

Citizens Advisory Commission for Community Grants

September 13, 2018 Meeting Minutes

Meeting began at 5:04pm

PRESENT: Carrie Schena, Jason Telersky, June Caron, Tricia Casey, Mike Apfelberg, Beth Todgham

Meeting Minutes: Motion was made by Beth to approve minutes from May 17, 2018 meeting. Seconded by June. Minutes approved.

Selection of Chair/Next Funding Cycle: Group commended Jason for a job well done in past funding cycle. Mike motioned that Jason continue to chair group; second by June. Motion approved.

Commission Vacancies: Need to fill vacancy created by resignation received in last funding cycle. This "slot" is a board appointed position; recommendations from current CAC members are welcome. Group members are encouraged to make recommendations to be passed along. Need to review current group's appointments to see if there are any other vacancies that need to be filled for upcoming funding cycle. Goal would be to have new person in place when the CAC meets again in October.

Meeting Attendance: Ability of members to participate in meetings remotely was discussed. Need to confirm guidelines.

Meeting Schedule: Tentative schedule for 2018-2019 meetings was discussed. Anticipate a total of six meetings (4 to review applications; 2 to determine funding). Application will be released to agencies on December 4, 2018; submission deadline is January 10, 2019. CAC meetings will fall between January 17 and February 21. Technical assistance session for agencies will be scheduled. All dates are tentative until Mayor Donchess gives date on when budget info is due.

Electronic Application: Carrie has built an electronic version of the application based on the revised version that Trish and Beth worked on. Group reviewed application and how electronic process will work. Work will continue on finalizing the application so it can be sent to the Human Affairs Committee for approval.

Next Meeting: Next meeting of the CAC is scheduled for 5:00pm Thursday, October 11, 2018.

There being no further business, the meeting adjourned at 6:27 PM.

Respectfully submitted, Beth Todgham