**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**MEETING MINUTES  
Ed Ball Building, 214 N. Hogan, 8TH Floor, Room 825**

**May 09, 2018– 2:00 PM**

**PSG Chair: Lara Diettrich**

**Vice-Chair: Jackie Perry**

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| **Committee Meeting Attendance** | | | |
| **X** | **Lara Diettrich-Chair** | **X** | **Tameiko Grant** |
| **X** | **Jackie Perry-Vice Chair** | **E** | **Sherry Jackson** |
| **E** | **Dr. Stephen Baker** | **X** | **Beth Mixson** |
| **E** | **Bob Baldwin-via phone** | **X** | **Ann Mackey** |
| **X** | **Chris Warren** |  |  |
| **X** | **Dr. Marcie Turner** |  |  |

Quorum Present:Yes

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

Sandra Stockwell, OGC

Katrin MacDonald, ECA for Joyce Morgan, City Council Member

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

Ms. Diettrich called the meeting to order at 2:11 PM. The meeting began with introduction from members and staff. Ms. Ann Mackey whose resolution passed City Council; however, has not been signed by Mayor at the time of meeting (thus was not official).

1. **Approval of PSG Council Meeting Minutes – Ms. Diettrich**

Ms. Diettrich asked for approval of the minutes from the April 11th meeting. Ms. Jackie Perry motioned to approve the minutes. Ms. Mixson seconded the seconded the motion. **The motion passed unanimously** with the noted changes.

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

Ms. Mixson indicated that no meeting has taken place.

1. **Priority Population Sub-Committee – Dr. Turner**

Dr. Turner indicated that the sub-committee has not met. She did indicate that she would like to meet to discuss the issue City Council has with the Priority Populations. Ms. Diettrich talked about how this was some of what she was discussing during her workshop. Dr. Turner asked Mr. Snyder to send out a poll to sub-committee members to gather a date and time to meet to work on how to submit priority populations going forward.

1. **Rules Sub-Committee – Ms. Diettrich**

Ms. Diettrich indicated that Ms. Jackson was not at the meeting, and that she is working on a memo to give her to go over the status of this sub-committee and what is still left. Mr. Snyder indicated that he spoke with her and that she was on the same page.

1. **2019 PSG Application Training-Mr. Cook**

Mr. Cook indicated that the training will be May 22nd and 29th at 1:00 PM at the Historic Springfield Community Learning Center 1601 North Main Street 2nd FL. He also indicated that you do not need to attend both trainings only one. Mr. Snyder asked the agencies if there were any issues with both training in the afternoon and received no negative feedback.

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

Mr. Cook spoke about the upcoming Grant Management SaaS demonstration and that this would be the last demonstration. They should have the results by the next PSG Council meeting; once a vendor is selected we will have training for the PSG Council. The suggestion was made to have training at the next PSG Council meeting if the same vendor if different then we will set another day.

1. **PSG Council Workshop-Ms. Diettrich**

Ms. Diettrich asked if the handouts and minutes from the workshop go ahead and be posted on the web-site. Ms. Diettrich went over the minutes from 4/26 and handouts (see web-site).

Ms. Mackey & Mr. Warren spoke about their experience with performance based contracting.

Ms. Diettrich asked Ms. Stockwell for all legislation beginning with the initial rewrite from C/M Hyde regarding Chapter 118.

Dr. Turner agreed that she is in favor of using any excess funding to do complete needs assessment for adult services in Duval County that could utilize these funds. Ms. Mixson would like staff to get with Ms. Lockhart and see if there are any other needs assessments in other similar cities that we could model. Ms. Diettrich asked agencies if they know of any other cities and assessment to forward to staff.

The discussion then turned toward fiscal and programmatic reporting. Issues were brought up about viewing these reports as well as their impact on the scoring since they are not part of the application process.

1. **Open Discussion –**No Comment from Public
2. **Public Comments-**No comments from Public
3. **Next Meeting Date – June 13, 2018**
4. **Adjourn** at 3:56 PM.

Recorder: John Snyder

Completed – 5/11/2018

An audio recording is available upon request