

# City of Bethel Community Action Grant Technical Review Board Meeting Minutes

November 29, 2017

Regular Meeting 6 p.m.

Bethel, Alaska

**I. CALL TO ORDER**

MEETING CALLED TO ORDER AT 6:00 p.m.

**II. ROLL CALL**

BOARD MEMBERS PRESENT:

Sarah Angstman, Eileen Arnold, Jennifer Dobson, Louise Russell, & Leif Albertson.

**III. PEOPLE TO BE HEARD**

Jon Cochrane – Thanked the Board Members for their service. Spoke to the needs & goals for the Winter House

**IV. APPROVAL OF AGENDA**

<b>MOVED:</b>	E. Arnold	Approval of agenda
<b>SECONDED:</b>	J. Dobson	
<b>VOTE ON MAIN MOTION</b>	5-0 All in favor	

**V. SPECIAL ORDER OF BUSINESS**

A. Election of Chair & Vice-Chair

<b>MOVED:</b>	L. Russell	Nomination of Jennifer Dobson for Chair
<b>SECONDED:</b>	E. Arnold	
<b>VOTE ON MAIN MOTION</b>	5-0 All in favor	

<b>MOVED:</b>	L. Russell	Nomination of Eileen Arnold for Vice-Chair
<b>SECONDED:</b>	S. Angstman	
<b>VOTE ON MAIN MOTION</b>	5-0 All in favor	

B. Brief Overview of Committee Responsibilities & Rules – an oral overview of the Committee’s responsibilities & rules was given by the Bethel City Clerk

**VI. NEW BUSINESS**

A. Review/Revise the Community Action Grant Forms & Process Related to the Timeline for the Submissions, Application, Review & Evaluation of the Grant

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## CAG Overview – Funding Exclusions

<b>MOVED:</b>	E. Arnold	Motion to Strike the line
<b>SECONDED:</b>	L. Albertson	Salaries, stipends, tips or rewards;
<b>VOTE ON MAIN MOTION</b>	5-0 All in favor	

## CAG Review Process – General Process

<b>MOVED:</b>	L. Russell	Motion to Strike Required & insert
<b>SECONDED:</b>	S. Angstman	invite
<b>VOTE ON MAIN MOTION</b>	5-0 All in favor	

## CAG Review Process – Review Criteria

<b>MOVED:</b>	E. Arnold	Motion to strike the guidelines for numeric scores.
<b>SECONDED:</b>	L. Russell	<p><b>Request Summary &amp; Project Details</b>          strike with measurable outcomes,          strike Project addresses a clearly          defines community need and insert          Application includes a statement of          need, under the next line insert          estimated in front of number of          people this project will impact.          Under the last line of this section          strike identifiable staff for this          project with their roles and relevant          experience and insert Identify          Individuals involved with the project          with their roles and relevant          experiences.</p> <p><b>Budget for Project</b>          Strike is budget complete and insert          is budget complete, clear and          detailed, second line strike entire          line and insert proposed expenses          are reasonable, strike project is          sustainable, strike resources other          than community grant, on the last          sentence after budget insert</p>

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		including matching funds if applicable. <b>Subjective Criteria</b> Strike project is a priority for the community and insert project meets funding priorities. Strike strong focus on community needs and insert meets community needs, number three, strike organization and insert applicant.
<b>VOTE ON MAIN MOTION</b>	5-0 All in favor	

### CAG Application

<b>MOVED:</b>	L. Albertson	<b>Cover Page</b> – strike Business License numbers for city and state. <b>Project Summary</b> – Under Coordination & Collaboration strike Your Agencies
<b>SECONDED:</b>	L. Russell	
<b>VOTE ON MAIN MOTION</b>	5-0 All in favor	

### CAG Agreement

<b>MOVED:</b>	S. Angstman	Motion to strike – one year from the date of Grant approval by the City Council. And insert -The grant funds should be used within the time frame outlined in the application submission but not to exceed one year from the date of Grant approval by the City Council.
<b>SECONDED:</b>	E. Arnold	
<b>VOTE ON MAIN MOTION</b>	5-0 All in favor	

B. Establish Possible Dates for Next Meeting

## VII. COMMISSION REPRESENTATIVES COMMENTS

S. Angstman – Glad to be here.

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- E. Arnold – None
- J. Dobson – Snacks
- L. Russell – Good working group
- L. Albertson – Thanked everyone for coming.

## VIII. ADJOURNMENT

<b>MOVED:</b>	E. Arnold	Motion to adjourn
<b>SECONDED:</b>	L. Russell	
<b>VOTE ON MAIN MOTION</b>	5-0 All in favor	

Meeting Adjourned at 8:17 p.m.

Respectfully Submitted:

  
Jennifer Dobson, Chairman

APPROVED THIS 5 day of sept. 2018.

ATTEST: 