

GRANTS ADVISORY PANEL
Meeting Minutes
September 17, 2014
Charles County Government Building
La Plata, Maryland

Members present: Heather Zeolla, Terry Davis, Rachelle Bartlett, Bob Catlin, Bob Romero, Temeka Thompson, **Members absent** – Greg Early and Chamar Littlejohn.

Staff Support present: Debra Posey and Kim Bender

Called to order 2:09 p.m.

Kim informed the Panel that their Agenda request to get on the Commissioners agenda to approve the FY16 Documents was moved up to September 23rd at 2:30 by request of the Commissioners.

Kim passed out the minutes from the August 21, 2014 meeting and copies of the FY16 Draft Application and Draft Review Form.

Heather motioned to approve the minutes from the August 21, 2014 meeting. Terry seconded. All in favor.

There was discussion to make several changes to the Draft application.

Rachelle motioned for Kim to make the changes and email the final Draft out to the Panel members for approval. Terry seconded the motion and all were in favor.

Then there was discussion on the Budget summary & reporting form. Don't need any changes for the application, Debbie has a total sheet that links the project sheets that she already uses for Catholic Charities. The form will be handled on the award side of the process.

Discussed the dates the Panel will hold mandatory training on the new application and review form. The following dates were scheduled:

Thursday, November 20, 2014 from 10:00 A.M. to 12:00 P.M.

Wednesday, December 10, 2014 from 2:00 P.M. to 4:00 P.M.

The Panel then discussed the Review Scoring Form and the points assigned to each section.

Terry motioned to send the final draft of the Review Scoring Form by email to Panel members for approval. Rachelle seconded. All in favor.

Rachelle adjourned at 4:00, Heather seconded. All in favor.

Conclusion

Kim will make the requested changes to the final drafts of the FY16 Application for Grants Awarded by the Board of County Commissioners and the Review Scoring Form. She will email both out to the Panel for approval.

Terry will be presenting the Application and Review Scoring Form to the Commissioners for approval next Tuesday, September 23, 2014 at 2:30pm in the Commissioner Meeting Room. Please attend if able.

Training sessions were scheduled for November 20th and December 10th.

Kim did inform the Panel that a meeting will be scheduled for October to review the Training Session process and appoint sections to present.

Approved on 10/16/14

Terry Davis
Terry Davis, Chair