

**Draft
Minutes
Shepherdstown Grant Committee
7.20.22
4:00pm
By Zoom**

Called to order 4:01 pm

Visitors: Susan Hall West

Present: C. Stroeck, M. Fortuna, E. Clarke, M. Jividen, J. Haynes

Minutes from 5.10.22 Meeting

- M. Fortuna moved to approve with correction to spelling of C. Thomas's name
- **No objection**
- **Minutes approved**

Old Business

- CDBG Grant
 - One person has qualified
 - **Actions: C. Stroeck will inquire with town clerk about re-alerting press to the opportunity; effort will be made to differentiate this from other available funding such as HDF (possibly Shepherdstown's aid is applicable for situations that are not as acute as HDF?**
- AED Grant
 - Town is in possession of the new equipment
 - **Action: M. Jividen will follow up to inquire whether press release was prepared regarding the opportunity, will follow up with Chief King**
- Tree Inventory
 - Inventory will be posted online, available to the public
 - Inventory will be continuously updated by Bartlett as they perform maintenance on the town trees
 - It may be possible to upload the inventory onto the GIS mapping for the town to include a tree layer; A. Beall is working on this

New Business

- The Shepherdstown Library has officially withdrawn its request for assistance from the Grant Committee for the time being. Susan Hall West was able to provide some insight on an application that the library was working on as a result of connecting with the Library fundraising team through a Grant Committee meeting.
- M. Fortuna motioned to recommend the appointment of Kay Schultz as a new member of the Grant Committee, M. Jiveden seconded. Motion approved.
- Committee Process:
 - There was a discussion about the lack of official, clear guidelines, codified or otherwise, for approving projects and grants/expenditures for projects, which has led to areas of confusion such as:
 - What authorities do various town entities have to sign off on grant applications?
 - How can the various needs analyses that have been conducted in town be represented in the planning procedures?
 - How can we best incorporate checks and balances?
 - What is the best way to ensure cross-communication about grants between town entities?
 - What entity should have the final say on various types/sizes of grants
 - How should exceptions be handled (urgency, etc.)?
 - It was agreed that a uniform grants management policy would help clarify procedures, including approval processes, communication between departments, and stakeholder input/information. As requested by the Town Council, C. Stroeck and M. Fortuna will draft such a policy and circulate it for comment to the committee. A. Beall will be invited to participate at a committee meeting, since Grant writing is one of his roles for the town and the goal is to work toward a coordination of efforts.
 - **Actions:**

- **C. Stroech will coordinate with Planning Commission to discuss inclusion of the various needs analyses that have been conducted in town recently**
- **M. Fortuna will draft a uniform grants management policy**
- **Grants Committee will review the draft and meet to discuss/vote to recommend it to Council**
- **C. Stroech will invite A. Beall to the next grant committee meeting so that he can provide insight and comments on the draft**

M. Jividen motioned to adjourn

No objection

Meeting adjourned at 5:00pm