

**GRANTS ADVISORY PANEL**  
**Meeting Minutes**  
August 21, 2014  
Charles County Government Building  
La Plata, Maryland

**Members present:** Heather Zeolla, Terry Davis, Rachelle Bartlett, Bob Catlin, , Greg Early (by phone), and Kim Bender – Staff Support. **Members absent** – Bob Romero, Temeka Thompson, Chamar Littlejohn and Debra Posey (DFAS Support)

Called to order 2:20 p.m.

Kim passed out the minutes from the June 26, 2014 meeting and copies of the FY15 Draft Application and Draft Review Form.

Heather motioned to approve the minutes from the June 26, 2014 meeting. Terry seconded. All in favor.

There was a discussion on the audit and a suggestion of (the County) doing audits at 3 agencies throughout the year. There was another suggestion of the Panel members doing an on-site visit to the agencies.

Discussion on asking and scoring on “how many times an agency has received funding from the County”. Need to ask specific questions on each project.

It was mentioned that duplication of services should also be scored.

Suggestion made to make section IV as a separate sheet. Agencies will only fill out sections I – V once and the funding section for each program/project they are requesting funding.

Next meeting scheduled for September 11, 2014.

Discussion on attendance and making it mandatory. Will discuss at next meeting.

Terry adjourned at 3:40, Heather seconded. All in favor.

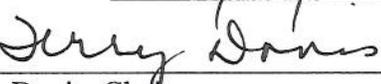
**Conclusion**

Changes we are going to make to the application and review form:

- Move section IV as an addendum to application.
- Add asking how many times they have received funding and duplication of services on both application and review form.

Try to have a draft application and review form ready to email to panel members.

Next meeting will be in September 11, 2014.

Approved on 9/17/14  
  
\_\_\_\_\_  
Terry Davis, Chair