

GRANTS ADVISORY PANEL
Meeting Minutes
November 14, 2013
Charles County Government Building
La Plata, Maryland

Members present: Earle Knapp, Siobhan Ponder, Heather Zeolla, Sandy Washington, Terry Davis, Greg Early (arrived at 4:00pm) and Kim Bender – Recording Secretary. **Members absent** – Cathy Meyers and Debra Posey, DFAS Support

Called to order 2:48 p.m.

Heather motioned for the approval of the October 24, 2013 minutes. Second by Terry. All in favor.

Chair / Vice Chair

Discussion on a replacement of the Chair and appointment of Vice Chair. Terry stated that she would go into the Vice Chair position with the knowledge of moving into the Chair position when Earle is replaced on the Panel.

By-laws

Reviewed the By-laws with the Clerk's proposed changes. The Panel requested more time to review them and provide comments to Kim. Kim will email this document to the Panel Members who are not present.

Training Assignments

Wednesday, December 11th, 9:00 – 11:00am

Earle – Introduction, Sections I and II
Siobhan – Section III
Sandy – Section IV
Debbie & Cathy – Section V and Outcomes/Measurements

Thursday, December 12th, 2:00 – 4:00pm

Earle – Introduction, Sections I and II
Siobhan – Section III
Sandy & Terry – IV
Debbie & Heather – Section V and Outcomes/Measurements
Greg – assist where needed

Grant Application Review Scoring Form

Discussion on the Review Form. Would like the Review Form placed on the website so the agencies can review it. Minor changes to the questions and discussion on the point system. Kim will remove the points and send the Review Form out for the Panel to submit their proposal of the point system.

Motion by Terry to finalize the Review Form for approval by the Panel via email. Seconded by Greg. All in favor.

Would like to get the Commissioner approval on the Review Form on December 10th so they can hand it out during the Training Sessions.

Conclusion

Kim will email the Clerk's proposed By-laws changes and the Review Scoring Form to the Panel members.

Adjourned 4:06pm

Approved on 2/5/2014


Earle Knapp, Chair