In attendance:
Committee Members:
In person: Amy Russell, Ann Flynn, Cathy Ray, Doug Clarke, Kate Burger, Kim Robinson, Liz Ward, Mark Mickey

Absent: Ray Hemachandra

County Staff: Rachael Sawyer Nygaard, Sara Joss, Angelyn Johnson (virtual), Angelica Tyler

Opening Remarks
Kate Burger called the meeting to order.

Approval of Minutes
Amy Russell made a motion to approve the minutes from February 1, 2024, and Ann Flynn seconded the motion. The minutes were unanimously approved.

Old Business

- There was no old business.

New Business

- Conflict of Interest Disclosures:
    - A list of committee members' potential conflict of interest disclosures were included in the meeting packet. Committee members with conflicts will recuse themselves from scoring or advocating for those projects.
- Budget Reviews:
    - Staff have completed the budget reviews for all applications and have put notes in the "Comments" tab within the evaluations.
    - The review included:
        - Is the form complete?
        - Are they using our budget template form?
        - Is the project less than 30% of the org. budget?
        - Do the budget and budget narrative match/is the request reasonable given what they are proposing?
        - Are all proposed expenses allowable?
        - Do proposed revenue and expenses match?
        - Are additional notes needed for proposed expenses?
    - The committee previously decided if an applicant didn't use the provided template, they would receive a score of "1" on their budget
- Discussion of questions for applicants:
    - The deadline to submit follow-up questions for applicants is Monday, 3/11 at 8:00 am. Staff will send those questions to the applicants and the deadline for applicants to respond is 3/18

at 5:00 pm. Staff will upload their responses to the "documents" tab within the evaluation and also email a copy to committee members.

- o Some topics the committee discussed include:
  - It is challenging to identify measurable objectives for some of the applications
  - They would like more info about the pending grants in the proposed revenue section of the budget (i.e. award dates, etc.)
  - Should it be taken into consideration when an organization has a large budget with significant cash reserves but are asking for grant funding? It was decided that committee members should consider this when scoring the budget.
  - The committee feels the quality of the applications have increased.
  - Some organizations applied for multiple projects both within this grant program as well as within other county grant programs. This is allowable as long as they are applying for different projects.
  - The committee discussed how to consider current performance of grantees who are applying for additional funding. The results question asks returning grantees to describe their project results achieved for the current year. Committee members also have access to their quarterly reports which are published online each quarter.
  - Amy discussed the possibility of using a Public Health student to help gather and analyze data.

Announcements:

- The scoring deadline is April 2nd at 5:00 pm.
- The committee will develop two separate funding scenarios this year. One will assume the fund amount remains at $900,000. They will also develop a scenario in case the budget increase request is granted and the fund increases to $1,000,000.

Next Meeting – There will be two meetings next month: April 4th and April 18th, 2024, from 1:00 – 2:30 pm – 200 College St Room 310