

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

1. CALL TO ORDER

The Grants Committee convened at 6:22 p.m. on Tuesday, July 21, 2015 in the West Annex 2nd floor conference room, Torrance City Hall.

2. ROLL CALL

Present: Commissioners Baxter and Greenberg.

Absent: Commissioner Reilly.

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

3. AFFIDAVIT OF POSTING

MOTION: Commissioner Greenberg 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 unanimous approval (absent Commissioner Reilly).

4. APPROVAL OF MINUTES

4A. MINUTES OF JUNE 9, 2015

MOTION: Commissioner Greenberg moved to approve the June 9, 2015 Grants Committee meeting minutes as presented. Commissioner Baxter seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Reilly).

5. NON-PROFIT GRANT PROGRAM REVIEW AND DEVELOPMENT

5A. ACCEPT AND APPROVE THE 2016 NON-PROFIT SOCIAL SERVICES GRANT PROGRAM APPLICATION

Senior Administrative Analyst Orpe noted that a draft Non-Profit Agency Grant application, Application Packet Checklist, Grant Program, Eligibility, and Evaluation Criteria were included in attachments. He added that a list of definitions may be added to assist applicants through the application process.

Commissioner Baxter initiated a brief discussion on ways to reach a broader range of non-profit organizations. Senior Administrative Analyst Orpe stated that staff is working to put the grant information and application on the City's website and Events Calendar.

When Commissioner Greenberg suggested mailing a postcard to all registered non-profit organizations in the City, staff stated that it would be more cost effective to send out e-mail blast notices.

In response to Commissioner Greenberg's inquiry, Senior Administrative Assistant Rosell stated that she is working with CIT to expand the outreach method. She added that there are approximately 100 agencies on the mailing list; however, every year approximately 30 applications are returned because the agency is no longer operational.

Commissioners reviewed the revised grant materials and application and offered minor corrections. It was noted that the Parks and Recreation Commission and City Council would have the opportunity to make any additional revisions.

MOTION: Commissioner Greenberg moved to approve the 2016 Non-Profit Social Services Grant Program Application as amended. Commissioner Baxter seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Reilly).

5B. SELECT STANDING DAY AND TIME FOR THE GRANTS COMMITTEE MEETINGS

Senior Business Manager Minter presented staff's recommendation that Grants Committee meetings be held on the second Wednesday of the month prior to the Parks and Recreation Commission meetings. He stated that the Committee would need to set a consistent meeting date and time, and adjourn to the next scheduled meeting. He added that it would only be necessary to meet five to seven times during the year.

In response to Commissioner Baxter's inquiry, he explained that the Grant Committee could not operate as an ad-hoc committee because the program does not have a singular focus and sunset. He informed the Committee that a new Community Services Commission is being formed that would focus on veterans, homeless, and special needs, with an anticipated start date in January 2016.

Members expressed support for the Committee to meet immediately before regularly scheduled Parks and Recreation Commission meetings. Following discussion, it was determined that meeting at 6:00 p.m. would allow them sufficient time.

MOTION: Commissioner Greenberg moved that the Grants Committee standing meetings be held on the second Wednesday of the month at 6:00 p.m. in the West Annex Commission meeting room. Commissioner Baxter seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Reilly).

6. ADJOURN

MOTION: At 7:02 p.m., Commissioner Baxter moved to adjourn the meeting to Wednesday, September 9, 2015 at 6:00 p.m. at the West Annex meeting room, Torrance City Hall. Commissioner Greenberg seconded the motion; a roll call vote reflected unanimous approval.

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