

## **CAC Meeting**

### **Thursday, October 3, 2019**

Present: Jason Telerski, June Caron, Beth Todgham, Jenn Bishop, Carrie Schena, Betsy Houde, Lisa Tourangeau, Trisha Casey

Start: 5:05pm

Minutes by: Beth Todgham

Meeting began at 5:37pm

Minutes from the September 12, 2019 were reviewed. Jen motioned to approve the minutes; Lisa seconded. Minutes approved.

### **Reappointments**

Reappointment of those CAC members who are due will be taken up at appropriate Board of Alderman meeting. Those being reappointed do not to be present.

### **Discussion of grant follow-up process:**

- ) Previous process of how group receives follow-up information from agencies receiving city funding was reviewed, along with possible tools to be used to receive this information.
- ) Last year, applicants were required to submit a six-month report and final report as part of the application.
- ) Timing for preliminary report was discussed; since money is not received until August, difficult to have information requested when new application is processed in time for December deadline.
- ) Decision was made to include question about previous grant progress within the actual application with final (more detailed) report included at end of application same as what was done last year.
- ) Applicants will be required to provide final report information even if they are applying for a different program in the current year; process to get similar information from agencies not applying for FY2021 funding to be determined.

### **Financial Information:**

More concise way of collecting financial information on where/how funding comes from for programs was discussed with more emphasis to be placed on whether funding from sources other than the City of Nashua is secured or pending. This update will be combined with the changes discussed at the September meeting with regards to the application containing more detailed financial/budget information about agency/program requesting funding (fund raising, endowment, prior year income/expenses, etc)

### **Harbor Homes request**

- ) Group discussed follow up information provided by Harbor Homes to re-allocate the \$17k they received for the Medical Respite Program into similar programs offered by the agency. Decision was made to recommend that this funding instead be re-allocated to the Harbor Care Clinic - the other program that Harbor Homes that was reviewed in the Community Grant process in the last cycle and received funding for in FY2020.
- ) Commission will require a detailed report on where/how the re-allocated money was spent prior to consideration of any future funding requests from Harbor Homes and its affiliated programs.

- ) Jason will update Mayor Donchess on the status of this grant re-allocation along with the group's recommendations and proceed from there.

### **Other Business**

- ) Carrie is working on date when the application will be released to the agencies and the date for a technical assistance session.
- ) Application due date will be December 18, 2019
- ) Agenda for November meeting will include a review of the process the group uses to review applications

Meeting adjourned: 7:01pm

Next meeting: Thursday, November 13, 2019 / 5:30pm

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