



Strategic Partnership Grants Committee

February 2, 2023

1:00 – 2:30 pm

200 College Street, Room 310

In attendance:

Committee Members:

In person: Amy Russell, Cathy Ray, Chuck Rosenblum, Doug Clarke, Liz Ward, Mark Mickey, Ray Hemachandra

Virtually: Kate Burger

Absent: Kim Robinson

County Staff: Rachael Nygaard, Sara Joss, Angelyn Johnson, Angelica Tyler, Matt Baker

Opening Remarks

Kate Burger called the meeting to order and welcomed new member: Amy Russell, Cathy Ray and Mark Mickey.

Approval of Minutes

Liz Ward made a motion to approve the minutes from December 1, 2022 and Ray Hemachandra seconded the motion. The minutes were unanimously approved.

Old Business

- There was no old business

New Business

- Election of Vice Chair:
 - Due to Annie's departure from the committee, the Vice Chair position is currently vacant. Chuck Rosenblum nominated Ray Hemachandra. Staff requested committee members notify them if any other committee member would like to nominate themselves another committee member for the vice chair position. Staff will create a ballot for voting at the next committee meeting.
- Grant Review Planning
 - Scoring Tool: Staff reviewed the scoring tool for this year.
 - Software Instructions: Staff reviewed the instructions for scoring the applications in the software.
 - Methodology for recommendations: Staff reviewed the methodology used last year. A handout that outlines the methodology was included as part of the meeting packet. The committee discussed the option of dividing up the applications among committee members instead of all members reviewing every application. However, they decided to continue reviewing all applications for now. This can be revisited if there is a significant increase in the number of applications received.
 - Projects funded for 3 years: staff reviewed the list of projects that have been funded for 3 years. Staff reached out to the organizations for these projects to remind them of the 3 year



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limit. Staff reminded the committee that this limit is per project, not per organization, so they may see applications for other projects from these organizations.

- The committee reviewed this year's timeline:
 - 2/10 at 5:00 pm – application deadline
 - 3/2 at 1:00 pm – Committee meeting
 - 3/13 at 8:00 am – deadline for committee member to submit questions for applicants
 - 3/20 at 5:00 pm – deadline for applicants to submit responses to committee questions
 - 4/4 at 5:00 pm – deadline for committee members to submit final scores for applications
 - 4/6 at 1:00 pm – Committee meeting
 - 4/20 at 1:00 pm – Committee meeting
 - 4/27 at 1:00 pm – Committee meeting (if needed)
 - 4/28 – Grant recommendations due to County Budget Office

Announcements:

- There were no announcements

Next Meeting – Next meeting is March 2, 2022 at 1:00 pm – 200 College St Room 310