



Small Purchases (Small Organizations) Committee Meeting Minutes

Date/Time: 10/24/2022 1:00 PM

Committee Members Present: Erin Baird, Deborah Berry (chair), Ronnell Montgomery, Rita Morgan, Cheri Wright-Jones
Staff Support: David Bender, Rose Cervantes, Duggan Cooley, Jocelyn Howard, and Dr. Stephanie Reed

The meeting began at 1:00 PM, via a publicly streamed Zoom Webinar. Committee members had reviewed and scored 25 eligible applications for Small Purchases, requesting a total of \$1,505,655.45 prior to meeting. This round of funding was available to organizations with operating budgets under \$500,000. A total of \$750,000 was available for funding award recommendations.

Committee members introduced themselves and each affirmed they had no conflicts of interest with the applicant organizations. Members reviewed applications, which were organized by average score. Based on the amount available to allocate, the top 17 scoring applications could be fully funded. The 18th and 19th ranked organizations were tied, and further discussion was needed to decide how to allocate funding between them.

The committee began discussions by addressing concerns in the top 17 applications. Dunedin Scottish Arts Foundation had included tires in their proposal, and the committee was unsure if tires were considered a capital expense. Dave Everett, representing the organization, explained that the organization no longer had a building, and used trailers to store all their belongings. Therefore, tires were critical to their operation and would last between 5-10 years. The committee unanimously found it acceptable to include the tires, and recommended full funding.

Next, the committee asked about software costs included in the proposal from Second Chance Empowerment Foundation. Elizabeth Siplin, representing the organization, stated that SurveyMonkey only had a one-year license available to purchase, but that Second Chance Empowerment Foundation could purchase a license for the other software included in the proposal that would last for at least

five years. Because ARPA-funded capital purchases must last at least five years, the committee unanimously decided to eliminate SurveyMonkey costs from their recommendation for funding, but included the other software costs as acceptable capital expenses.

Gulfport Historical Society's proposal was considered next, as the committee was unsure if paint supplies were considered capital. After discussing it with the applicant, it was decided that paint supplies were operating expenses. The committee unanimously recommended funding the application, minus the proposed expenses for paint.

The committee considered EmpowHERment's application next, and Louis Nappi represented the organization to answer questions. The committee saw that electrical and internet upgrades were included in the proposal, which were not only not small capital purchases, but only had estimated costs instead of verified bids. Louis indicated that the Dell Laptops proposed in the application could be purchased without the internet and electrical upgrades. The committee unanimously recommended funding, minus the estimated cost for technical upgrades in the proposal.

Ronnell Montgomery expressed concern about whether small organizations such as The Gathering of Women and Remember Me could sustain maintenance costs of new vehicles. Both organizations indicated that they had grants or donations that would be able to cover the increased operational costs associated with new vehicles.

The committee proceeded to discuss the proposals from Remember Me and WOLF (Warrior Outdoor Leadership for the Future). PCF staff indicated that a little under \$3700 of taxes could be removed from Remember Me's grant request, because as a 501c3, Remember Me would be exempt from paying them.

The committee asked WOLF about the negative economic impact it experienced due to COVID-19, and Sara Moola, representing the organization, indicated that the pandemic had stopped service delivery. The mobile unit would aid the organization in reaching students in South St. Petersburg. Committee members then asked Sara if it would be possible to purchase the mobile trailer if only partial funding was ultimately awarded, and she indicated yes.

The committee recommended full funding to Remember Me and partial funding to WOLF, provided the purchase could be completed. PCF staff indicated they would conduct due diligence to ensure WOLF secured matching funds before funds were issued.

Rita Morgan moved, and Cheri Wright-Jones seconded, to approve the recommendations set out by the committee. The motion carried unanimously. PCF staff indicated that these recommendations would be passed onto the Pinellas County Board of County

Commissioners for final approval. Applicants would be notified whether their proposal was recommended for funding within 7 days of this committee meeting.

The meeting adjourned at 2:17 PM.

Recommended for Funding

Organization Name	Amount Requested	Amount Recommended	Request	Recommendation Notes
Clearwater Martin Luther King Jr. Neighborhood Center Coalition Inc.	\$11,759.00	\$11,759.00	Copier, oven and furniture	
Dunedin Cares Inc.	\$9,000.00	\$9,000.00	Purchase and installation of fridges	
Dunedin Scottish Arts Foundation	\$31,859.00	\$31,859.00	Trailer tires, sound system, payment processing equipment	
EmpowHERment	\$31,645.00	\$29,845.00	Computers	Estimated internet and electrical upgrades were removed
Gulf Coast Dental Outreach	\$14,218.00	\$14,218.00	Desktop server, x-ray equipment and software, laptops	
Gulfport Historical Society	\$20,952.00	\$20,507.54	Art equipment (i.e. kiln), hanging systems, exhibit equipment	Paints and related art supplies were not included due to being operating expenses and not capital assets
New Visions of the Well Inc	\$16,300.00	\$16,300.00	Technology and equipment for trauma center	
NOMADstudio Inc.	\$48,836.00	\$48,836.00	Institutional-grade art studio furniture	
Reach Services	\$62,865.00	\$62,865.00	Fridges, freezers, van, portable AC, shelving, and bins to increase food pantry capacity	
Remember Me NFP, INC	\$65,000.00	\$61,311.78	Van	Taxes removed from recommended amount since organization will be exempt for taxes on purchase
Second Chance Empowerment Foundation	\$29,944.00	\$29,044.00	Kitchen and IT equipment	Software subscription removed from recommendation for not being a capital expense

Organization Name	Amount Requested	Amount Recommended	Request	Recommendation Notes
Speakeasy Media Foundation	\$11,680.00	\$11,680.00	Yoga equipment, computer, laptops, and printer	
St. Petersburg Neighborhood Housing Services Inc.	\$25,000.00	\$25,000.00	Security system, conference and AV equipment	
The Gathering of Women Inc.	\$88,023.00	\$88,023.00	Vans	
The Studio@620	\$71,397.00	\$71,397.00	Seating, tables, computers, display walls	
TweetyBS Inc	\$152,330.00	\$152,330.00	Van and computers	
Voices of Hope for Aphasia	\$5,798.45	\$5,798.45	Computers & Office Equipment	
Willa Carson Health and Wellness Center Inc	\$4,572.00	\$4,572.00	Medical equipment, chairs and a router	
WOLF- Warrior Outdoor Leadership for the Future	\$75,000.00	\$55,654.23	Mobile trailer	Organization will need to put forth funds to complete purchase before funds are issued
TOTAL:	\$776,178.45	\$750,000.00		

Not Recommended for Funding

Organization Name	Amount Requested	Request
Divine Bliss International	\$150,000.00	Truck and solar panels
We Care LF Inc.	\$199,999.00	Van for mobile health clinic
Clearwater Historical Society Inc.	\$27,005.00	Fencing & fans addressing safety and deferred maintenance
Restoring Life Outreach Ministries	\$80,273.00	Truck and technology for food program
The DARE Initiative	\$124,200.00	Transportation, Computer/Tech equipment and refrigerator

Organization Name	Amount Requested	Request
The Penny Lane Beatles Museum	\$148,000.00	Display cases
TOTAL:	\$729,477.00	