

GRANTS ADVISORY PANEL
Meeting Minutes
September 12, 2013
Charles County Government Building
La Plata, Maryland

Members present: Earle Knapp, Cathy Meyers, Siobhan Ponder, Greg Early, Heather Zeolla, Sandy Washington, Terri Davis, Debra Posey, DFAS Support and Kim Bender – Recording Secretary. **Members absent** – none; **Guest** – David Eicholtz, Acting Director Fiscal & Administrative Services

Called to order 2:06 p.m.

Dave Eicholtz spoke to the Panel briefly concerning the Agenda item on for Tuesday, September 17 at 4:30pm from the Commissioners to review the process of the grants. The Panel discussed.

Approval of Minutes

Motion by Cathy to approve the November 29th minutes as originally presented. Seconded by Heather. All in favor.

Motion by Earle to approve the July 17th minutes. Seconded by Cathy. All in favor.

Discussion was brought up about how agencies count/measure clients. Is it actually providing service or just contact with a potential client. It is difficult to know how each agency is funding clients because of the many different factors that each agency faces.

Discussion on the concerns of an organization that you know that makes a wonderful impact on the community, but doesn't know who to write a grant. Cathy stated that during the training she has offered her assistance to all agencies.

Discussion on the 18 month timeframe for the IRS990 and Audit submission dates. It was said that it is law that an agency whose fiscal year ends June 30th, must have their IRS990 and Audit complete and submitted to Maryland and Feds by December 31st. Will discuss further at the next meeting.

Conclusion

Commissioner's agenda item – Grant process on **September 17, 2013 at 4:30pm** in the Commissioner Meeting Room.

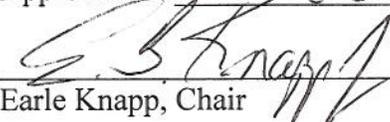
Debbie will email the FY13 Final Reporting results to the Panel members.

Next meeting on **October 10, 2013 at 2:30pm**, we will review the changes for the FY2015 Application and Scoring Form.

Adjourned 3:19pm

Approved on

10-24-13



Earle Knapp, Chair