

**Citizens Advisory Commission for Community Grants
Meeting Minutes
Thursday, October 15, 2020**

Present: Jason Telerski, June Caron, Beth Todgham, Jenn Bishop, Carrie Schena,
Betsy Houde, Lisa Tourangeau

Guests: Donna Albertelli Collins and Carolanne Caron, Greater Nashua Mental Health

Absent: Tricia Casey

Start: 6:00pm

Minutes by: Beth Todgham

Motion to accept the minutes from the September 17, 2020 was made by Betsy, seconded by Jennifer. Roll call vote. Minutes were approved.

Request from Greater Nashua Mental Health: Commissioners discussed request from Greater Nashua Mental Health that funds remaining from a 2020FY grant for their Drug Court Parenting Program be moved forward to cover the program at a future date. Program was suspended due to Covid 19. Motion to approve the modification made by Beth, seconded by Betsy. Roll call vote. Motion approved. GNMHC requested a copy of the minutes of this meeting approving the request for their auditors.

Selection of Chair for upcoming fiscal year: Jason Telerski was nominated to continue as chair and cited for the outstanding job he has done in leading the group the past two years. Motion made by June, seconded by Beth. Roll call vote. Motion approved by all Jason abstained.

Discussion/updates to online application and review process: Commissioners discussed a number of items relative to the application and review process for FY2022, including:

-) Procedure by which a member not able to attend a meeting is able to share their observations and recommendations with the group.
-) Changing the rating scale to 0-10 for the coming year to allow more range in the process.
-) Adjusting the section requesting information on clients served to get more accurate information. Section will be expanded to include sections for "How many clients are served", "How many units of service are provided", and "How do you define 'units of service'"? Information will be requested at the agency level and, if appropriate, at the program level.
-) Reviewed information supplied by organizations under a fiscal agency arrangement to confirm that applications include the information needed to understand the organization's leadership and financial structure and not that of the Fiscal Agency.
-) Discussed replacing request for letters of support with request for MOUs and/or Partnership Agreements.
-) Carrie was asked to tweak application so, when printed out, the application includes the entire answer to a question. Answers are currently being cut off when printed out by the agency.

- J Carrie will look at the Program Budget section to make it easier to read when reviewed on screen or printed out.
- J Continue to request that attached documents be named in a way that identifies them easily (use abbreviations instead of complete agency name?)
- J Replace the mission and history questions with one that asks: "How has your organization evolved over the years to address the changing needs of your clients and our community?"
- J Decided against adding a question asking for a story about someone helped by the program; it is asked in one of the other questions, so not necessary. Will add Agency Story as one of the attachment options, if organization would like to include it.
- J Discussed consistent ways to work with organizations that cannot provide 990 and/or audit for their organization.
- J Confirmed that Schedule R on the 990 form includes information on organizations that benefit from financial support from closely-related foundations so there is no need to include a specific request for this information on the application.

Discussion of FY22 timeline:

- J Application release date was tentatively scheduled for Wednesday, December 2, 2020.
- J Applications will be due on January 6, 2021.
- J First Commission review session will be held on Thursday, January 14, 2021 Meetings will be scheduled for 5:30pm.
- J Reviews will run over an eight week period; schedule will be adjusted depending on number of applications received and if snow dates are needed.
- J Final recommendations should be ready to go to the Mayor on same schedule as last year.
- J Should plan that all meetings will be held on Zoom.
- J Carrie will schedule technical assistance meetings, if needed.

Other Business

- J Carrie will work on making suggested updates to the application and send it to Jason and Beth for proofreading.
- J Since changes are minor, she anticipates sending a letter to the Human Affairs Committee confirming that fact, without sending the entire application for review.
- J Members whose terms have expired were asked to please confirm their reappointment with the Mayor's office so the recommendations can go to the Personnel Committee when it meets in December. Requests can be sent to Carrie who will forward them to the Mayor's office.

Motion to adjourn made by June, seconded by Jen. Roll call vote. Meeting adjourned at 7:21pm

Next meeting: Thursday, January 14, 2021 (5:30pm)