

City Manager's Office

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

Minutes

City Of Roseville Grants Advisory Commission Tuesday, July 10, 2012 7:00 P.M. Council Chambers 311 Vernon Street

I. Roll Call

Commissioners present: Marilyn Eisner Festersen, Susan Goto, Pam Herman, Stanford

Hirata, Maxine Sarmiento, Jefferson Willoughby

Staff present: Karen Garner, Kelly Wickline

II. Minutes of Prior Meeting

a. Commissioner Goto made a motion to approve the minutes of the May 8, 2012 meeting. The motion was seconded by Commissioner Willoughby. (6 ayes, 0 nos), motion passed.

III. Oral Communications

Ken Tokutomi of the Placer County Chapter Japanese American Citizens League presented the Grants Advisory Commission with a commemorative thank you gift. The Placer County Chapter JACL received funding in 2011 from the Citizens Benefit Fund that helped to complete a large bronze statue commemorating the "Rescue of the Lost Battalion" that will be dedicated on November 10th at the Bill Santucci Justice Center.

Terry Morgan of Gold Country Chaplaincy thanked the Grants Commissioners for their time and dedication and invited the community to the Veteran Stand Down event being held at the Placer County Fair Grounds September 18th-20th.

IV. New Business

a. Election of Chair and Vice Chair

Commissioner Willoughby nominated Commissioner Herman to serve as the Chairperson for the next funding cycle. The motion was seconded by Commissioner Goto.

(6 ayes, 0 nos), motion passed.

Commissioner Sarmiento nominated Commissioner Goto to serve as the Vice Chairperson for the next funding cycle. The motion was seconded by Commissioner Eisner Festersen.

(6 ayes, 0 nos), motion passed.

b. Award 2012/2013 grant checks

The Commissioners handed out the checks to the 2012/2013 grant recipients.

c. Review 2012/2013 grant process

The Commissioners reviewed the 2012/2013 grant cycle process. Key points of discussion:

- a. Funding Recommendation Meeting:
 - (a) Determine if a uniformed reduction for funding should be established, if so establish before the funding recommendation meeting in May.
 - (b) Determine the weight of those grants receiving 7 recommendations, should those recommendations be reduced further to fund more grants receiving less recommendations?
 - (c) Determine whether grants should be marked with asterisks to be reviewed again if funds run low?
 - (d) Unique Identifier needs to be included on commissioner's handouts.
 - (e) Should repeat awardees be ineligible to apply on a cycle basis?

b. Electronic Submittal

- (a) Process was great improvement for applicants, commissioners and staff.
- (b) Recommend all required documents be attached separately with specific file names.
- (c) Staff is working with IT to move applications submittal to paperless online process.
- (d) Commissioners: Herman, Willoughby and Hirata on subcommittee

c. Funding cap for CBF

- (a) Revisit maximum funding cap for CBF, do smaller amounts make an impact?
- (b) Recent years no one has been fully funded.

4) Setting a Focus

(a) Discuss during September meeting if focus areas should be determined.

d. 2013/2014 Work Plan and Calendar of meetings

The Commissioners reviewed the work plan and calendar for the 2013/2014 Funding Cycle. Commissioner Sarmiento suggested a 5:30PM start time for the May 14, 2013 meeting (Funding Recommendations). Commissioner Sarmiento made a motion to approve the work plan and calendar as amended. The motion was seconded by Commissioner Willoughby.

(6 ayes, 0 nos), motion passed.

V. <u>Reports/Comments/Commission/Staff</u>

Commissioner Sarmiento congratulated the grant recipients for all their hard work through the grant process and in the community.

Commissioner Eisner Festersen congratulated all of the grant recipients and encouraged those in the community to donate to the REACH Fund.

Commissioner Hirata thanked Commissioner Eisner Festersen for serving as the Chairperson during the funding cycle. He congratulated Commissioner Herman and Commissioner Goto on their appointments of Chairperson and Vice Chairperson.

Commissioner Willoughby thanked Commissioner Eisner Festersen for serving as Chairperson and congratulated Commissioners Herman and Goto on their new roles as Chairperson and Vice Chairperson. Commissioner Willoughby was pleased with the new electronic submittal process and confident the process will keep getting better.

Commissioner Goto discussed a recent trip to Denver for the Giving Back Conference. Commissioner Goto welcomed everyone to the upcoming groundbreaking ceremony on July 18th for Roseville City School District's newest Elementary School in the Fiddyment Farm Community.

Commissioner Herman enjoyed handing out the grant checks and appreciated hearing all their thanks, they all do so much for our community and are making a difference.

VI. Adjournment

Commissioner Eisner Festersen made a motion to adjourn the meeting at 8:37PM. The motion was seconded by Commissioner Hirata. (6 ayes, 0 nos), motion passed.