



**Meeting Minutes**  
**May 7, 2018**  
**Planning and Grants (P&G) Committee**

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1:00 PM	Welcome, Introductions and What We Need to Accomplish Today	Melissa Mannix
1:05 PM	Introduction to Brenda Pomeroy, Youth Leadership Forum Coordinator	Melissa
1:15 PM	Review and Approve April Meeting Minutes	All
1:25 PM	Discussion of Next Chair for the Committee	All
1:40 PM	Procurement and Budget Update	Mackenzie Helton
1:45 PM	Grant Review	Sue Fager and Melissa
2:00 PM	Discussion of New Projects and Potential Voting Items	All
2:50 PM	Determining an Alternate Committee Meeting Date	Mackenzie and Melissa
3:00 PM	Adjournment	Melissa Mannix

**NEXT MEETING: June 11, 2018– 1:00 – 3:00 PM**

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**DISCUSSION:**

1. Melissa Mannix called the meeting to order at 1:05 p.m.
2. Mackenzie provided an Expenditures/ Encumbrances Handout. Two grants of \$45,000 for two grants The FFY17 grant balance is \$265,732.90. Mackenzie shared a list of possible future funding of current grants. Have not received a Notice of Awards to inform Council what the grant amount will be and since the award letter has not been sent the Council has not received any additional funds yet. When the budget gets passed we should receive a Notice of Award regarding FFY18.
3. Brenda Pomeroy- Started on the Youth Leadership Forum project as of May 1st. Sue shared the three recruitment flyers Brenda created and we will share with our network. Joelle asked what the Council can do to help. Brenda is going to get the recruiting manager in touch with Sue and the committee to help with recruiting efforts. Rowdy reached out to the ARC in Fort Collins and they had the Youth Leadership Forum information but the community center boards told him they were not aware of the event. Initial email went out to one person at the community center boards, Tara, but Brenda will follow up. Joelle suggested sending the information to Peak Parent Center in Colorado Springs and Kelly Stahlman. Paulette suggested advertising this on a local radio stations PSAs.
4. Quorum present Paulette made motion to approve the minutes and Melissa seconded. Committee voted to approve April meeting minutes.

5. Committee chair is needed as Melissa is terming off the Council. Sue asked for nominations. Paulette suggested Sue send out a description of the committee chair via email for further review. A chair does not need to be decided on today but before the July meeting.
6. Sue and Mackenzie- Reviewed grants the committee would want to continue funding. Implementing projects and how much time it takes for new projects to get up and running. Tend to fund projects up to three years depending on funding and projects. Sue stated grantees are increasing their commitments.
7. Sibling Tree and Sewall tweaked their participation. Sibling Tree Fillmore had parents who graduated last year and parents came back to serve as peer mentors. Still growing and doing well for the projects and in their second year of Council funding. Julia is taking the in person training and converting to online modules that will take 10-20 minutes to complete for parents and individuals with a developmental disability. Crisis Intervention Training is in the third year. Asked that he has at least 12 participants in each training.
8. Mackenzie asked the committee if they want to continue funding the following:
  - Access and Ability- This will be their third year. Committee voted Yes
  - Sibling Tree- This is their third year. Committee voted Yes for recommendation
  - Sewall Child Development- Committee voted Yes for recommendation
  - Crisis Intervention- Committee voted Yes for recommendation
  - UCD/AT Parenters- This is their third year. Committee voted Yes for recommendationThe above grantees will be brought to the May 23<sup>rd</sup> Council meeting for voting.
9. Paulette made the motion to move the Planning and Grants meeting to the second Monday of the month instead of the first. Melissa seconded. Committee voted on meeting change. Next meeting will be June 11th.
10. Committee decided to table item number 8 from the April minutes and will revisit topic in June.
11. Paulette motioned to adjourn the meeting at 2:59. Rowdy seconded.

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ACTION/MOTION/CONSENSUS:

1. Sue will email the committee with a position description for the open Planning and Grants chair.
2. Vanessa will send a memo with the remainder of the 2018 Planning and Grants meetings and calendar invites.
3. Sue will research possible guest speakers

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Present: Melissa Mannix, Paulette Jean Steinhoff, Rowdy LeMasters, , Deborah Marks Williams

Absent: Deon Gillespie, Peggy Spaulding, Gina Herrera, Jennifer Munthali, Sandra Friedman, Jeanette Cordova

Staff: Susan Fager, Joelle Brouner, Mackenzie Helton, Vanessa Hernandez

Guests: Brenda Pomeroy