



City Manager's Office
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Minutes

City Of Roseville Grants Advisory Commission
Tuesday, August 9, 2016
5:30 P.M.
Council Chambers
311 Vernon Street

I. Roll Call

Commissioners Present:

Tina Angell (Chair)
Stephanie Dement (Vice Chair)
Kristine Dohner
Audra Flynn
Dawn Heywood
Grace Keller
Eileen Speaker

City Staff Present:

Jonathan Levy, Deputy City Attorney
Laura Matteoli, Economic Development Manager
Kelly Wickline, Management Assistant
Amy Ruiz, Management Assistant

Commissioners Absent:

Wafeeq Ridhuan

II. Minutes of Prior Meeting

- a. Commissioner Flynn made a motion to approve the minutes of the July 12, 2016 meeting. The motion was seconded by Commissioner Heywood.
Vote: Motion carried 7-0
Yes: Angell, Dement, Dohner, Flynn, Heywood, Keller, Speaker

III. Public Comments

None

IV. New Business

a. Welcome new Commissioner

Commissioner Dohner was welcomed to the Grants Advisory Commission; Commissioner Dohner has reviewed previous meeting minutes and attended Funding Workshop in May. She looks forward to serving as a Grants Advisory Commissioner.

b. Election of Chair and Vice Chair

Commissioner Dement made a motion to elect Commissioner Angell as Chair for the 2017/2018 Funding Cycle. The motion was seconded by Commissioner Keller.

Vote: Motion carried 6-0

Yes: Dement, Dohner, Flynn, Heywood, Keller, Speaker

Abstain: Angell

Nominations were made for both Commissioner Speaker and Commissioner Dement to serve as Vice Chair of the Grants Advisory Commission. General discussion and an informal poll were taken leaving a split decision. Commissioner Speaker asked to be withdrawn from further consideration.

Commissioner Flynn made a motion to elect Commissioner Dement as Vice Chair for the 2017/2018 Funding Cycle. The motion was seconded by Commissioner Keller.

Vote: Motion carried 4-1

Yes: Angell, Flynn, Keller, Speaker

No: Heywood

Abstain: Dement, Dohner

c. Adopt 2017/2018 Work Plan

Commissioner Keller made a motion to adopt the 2017/2018 Work Plan. The motion was seconded by Commissioner Heywood.

Vote: Motion carried 7-0

Yes: Angell, Dement, Dohner, Flynn, Heywood, Keller, Speaker

d. Adopt 2017/2018 Funding Cycle Calendar

Commissioner Keller made a motion to adopt the 2017/2018 Funding Cycle Calendar. The motion was seconded by Commissioner Heywood.

Vote: Motion carried 7-0

Yes: Angell, Dement, Dohner, Flynn, Heywood, Keller, Speaker

e. Determine 2017/2018 CBF maximum request

Commissioner Heywood made a motion to keep the maximum request at \$10,000; the motion was seconded by Commissioner Keller.

Vote: Motion carried 7-0

Yes: Angell, Dement, Dohner, Flynn, Heywood, Keller, Speaker

f. Review 2017/2018 CBF Guidelines

Commissioner Keller made a motion to adopt the 2017/2018 Citizens' Benefit Fund Guidelines. The motion was seconded by Commissioner Heywood.

Vote: Motion carried 7-0

Yes: Angell, Dement, Dohner, Flynn, Heywood, Keller, Speaker

g. Review 2017/2018 Grant Application

Commissioners reviewed the Draft 2017/2018 grant application and requested staff to modify the wording of the required IRS990, California Tax Form 199 and the RRF-1. The intent of modifying is to reassure grant applicants are submitting documents that are no more than two years old. Commissioners requested the request for bid documents to be changed from “phone/online cost estimates” to “written/online cost estimates from vendors”. Staff was instructed to modify Program/Project Budget language and fonts to clarify grant applicants are to submit the budget for the program or project they are requesting grant funding not the agency budget. Staff will add an item box titled “Roseville Budget Request” under the Project/Program Income Budget, this will insure grant applicants are including the funding being requested from the City of Roseville.

During the Applicant Workshop, Commissioners will suggest grant applicants include certification information of those providing therapy/counseling services and also include the number of volunteer hours being provided.

V. Reports/Comments/Commission/Staff

Staff informed Commissioners that the 2015/2016 Grant Recipients have until August 31, 2016 to submit their Final Reports; Commissioners will be notified when the reports are available to review.

Commissioners made note of the great publicity being provided by the 2016/2017 Grant Recipients by way of newsletters and social media.

VI. Adjournment

Commissioner Dement made a motion to adjourn the meeting at 6:35 p.m. The motion was seconded by Commissioner Flynn.

Vote: Motion carried 7-0

Yes: Angell, Dement, Dohner, Flynn, Heywood, Keller, Speaker