

GRANTS ADVISORY PANEL
Meeting Minutes
March 19, 2014
Charles County Government Building
La Plata, Maryland

Members present: Heather Zeolla, Terry Davis, Greg Early, Rachelle Bartlett, Bob Catlin, Ellis Craig, Chamar Littlejohn, Bob Romero, Temeka Thompson, John Waddell, Debra Posey (DFAS Support) and Kim Bender – Staff Support. **Members absent** – none

Past Members present: Earle Knapp, Cathy Meyers, and Sandy Washington

Called to order 2:10 p.m.

Debbie gave an overview of the Grant Panel and how this transition meeting was going to proceed today. She passed out several handouts for everyone (By-laws, Grant process timeline and the ethics acknowledgement).

Terry motioned to approve the minutes from the February 5, 2014 meeting. Heather seconded. All in favor.

Carol DeSoto (from the Commissioner's office) came into the meeting and swore all the members of the new Panel in to the Oath of Office.

A review of the grant application process was done going over the timeline. We passed out a copy of a blank FY15 application and review form to everyone.

The Panel members discussed the process and items they would look for on the application.

It was decided that another meeting would be helpful for the new Panel members after they have had a chance to review a few applications. A meeting was set for April 4, 2014 at 2:00pm.

New interview dates were set for May 7th, 8th, 14th, and 15th from 1:00 – 4:00pm each day. Kim will set up the schedule and mail out new letters to applicants.

Conclusion

Next meeting Friday, April 4, 2014 at 2:00pm.

Interviews scheduled for May 7th, 8th, 14th, and 15th from 1:00 – 4:00pm each day.

Kim will mail out all interview letters.

Each new member picked up copies of all of the applications for review.

Adjourned 3:41pm

Approved on 4-4-14

Terry Davis
Terry Davis, Chair