MINUTES

Tuesday, August 8, 2017
5:30 P.M.
City Of Roseville Grants Advisory Commission
City Council Chambers
311 Vernon Street
Roseville, CA

I. Roll Call

Commissioners Present:
Ellaison Carroll
Kristine Dohner
Audra Flynn
Grace Keller
Robert Lyss
Cayley Chan (Youth Commissioner- ex officio)
Commissioners Absent:
Dawn Heywood, Stephanie Dement

II. Minutes of Prior Meeting

a. Commissioner Dohner made a motion to approve the minutes of the July 11, 2017 meeting. The motion was seconded by Commissioner Keller.
Vote: Motion carried 3-0
Yes: Dohner, Flynn, Keller
Abstain: Carroll, Lyss

III. Public Comments

None.

IV. New Business

a. Welcome new Commissioners
Commissioner Carroll and Commissioner Lyss were welcomed to the Grants Advisory Commission. Both commissioners stated their relevant backgrounds and excitement to be serving as Grants Advisory Commissioners.

b. Election of Chair and Vice Chair

Commissioners had a brief discussion to decide whether they would like to defer the election of Chair and Vice Chair to the following meeting.

Commissioner Dohner made a motion to continue with the Chair election but to defer the Vice Chair election to the next meeting. The motion was seconded by Commissioner Keller.
Vote: Motion carried 5-0
Yes: Carroll, Dohner, Flynn, Keller, Lyss

Commissioner Dohner made a motion to elect Commissioner Flynn as the Chair for the 2018/2019 Funding Cycle and meeting calendar year. The motion was seconded by Commissioner Keller.
Vote: Motion carried 5-0
Yes: Carroll, Dohner, Flynn, Keller, Lyss

Commissioner Dohner made a motion to have Commissioner Flynn act as Chair for the August 8, 2017 meeting. The motion was seconded by Commissioner Keller.
Vote: Motion carried 5-0
Yes: Carroll, Dohner, Flynn, Keller, Lyss

c. Adopt 2018/2019 Work Plan

Commissioner Keller made a motion to adopt the 2018/2019 Work Plan as presented by staff. The motion was seconded by Commissioner Lyss.
Vote: Motion carried 5-0
Yes: Carroll, Dohner, Flynn, Keller, Lyss

d. Adopt 2018/2019 Funding Cycle Calendar

Commissioner Dohner made a motion to adopt the 2018/2019 Funding Cycle Calendar. The motion was seconded by Commissioner Carroll.
Vote: Motion carried 5-0
Yes: Carroll, Dohner, Flynn, Keller, Lyss

e. Review Citizens Benefits Fund Policy Manual Updates

Staff Liaison, Danielle Foster gave a brief overview of changes made to the Citizens Benefit Fund Policy Manual. The commissioners reviewed and discussed changes to the policy manual. The commissioner's asked staff to modify the wording regarding public schools, private schools, and school-based programs in the schools section of the nine approved Citizens Benefit Fund Categories (page 13 of the manual). The intent of modifying the language is to clarify eligibility regarding private schools and school non-profits.

f. Review 2018/2019 Citizens Benefit Fund Guidelines

Staff Liaison, Danielle Foster gave a brief overview of changes made to the Citizens Benefit Fund Guidelines. Commissioners reviewed and discussed changes to the guidelines. Commissioners requested staff to also modify the wording regarding public schools, private schools, and school-based programs

in the guidelines. The intent of modifying the language is to clarify eligibility regarding private schools and school non-profits.

g. Review 2017/2018 Grant Application

Commissioners reviewed the draft 2018/2019 Citizens Benefit Fund and REACH Fund grant application. An email submitted by Commissioner Heywood, with her suggestions regarding the application was also shared with the commission. Commission again asked staff to clarify wording regarding schools. The Commission requested staff review the required documents list to see if any can be removed or complied/merged. There was consensus that the intent of modifying is to assist in streamlining the grant application process. Commissioners requested a budget example document be provided to applicants at the Applicant Workshop. This will assist in applicants knowing what the Commission is looking for when it comes to their budgets. Staff agreed to add an item box titled "Roseville Grant Budget Request" under the Project/Program Income Budget, with the goal of ensuring that grant applicants are including the funding being requested from the City of Roseville in their budgets.

V. ***Reports/Comments/Commission/Staff***

Written Communications:

- *Society for the Blind*
- *Keaton Raphael Memorial*

The commission reviewed thank you letters from Society for the Blind and Keaton Raphael Memorial. Commissioners were also reminded that if they plan on visiting any grant recipients from the 2017/2018 funding cycle they would need to do so before the application is posted in December for the 2018/2019 funding cycle.

Commissioners thanked previous Staff Liaison, Laura Matteoli, Economic Development Manager for all her work with the Commission. Commissioners also welcomed new Staff Liaison, Danielle Foster and Commission Secretary, Becca McIntosh. Lastly, the Commissioners thanked Youth Commissioner Chan for her hard work with the Commission and asked if she had any advice for the Commission in their selection of the next Youth Commissioner. Commissioner Chan suggested looking for someone who will actively engage in the entire grant funding process.

VI. Adjournment

Commissioner Lyss made a motion to adjourn the meeting at 6:46 p.m. The motion was seconded by Commissioner Carroll.
Vote: Motion carried 5-0
Yes: Carroll, Dohner, Flynn, Keller, Lyss