

Minutes of Meeting
Grant Administration Discussion
April 10, 2013
4:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Grant Writer Jody Bieze, Staff Accountant Grace Blomgren, Finance Director David McDowell, and Deputy Clerk Nancy Jones.

A. Call to Order: Chairman Tondee called the meeting to order at 4:02 p.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: There were no changes made to the agenda.

D. Old Business: There was no old business discussed.

E. New Business:

Grant Writer Jody Bieze recounted that she was previously asked to assess the Grant Writer position, and provide feedback to the Board. Through that process, it was determined that fourteen (14) individuals were performing the duties of Grant Writers (and, in some cases, of Grant Administrators). Commissioner Green noted that the purpose of the current meeting is to update that information, as part of an ongoing effort to define both the role of the Grant Writer(s) and the responsibilities of the Grant Management Office. Ms. Bieze provided a handout that detailed the responsibilities and processes of the Grant Writing Office, including ensuring compliance with requirements of federal awards, addressing pre-process concerns, providing efficient tracking of processes, and communicating clearly with the Board in regard to all Grant-related issues. The Board expressed concern that individual responsibilities during the pre-application process are still not clearly defined, and stated that all application requirements should be reviewed by both Ms. Bieze and by the assigned Grant Writer, prior to submitting any application package.

Commissioner Nelson exited the meeting at 4:19 p.m.

Ms. Bieze outlined specific challenges that exist due to lack of formalized process and controls, including assigning roles for Grant Writers and Grant Administrators. Recommendations included distributing responsibilities (so that separate writers and administrators are assigned to each Grant, allowing for additional staff review), defining the Grant Administration process (to provide clarity for each department that collaborates with the Grant Management Office), and establishing a single individual to direct department processes and coordinate interaction with the Board. The Board asked Ms. Bieze to provide additional information, including clarification of the steps of the Grant Writing and Administration processes, and the specific responsibilities of the Grant Management staff, and to provide an updated report at a later date.

F. Staff Reports: There were no staff reports.

G. Public Comment: This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

The meeting was adjourned at 4:23 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk