

GRANTS ADVISORY PANEL
Meeting Minutes
October 24, 2013
Charles County Government Building
La Plata, Maryland

Members present: Siobhan Ponder, Heather Zeolla, Sandy Washington, Terri Davis, and Kim Bender – Recording Secretary. **Members absent** – Earle Knapp, Cathy Meyers, Greg Early, and Debra Posey, DFAS Support

Called to order 3:35 p.m.

Heather motioned for the approval of the September 12, 2103 minutes. Second by Sandy. All in favor.

Started reviewing the draft application with the Commissioner's suggestions.

Discussion on the administrative costs and how that would affect the application.

Requested for Earle to speak of the (Commissioner's suggestion – grant awards should align to their..) Goals and Objectives – Do they only want agencies that only fit into the goals and objectives based on their funding request (to apply) and not all of the agencies? - Are we going to exclude those agencies that don't fit into this category).

Section III (Application) – discussion on “reserve funding” – Is this good or bad? – Removed from application – kept in review form.

Section V (Application) - #6 - 2 years is good, put in actual date. #7 & #8 – extend to 24 months.

In discussion the Commissioner's suggestion of Administrative costs – add a percentage of program column to the Grant Budget/Reporting Summary.

Motion by Terri to approve application as amended. Siobhan seconded. All in favor.

Motion by Terri to approve the Grant Budget/Reporting Summary as amended. Second by Siobhan. All in favor.

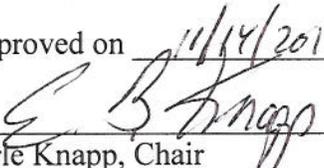
Conclusion

Commissioner's agenda item – Follow-up Grant process on **October 29, 2013 at 4:30pm** in the Commissioner Meeting Room.

Kim will email the FY15 Application and Reporting Form to the Panel members.

Adjourned 4:44pm

Approved on 11/14/2013



Earle Knapp, Chair