

**Minutes**  
**City of Gresham Community Enhancement Advisory Committee**  
**Tuesday, April 17, 2018 6:00 p.m.**  
**Oregon Trail Room**

**Community Enhancement Advisory Committee Members Present:**

Bess Wills  
Michael Patrick  
Shannon Chisom  
Karylinn Echols, City Councilor  
Shirley Craddick, Metro Councilor

**Staff Members in Attendance:**

Bill Eggert  
Joe Walsh  
Teresa Hall (Recording Secretary)

**A. Call To Order**

Councilor Echols convened the meeting of the Community Enhancement Advisory Committee at 6:00 p.m.

**B. Establishing Committee By-Laws (See Attachment1)**

**Discussion**

The City Attorney advised that proxy or absentee votes are not allowed per Article IV (a) and (b) and need to remain as stated in the By-Laws. Members of the Committee may be allowed to conduct business within the City of Gresham. Quorum requirements will remain as stated in the By-Laws.

A motion was made by Bess Wills and seconded by Councilor Craddick to:

**“Approve amended by-laws”**

**MOTION CARRIED UNANIMOUSLY**

**C. Establishing Program Parameters & Procedures (See Attachment 2)**

**1. Determine timing for the first grant cycle**

Submissions will be accepted for a 2-month period between October 1<sup>st</sup> through November 30<sup>th</sup>2018. The Committee will review and discuss proposals after December 1<sup>st</sup> and will complete their review prior to the applicant presentations. The award determinations will be made on January 22<sup>nd</sup>, 2019. The Committee discussed the pros/cons of awarding the selected projects in a private versus public forum. The Committee is willing to consider allocating the total amount of grant funds to only one applicant or may choose multiple projects depending on the submissions. Joe reminded the Committee that while one applicant could be awarded

all grant funds, the recipient would be required to match 40% of the \$22k grant either with direct funding, or through matching volunteer hours which are currently at \$24.14 per hour. The Committee agreed to waive City fees with the exception of permit costs. The Committee agreed to move the check disbursement date from July 1, 2018 to June 1, 2018 to include the expense in the 2018-2019 Fiscal Year. Any unused grant funds will go back to the City. The Committee explored different types of exit reports that the grantee(s) will provide. The exit report is preferred to be concise, with a limited number of pages, and should include photos of the final project. It was also suggested by the Committee to meet with the grantee in an exit process, or at a recognition ceremony by the Committee. In turn, the Committee will provide Metro with an exit report showing the funding dispersed and the projects that were funded along with a project description and photos.

### **Discussion**

The Committee revised additional requirements in the grant application process. Liability insurance will be required by the grantee(s) prior to disbursement of funds; it is not required to apply for the grant. The project manager, Joe Walsh, will determine when a letter of acknowledgement is needed for the grantee's project as needed.

### **Process for soliciting and selecting projects (See P.2 of Attachment 2)**

Applicants are not required to be registered as a 501(c)(3). This will allow other entities such as neighborhood associations and religious organizations to apply. The program or project must align with one or more of the nine goals identified in the Application Instructions packet.

Applicants will be able to submit their request for funds either online or in paper form. Online submissions may be emailed with attachments, or possibly via an online submission form - this requires more research to measure cost effectiveness. The Committee agreed to remove the requirement that applicants need to reside within City limits. The language will state that the project ultimately must benefit Gresham residents. Award limits will be addressed after the Committee reviews all submissions. The Committee recommended the application review should be completed at least one week prior to applicant presentations. Once grant funding is awarded, it will be formatted into a purchase order, binding the grantee to what is listed in their proposal.

### **D. Meeting Adjournment**

Councilor Echols adjourned the meeting at 7:56 p.m.

The next regular Gresham Community Enhancement Advisory Committee meeting will occur before October 1, 2018.