

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

**1. CALL TO ORDER**

The Grants Committee convened at 6:02 p.m. on Wednesday, June 8, 2016 in the West Annex meeting room, Torrance City Hall.

**2. ROLL CALL**

Present: Committee Members Greenberg\*, Reilly, and  
Committee Chairperson Baxter.

Absent: None.

Also Present: Senior Business Manager Minter and  
Senior Administrative Analyst Orpe.

\*Commissioner Greenberg arrived at 6:10 p.m.

**3. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Reilly moved to accept and file the report of the City Clerk on the posting of the agenda. Commissioner Baxter seconded the motion; a roll call vote reflected 2-0 approval.

**4. APPROVAL OF MINUTES**

**4A. MINUTES OF MAY 11, 2016**

**MOTION:** Commissioner Reilly moved to approve the May 11, 2016 Grants Committee meeting minutes as presented. Commissioner Baxter seconded the motion; a roll call vote reflected 2-0 approval.

**5. NEW BUSINESS**

**5A. DISCUSSION AND REVIEW OF 2017 GRANT APPLICATION**

Senior Administrative Analyst Orpe presented the Social Services Grant Application (Attachment A) approved by the Committee on July 21, 2015. He requested that the Members review, provide input, and approve the application for the 2017 Grant Program, noting that no changes have been made except for dates. He briefly reviewed the sections of the application: I. Summary Information, II. General Information, III. Program Information, IV. Program/Project Budget Sheet, V: Proof of Non-Profit Status, and Statement of Intent on Agency Letterhead.

Commissioner Reilly recommended adding "Title" and "Alternate Contact" on the Summary Information sheet. She raised the possibility of questioning if additional funds are needed to execute the program. She withdrew her suggestion when Senior Administrative Analyst Orpe explained that the Mid-Year Status Report allows agencies

to explain if they are having difficulty spending the funds or if they anticipate having problems completing the project.

Senior Business Manager Minter explained that, if an agency uses the funds for something other than the stated purpose or if the full amount is not spent, a warrant for payment would be issued. He noted that the purpose of the Financial and Narrative Statements is for agencies to detail how the funds were spent. He stated that Members could consider conducting site evaluations prior to granting awards.

Commissioner Baxter questioned if the application might be too onerous, and Senior Administrative Analyst Orpe stated that he spoke with a grant writer who assured him that it is within appropriate parameters.

**5B. DISCUSSION OF NON-PROFIT MAILING LIST**

Senior Business Manager Minter noted that the mailing list for 71 Non-Profit organizations was included in agenda materials. He stated that applicants would have the ability to complete applications online or submit them by mail or in person.

Commissioner Greenberg added organizations to the list and Members were encouraged to send any additional names to Senior Administrative Assistant Rosell.

Commissioner Reilly requested that staff provide a master list of past applicants and recipients, and Senior Business Manager Minter offered to bring back a five year matrix to the August meeting.

Commissioner Baxter suggested sharing the mailing list with the Social Services Commission, and staff stated that they would work with the liaisons for that Commission. He noted the nexus between the Parks and Recreation Commission and the Social Services Commission and raised the possibility of orienting the Grants Program towards recreational programs in the future.

Staff explained that the Social Services Commission is still defining their mission and that there has been no direction from City Council to change anything at this time. A brief discussion centered on narrowing or changing the scope of the Grants Program. Staff explained that changing the target categories would need to be done early in the grant process, in the first part of the year.

**5C. DISCUSSION OF THE GRANT TIMELINE**

Staff presented the proposed Grants Committee Calendar.

**6. ADJOURNMENT**

**MOTION:** At 6:55 p.m., Commissioner Reilly moved to adjourn the meeting to August 10, 2016 at 6:00 p.m. at the West Annex meeting room, Torrance City Hall. Commissioner Greenberg seconded the motion; a roll call vote reflected approval.

Approved as submitted August 10, 2016 s/ Rebecca Poirier, City Clerk
--

###

Deborah Schaffer  
Recording Secretary

2

Parks and Recreation Commission  
Grants Committee  
June 8, 2016