



Committee Minutes

Community Garden
 Programs
 Finance
 Grants & Policy
 REAL

Purpose:	Review Extension Requests from 2021 Summer Grantees
Meeting Date and Time:	September 17, 2021, 9:00 AM
Date and Time of Next Meeting:	October 8, 2021, 9:00 AM

Chair:	<input checked="" type="checkbox"/> Linda Strong
Board Members:	<input checked="" type="checkbox"/> Arthur Fountain <input type="checkbox"/> Lee Mason <input checked="" type="checkbox"/> Dennisha Marsh (left early at 9:26 AM) <input checked="" type="checkbox"/> Patt Young
Special Guests:	Kolette Simonton, City of Pittsburg Buchanan Swim Center
Staff:	<input checked="" type="checkbox"/> Lamar Thorpe, Executive Director <input checked="" type="checkbox"/> Lucretia Shaw, Interim Community Outreach Specialist, Grants and Programs

Agenda Item #1 Call to Order/Roll Call	
Discussion:	The meeting was called to order at 9:01 AM.
Action:	Director Marsh was in attendance until 9:26 AM.
<input type="checkbox"/> Needs Staff Assistance	<input type="checkbox"/> Needs to go to Full Board

Agenda Item #2 Public Comment	
Discussion:	No public in attendance.
Action:	None.
<input type="checkbox"/> Needs Staff Assistance	<input type="checkbox"/> Needs to go to Full Board

Agenda Item #3 Review/Approve Minutes of April 23, 2021, Grants & Policy Committee Meeting	
Discussion:	The minutes of April 23, 2021, were reviewed and accepted as written.
Action:	None.
<input type="checkbox"/> Needs Staff Assistance	<input type="checkbox"/> Needs to go to Full Board

Agenda Item #4 Review/Approve Minutes of August 20, 2021, Grants & Policy Committee Meeting

Discussion: The minutes of August 20, 2021, were reviewed and accepted as written.

Action: None.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #5 Discuss/recommend Summer 2021 grantee eligibility for Fall 2021-22 grant cycle

Discussion: Three Summer 2021 grantees have expressed interest in applying for Fall 2021-22, Buchanan Aquatic Program, Ambrose Aquatic Program, and Pittsburg Youth Center. The question before the Committee was whether these grantees are eligible to apply for the upcoming Fall Grant Cycle.

Director Strong inquired as to whether any of the three grantees spent any of the grant funds awarded for Summer 2021. Staff reported that none of these three grantees spent any of the funds.

Executive Director Thorpe reminded the Committee that current LMCHD policy states that grantees may not be awarded grants in both the summer and fall of the same fiscal year. Therefore, if an organization received funds for the 2020-21 Fall cycle that organization would not be eligible to apply for the subsequent 2021 Summer cycle since both would fall in the same fiscal year. The exception is that if the grantee did not expend any of the Fall funds and returned 100% of the funds awarded in the Fall cycle, then the Committee could deem them eligible to apply for the 2021 Summer cycle. Alternatively, the Committee could extend the time allotted for a grantee to use funds.

The Committee reached a consensus that if these three summer grantees return all the money previously awarded in the Summer 2021 grant cycle, then they will be eligible to apply for the Fall 2021-22 grant cycle. Grantees should be made aware that if they are awarded funds in the Fall 2021-22 grant cycle, they will then not be eligible to apply for the Summer 2022 grant cycle.

Action: Staff to communicate the Committee’s decision to Buchanan Aquatic Program, Ambrose Aquatic Program, and Pittsburg Youth Center. Grantees must return 100% of funds awarded for Summer 2021 and then they may apply for the Fall 2021-22 grant cycle.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #6 Buchanan Aquatic Program, questions about 2019-20 funding

Discussion: Kolette Simonton attended in place of Lori Chalifoux. Ms. Simonton shared documentation that funded for Fiscal Year 2019-20 have not been received for the Buchanan Swim Program.

Executive Director Thorpe shared that prior to FY 2020-21, the Buchanan Swim Program was funded through DPAC and the funds received for the program were used to cover expenses for the prior year’s program; more like a reimbursement model. Buchanan would submit a workplan for the current funding cycle, but funds

awarded would then be applied to the previous fiscal cycle. The Board has allowed this in past years even though this differs from the typical way programs are funded; that is funds would be expended in the same year that they are awarded.

