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## Meeting Minutes – Grants Review Committee

Tuesday, March 1, 2022

Scheduled Meeting Time: 6:30 p.m. – 7:45 p.m.

Location: Zoom Virtual Webinar

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GRC Attendees: Jim Sebastian, Keli Cochran, Mark Swartz, Nadine Bloch, Lucy Moore, Nicole K. Ferraiolo, Susan Rosenblum, Derek Shiau.

Staff Attendees: Grayce Wiggins, Housing Manager. Jennifer Hale, Grants Coordinator.

Absent: Mike Schoenke

### **Call to Order and Welcome**

The meeting was called to order at 6:35 PM. Attendance was noted and notes were opened.

Mark Swartz moved to adopt the February 1, 2022 meeting minutes. Nikki Ferriolo seconded.

Susan Rosenblum raised voting on the GRC officers nominated during the previous meeting.

Nadine Bloch recommended a formal consensus process and the GRC agreed. Nadine Bloch guided the group through the process which resulted in the appointment of the following officers to a one-year position on the GRC: Susan Rosenblum, Chair, Jim Sebastian, Vice-Chair, Niki Ferraiolo, Secretary.

### **New Member Checklist**

Susan Rosenblum reminded the new officers of the requirement to complete the opens meetings training.

Susan Rosenblum also reminded the GRC to complete the conflict of interest form and provide Jen Hale with a headshot, if they hadn't already done so.

### **Staff Updates**

Grayce Wiggins provided a staff update on the new leadership at the City and within the Department of Housing and Community Development. Ms. Wiggins stressed the importance of GRC members liaising with their Councilmember to advocate for the Quality of Life Grant Program and continued funding. Ms. Wiggins also mentioned that members should continue to invite council members to site visits.

Ms. Wiggins also informed the GRC of the launch of the SPARK grant program, a small grant program for small projects that are not 501c3s. Derek Shiau asked if the SPARK grants would be under the purview of the GRC. Jen Hale described the review process for the SPARK grants and let the GRC members know that they are eligible to participate in the review panel, but that it is separate from their duties on the GRC.

Jen Hale updated the GRC on the current FY23 Grant Applications and ongoing promotional efforts. She also shared boiler-plate promotional language for the GRC to share with their networks to help promote the application open period.

Susan Rosenblum mentioned the reopening of the Community Center for In-person Committee meetings (optional). Nikki Ferriolo suggested that the GRC revisit in-person meetings once a pediatric vaccine

becomes available. The GRC agreed.

### **Site Visit Reports**

Jen Hale solicited volunteers for MC Media Visit on March 3, at TPMS 3-5 PM. Susan volunteered to do the visit on March 3rd and 10th, Mike S. may be able to attend on March 10th, which would be his first site visit.

Susan Rosenblum and Jim Sebastian provided their report on their visit to the CreateArts virtual classroom.

Nikki Ferraiolo and Lucy Moore provided their report of their site visit to Dance Exchange.

### **Grantmaking and Reporting**

Jen Hale provided an update on the Draft FY21 Report to Council. Susan Rosenblum and Jen Hale reported on their work on the report. They will share the report with the larger GRC once it is drafted.

Jen Hale provided a Foundant Training for New Members

### **Adjourn**

Meetin adjourned at 7:45 PM.

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