



CITY OF SIMI VALLEY

COMMUNITY PROJECTS GRANT REVIEW COMMITTEE

Thursday, May 3, 2018, 6:30 p.m.

Simi Valley Public Library, Community Room

2969 Tapo Canyon Road, Simi Valley, CA 93063

AGENDA

1. Call to Order/Welcome/Pledge of Allegiance/Roll Call

2. Agenda Review

3. Approval of Minutes

4. Public Statements/Comments

This is the time allotted for statements or comments on matters within the subject matter and jurisdiction of the Community Projects Grant Review Committee. Time allotted for statements and comments will be determined based upon the number of individuals that indicate a desire to speak.

5. New Business

a. Presentation of FY 2018-19 Community Projects Grant Funding Requests

b. Discussion of FY 2018-19 Community Projects Grant Funding Requests and Recommended Awards

6. Community Projects Grant Review Committee Member Comments

This is the time allotted for Community Projects Grant Review Committee member statements or comments on matters within the subject matter and jurisdiction of the Community Projects Grant program or to request a future agenda item. This is also the time to make any announcements related to community events and other items of interest.

7. Adjournment

/s/

Mara Malch

Deputy Community Services Director

If any interested individual has a disability that may require accommodation to participate in this meeting, please contact Community Services staff at (805) 583-6861. Upon advance notification, reasonable arrangements will be made to provide accessibility to the meeting.

DRAFT MINUTES

1. Call To Order/Pledge of Allegiance/Roll Call

Jennifer Santos called the meeting to order and noted that a quorum was present at 6:40 p.m.

Attendance Detail		
Position	Representative	Attendance
Council On Aging	Janet Plant	P
Neighborhood Council #1	Shawne Brooks	A
Neighborhood Council #2	Timothy (TJ) McInturff	P
Neighborhood Council #3	Amin Maghsoodi	P
Neighborhood Council #4	Cindy Cole	P
Youth Council	Humna Ahmad	P
Community at Large	Mary McPherson	P
Alt. Council On Aging	Jerie St. Germain	P
Alt. Neighborhood Council #1	Gary King	P
Alt. Neighborhood Council #2	Jayesh Patel	P
Alt. Neighborhood Council #3	Ian Davis	P
Alt. Neighborhood Council #4	Ana Posadas	P
Alt. Community at Large	Sneha Sundaram	A
<i>Attendance Key: P= Present; A= Absent</i>		

2. Agenda Review

It was noted that a revised agenda was distributed to include a notation for accessibility accommodations.

3. Public Statements/Comments

Approximately five representatives from the applying agencies expressed their appreciation to the Community Projects Grant Review (Review Committee) for their time and dedication with reviewing the funding requests.

One audience member mentioned having difficulty in reading the Summary of FY 2018-19 Funding Requests due to the font size. Staff informed them it was available on the City’s website and the zoom could be adjusted to accommodate individual viewing.

4. Informational Presentations

- a. Overview of the Community Projects Grant Program and Role of the Review Committee

Jennifer Santos, Management Analyst provided an overview of the Program and role of the Review Committee.

- b. Overview of the Public Meeting Procedures and the City's Code of Ethics and Conduct for Elected Officials and Members of Appointed Boards, Commission, and Committees

Ms. Santos informed the Review Committee about the parameters of the Brown Act and the importance of ensuring that official business is conducted openly and with transparency so members of the public can attend meetings and participate in the decision-making process. She also provided an explanation about the requirements of the City's Code of Ethics and the importance of maintaining public confidence in the integrity of local government and its effective and fair operation.

6. New Business

- a. Discussion of Criteria to Evaluate FY 2018-19 Funding Requests

The Review Committee was provided suggested evaluation criteria as a starting point for the discussion. After discussion, it was the consensus of the Review Committee implement the following procedure. The Review Committee will review all funding requests thoroughly prior to the meeting on May 3, 2018. Each member will rank the requests based on his/her individual perspective and come with open mind to hear the benefits of and needs for each program or project from the applying agencies. Members of the public will be able to speak during the Public Statements/Comments period. The time allotted to each speaker will be based upon the number of persons wishing to speak. Each applicant will be allotted three minutes to present under the New Business section of the meeting. The Review Committee requested that the applicants address the following in their presentations: community need, community benefit/impact, number of people served, type of program/project (new, existing, capital project), new or previous recipient, percentage of the grant benefitting Simi Valley residents, and sustainability or future benefit of the program/project. Upon conclusion of the presentations, the Review Committee members will be able to ask follow up questions and then discuss the merits of the applications. The Review Committee members will identify the common rankings and use the discussion to narrow down to a final list recommended for funding. The Review Committee's recommendations will be presented to the City Council at one of its June 2018 meetings.

b. Selection of Committee Chair

Gary King and TJ McInturff both expressed an interested in being nominated as the Review Committee Chair. Due to Ms. Brooks not being able to attend the meeting as the Neighborhood Council #1 representative, staff confirmed that Mr. King would be eligible to be nominated as the Chair and would fill in as the Neighborhood Council #1 representative.

A motion was made by Mary McPherson and seconded by Janet Plant to nominate as Gary King as Chair of the Review Committee.

The motion passed unanimously.

7. Community Projects Grant Review Member Comments: None
8. Adjournment: Thursday, May 3, 2018, 6:30 p.m.

The meeting was adjourned at 8:14 p.m.

CITY OF SIMI VALLEY • MEMORANDUM

DATE: April 26, 2018

TO: Community Projects Grant Review Committee Members

FROM: Mara Malch, Deputy Community Services Director

SUBJECT: DISCUSSION AND RECOMMENDATION OF FY 2018-19 COMMUNITY PROJECTS GRANT FUNDING REQUESTS

The FY 2018-19 funding requests, including the scopes of work that detail the project and program requests, are included in the agenda packet for review.

Committee's Funding Request Evaluation Process

At the April 19, 2018 meeting of the Community Projects Grant (CPG) Review Committee (Review Committee), the process for the Review Committee to formulate its funding recommendation was established. The Review Committee will review all funding requests thoroughly prior to the meeting on May 3, 2018. Each member will rank the requests based on his/her individual perspective and come with open minds to hear the benefits of and needs for each program or project from the applicant agencies.

Members of the public will be able to speak during the Public Statements/Comments period. The time allotted to each speaker under this section will be based upon the number of persons wishing to speak.

Each applicant is allotted three minutes to present. Presentations will be heard under the New Business section of the meeting. The Review Committee has asked that the applicants address the following in their presentations:

- Community need, Community benefit/impact
- Number of people served
- Type of program/project (new, existing, capital project)
- New or previous recipient
- Percentage of the grant benefitting Simi Valley residents
- Sustainability or future benefit of the program/project.

Upon conclusion of the presentations, the Review Committee members will be able to ask follow up questions and then discuss the merits of the applications. The Review Committee members will then identify the common rankings and use the discussion to narrow down to a final list recommended for funding.

The Review Committee's recommendations will be presented to the City Council at one of its June 2018 meetings.

Prepared by: Jennifer Santos, Management Analyst