

May 12, 2015

**MINUTES OF A MEETING OF THE GRANTS COMMITTEE,  
TORRANCE PARKS AND RECREATION COMMISSION**

**1. CALL TO ORDER**

The Grants Committee convened at 6:00 p.m. on Tuesday, May 12, 2015 in the West Annex 2<sup>nd</sup> floor conference room, Torrance City Hall.

**2. ROLL CALL**

Present: Commissioners Baxter and Chairperson Hays.

Absent: Commissioner Greenberg.

Also Present: Senior Business Manager Minter\* and Senior Senior Administrative Assistant Rosell.

\*Senior Business Manager Minter arrived at 6:48 p.m.

**MOTION:** Chairperson Hays moved to grant Commissioner Greenberg an excused absence for the May 12, 2015 Grants Committee meeting. Commissioner Baxter seconded the motion; a roll call vote reflected unanimous approval.

**3. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Baxter moved to accept and file the report of the City Clerk on the posting of the agenda. Commissioner Hays seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Greenberg).

**4. APPROVAL OF MINUTES**

**4A. MINUTES OF MARCH 31, 2015**

**MOTION:** Commissioner Baxter moved to approve the March 31, 2015 Grants Committee meeting minutes as presented. Chairperson Hays seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Greenberg).

**4B. MINUTES OF APRIL 14, 2015**

**MOTION:** Commissioner Baxter moved to approve the April 14, 2015 Grants Committee meeting minutes as presented. Chairperson Hays seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Greenberg).

**5. ACCEPT AND APPROVE ADDENDUMS TO NARRATIVES AND FINANCIAL STATEMENTS TO CLOSE THE 2014 NON-PROFIT SOCIAL SERVICES GRANT PROGRAM**

Senior Administrative Assistant Rosell reported that Cancer Support Community, Providence Little Company of Mary, and Torrance-South Bay YMCA provided further information as requested. She reported that staff members have reviewed these addendums and recommend that the Committee approve them to close the 2014 Non-Profit Social Services Grant Program.

**MOTION:** Chairperson Hays moved to accept and approve the addendums from Cancer Support Community, Providence Little Company of Mary, and Torrance-South Bay YMCA and to forward the amended Financial and Narrative Statements from the 2014 Non-Profit Social Service Grants Program to the Parks and Recreation Commission. Commissioner Baxter seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Greenberg).

## **6. NON-PROFIT GRANT PROGRAM REVIEW AND DEVELOPMENT**

Senior Administrative Assistant Rosell offered regrets that Senior Administrative Analyst Orpe could not be here this evening. She stated that it looks unlikely that the Committee would be able to complete its review of the Grants Program by June in order to implement it in August, noting that the Parks and Recreation Commission does not meet in July. She asked the Committee to consider if it wants the Program to begin in August as it always has, to implement only the items that have been approved, or to push back the implementation date to the fall or January 2016. She noted that when the Program begins in August it overlaps with the Program from the year before, with both running simultaneously until January.

Commissioner Baxter stated that he would prefer to present the entire Grants Program to the Commission and City Council rather than only parts of it.

Members reviewed three draft Mission Statements provided in Attachment B. It was noted that the first one had the broadest interpretation and, following discussion, members decided to accept it but to delete the word "important."

**MOTION:** Commissioner Baxter moved to approve the draft Mission Statement 1: "The City of Torrance Community Services Grant Program identifies, supports, promotes, and evaluates services which are provided by locally-based non-profit organizations." Chairperson Hays seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Greenberg).

Committee members next reviewed Grant Categories on page 3 and determined, following a brief discussion, that the word "change" should be changed to "impact."

**MOTION:** Chairperson Hays moved to accept Grant Categories as presented but to substitute the word "change" with "impact." Commissioner Baxter seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Greenberg).

Committee members discussed Funding Strategy and decided that they need to clarify the grant giving strategy if they do not receive applications for a designated category or amount, or if there are no acceptable applicants in a particular category.

