**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**MEETING MINUTES  
Ed Ball Building, 214 N. Hogan, 8TH Floor, Room 851**

**May 8, 2019 – 2:00 PM**

**PSG Chair: Lara Diettrich**

**Vice-Chair: Jackie Perry**

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| **Committee Meeting Attendance** | | | |
| **X** | **Lara Diettrich-Chair** | **E** | **Sherry Jackson** |
| **E** | **Jackie Perry-Vice Chair** | **E** | **Beth Mixson** |
| **E** | **Bob Baldwin** | **X** | **Ann Mackey** |
| **X** | **Chris Warren** | **E** | **Courtney Weatherby-Hunter** |
| **X** | **Dr. Marcie Turner** | **E** | **Jaclyn Blair** |
| **X** | **Tameiko Grant** | **X** | **Brad Goodwin** |

Quorum Present: *Yes*

Staff: John Snyder & Devon Dignan, Grants & Compliance Office

Sandra Stockwell, OGC

Joyce Morgan, City Member District 1

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

Ms. Diettrich called the meeting to order at 2:09 pm; all Members and staff introduced themselves. Council Member elect, Mr. Michael Boylan (District 6) was in the audience and introduced himself. Ms. Diettrich announced the resignation of Sherry Jackson.

1. **Approval of Minutes – Ms. Diettrich**

Dr. Turner motioned for approval of the minutes from the following meeting (4/14/2019), Ms. Grant seconded and all others agreed.

1. **Budget Sub-Committee – Ms. Mixson (absent)** – No report
2. **Priority Population Sub-Committee – Dr. Turner** – No report
3. **Rules Sub-Committee – Ms. Jackson (absent)** – No report
4. **PSG Application Training – Mr. Snyder**

Ms. Diettrich discussed the handout titled “Tie Break Procedures” and asked if further discussion was warranted or if further review was needed before discussion. Everyone agreed to review first. Ms. Diettrich asked by a show of hands if the audience liked the idea of decimals versus whole numbers and all audience members were in favor of no rounding and carry out to last decimal.

Mr. Snyder discussed the PSG application trainings, currently scheduled for:

* Thursday, May 23rd from 2:00 PM - 4:00 PM at the Historic Springfield Community Learning Center (1601 North Main Street, 2nd Floor)
* Friday, May 24th from 10:00 AM - 12:00 PM at the Historic Springfield Community Learning Center
* Tuesday, May 28th from 8:30 AM - 10:30 PM at the Jesse Ball duPont Center (40 East Adams Street, 2nd Floor Training room #219)

Mr. Snyder requested that everyone let him know their intentions on which training they will attend. Ms. Diettrich asked if a survey was given to the trainees in the past; Mr. Snyder indicated yes.

Ms. Diettrich pointed out that training was for applicants, not members. Mr. Snyder included all were welcome and it will be a noticed meeting. Ms. Diettrich also mentioned Ethics Training and reminded everyone to complete if they haven’t done so already.

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

Mr. Snyder covered the status of the new Grant Management System, mentioning the system is currently not going to be available to “go live” for the application start date as originally anticipated. As a backup, Mr. Snyder has worked with the City’s Information Technology Department to develop a portal for application development and submittal for FY19 and will be tied to the COJ website.

1. **Norming Exercises – Ms. Diettrich**

Ms. Diettrich recommended the norming review be mandatory. Dr. Turner mentioned that two dates should be scheduled. Ms. Diettrich said that one date would be scheduled and training would be scheduled if the turnout wasn’t good. She reviewed how the exercise would be completed and gave an overview of the process. Mr. Warren emphasized that the norming exercise was the most important exercise that applicants should attend. He explained that this helped with understanding others and the accountability for choices to better align the scores for a more successful scoring process.

