**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. Stroech, 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. Stroech** will follow up to schedule this meeting
* AED Grant
	+ **Action: C. Stroech** will follow up with M. Jividen regarding thank you note

New Business

* E. Samide is interested in joining the Grants Committee. **Action: C. Stroech** to send application.
* Uniform Grants Management Policy was reviewed and discussed; input was given by E. Samide and Mayor Auxer
	1. **Action: E. Samide** will forward materials pertaining to Shepherd University grants process
	2. Process next steps will be:
		+ C. Stroech 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. Stroech motioned to adjourn

No objection

Meeting adjourned at 7:15 pm

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