Referring to Eligibility, Commission Baxter suggested changing “The Grantee’s program shall begin within 180 days of the grant award” to 90 days. He noted that, even though 180 days is the industry standard, it would make it difficult to monitor the program midway through the year.

**MOTION:** Commissioner Baxter moved to approve the Eligibility category as presented with the exception as follows: “The Grantee’s program shall begin within 90 days of the grant award.” Chairperson Hays seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Greenberg).

During discussion of Additional Considerations on page 4, it was noted that the requirement that youth programs must serve youth enrolled with Torrance Unified School District did not include home-schooled, private, or permit students. It was decided to change the requirement to within the boundaries of the School District.

**MOTION:** Chairperson Hays moved to accept Additional Considerations with the following change: “Youth programs must serve Torrance youth enrolled within the boundaries of the Torrance Unified School District.” Commissioner Baxter seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Greenberg).

During discussion on Funding Exclusions, questions were raised about nationally-sponsored organizations, athletic sponsorships, and memberships. It was noted that the YMCA is a nationally sponsored organization but then it was pointed out that the exclusion includes the word donations. It was decided to exclude athletic sponsorships for individuals and teams and to include the word professional before memberships. They directed staff to bring back further clarification on those three areas.

When Senior Business Manager Minter arrived, members explained their concerns regarding the timeline of the Program’s cycle. Senior Business Manager Minter noted that the current Program could be kept as it is until next year when the Program’s goals and objectives have been determined. He mentioned the possibility of changing the Grants Committee from an ad hoc committee to a standing committee that meets regularly. He stated that he thought it possible to complete everything in June and offered to try to narrow down the timeline.

Members and staff discussed the suggestion to only allow awardees to apply every three years, noting that the same agencies apply every year; however, by increasing promotion of the Program, there would be a larger pool of applicants to choose from. Members decided that agencies should be able to apply every year as they may be accomplishing a worthwhile service. Staff raised the possibility of giving repeat organizations a lower score but it was decided that they should be scored the same.

The categories of Application Process and Elements of the Application Packet on page 7 were accepted as presented. Under Application and Documentation, it was decided that applicants need to provide proof of eligibility of 501(c)3 non-profit status and staff offered to check if they must also have Section 2370 1d of the California Franchise Tax Code as stated under Eligibility on page 4.

Referring to the Review Process on Page 9, Commissioner Baxter suggested that staff bring back old applications for members to try ranking them with the proposed Section Points Value. He suggested amending the paragraph 4 under Scoring to read

Deborah Schaffer  
Recording Secretary

“Average scores are ranked per grant and funding category to determine a prioritized list of qualified proposals” and to amend paragraph 6 to read “Selected Agencies will be recommended to the Parks and Recreation Commission and subsequently to Torrance City Council for review/approval.” Staff advised that there should be a 65 or 70 minimum score in order to qualify.

Discussion centered on what to do in the event that there is a tie. It was decided to delete paragraph 5 stating that applicants would be asked to make a presentation to the Committee. Staff stated that the process needs to be transparent and that there has to be a point during the meeting for public comment. It was noted that the public would have the ability to comment on the overall scores that are presented but scores would not be adjusted. Staff stated that a tie-breaker would be resolved by a Committee member making a motion to award one of them.

Following a brief discussion regarding Grantee Reporting, it was decided to add the verbiage “May be subject to site visit.” It was noted that with six awards, there would be two visits and mid-year reviews per member, although some agencies would not be appropriate to visit.

**6. ADJOURNMENT**

**MOTION:** At 8:35 p.m., Chairperson Hays moved to adjourn the meeting to Tuesday, June 9, 2015 at 6:00 p.m. at the West Annex 2<sup>nd</sup> floor meeting room, Torrance City Hall. Commissioner Baxter seconded the motion and, hearing no objection, it was so ordered.

###

Approved as submitted June 9, 2015 s/ Rebecca Poirier, City Clerk
---