

GRANTS ADVISORY PANEL
Meeting Minutes
June 26, 2014
Charles County Government Building
La Plata, Maryland

Members present: Heather Zeolla, Terry Davis, Rachelle Bartlett, Bob Catlin, Temeka Thompson, Chamar Littlejohn, Greg Early (by phone), and Kim Bender – Staff Support. **Members absent** – Bob Romero and Debra Posey (DFAS Support)

Called to order 2:15 p.m.

Kim passed out the minutes from the May 22, 2014 meeting and copies of the FY15 Application, Budget Report Summary and Review Form.

Correction noted on Rachelle's name spelling in the minutes.

Terry motioned to approve the minutes from the May 22, 2014 meeting as corrected. Rachelle seconded. All in favor.

The discussion on suggestions of how to change the application and review form for FY16:

Suggestion on the Review Form to score if the agency's "need" (financially) the funds. Also, if they do fundraising or "fee for service".

Another comment was - would like to ask and score on how many people they are helping in Charles County.

It was stated that the outcomes were very broad because there wasn't enough space. It was explained that they could expanded, but suggested to remove the table so it doesn't look constricting.

There were a few comments that the number of years an agency has received funding needs to be addressed or if it is one-time funding and possibly give bonus points on the review form for one-time funding.

There was a great deal of discussion on wanting to have the ability to specifically pick & choose what we fund from a request. The process needs to remain objective. Suggestion to move the "points" on the review form more to the funding portion.

Had a discussion on the time-frame we need to complete this. It was explained that the application had to be approved by the Commissioners and on the website by the beginning of November. It was decided to pass the draft application and review form for comments by email. We will meet again in August to review and hopefully have a draft ready to present to the Commissioners in September.

The discussion went back to how to fund specific items with the application. It was suggested to have the agencies complete separate applications for each request/program/project with only needing to submit one set of back-up paperwork. Total request not to exceed \$100K.

It was also brought up about the how informative the interview process was and would like to update the by-laws to reflect to interview every year.

Lastly a comment was made about asking questions about what they did with the previous year's funding. If they met their objectives.

Conclusion

Changes we are going to make:

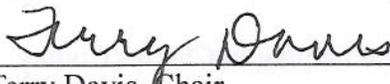
- Number of people served in Charles County
- Score for "need" (financially)
- Different applications per request/project/program
- Add fundraising and/or "fee for service" to the Review Form
- Number of years receiving funding
- Questions on accountability
- Change layout of "Outcomes"

Try to have a draft application and review form ready to email to panel members by July 15th.

Next meeting will be in August.

Adjourned 3:35pm

Approved on 8-21-14



Terry Davis, Chair