



AGENDA
March 8, 2016

ROSEVILLE GRANTS ADVISORY COMMISSION MEETING

5:30 p.m.

City Council Chambers
311 Vernon Street
Roseville, California

- 1. ROLL CALL**
- 2. MINUTES OF PRIOR MEETING**
 - 2.1. January 12, 2016 Minutes
- 3. PUBLIC COMMENTS**
- 4. NEW BUSINESS**
 - 4.1. Review grant applications to determine eligibility
- 5. REPORTS/COMMENTS/COMMISSION/STAFF**
- 6. ADJOURNMENT**



GRANTS ADVISORY COMMISSION

Title: January 12, 2016 Minutes

Meeting Date: 3/8/2016
Item #: 2.1.

ATTACHMENTS:

Description

January 12, 2016 Draft Minutes



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

Minutes

City Of Roseville Grants Advisory Commission
Tuesday, March 8, 2016
5:30 P.M.
Council Chambers
311 Vernon Street

I. Roll Call

Commissioners Present:

Jefferson Willoughby (Chair)
Tina Angell (Vice Chair)
Stephanie Dement
Audra Flynn
Dawn Heywood
Grace Keller
Eileen Speaker
Wafeeq Ridhuan (Youth Commissioner)

City Staff Present:

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

Commissioners Absent:

None

II. Minutes of Prior Meeting

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

III. Public Comments

None

IV. New Business

a. Review grant applications to determine eligibility

The Commissioners reviewed the submitted 2016/2017 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 12, 2016. The following motions were made for those grant applications identified as disqualified or at-risk of disqualification:

Commissioner Willoughby and Commissioner Ridhuan recused themselves from discussions regarding Buljan Middle School Robotics Academy; Commissioner Willoughby is a Roseville City School District Board Member and Commissioner Ridhuan has a sibling in the Robotics Academy.

Commissioner Heywood made a motion to disqualify Buljan Middle School Robotics Academy for not providing bids and not providing a project/program budget. The motion was seconded by Commissioner Speaker.

Vote: Motion carried 6-0

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

Commissioner Dement made a motion to disqualify Challenge High School for not providing bids, no second signature on Assurances and Certification Form, no second signature on Board Authorization Form and no project/program budget information was provided. The motion was seconded by Commissioner Angell.

Vote: Motion carried 7-0

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

Commissioner Dement made a motion to move the Child Advocates of Placer County grant application to at-risk of disqualification and request they submit a completed Board Authorization Form. The motion was seconded by Commissioner Heywood.

Vote: Motion carried 7-0

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

Commissioner Angell made a motion to move the City of Roseville Fire Department grant application to at-risk of disqualification and request them to identify key personnel. The motion was seconded by Commissioner Heywood.

Vote: Motion carried 7-0

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

Commissioner Keller made a motion to move the City of Roseville, Development Services Department, Code Enforcement Division grant application to at-risk of disqualification and request they submit a completed Board Authorization Form. The motion was seconded by Commissioner Heywood.

Vote: Motion carried 7-0

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

Commissioner Angell made a motion to move the Excel Roseville grant application to at-risk of disqualification and request they submit a copy of their 501(c)(3) IRS tax determination letter and their most current Tax Form 990. The motion was seconded by Commissioner Speaker.

Vote: Motion carried 7-0

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

Commissioner Keller made a motion to move the Gold Country Chaplaincy grant application to at-risk of disqualification and request they submit a completed Board Authorization Form and the most current tax forms including: RRF-1, IRS 990, and CA Tax Form 199.

The motion was seconded by Commissioner Heywood.

Vote: Motion carried 7-0

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

Commissioner Dement made a motion to move the Homeless Resource Council of the Sierras grant application to at-risk of disqualification and request they submit a completed Board Authorization Form. The motion was seconded by Commissioner Angell.

Vote: Motion carried 7-0

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

Commissioner Angell made a motion to move the Lighthouse Counseling & Family Resource Center grant application to at-risk of disqualification and request they submit a completed Board Authorization Form. The motion was seconded by Commissioner Dement.

Vote: Motion carried 7-0

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

Commissioner Angell made a motion to move the My Mother's Voice grant application to at-risk of disqualification and request they submit a copy of their 501(c)(3) IRS tax determination letter. The motion was seconded by Commissioner Heywood.

Vote: Motion carried 7-0

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

Commissioner Keller made a motion to move the Oakmont High School grant application to at-risk of disqualification and request they submit a signed Assurances and Certification Form. The motion was seconded by Commissioner Heywood.

Vote: Motion carried 7-0

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

Commissioner Angell made a motion to move the Placer County Law Enforcement Chaplaincy grant application to at-risk of disqualification and request they submit a current Roseville Business License and a signed Board Authorization Form. The motion was seconded by Commissioner Keller.

Vote: Motion carried 7-0

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

Commissioner Angell recused herself from discussions regarding Placer County Office of Education (PCOE) as she is an employee of PCOE.

Commissioner Keller made a motion to disqualify Placer County Office of Education for not providing a Board Authorization Form. The motion was seconded by Commissioner Heywood.

Vote: Motion carried 6-0

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

Commissioner Angell excused herself for the remainder of the meeting at 6:24 p.m.

Commissioner Keller made a motion to move the RCONA grant application to at-risk of disqualification and request they submit a signed Assurances and Certification Form and a signed Board Authorization Form. The motion was seconded by Commissioner Dement.

Vote: Motion carried 6-0

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

Commissioner Keller and Commissioner Heywood recused themselves from discussions regarding Roseville Community Concert Band; Commissioner Keller is a personal friend of the grant applicant and Commissioner Heywood's husband is a Board Member.

Commissioner Dement made a motion to disqualify Roseville Community Concert Band grant application for not providing a signed Assurances and Certification Form. The motion was seconded by Commissioner Flynn.

Vote: Motion carried 4-0

Yes: Dement, Flynn, Speaker, Willoughby

Commissioner Dement made a motion to disqualify Roseville Home Start's grant application for not providing a copy of their IRS 990. The motion was seconded by Commissioner Speaker.

Vote: Motion carried 4-0

Yes: Dement, Flynn, Speaker, Willoughby

No: Keller

Commissioner Dement made a motion to move the Me-One Foundation grant application to at-risk of disqualification and request they submit a current Roseville Business License. The motion was seconded by Commissioner Heywood.

Vote: Motion carried 6-0

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

Commissioner Keller made a motion to move the Tommy Apostolos Fund grant application to at-risk of disqualification and request they submit a current Roseville Business License and most recent CA Tax Form 199. The motion was seconded by Commissioner Dement.

Vote: Motion carried 6-0

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

V. Reports/Comments/Commission/Staff

Laura Matteoli stated that Council approved the amended Grants Advisory Guidelines at their meeting on February 17, 2016.

The REACH fund has increased from \$9,500 to \$12,500, increase came from Sacramento Kings game ticket sales and contribution from former City Manager Ray Kerridge.

VI. Adjournment

Commissioner Keller made a motion to adjourn the meeting at 7:05 p.m. The motion was seconded by Commissioner Heywood.

Vote: Motion carried 6-0

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