies could apply for was raised it would hurt what was accomplished by getting the budget for PSG increased.

Ann Kelley (Daniel Memorial) stated, she thinks the PSG application process is one of the most streamlined that she does. She has no problem with the budget process. She believes there should be one application per organization rather than one per category to allow more people to get in. In contrast, Jim Kowalski (JALA) stated that as a con, for his program, you would have to choose which service would not be conducted for the city as they do different things based on the level of urgency to the client.

Carlton Higginbotham (Sulzbacher) stated that he concurs that the grant should be based on program, and not just one for an agency. He also agrees that the application process is easy but did suggest taking the double space requirement out of the budget portion of the application.

Michael Howland (Jax Speech & Hearing Center) stated that he’s heard C/M Carlucci express concerns in the past about organizations receiving funds directly out of the City’s budget and competing for PSG funds and wanted a status on this. Mr. Snyder stated that the ordinance is specific as far as programs are concerned. And they are looking to limit the number of direct appropriations.

John Polk (Cultural Council) made a comment regarding funding being considered for just one application per organization versus one per program and stated that, when looking at the impact that the funding has, if you were to go to one per organization your level of impact would change.

William Haley (Family Foundations) commented on what type of impact changing the application process would have on the PSG Council and the burn-out factor. Mr. Coggin thanked him for his comment and suggested in the future that maybe we have a meeting on just the application process alone.

Stella Johnson (Hope Haven) stated that there are some local models like (Cultural Council and Community Foundations) that can be looked at where the funding entities invite proposals or short narratives to be reviewed first, and then they you will have to be invited to go forward with the more formal application process. Mr. Snyder stated that it would be called a Letter of Intent for PSG. Ms. Mixson asked how that would affect blackout periods and Council Members opportunity to meet with and talk to agencies. Mr. Snyder stated that a Letter of Intent process would extend the blackout period to about 6months.

Jim Kowalski (JALA) suggested that larger agencies (based off your revenue) should have a multiple tier process and smaller agencies have a more simplified process. Mr. Snyder said that he was asked that in the past and going off past numbers they only had 1 “small” agency apply, so maybe looking at a different process for “medium” agencies would be beneficial. The micro-grant program is being looked at for the “smaller” agencies (Category D in the Human Services Framework).

1. **Next Steps - Mr. Coggin**
2. Capture actions on how cities and organizations are recording their process.
3. See if there are ways that we can create a process that’s more conductive to the outcomes we all are hoping for.

Mr. Coggin asked if the Taskforce would like to hear from a representative from some of the organizations that Ms. Brew presented on. Ms. Mixson stated that it would be beneficial to hear from Cultural Council, United Way and maybe another City department like KHA. As well as hearing from some of those agencies who receive funding from COJ & Orlando to be able to compare the two. She also stated that it may be helpful to gather information from the Non-Profit Center and Community Foundations.

A comment was made to maybe structure what is looked at by what requires an ordinance change and what does not to help make immediate changes where possible.

Anthony Sutton (Pine Castle)brought up the scoring process and the possibility of throwing out the highest and lowest scores and take the medium. Mr. Coggin stated that would require an ordinance change.

Ms. Perry asked the OGCC staff if, when looking at the other agencies grant processes, were there any who had a real streamlined process as it would be beneficial to hear from them. Ms. Brew answered with the City of Orlando, KHA, Cultural Council and United Way. Ms. Perry suggested focusing on those organizations to move forward. She also stated that the number of applications that the Council review can take a toll but looking at the application and the questions asked, helps to be able to judge the quality of the services being provided and the agencies ability to do so. She didn’t think that any questions on the application should be eliminated but is interested in hearing what others do to maybe shorten the review process.

Ms. Brew stated that she would reach out to the above stated organizations to see if a representative could come speak at the next scheduled meeting.

**VI. Open Discussion – Mr. Coggin**

Ann Kelley (Daniel Memorial) stated that they have received funding from most of the organizations mentioned and most of them do multi-year and ask a whole lot of questions. And the process really does depend on the RFP.

Marcus Hailey (Literacy Alliance) recommended a period of clarification after applications are submitted, should the PSG Counsil have and questions about an application.

John Polk (Cultural Council) thanked the Taskforce for being proactive and giving opportunity for feedback.

1. **Public Comment**

None

1. **Adjourned at 4:23 PM**

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