



City Manager's Office
311 Vernon Street, Roseville, CA 95678 (916) 774-5362

Minutes

City Of Roseville Grants Advisory Commission
Tuesday, March 14, 2017
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
Cayley Chan (Youth
Commissioner)

City Staff Present:

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

Commissioners Absent:

Eileen Speaker

II. Minutes of Prior Meeting

- a. Commissioner Dement made a motion to approve the minutes of the January 10, 2017 meeting. The motion was seconded by Commissioner Keller.
Vote: Motion carried 6-0
Yes: Angell, Dement, Dohner, Flynn, Heywood, Keller

III. Public Comments

None

IV. New Business

a. Review grant applications to determine eligibility

The Commissioners reviewed the submitted 2017/2018 grant applications for all required documents and information. The Commission noted some applications as needing additional document clarification and labeled those grant applications as at-risk of disqualification; applicants will have an opportunity to submit follow up information to the Commission. Applicants with incomplete grant applications were disqualified and will be notified in writing of the appeal process. All submitted appeals will be reviewed by the Grants Advisory Commission on April 11, 2017. The following motions were made for those grant applications identified as disqualified or at-risk of disqualification:

Commissioner Keller recused herself from discussion regarding Barbara Chilton Middle School, Robert Cooley Middle School, and Roseville Community Concert Band, she is a friend of Stephanie Sugano the grant writer.

Commissioner Heywood recused herself from discussion regarding Roseville Community Concert Band, her husband sits on the Executive Board.

Commissioner Dement made a motion to move Roseville Community Concert Band grant application to at-risk of disqualification and request they submit verification of current IRS 990 tax form or confirmation of filing.

The motion was seconded by Commissioner Flynn

Vote: Motion carried 4-0

Yes: Angell, Dement, Dohner, Flynn

Commissioner Dohner made a motion to move Placer Community Foundation grant application to at-risk of disqualification and request they submit signed Board Authorization and signed Assurances & Certifications Form.

The motion was seconded by Commissioner Heywood

Vote: Motion carried 6-0

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

Commissioner Heywood made a motion to move Blue Line Arts grant application to at-risk of disqualification and request they submit their most current tax form IRS 990 or proof of extension.

The motion was seconded by Commissioner Flynn

Vote: Motion carried 6-0

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

Commissioner Heywood made a motion to disqualify Coyote Ridge Elementary PTA for not providing the following documents: Program/Project budget, Bids, 501c3, Assurances & Certifications Form missing dates and second signature.

The motion was seconded by Commissioner Dement

Vote: Motion carried 6-0

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

Commissioner Dement made a motion to move Dry Creek Conservancy grant application to at-risk of disqualification and request they submit a current Roseville Business License.

The motion was seconded by Commissioner Keller
Vote: Motion carried 6-0
Yes: Angell, Dement, Dohner, Flynn, Heywood, Keller

Commissioner Flynn made a motion to move Excel Roseville grant application to at-risk of disqualification and request they submit Assurance & Certifications Form and current tax forms including: CA Tax Form 199 and current RRF-1.
The motion was seconded by Commissioner Keller
Vote: Motion carried 6-0
Yes: Angell, Dement, Dohner, Flynn, Heywood, Keller

Commissioner Dement made a motion to move Friends of the Roseville Public Library grant application to at-risk of disqualification and request they submit current Business License.
The motion was seconded by Commissioner Heywood
Vote: Motion carried 6-0
Yes: Angell, Dement, Dohner, Flynn, Heywood, Keller

Commissioner Flynn made a motion to move Homeless Resource Council of the Sierras grant application to at-risk of disqualification and request they submit clarification of current IRS 990 tax document.
The motion was seconded by Commissioner Keller
Vote: Motion carried 6-0
Yes: Angell, Dement, Dohner, Flynn, Heywood, Keller

Commissioner Keller made a motion to move Lighthouse Counseling & Family Resource Center grant application to at-risk of disqualification and request they submit a current Roseville Business License and current tax forms including: RRF-1, IRS 990, and CA Tax Form 199.
The motion was seconded by Commissioner Dement
Vote: Motion carried 6-0
Yes: Angell, Dement, Dohner, Flynn, Heywood, Keller

Commissioner Heywood made a motion to move Orangevale Huskies Youth Athletic Association DBA Oakmont Jr. Vikings Youth Football and Cheer grant application to at-risk of disqualification and request they submit a current Business License and current tax form RRF-1.
The motion was seconded by Commissioner Keller
Vote: Motion carried 6-0
Yes: Angell, Dement, Dohner, Flynn, Heywood, Keller

Commissioner Flynn made a motion to move Performing Arts of Roseville grant application to at-risk of disqualification and request they submit current Business License.