Ms. Diettrich asked that Mr. Snyder send out a Doodle poll for suggested dates, with the exercise lasting two hours. Mr. Warren asked that the application be sent ahead of time*. Ms. Diettrich asked that the sample application be sent to public as well tie-break sheet.*

Ms. Mackey asked if the discussion would be held to discuss last year’s application. Mr. Warren said that there isn’t enough time. Ms. Mackey stated that there were a few applications that had very different scores and would like to review to get a better understanding. Mr. Warren indicated that doing so would give someone an unfair advantage; Ms. Mackey agreed. Ms. Diettrich mentioned that sharing their review with the applicant could be done as long as it was Public Notice and the meeting minutes were shared.

1. **Open Discussion – Ms. Diettrich**

Mr. Snyder asked for nominees for the 4 Mayoral vacant positions. As long as nominees were confirmed by before July 11, he could administer training and those new members would be able to score applications.

Ms. Diettrich recapped the City Council Meetings. She indicated that the first meeting in front of Neighborhood Community Services Public Safety Sub-Committee was brief and brought up the Council Members’ concerns with Meals on Wheels potentially not being funded due to it being an outlier in the past. The Meals on Wheels Grant Writer, Ms. Robinson, discussed the grant and answered questions during the meeting. Ms. Diettrich stated that she requested the 80%, ensuring all applicants getting funded.

Ms. Diettrich stated the Finance Committee meeting had a nice turnout from PSGC (12 attendees) where she further discussed PSG. She indicated that Council Members were appreciative and were for providing more funds this year. Councilwoman Morgan added that she saw it truly evolve full circle from last year. She mentioned the impact of the discussions and how they made a difference. Councilwoman Morgan declared the Finance Committee meeting was “over the top” good. She said that engaging one-on-one and adding the personal touch is what has made the biggest difference. She thanked Ms. Diettrich for her leadership and others for their hard work.

Ms. Diettrich discussed the City Council Meeting and stated that Councilwoman Morgan provided words on her behalf. She intends to thank the Council via thank you letters and is very appreciative. Ms. Diettrich indicated that she would like to speak at the next budget meeting; Councilwoman Morgan said that likely couldn’t be done. Mr. Goodwin asked how the Council on boarded new members. Ms. Diettrich said one-on-ones were scheduled to brief them and usually were arranged in mid-January. She asked if Councilmember elect Boylan was interested in being a liaison for the Council. Councilmember elect suggested PSG member attend the Mayor’s Budget Review Council. He added that he is interested and would support. Councilwoman Morgan said that having more “champions” supporting the PSGC would be beneficial.

Dr. Turner added that Public Service Grants will be reviewed by MBRC (4th floor, Mayors Office) on 6/10 at 9:30 am. Ms. Diettrich, Mr. Warren, and Ms. Grant will attend. Ms. Diettrich suggested arriving by 10:15 am. Ms. Stockwell receives an agenda and will forward to Mr. Snyder. *Ms. Diettrich asked this agenda be sent out as well.*

Ms. Diettrich suggested attending a Council Installation Ceremony, currently scheduled for 6/27 at 5:00 pm, location TBD.

Ms. Diettrich pointed out that City Council appointees had not received their certificates yet.

1. **Public Comment** – No comments
2. **Adjourned** at 2:57 pm

Recorder: Devon Dignan

Completed – 05/XX/2019, John Snyder

**Next Meeting Date – June 12, 2019 @ 2:00 PM**

**PSG Council Committee Assignments**

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| **Rules Sub-Committee** | |
| **Ms. Sherry Jackson-Chair** |  |
| Ms. Beth Mixson |  |
| Ms. Jackie Perry |  |
| Ms. Ann Mackey |  |
| Ms. Jaclyn Blair |  |
| Ms. Courtney Weatherby-Hunter |  |

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| **Most Vulnerable Person and Needs Sub-Committee** | |
| **Mr. Bob Baldwin-Chair** |  |
| Ms. Jackie Perry |  |
| Ms. Tameiko Grant |  |
| Mr. Chris Warren |  |
| Ms. Ann Mackey |  |
| Mr. Brad Goodwin |  |

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| **Budget Sub-Committee** | |
| **Ms. Beth Mixson-Chair** |  |
| Dr. Marcie Turner |  |
| Ms. Tameiko Grant |  |
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**Revised 02/13/19**