



**City Of Roseville Grants Advisory Commission**  
**Tuesday, November 10, 2015**  
**6:15 P.M.**  
**Council Chambers**  
**311 Vernon Street**

**I. Roll Call**

**Commissioners Present:**

Jefferson Willoughby (Chair)  
Tina Angell (Vice Chair)  
Audra Flynn  
Dawn Heywood  
Grace Keller  
Eileen Speaker

**City Staff Present:**

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

**Commissioners Absent:**

Stephanie Dement  
Jared Woosley

**II. Minutes of Prior Meeting**

- a. Commissioner Angell made a motion to approve the minutes of the September 8, 2015 meeting. The motion was seconded by Commissioner Heywood.  
Vote: Motion carried 6-0  
Yes: Angell, Flynn, Heywood, Keller, Speaker, Willoughby

**III. Public Comments**

None

**IV. New Business**

**a. Recommendation of Youth Commissioner**

The Youth Commissioner Interview took place at 5:30 p.m., just prior to the 6:15 p.m. meeting. Commissioner Angell made a motion to recommend Wafeeq Ridhaun to serve as the Youth Commissioner for December 2015 to December 2016. The recommendation will go to Council on December 16, 2015. The motion was seconded by Commissioner Heywood.

Vote: Motion carried 6-0

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

**b. Adopt 2016/2017 Grant Application**

Commissioners reviewed the Draft 2016/2017 grant application and suggested additional modifications:

- Edit Budget Tab to read *Program/Project Budget* and edit the instructions to read: *Please provide Budget Income and Expense information for this Grant Application Project or Program on this form. (Funds are awarded July 1. Information included here is for the budget year in which funds are to be used.) Agency Budget information is requested under the Documents tab.*
- Edit the Narrative to read: *Program/Project Budget Narrative (Discuss/justify the items and amounts you entered above.) Provide additional information only if necessary.*
- Edit the Board Resolution requested on the Documents Tab to read: *Signed Board Authorization.*

Commissioner Keller made a motion to adopt the grant application. The motion was seconded by Commissioner Heywood.

Vote: Motion carried 6-0

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

**c. Adopt 2016/2017 CBF and REACH Guidelines**

Commissioner Heywood made a motion to adopt the 2016/2017 Citizens' Benefit Fund and REACH Fund Guidelines. The motion was seconded by Commissioner Flynn.

Vote: Motion carried 6-0

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

**d. Grant Applicant Workshop Preparation**

Staff provided the commissioners with an outline of the Applicant Workshop, the Chairperson and the Vice Chairperson will take the lead on presenting at the workshop. It was agreed to have staff send out a summary with all the new information to agencies along with the invitation to the workshop and to strongly encourage them to participate in the January workshop.

Commissioner Angell made a motion to adopt the Grant Applicant Workshop outline. The motion was seconded by Commissioner Heywood.

Vote: Motion carried 6-0

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

**V. Presentations**

Michael Christensen provided the commission with a presentation on the Brown Act/Conflict of Interest.

**VI. Reports/Comments/Commission/Staff**

Laura Matteoli provided an update on a Grants item going to Council on December 16, 2015.

The Citizens Benefit Fund that we have been working on since April will be going to City Council on December 16<sup>th</sup>, Laura will share a copy of the council communication along with a matrix. These changes and approvals will be in place for the next funding cycle.

Commissioner Heywood has strong concerns on the education removal and will attend the December 16<sup>th</sup> City Council Meeting.

Jared Woosley was thanked for his time and commitment while serving as Youth Commissioner.

Michael Christensen announced this would be the last Grants meeting, Attorney Jonathan Levy now be covering the Grants meetings.

**VI. Adjournment**

Commissioner Angell made a motion to adjourn the meeting at 7:21 p.m. The motion was seconded by Commissioner Flynn.

Vote: Motion carried 6-0

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