The motion was seconded by Commissioner Heywood
Vote: Motion carried 6-0
Yes: Angell, Dement, Dohner, Flynn, Heywood, Keller

Commissioner Heywood made a motion to move Placer ARC grant application to at-risk of disqualification and request they submit current tax forms including: IRS 990, CA Tax Form 199, and RRF-1 or proof of extension.

The motion was seconded by Commissioner Keller
Vote: Motion carried 6-0
Yes: Angell, Dement, Dohner, Flynn, Heywood, Keller

Commissioner Dohner made a motion to move Placer Community Foundation grant application to at-risk of disqualification and request they submit a signed Board Authorization and a signed Assurance & Certifications Form.

The motion was seconded by Commissioner Heywood
Vote: Motion carried 6-0
Yes: Angell, Dement, Dohner, Flynn, Heywood, Keller

Commissioner Keller made a motion to move Placer Independent Resource grant application to at-risk of disqualification and request they submit current tax forms including: IRS 990, CA Tax Form 199, and RRF-1.

The motion was seconded by Commissioner Dement
Vote: Motion carried 6-0
Yes: Angell, Dement, Dohner, Flynn, Heywood, Keller

Commissioner Flynn made a motion to move Roseville Alano Club grant application to at-risk of disqualification and request they submit verification of bids for door project.

The motion was seconded by Commissioner Heywood
Vote: Motion carried 6-0
Yes: Angell, Dement, Dohner, Flynn, Heywood, Keller

Commissioner Dement made a motion to move Royal Stage Christian Performing Arts grant application to at-risk of disqualification and request they submit current Business License and RRF-1 form or clarification on not applicable status.

The motion was seconded by Commissioner Heywood
Vote: Motion carried 6-0
Yes: Angell, Dement, Dohner, Flynn, Heywood, Keller

Commissioner Dement made a motion to move Sacramento Philharmonic & Opera grant application to at-risk of disqualification and request they submit current tax forms including: IRS 990, CA Tax Form 199, and RRF-1.

The motion was seconded by Commissioner Heywood

Vote: Motion carried 6-0

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

Commissioner Flynn made a motion to move Seniors First grant application to at-risk of disqualification and request they submit current Business License.

The motion was seconded by Commissioner Heywood

Vote: Motion carried 6-0

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

Commissioner Dohner made a motion to move Sierra College Foundation grant application to at-risk of disqualification and request they submit current tax forms including: IRS 990, CA Tax Form 199, and RRF-1.

The motion was seconded by Commissioner Heywood

Vote: Motion carried 6-0

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

Commissioner Keller made a motion to move Sierra Forever Families grant application to at-risk of disqualification and request they submit current tax form RRF-1.

The motion was seconded by Commissioner Heywood

Vote: Motion carried 6-0

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

Commissioner Dement made a motion to move Sierra Pregnancy & Health grant application to at-risk of disqualification and request they submit current tax forms including: IRS 990, CA Tax Form 199, and RRF-1.

The motion was seconded by Commissioner Keller

Vote: Motion carried 6-0

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

Commissioner Flynn made a motion to move The Gathering Inn grant application to at-risk of disqualification and request they submit current tax forms including: IRS 990 and CA Tax Form 199.

The motion was seconded by Commissioner Heywood

Vote: Motion carried 6-0

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

Commissioner Dement made a motion to move Wellness Within grant application to at-risk of disqualification and request they submit a current RRF-1 form.

The motion was seconded by Commissioner Heywood

Vote: Motion carried 6-0

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

V. Reports/Comments/Commission/Staff

Laura Matteoli introduced Danielle Foster, Housing Manager who will be continuing to observe the Grants Meetings and will be assisting in the near future. Laura discussed the waiver that was sent in from What would Jesus Do? Unfortunately they do not qualify since they did not complete the application process nor submit any documents so this is just being shared for informational purposes only.

Thank you letter packet from Roseville Theater Arts Academy Title 1 Schools, they really appreciate the grant they received for the children at Cirby School.

VI. Adjournment

Commissioner Heywood made a motion to adjourn the meeting at 7:48 p.m.

The motion was seconded by Commissioner Dement.

Vote: Motion carried 6-0

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