City Manager's Office
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Minutes

City Of Roseville Grants Advisory Commission
Tuesday, September 13, 2011
7:00 P.M.
Council Chambers
311 Vernon Street

I. Roll Call

Commissioners present: Pam Herman, Stanford Hirata, Jeff Willoughby, Diana Galvan, Susan Goto, Maxine Sarmiento, Varun Ved,

Staff present: Karen Garner, Kelly Wickline, Straun Boston

II. Minutes of Prior Meeting

a. Commissioner Willoughby made a motion to approve the minutes of the July 12, 2011 meeting. The motion was seconded by Commissioner Hirata.
(6 ayes, 0 nos), motion passed.

III. Oral Communications

None.

IV. New Business

a. Welcome new Commissioner
Newly appointed Commissioner Diana Galvan, was welcomed to the Grants Advisory Commission.

b. Review 2012/2013 Draft Funding Cycle Calendar
Commissioners reviewed the draft funding cycle, no changes needed. Calendar will be placed on November agenda for final approval.

c. Review 2012/2013 Draft Grant Application
Staff noted additional changes needed to the updated grant application. Staff will make updates and bring back to November meeting for final approval.

d. Review 2012/2013 Draft Guidelines
Commissioners reviewed and began discussions on funding limits. When funding amounts have been confirmed staff will notify the commissioners so they can work through their suggestions of funding limits. Approval of the Guidelines will be on the November agenda.

V. ***Reports/Comments/Commission/Staff***

Kelly Wickline provided the Commissioners with a summary of the Final Reports of the 2010/11 funding cycle. Commissioners discussed if there was a need to change the policy regarding unused funds by grant recipients. Currently grant recipients have one year (fiscal) to use grant funds. After discussion the commission felt at this time there was no need to change the policy.

Karen Garner supplied the Grants Advisory Commission with a staff report regarding the conversion to electronic grant application submittals. The process would need to be a multi-year conversion allowing time to research, analyze and budget for programs or services that support digital applications. Staff recommends a subcommittee further research conversion to an electronic grant submittal. Commissioners Willoughby and Commissioner Galvan volunteered for the subcommittee and will return with their recommendation.

VI. Adjournment

Commissioner Willoughby made a motion to adjourn the meeting at 7:52PM; Commissioner Hirata seconded the motion. (6 ayes, 0 nos). Motion passed.