

City Manager's Office

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

Minutes

City Of Roseville Grants Advisory Commission Tuesday, July 12, 2011 7:00 P.M. Council Chambers 311 Vernon Street

a. Roll Call

Commissioners present: Marilyn Eisner Festersen, Pam Herman, Stanford Hirata, Maxine

Sarmiento, Jeff Willoughby, Varun Ved

Staff present: Karen Garner, Kelly Wickline, Michelle Sheidenberger

b. Minutes of Prior Meeting

a. Commissioner Hirata made a motion to approve the minutes of the May 10, 2011 meeting. The motion was seconded by Commissioner Eisner Festersen. (5 aves, 0 nos), motion passed.

III. Oral Communications

Terry Morgan of Gold Country Chaplaincy thanked the Grants Advisory Commission for their hard work and commitment.

IV. New Business

a. Welcome new Commissioner

Item moved to next meeting.

b. Election of Chair and Vice Chair

Commissioner Sarmiento nominated Commissioner Willoughby to serve as the Chairperson for next funding cycle. Commissioner Willoughby appreciated the nomination but wanted to welcome the opportunity to another Commissioner. Commissioner Hirata suggested Commissioner Eisner Festersen and Commissioner Herman as the new Chair and Vice Chair. Commissioner Sarmiento made a motion to appoint Commissioner Eisner Festersen as the Chairperson for the Grants Advisory Commission. The motion was seconded by Commissioner Hirata.

(5 ayes, 0 nos), motion passed.

Commissioner Sarmiento made a motion to appoint Commissioner Herman as the Vice Chairperson for the Grants Advisory Commission. The motion was seconded by Commissioner Hirata.

(5 ayes, 0 nos), motion passed.

c. Award 2011/2012 grant checks

The Commissioners handed out the grant checks to the 2011/2012 grant recipients.

d. Review 2011/2012 grant process

The Commissioners reviewed the 2011/2012 grant cycle process and discussed ideas for improvement.

The following are key points of the discussion:

- Eliminating Q&A and relying only discussion amongst the Commissioners during the first May meeting was a good change, no benefit to bringing back Q&A.
- Process ran smoothly without the "Doting Process", no benefit to bringing it back.
- Updates to the grant application were an improvement.
- It was suggested to move the Required Documents Checklist section moved to page 2, further discussion will happen at when draft application is presented in September.
- Online application submittal has requested by applicants and commissioners. Staff will
 put together costs for different models both full online filing and partial online filing. This
 may require phases and a search for funding.
- It was suggested that the required documents be reduced in some way either by the number of items required or one complete master application with all required documents and nine copies of just the application.
- It was suggested that a system for rating the grant applications be used by the commissioners. The commissioners all seem to like the individual process they use for rating along with the discussion they have at the first May meeting.
- Include a short break at July meetings, after grant checks are distributed.

e. Work plan and calendar of meetings for 2012/2013 funding cycle

General discussion of upcoming funding cycle work plan and calendar.

- No Commission meetings in August, October, December, March and June
- Application and Guidelines will be adopted in November and posted in December
- Subcommittees (if necessary) report out at November meeting
- The Applicant Workshop will be held on January 10, 2012
- Grant Applications due on February 7, 2012
- Funding workshops will be held on May 1st and May 8th

V. Reports/Comments/Commission/Staff

Michelle Sheidenberger – pleased to hear how the commission has evolved through the years, many positive changes.

Karen Garner – will be working to update meeting procedures. Commissioner Eisner Festersen volunteered to help.

Commissioner Ved – look forward to moving to a paperless application process.

Commissioner Herman – thanked staff for all their hard work.

Commissioner Sarmiento – looking forward to further improvements to the process and the next funding cycle.

Commissioner Hirata – thanked Commissioner Willoughby for serving as Chairperson during this last funding cycle; welcomed Commissioner Eisner Festersen and Commissioner Herman to their new positions of Chair and Vice Chair.

Commissioner Willoughby – thanked staff, welcomed Commissioner Eisner Festersen and Commissioner Herman as Chair and Vice Chair. Serving as Chair was a great experience, encouraged by the changes.

Commissioner Eisner Festersen – thanked Commissioner Willoughby for his time serving as Chairperson. Thanked staff and the grant recipients for the hard work.

VI. Adjournment

Commissioner Hirata made a motion to adjourn the meeting at 8:35PM; Commissioner Willoughby seconded the motion. (5 ayes, 0 nos). Motion passed.