

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

1. CALL TO ORDER

The Grants Committee convened at 6:03 p.m. on Tuesday, April 14, 2015 in the West Annex 2nd floor conference room, Torrance City Hall.

2. ROLL CALL

Present: Commissioners Baxter, Greenberg, and Chairperson Hays.

Absent: None.

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

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 Greenberg seconded the motion; a roll call vote reflected unanimous approval.

4. NON-PROFIT GRANT PROGRAM REVIEW AND DEVELOPMENT

Senior Business Manager Minter thanked Committee members for their diligence and discussion at the March 31 Grants Committee meeting. He noted that, in an effort to assist the Committee in the evaluation process, staff has prepared the checklist in Attachment A. He stated that the first area on the checklist is Oversight that includes Review the History of the Program, Confirm the Mission of the Grants Program and Grants Committee, Identify the Goals of the Grants Program, Develop a Grants Giving Strategy, and Define the Number and Value of Grants Awarded.

Senior Administrative Analyst Orpe distributed and reviewed "A Historical Summary of the Grants Program." He noted that child care, senior citizen services, and domestic violence have been consistent categories since 1984 when the Grants Program was developed. He stated that they could choose to create additional categories, refine them, or keep them as they are now. He noted that defining available categories would assist them in the grants giving process, especially if they decide to limit the number of awards for each category.

Staff distributed "What the Human Resources Commission Grant Program Achieves" that was provided to City Council in 1992. Manager Minter stated that the Committee's goal is to develop a mission statement that is clearer for the Committee, Commission, City Council, and applicants, and to identify the types of organizations that they want to support that they feel have genuine needs in Torrance. Analyst Orpe stated that the mission statement is the overarching idea but it is really the goals and objectives that link the grant categories. Manager Minter discussed ways that the City supports non-profit agencies and discussion centered on how to identify and satisfy community needs that the City is not meeting. Commissioner Baxter raised the possibility of partnering with other organizations that provide support. It was decided to use the

former mission statement on page 2 but to add key phrases such as “critical needs” and “impact Torrance residents.”

MOTION: Commissioner Hays moved to direct staff to wordsmith and bring back a proposed Mission Statement, including key phrases as discussed. Commissioner Greenberg seconded the motion; a roll call vote reflected unanimous approval.

Committee members and staff next discussed the third item on the checklist: Identify the Goals of the Grants Program. Manager Minter noted that current grant categories are Child Care, Health Care, and Human Services. It was decided to eliminate the category of Child Care and to add “youth” under Human Services.

MOTION: Commissioner Greenberg moved to have two grant categories, Health Care and Human Services, and to add Youth under Human Services. Commissioner Baxter seconded the motion; a roll call vote reflected unanimous approval.

Manager Minter left the meeting at 6:55 p.m.

Analyst Orpe clarified that defining how the Grants Program is helping agencies and specifying Torrance residents and Torrance-based, local non-profit organizations all fall under Develop a Grants Giving Strategy. He asked if members wanted to include any other topics and it was determined to add “not limited to” in order to assist applicants. He read from a 1987 summary of qualifications that included that awards should be for: direct client-oriented services and not operating costs, Torrance-based or provide proof of service to Torrance residents, funding for one project only and not a commitment for continued financial support, and must show proof of non-profit status. He stated that these qualifications could be put in the Notice of Funding.

Referring to Define the Number and Value of Grants Awarded, Analyst Orpe read the amounts requested from last year and it was determined that the majority of applicants asked for the maximum amount. Following discussion, it was decided to offer one \$5,000 and two \$2,500 grants under Health Services and one \$5,000 and two \$2,500 grants under Human Services for 2016-2017. Administrative Assistant Rosell clarified that they could try this and in the next grant period choose in advance to reallocate the amounts being offered. Commissioner Greenberg suggested stipulating that awardees must wait three years before applying for a grant again.

MOTION: Commissioner Hays moved to offer one \$5,000 and two \$2,500 grants under Health Services and one \$5,000 and two \$2,500 grants under the category Human Services for 2016-2017, for a total of \$20,000. Commissioner Greenberg seconded the motion; a roll call vote reflected unanimous approval.

6. **ADJOURNMENT**

MOTION: At 7:42 p.m., Commissioner Baxter moved to adjourn the meeting to Tuesday, May 12, 2015 at 6:00 p.m. at the West Annex 2nd floor meeting room, Torrance City Hall. Commissioner Hays seconded the motion and, hearing no objection, so ordered.

Approved as submitted May 12, 2015 s/ Rebecca Poirier, City Clerk

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