

# City of Bethel Community Action Grant Technical Review Board Meeting Minutes

March 29, 2023

Regular Meeting 7 p.m.

Bethel, Alaska

CALL TO ORDER  
MEETING CALLED TO ORDER AT 7:13 pm.

**I. ROLL CALL**

<b>BOARD MEMBERS PRESENT:</b>	
Louise Russell, Chair	Leif Albertson
Henry Batchelor	Lucinda Alexie
<b>BOARD MEMBERS ABSENT:</b>	
Nikki Pollock	Miranda Robb
<b>ALSO IN ATTENDANCE:</b>	
John Sargent, Recorder & Ex Officio	

**III. PEOPLE TO BE HEARD**

No one spoke during People to Be Heard.

**IV. APPROVAL OF AGENDA**

<b>MOVED:</b>	L. Albertson	Approval of Agenda.
<b>SECONDED:</b>	H. Batchelor	
<b>VOTE ON MAIN MOTION</b>	4-0 Motion Passes	

**V. APPROVAL OF MINUTES**

<b>MOVED:</b>	H. Batchelor	Approve November 23, 2022 Meeting Minutes.
<b>SECONDED:</b>	L. Albertson	
<b>VOTE ON MAIN MOTION</b>	4-0 Motion Passes	

**VI. UNFINISHED BUSINESS**

Chair L. Russell moved group into committee as a whole.

A. Review amount of CAG funding available.

J. Sargent reviewed the memorandum about funding available for CAG awards and stated that \$9,848.78 is available to distribute this round.

B. Review and score applications and responses received (may include questions to applicants in attendance).

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Applications were reviewed based on the applicants present in the room.

Marty Smith spoke about his application first. He wants funding to purchase three scales for his wrestling program.

Jaela Milford spoke about her Winter House application. She wants money to pay her staff members and some extra for utilities. She owes the CAG Committee on exit report for her program that just ended.

The committee reviewed each application and came up with questions for some of the applicants. The questions were noted by the Recorder so that they could be written up and sent to the applicants.

**C. Review/revise CAG Program applications, forms, & processes.**

The committee members discussed what to do about late applications. Should the applications be accepted or denied in the future? This topic will likely be material for motions once out of committee as a whole.

The committee members discussed the importance of exit reports. Several committee members mentioned their preference for allowing the applicant to submit the exit report before the second committee meeting to qualify the application for scoring.

**D. Update on previous award recipients, projects funded, final reports, CAG award agreements, and other follow-up issues.**

Chair L Russell acknowledged J. Sargent who produced the status report that was in the packet. J. Sargent said that he updated the report with the three new exit reports submitted this round.

**L. Russell brought the committee out of the whole at 8:48 pm.**

<b>MOVED:</b>	H. Batchelor	Direct Recorder to prepare and email applicants the questions the committee voiced during the project review.
<b>SECONDED:</b>	L. Albertson	
<b>VOTE ON MAIN MOTION</b>	4-0 All in favor	

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<b>MOVED:</b>	H. Batchelor	Require exit reports by the 2 <sup>nd</sup> CAG Committee meeting that are reasonably compliant with all items on the exit report.
<b>SECONDED:</b>	L. Albertson	
<b>VOTE ON MAIN MOTION</b>	4-0 All in favor	
<b>Amendment #1</b>	L. Alexie	Add the word, "overdue" in front of "exit reports" in Main Motion.
	H. Batchelor	

## VII. NEW BUSINESS

### A. Annual Election of Chair and Vice Chair

<b>MOVED:</b>	L. Albertson	Postpone this agenda item to the next CAG Committee meeting in order to allow the committee members in absentia to participate in the nominations.
<b>SECONDED:</b>	L. Alexie	
<b>VOTE ON MAIN MOTION</b>	4-0 All in favor	

## VII. EX OFFICIO REPORT

### A. Ex Officio Report for March 29, 2023 CAG Committee Meeting.

J. Sargent summarized his Ex Officio report by saying that it contained the amount of \$9,848.78 that is available for distribution this quarter.

The committee decided to hold the second CAG Committee meeting next week on April 5, 2023 at 7 pm.

## VIII. BOARD MEMBER COMMENTS

L. Albertson: Thanks everyone for meeting. I'm sorry I was not available to make quorum during the last two meetings Thank you to Louise Russell for serving as Chair for the last year. She had done a great job.

H. Batchelor: No comment.

L. Alexie: It is good that we had a quorum.

J. Sargent: We had some technology problems and were able to overcome them. Thanks for helping to solve the problems.

L. Russell: No comment.

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## IX. ADJOURNMENT

<b>MOVED:</b>	H. Batchelor	Adjourn the meeting.
<b>SECONDED:</b>	L. Albertson	
<b>VOTE ON MAIN MOTION</b>	4-0 All in favor	

Meeting Adjourned at 9:01 pm.

APPROVED THIS 5th day of April 2023.

Respectfully Submitted:

  
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Louise Russell, Chair

ATTEST:   
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John Sargent, Recorder