In FY 2020-21, the Buchanan Swim Program was transitioned out of DPAC and therefor did not received funding through DPAC in FY 2020-21. Buchanan applied and received funding as part of the Summer 2021 grant cycle to be used between June 2021 and August 2021. However, the issue of funding their 2019-20 program was never resolved.

The Committee reached consensus that \$15,693 should be paid to Buchanan Swim Program for Fiscal Year 2019-20.

Action: The Committee's recommendation to award \$15,693 for Fiscal Year 2019-20 will be brought to the Finance Committee.

Executive Director Thorpe will check with Craig to find out if this can be allocated to FY 2019-20 so that there is no impact on the current fiscal year.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #7 Update regarding Sports & Fitness for Kids Summer 2020 Final Report

Discussion: Upon review of the final report, some red flags were raised. LMCHD has consulted with legal who provided guidance. Details will be provided in closed session at the next regular meeting of the Board.

Action: Will be brought to the full Board in a closed session.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #8 Review/discuss/recommend grant extension request from Pittsburg Youth Center, Summer 2021 grantee

Discussion: Pittsburg Youth Center requested an extension on August 23, 2021. Subsequently, on Sept 13 Pittsburg Youth Center withdrew their request for an extension. They have indicated they will return the grant award received for Summer 2021.

Action:

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #9 Review/discuss timeline for 2021-22 Fall Health & Wellness Grant Cycle

Discussion: Committee reviewed the proposed timeline for the 2021-22 Fall Grant Cycle.

Committee agreed that mid-terms do not need to be reviewed or approved by the full Board; the Committee's review is sufficient.

Action: Ms. Shaw will follow up with Director Strong directly to finalize the timeline.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #10 Review/discuss/recommend Final Reports, Summer 2021 grants

Discussion: The Committee reviewed all the final reports received for the 2021 Summer Health and Wellness Grant Cycle. Ten (10) of eleven (11) final reports were submitted.

In summary,

- a) 18 Reasons, \$8000 expended, \$0 unexpended
- b) Eddie Hart All In One Foundation, \$14,500 expended, \$0 unexpended
- c) Ambrose Aquatic Program, \$0 expended, return \$10,000 to LMCHD
- d) Buchanan Aquatic Program, \$0 expended, return \$15,000 to LMCHD
- e) Cancer Support Center, \$10,000 expended, \$0 unexpended
- f) Delta Skimmers – report not yet submitted, requested extension to Oct 1
- g) East Country Midnight Basketball – possible litigation
- h) First Baptist Head Start – deferred to the full Board
- i) Lions Blind Center, \$22,244 expended, \$0 unexpended
- j) Pittsburg Youth Center, \$0 expended, return to \$20,000 to LMCHD
- k) RFY Dance and Academic Academy, \$15,000 expended funds, \$0 unexpended

The Committee discussed how to improve the quality of final reports going forward and fulfill LMCHD’s mission of uplifting and assisting grantees. A workshop was suggested as a possible solution. A study session with LMCHD to discuss capacity building was also suggested.

Action: Contact grantees with questions on behalf of the Committee:

- 18 Reasons: What was purchased at Arlington Wine & Spirits (LMCHD funds cannot be used to purchase alcohol)
- Cancer Center: how many people come from Pittsburg and Bay Point

The Committee recommends the following reports be presented to the full Board for final approval:

- 18 Reasons (pending clarify on purchase of alcohol, see above)
- Eddie Hart All In One Foundation
- Ambrose Aquatic Program
- Buchanan Aquatic Program
- Cancer Support Center (pending demographic information, see above)
- First Baptist Head Start
- Lions Blind Center
- Pittsburg Youth Center
- RFY Dance and Academic Academy

Request the following grantees return all unexpended funds to LMCHD:

- Ambrose Aquatic Program
- Buchanan Aquatic Program
- Pittsburg Youth Center

The Committee agreed to extend the deadline for Delta Skimmers to submit their final report no later October 1 or they must return the awarded funds.

Request guidance from legal regarding East Country Midnight Basketball’s final report.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #11 Discuss Topics for Next Meeting

- Discussion: 1. Delta Skimmers Final Report
 2. Review final reports for 2020-21 Fall Grants
 3. Study session to discuss grant process and capacity building

Action: None.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #12 Adjournment

Discussion: The meeting was adjourned at 10:41 AM.

Action: None.

Needs Staff Assistance

Needs to go to Full Board