

**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, June 9, 2015 in the West Annex 2<sup>nd</sup> 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. APPROVAL OF MINUTES**

**4A. MINUTES OF MAY 12, 2015**

**MOTION:** Commissioner Hays moved to approve the May 12, 2015 Grants Committee meeting minutes as presented. Chairperson Baxter seconded the motion; a roll call vote reflected unanimous approval.

**5. NON-PROFIT GRANT PROGRAM REVIEW AND DEVELOPMENT**

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 reviewed the draft 2016 Life Cycle on page 5, Attachment B, noting that the Grants Committee would meet five or six times in the timeline. He stated that the Grant Notice of Funding Availability would be announced on August 1 by direct mail, Daily Breeze, and the City's notification methods. He noted that applications would be due on August 31, Committee review on October 8, Parks and Recreation Commission review and approval on November 11, and City Council review and approval on December 1.

In response to Commissioner Baxter's inquiry, Senior Administrative Analyst Orpe relayed the City Attorney's advise that "To be considered, a grant applicant must provide with its application proof of non-profit status under Section 501(c)3 of the

Internal Revenue Code or Section 23701(c) or (d) of the California Revenue and Taxation Code.” He added that staff would verify current status of applicants with the Internal Revenue Service. It was decided to do due diligence initially before the October meeting and not to chase applicants down if something is missing. He reviewed the remainder of the Life Cycle and stated that he intends to develop a new form for Financial and Narrative Statements.

Responding to Chair Hays’ inquiry, he stated that members would be able to take and score the applications at home before the October meeting if they wanted.

Senior Business Manager Minter informed members that by definition standing committees should have set meeting dates and times. He noted that the West Annex meeting room is available on the fourth Monday of the month and that a bigger room is needed to accommodate the public.

Referring to the application, Commissioner Baxter suggested changing Health Care to Health Services for consistency. He stated that he looked up definitions and that health services included hospitals, public clinics, and nursing facilities while human services included housing, shelter, sports and recreation programs, and youth programs.

Commissioner Greenberg pointed out that some organizations may ask for less than \$2,500, and Senior Business Manager Minter stated that the intent of set amounts is to provide structure for staff, the Committee, and applicants.

Following a brief discussion, it was decided to delete “or funded less than the amount requested” on page 5 of the application and to combine D and E on page 4.

**MOTION:** Commissioner Baxter moved to approve the Non-Profit Agency Grant Application and Application Packet Checklist as amended. Commissioner Greenberg seconded the motion; a roll call vote reflected unanimous approval.

Staff and Committee members reviewed the Scoring Rubric and Evaluation Criteria. It was noted that Project Description is weighted twice as much as Grant Program Goals and that it could be modified next year if decided.

Discussion centered on what to do in the event of a tie. Senior Business Manager Minter stated that ultimately the onus lies with Committee members, that a member would move to award one of them, and there would be a second or not. It was noted that there would be no negotiation, and once scores are submitted they could not be changed. Commissioner Baxter recommended devising a predetermined tie-breaker scoring system, Commissioner Greenberg concurred, and various scenarios and bonus points were considered.

It was decided to determine the outcome of tie-breakers by looking at the following levels 1) a bonus point awarded if one applicant is a Torrance-based organization, 2) a bonus point if one applicant has not been awarded a grant in the previous year, 3) drop the lowest score and recalculate the average, and 4) decide by discussion.

**MOTION:** Commissioner Greenberg moved to approve the tie-breaker scoring system in the event of a tie. Commissioner Baxter seconded the motion; a roll call vote  
Deborah Schaffer 2 Parks and Recreation Commission  
Recording Secretary Grants Committee  
June 9, 2015

reflected unanimous approval.

Commissioner Baxter recommended changing “should” to “must” and to remove the word “probably” under Grant Program Goals on page 7.

**6. ADJOURNMENT**

**MOTION:** At 7:55 p.m., Commissioner Baxter moved to adjourn the meeting to Monday, August 24, 2015 at 7:00 p.m. at the West Annex meeting room, Torrance City Hall. Commissioner Greenberg seconded the motion; a roll call vote reflected unanimous approval.

Approved as submitted  
July 21, 2015  
s/ Rebecca Poirier, City Clerk