

City of Takoma Park, Maryland  
**GRANTS REVIEW COMMITTEE**  
**MINUTES**

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**DATE:** Tuesday, May 3, 2022

**TIME:** 6:30 p.m. to 7:45 p.m.

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**LOCATION:** Zoom Virtual Meeting: <https://us06web.zoom.us/j/81986553199>

A. Call to Order and Welcome

- [Meeting Notes](#) opened (Derek)
  - Attendees: Jennifer Hale, [Susan Rosenblum](#), Mark Swartz, [Nicole K. Ferraiolo](#), Jim Sebastian, Derek Shiau, Makena Kirkham
- [Adoption of Minutes](#) (April 20, 2022)
  - Move to Adopt: Nicole
  - Second: Jim

B. GRC Administration

- Housing & Community Development (HCD) Transition (Makena Kirkham, HCD Coordinator)
  - Makena will be filling in until we can find a permanent replacement for Jen. Makena will be the point of contact for the City of Takoma Park. HCD coordinator - been there about 3 months. David Eubanks, Acting Director for the Department of Housing and Community Development will be helping out in the meantime, taking over Grayce's role on the committee. David was unable to attend this week.
- [Vaccination Attestation](#)
  - Please submit if you haven't already done so
- [Stipend Selection Form](#)
  - Please submit if you haven't already done so
- Submission of [FY 21 GRC Report to Council](#)
  - Sent over to Council. If they have questions, they'll get back to us.

C. GRC Presentation to Council of FY23 Funding Recommendations

- June 1, 2022 - Council Meeting at 7:30 PM
  - Susan, Jim, and Derek will be presenting. This will be an in person meeting, though some people may be joining virtually (Zoom link available). But if available, please all GRC members try to attend the meeting as questions may pop up. The City Council members will get information, such as list of applicants, info on programs, presentation, etc. Then the following week they get a draft ordinance and a cover memo. We may get questions on why some organizations did not get funded. Do not compare the merits of one organization to another. It's more so that we couldn't fund everyone. Presentation is a good opportunity to talk about the selection process.

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- Date for “dry-run” (May 24- afternoon; TBD)
  - Makena will get back to us about time on May 24th for “dry run”
- [FY23 Recommendations Doc](#) (last call for edits)
- [FY23 PPT](#) (please review)

D. Site Visit Reports

- [Per Scholas](#) (Susan Rosenblum)
  - National Program - 20 different locations around the country. Program office in Silver Spring. Visited on 4/14/22 with Councilmember Kacy Kostiuik. There were 4-5 people there. Students and teachers were very engaged. They acknowledged that they had challenges in recruiting Takoma Park residents to the program (none of the current students there were from TkPk). It’s a full time 12 week program. They will try to do paid internships and gave recommendations for community-based groups to connect with. Building is set up like a corporate office, nicely furnished, office spaces, etc. so students get a feel for a professional work environment. Employers make themselves available during the professional development portion. Strengthening the employer’s portion is tough but crucial towards success.
- [MC Media Youth Media Academy](#) (Susan Rosenblum and Mike Schoenke)
  - Took place at the Takoma Park Middle School. Gave basic skills on video and editing, etc. This is an after school program. Site visit conducted during the wrap up session of the program. Students presented clips of various documentaries students created with cameras, such as PSAs, Climate Changes, interviews with City Leadership. They gave students a survey about what they already knew about doing Media, using various jargon. Then at the end, they gave them the same questionnaire then they walked through what they said. They referred to training as a “club”, and they said favorite thing was learning how to be an actor, director, etc. Program drove up interest in Media and production.
- [ECC Site Visit Report](#) (Nadine Bloch and Kelli Cochran)
  - Nadine is out of the country and Kelli is not present. Will save this for next time.

E. Outstanding program visits

- Scheduled May 17th: [Community Bridges](#) (Nikki)
- Canceled, need to reschedule: [Carpe Diem](#) (Mark Swartz and Derek Shiau)
  - There are site visit reports for FY21 for previous art events. Carpe Diem has done their required site visits, but this would be a different program and we hope to get this done before the end of June.
- Need to schedule: ESYDA and Cyberninjaz (Jen to reach out prior to last day to set up)
  - Please let Jen know if anyone interested in doing this site visit, she’ll connect before she departs.
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E. Farewell and “Send-Off” Event for Grayce and Jen

- Jen’s last day in town is May 15th. Will try to meet up before then. Jen will talk to Grayce and we’ll try to find an outdoor venue, like the Republic, to meet up before they go.

F. Adjourn

- Moving forward, we may not need to meet every month. Calendar invite is a monthly recurring calendar invite, but if there's no need to, GRC can make that call.
- City of Takoma Park has earmarked \$100k in ARPA funds for workforce development

Resources

- [Dashboard](#)
- [Site Visit Reports](#)
- [FY21 GRC Report to Council](#)
- [FY21 PPT to Council](#)
- [FY21 Funding Recommendations Document](#)
- [FY23 Grant Making Calendar](#)
- [Committee Code of Conduct](#)
- [Open Meeting Act](#)
- [GRC Roster](#)