

**Draft  
Minutes  
Shepherdstown Grant Committee  
9.22.22  
2:00pm  
By Zoom**

Called to order 2:01 pm

Visitors: None

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

Minutes from 5.10.22 Meeting

- Clarifications:
  - C. Stroeck will share the Committee's memo and Age-Friendly Shepherdstown document with the new committee that is formed to review the Comprehensive Plan
  - A. Beall and others will be invited to review and comment on the Grant Policy document prior to its being submitted to Council
- **No objection**
- **Minutes approved**

Old Business

- CDBG Grant
  - Estimates 8 individuals applied, 7 were disqualified due to geography, 1 was assisted, and the Town has been reimbursed
  - **Actions: C. Stroeck will inquire as to what the end of the eligible spending period is, what further outreach can be conducted as other assistance programs have been terminated**
- AED Grant
  - **Action: M. Jividen will create a thank you note**
  - **Action: C. Stroeck will speak with M. Amerikaner about including a notice and information about how folks can find Firehouse Subs**

New Business

- Uniform Grants Management Policy was reviewed, discussed, edited

- It was agreed that the process will be for the committee to hold several meetings to revise the policy, then invite A. Beall and others to comment, then Town Council will review and approve and finally the Town's attorney will review
  - **Actions:**
    - **Committee to meet 10/6 at 2pm via zoom to continue review**

C. Stroeck motioned to adjourn

No objection

Meeting adjourned at 3:00pm