

City of Takoma Park, Maryland
GRANTS REVIEW COMMITTEE
Minutes

DATE: Thursday, December 5, 2019
TIME: 6:00 p.m. to 8:00 p.m.
LOCATION: Mansa Kunda Restaurant, 8000 Flower Ave, Takoma Park, MD 20912

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

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

Guests Present: Kate Stewart (Mayor), Talisha Searcy (Ward 6), Kacy Kostiuk (Ward 3).

1) Call to Order and Welcome

- a) Jennifer Hale called the meeting to order at 6:20 PM and welcomed the members of the Committee, staff, and distinguished guests.

2) Housekeeping

- a) Meeting notes opened and primary note-taker selected;
- b) Jay Keller moved to adopt the minutes for the September 17, 2019 Grants Review Committee meeting Susan Rosenblum second the motion.

3) Update on new members and applicants

- a) Jen Hall provided an update on Council appointments to the GRC Committee. On October 2, 2019, the City Council adopted Resolution 2019-46 appointing two new members: Nicole Ferraiolo and Tawanda Anderson (both Ward 1). Nicole Ferraiolo (Ward 1) will begin serving in early 2020 following maternity leave. Tawanda Anderson resigned her appointment due to an unexpected relocation out of Takoma Park.

4) Group Discussion (60 mins)

- a) Susan Rosenblum and Rachel Branaman shared their insights on the Nonprofit Montgomery: Metrics, Outcomes & Responsible Evaluation workshop they attended in November. Both deemed the training to be a valuable resource for local nonprofit organizations looking to improve their ability to report out program success metrics to funders and supporters. Making a similar training available to City Grantees was discussed as a way to help grantees increase their capacity and long-term sustainability. Jen Hale will follow up with Non-profit Montgomery to explore possible partnerships that would provide these trains to City grantees in the future.

- b) Susan Rosenblum reported on her experience auditing City Grantees and Councilmember Kostiuk (Ward 3) shared her experiences visiting Crossroads Community Food Network Healthy Eating classes with Susan Rosenblum. It was reiterated that the GRC and City Staff are committed to auditing all programs and bringing along City Council to observe programs in action whenever possible.
 - c) Update on Impact Report by Jennifer Hale
 - i) Jen Hale updated the GRC and guests on the FY19 Impact Statement Draft and plans to present it to Council in the coming new year. The importance of evaluating City-funding programming was emphasized by guest and Committee members. Various efforts are underway to gather and report out success metric for each City-funded program through the Community Grants Program.
 - d) Update on new grant cycle and related activities by Grayce Wiggins and Jennifer Hale
 - i) FY21 Grantmaking and Meeting Calendar was discussed and Committee members were asked to provide feedback.
 - ii) Grayce Wiggins discussed leadership changes taking place at City Grantee organizations (e.g. Crossroads Community Food Network and Docs in Progress), and city staff's approach to managing transition with minimal interruption to programming.
- 5) Meeting Adjourned at 6:45 PM. GRC Holiday Dinner followed meeting and concluded at 8:00 PM.

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