

City of Takoma Park, Maryland
GRANTS REVIEW COMMITTEE
Minutes

DATE: Thursday, January 15, 2020
TIME: 6:30 p.m. to 8:00 p.m.
LOCATION: Takoma Park Community Center
Council Conference Room, 3rd Floor

Members Present: Nadine Bloch (Ward 3), Rachel Branaman (Ward 6), Jay Keller (Ward 3), Susan Rosenblum (Ward 3), Nicole Ferraiolo (Ward 1).

Staff Present: Grayce Wiggins, Housing Manager; Jennifer Hale, Grants Coordinator, Department of Housing and Community Development

1) Call to order and welcome

Jennifer Hale called the meeting to order at 6:30 PM and welcomed the members of the Committee. New member Nicole Ferraiolo (Ward 1) was welcomed to her first meeting of the GRC.

2) Housekeeping

Meeting notes opened and the primary note-taker selected; Jay Keller moved to adopt the minutes for the December 05, 2019 Grants Review Committee meeting Susan Rosenblum seconded the motion.

3) Update on new members and applicants

Jen Hall provided an update on Council appointments to the GRC Committee. She informed the group that a new applicant applied via the Volunteer Match posting. The applicant's application is working through the process.

The upcoming GRC renewals and expirations were also discussed. Jay Keller and Nadine Bloch's current term on the GRC will expire in June 2020, and they are not eligible to renew without term limit extensions. Rachel Branaman's term will expire in 2020 as well, but she is eligible to renew.

The group then discussed whether term limits could be extended to three terms instead of two. And outreach for new members was stressed as a priority.

4) Grantee events and audits

Jen Hale discussed best practices for auditing grantee events and committed to sharing a new auditing template with the group to help systematize the information being gathered.

Inviting Councilmembers to events was also discussed as a way to help grow support for the Community Grants Program. Upcoming auditing opportunities for members were highlighted.

5) Audit reports

Nadine Bloch, Susan Rosenblum, and Jay Keller discussed their recent sight visits to grantee events.

6) FY21 Community Grants cycle overview

Jen Hale provided an overview of the upcoming FY21 Community Grants application and reminded the group that the Proposed Schedule, as well as the Application Questions, could be found in the group Dropbox account.

Jen Hale also discussed ongoing outreach and promotion efforts by staff and what GRC members can do to help promote the application. Jen Hale committee to sharing sample text the GRC could use when posting information online.

7) Recommendations to Council draft document

Ways to incorporate grantees into a presentation to Council about the Community Grants Program were discussed, including presentations, testimonials, and performances.

Possible dates for a presentation in mid-February were discussed. It was acknowledged that this was subject to the City Council schedule.

The FY19 Impact Statement was provided to the GRC. The document was also provided to City Council and is ready to be posted to the City website.

8) Meeting Adjourned at 8:45 PM.