

SHEPHERDSTOWN GRANTS COMMITTEE

AGENDA – April 11, 2023, 5:30pm - Zoom

Join Zoom Meeting:

<https://us06web.zoom.us/j/83076417949?pwd=UjZ0STE5aW93SDduR1o5MmdBOVR2dz09>

Meeting ID: 830 7641 7949

Passcode: 771156

Dial by your location

+1 301 715 8592 US (Washington DC)

\*CALL TO ORDER:

\*APPROVAL OF MINUTES: 01/25/23

\*VISITORS:

\*OLD BUSINESS:

- A. CDBG Grant Update –
  - \*CC administration issues
  - \*Public hearing
- B. AED Grants Update – thank you letter?

\*NEW BUSINESS

- A. New committee member – Emily Samide
- B. Kay to report on grant databases / programs
- C. Grant Guidelines – final review and vote

\*ADJOURN: Next meeting?

**Draft  
Minutes  
Shepherdstown Grant Committee  
01.25.23  
6:15pm  
By Zoom**

Called to order 6:17 pm

Visitors: J. Auxer, M. Mattro, E. Samide,

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

Minutes from 10.13..22 Meeting

- K. Schultz moved to approve
- **No objection**
- **Minutes approved**

Old Business

- CDBG Grant
  - Committee needs to hold a fair housing forum to be in compliance with the grant
  - **Actions: C. Stroeck** will follow up to schedule this meeting
- AED Grant
  - **Action: C. Stroeck** will follow up with M. Jividen regarding thank you note

New Business

- E. Samide is interested in joining the Grants Committee. **Action: C. Stroeck** to send application.
- Uniform Grants Management Policy was reviewed and discussed; input was given by E. Samide and Mayor Auxer
  - a. **Action: E. Samide** will forward materials pertaining to Shepherd University grants process
  - b. Process next steps will be:
    - C. Stroeck will so an editing pass on the current draft

- Committee will meet to review changes made and approve draft for public distribution
- At the request of the Mayor, the draft will be posted by the committee for public comment with a deadline and instructions for providing input
- Committee will meet to make any changes indicated by public comments, and vote to refer draft to council
- Council will distribute the policy prior to a meeting, at which the policy will be on the agenda and the council will vote to approve the draft as is, approve with changes, or refer back to committee.

C. Stroeck motioned to adjourn  
No objection  
Meeting adjourned at 7:15 pm



## BOARDS AND COMMISSIONS APPLICATION

Please write at least a paragraph for the sections that ask for a description  
(attach additional sheets if necessary).

You are also welcome to submit a résumé.

Name:  Mr.  Ms. Emily Samide Address: 44 Sage Place

Phone numbers – Home: 3218069254 Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address: esamide@shepherd.edu Employer: Shepherd University

Occupation: Pre-award Specialist Office of Sponsored Programs

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Which board/commission would you like to serve on? Shepherdstown Grants Committee  
Committee

Please describe your background and education.

Political Science and Sociology bachelor's degree from Florida Atlantic University;  
Currently a MBA candidate with Public Management focus at Shepherd University.

5 years of business management experience, over 12 years of customer facing  
experience.

Currently handling the pre- award process for grant applications at Shepherd  
University.

Organized community events in the South Florida community including yoga classes  
for under-served communities and large scale mixers with vendors and live  
entertainment.

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Please describe your experience and any special training you may have that apply to this  
board/commission.

Since August 2022, I have been working in the Office of Sponsored Programs at  
Shepherd University with specific focus on the pre-award process of grants  
management. Prior to this, I completed a grants writing training with the American  
Grant Writers Association.

My years of management experience strengthened process development and  
implementation abilities, prompt and succinct communication skills, as well as financial  
literacy in handling budget expectations and cost variables.

My current enrollment as a full time student in Shepherd University's MBA program  
has included classes like Project Management and Business Analytics, which have  
buttressed existing operational knowledge. I hold a 4.0 as I close my 2nd semester of  
the program.

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Please describe your motivation for serving on this board/commission.

I am interested in serving my (new) community and offer the insights attained while working on Congressionally Directed Spending requests, funding requests ranging from several thousand dollars to \$500,000, and developing processes for optimal grant application.

I also see cohesion between the needs of Shepherd University and Shepherdstown and would like to further facilitate mutually beneficial projects.

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Please describe what you know about this board/commission.

I was lucky enough to be included in the January 25, 2023 meeting, and appreciate that the committee is working on streamlining grants application processes while honoring the needs and creativity of the Shepherdstown community.

I understand that there is a strong foundation of passionate board members and capacity for lots of collaboration, from the vibrant downtown economy to the green energy initiatives that will benefit residents for generations.

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How did you hear about this board/commission?


consultation meeting with Mary Fortuna regarding process suggestions

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Please provide two personal or professional references (include name and phone number).

Madge Morningstar, Executive Director of the OSP, Shepherd University (805) 540-4088  
Karen Henry, (303)906-6464

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Signature: 

Date submitted: 3/8/23

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*Please type in your answers and submit the completed form by hand, mail, fax or email to:*

*Town Clerk's Office  
104 North King Street  
P.O. Box 248  
Shepherdstown, West Virginia 25443-0248  
304-876-1473 (fax)  
clerk@shepherdstown.us*

*For additional information, or to request a hard copy of the application, please call 304-876-2398.*