

**City Manager's Office** 

311 Vernon Street, Roseville, CA 95678 (916) 774-5362

Minutes

# City Of Roseville Grants Advisory Commission Tuesday, October 8, 2013 5:30 P.M. Council Chambers 311 Vernon Street

#### I. Roll Call

Commissioners present: Tina Angell, Susan Duane, Marilyn Eisner Festersen, Susan

Goto, Pam Herman, Meghan Julin, Eileen Speaker, Jefferson

Willoughby

Staff present: Vicki Philpott, Tivonna Stern, Kelly Wickline

### II. Minutes of Prior Meeting

**a**. Commissioner Herman made a motion to approve the minutes of the September 10, 2013 meeting. The motion was seconded by Commissioner Willoughby.

\*(6 ayes, 0 nos), motion passed.

\*Eisner Festersen was not present for vote

#### III. Oral Communications

None

# IV. New Business

#### a. Historical Assessment of Roseville Grant Program

Commissioners reviewed and discussed the Historical Assessment of the Roseville Grant Program, the first phase of the work plan for the Comprehensive Review Process of the Roseville Grant Program.

Commissioner Herman made a motion to accept the Historical Assessment of Roseville Grant Program and Appendix C; Commissioner Duane seconded the motion. (7 ayes, 0 nos), motion passed.

# b. Update form Grant Application Subcommittee and Adoption of Online Application Questions for 2014/2015

Vicki Philpott provided an update from the subcommittee; minor modifications were suggested.

Commissioners requested the following modifications:

- Question 13 Describe the need for this project or program and evidence of community support.
- Question 14 Define anticipated outcomes for this project/program and how success will be measured.

- Add an additional attachment box titled "Other optional" for applicants wishing to include information in addition to the required documents.
- Restrict the maximum characters to 1,500 for each response.

Commissioner Herman made a motion to adopt the online application as amended. The motion was seconded by Commissioner Eisner Festersen. (7 ayes, 0 nos), motion passed.

# c. Proposed Changes to Policy Manual and Adoption of Changes

Commissioner Willoughby made a motion to approve the proposed changes to the Citizens' Benefit Fund Policy Manual. The motion was seconded by Commissioner Herman.

(7 ayes, 0 nos), motion passed.

## d. Staff Report - Discussion and Adoption of Scoring Criteria

Vicki Philpott identified evaluation criteria to be used during the evaluation of grant applications through the ZoomGrants scoring module.

Commissioner Angell made a motion to approve the evaluation criteria for use during the 2014/15 funding cycle. The motion was seconded by Commissioner Willoughby. (7 ayes, 0 nos), motion passed.

# V. Reports/Comments/Commission/Staff

#### a. Youth Commissioner - Recruitment and Interview Process

The City is currently recruiting for Youth Commissioners for various boards and commissions including the Grants Advisory Commission. Applications are due October 25<sup>th</sup> and the Grants Advisory Commission will be holding interviews on November 12<sup>th</sup> at 5:30pm.

#### b. ZoomGrants – Training for Reviewers

Grant Reviewer training will be held on December 16<sup>th</sup> at 3:00PM. Commissioners stay as long as needed.

Vicki Philpott reminded Commissioners about the Boards & Commissions Dinner being held on October 17<sup>th</sup> 6:00PM at the Timber Creek Ballroom.

Tivonna Stern announced that her maternity leave will begin on December 20<sup>th</sup>, the Attorney's Office will notify us soon as to who will cover the Grants Advisory Commission in her absence.

Commissioner Julin has been speaking with youth interested in being a Youth Commissioner and encouraging them to apply.

Commissioner Herman attended the Sierra College Foundation backpack handout event and found it very rewarding to see what a long-term impact the program has on its recipients.

# VI. Adjournment

Commissioner Eisner Festersen made a motion to adjourn the meeting at 7:00p.m.; Commissioner Duane seconded the motion. (7 ayes, 0 nos), motion passed.