

**Youth Activities Board Meeting  
Zoom Webinar  
December 14, 2021  
5:30 p.m.**

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**Webinar ID: 967 4650 4233**

Members of the public wishing to provide public comment during tonight's meeting can do so by clicking the "Raise Hand" button (online Zoom Webinar) or press \*9 (telephone).

❖ **Meeting Minutes**

- I. **Call to order at 5:37pm- Tom Rutecki, Chair**  
**Roll Call-**  
**Member Present:** Tom Rutecki, Bonita Nelson, Josh Anderson, Jack Lovejoy, Samantha Schwarting, Kristina Moore-Jager  
**Members Absent:** Liz Balstad, Summer Christiansen, Della Cheney  
**Staff Present:** Hunter Huddleston; Parks & Recreation Administrative Assistant I
- II. **Approval of Agenda-** Mr. Rutecki moves to approve agenda. No objection. Agenda approved.
- III. **Public Comments on non-agenda items – None**
- IV. **Approval of Minutes: August 10, 2021-** Mr. Anderson moves to approve the minutes. No objection. Minutes approved
- V. **Old Business – None**
- VI. **New Business**
  - a. **FY23 Grant Application Review and Final Edits**
    - Ms. Nelson went over the grant application and explained all the changes the committee had made. The first change beginning on page A-1 and continuing to end of document involved changing word "agency" to "organization" throughout the document. Next conceptual change on page A-1 added a line stating points will be

awarded for the scholarship category to organizations that do not charge participant fees.

Clarification was added on page B-3 under Proposal Evaluation Criteria, stating full point values will be given only where all criteria listed in the Proposal Instruction and Criteria (Section B) narratives are addressed and written on the application.

Additional relevant information will also be considered.

On page B-4(4.) under scholarship paragraph, more detail was added to this section to match what was added in Section C under scholarships. New criteria was not added or taken away, we just swapped what was added in grant Section C and put in Section B since it provides more detail and was important to include as instructional criteria.

On page, B-5(D.) under Cooperative Efforts added sentence to end of paragraph. "Efforts with other community organizations may be included".

On page, C-6(4.) added sentence to end of paragraph. "If no fee is required for youth to participate and therefore no scholarship is required, please give details so points can be awarded for this category". This is repeating what was stated in Section B.

Under Management Capacity on page C-10, we moved lines 2 and 3 under III. Management Capacity and placed under A. Past History section. It was agreed by YAB to label Past History and add Organizational Capacity to title for clarification purposes. There were no objection to these changes by the YAB.

Ms. Nelson stated that the changes implemented for application packet was just cleaning things up and not adding any context or requirements or taking away requirements. This was all that was done to the grant application.

Ms. Moore-jager stated she would save changes to document made tonight and sent back in email to everyone.

Mr. Rutecki thanked Ms. Moore-jager for getting document on screen and for committee's role on taking this task on to improve grant application packet, as it is helpful.

Ms. Nelson stated that in meeting packet there is a spreadsheet that has three pages on it for scoring purposes. First page takes all the numbers where one can put in score for each category and it will tally it all up. Pages 2 and 3 are summary pages if you do not want to use electronic score sheet to help you tally up your scores.

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Ms. Nelson stated she would discuss with Mr. Pusich about including these scoring spreadsheets in the board packets when grants are distributed to YAB members for scoring them.

Ms. Nelson stated another idea committee had was to an overview of scoring and score sheets where we invite grant writers so they can see what YAB does for scoring and awarding points. We would like to provide some examples of some answers that are short and some that have more detail for comparison on scoring.

Ms. Nelson stated that for those new board members in their first year that they should not score the sports group since it is the largest group with twelve plus grants in this category and it can get overwhelming for your first time scoring.

Mr. Rutecki stated that the meeting with grant applicants would take place in February. Would be nice to do this meeting in-person if possible.

Mr. Anderson thanked the committee for working on scoring spreadsheets and is excited to try it out to see how it works.

Ms. Moore-jager stated she thought the spreadsheet idea on scoring grants is a good idea.

Ms. Moore-jager moves to accept changes to grant application packet made by Committee. No objections, so moved.

## **VII. Liaison Reports**

a. PRAC – Mr. Anderson stated the PRAC has not had a meeting in the last three or more months. No report as was absent from last meeting. Last meeting was in regards to CIP projects for this next year.

b. JAHC – no report

## **VIII. Board Comments**

Mr. Anderson stated he appreciates the committees work on grant application changes and is looking forward to receiving grants to prepare for scoring grants in March. Congratulations to Samantha on her recent swim meet.

Ms. Nelson commented to see if there was any hope of meeting in-person again in New Year, now that mitigation level has dropped. It is more helpful to have better communication with folk's in-person than you would with a Zoom meeting.

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Mr. Rutecki commented that tentatively next YAB meeting will be January 11, 2022 and thanks everyone for their work on the grant packet and scoring documents.

No other members had comments.

**IX. Next Meeting - Tentatively January 11, 2022 at 5:30pm**

**X. Adjournment** - meeting adjourned at 6:29pm

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