

# Citizens Advisory Commission for Community Grants

## Minutes – 11/15/18

**In attendance:** Carrie Schena (left at 5:32pm), Jason Telerski, Jennifer Bishop-Saucier, Beth Todgham, Tricia Casey

- A.** Meeting called to order at 5:08pm
- B.** Updates from Carrie Schena
  - a. A memo highlighting formatting changes to make the application more user-friendly and to set up for on-line submissions will be sent to Human Affairs for Dec. 10 meeting.
  - b. Carrie will send application to Tricia to test and make recommendations for the character counts.
  - c. Carrie spoke with Mayor Donchess on our behalf to see if there were any priorities related to the City's annual and long term plans. Mayor Donchess responded that the work of the Committee should continue as an independent process.
  - d. Funding levels should be similar to the previous year.
- C.** Technical Assistance meetings
  - a. Application will be available Dec. 4, 2018 with a deadline of Jan. 10, 2019
  - b. Wednesday, December 12, 2018 at 11am at City Hall
- D.** Membership
  - a. Alderman McCarthy had introduced a nomination for Betsy Houde which was delayed to December due to Alderman McCarthy's untimely passing.
  - b. Carrie is checking on quorum requirements in case a member is only available remotely.
- E.** Next steps
  - a. Review meetings will start Thursday, Jan. 17 at 5pm and go for six weeks through Feb. 21, 2019
  - b. Jason will sort the applications for committee members to take the lead on as we did last year.
  - c. Committee members will self-identify for conflicts
  - d. Committee discussed approach to scoring applications; elements for consideration are:
    - i. Final Recommendation Report/Summary
      - 1. Program/agency summary
      - 2. Community need
      - 3. Program/agency meets need
      - 4. Financial need of program/agency
      - 5. Comments
      - 6. Recommended funding
  - e. Tricia will review and update the grant reporting requirements and send to the committee for consideration and then to Carrie to update with the application.

Meeting adjourned at 6:31pm

Respectfully submitted, Tricia Casey