

Memo

To: Board Members
From: Aaron Byzak
Date: April 4, 2025
Subject: Community Grants & Sponsorships Committee Minutes – **April 2, 2025**

The Committee met on Wednesday, April 2, 2025, at 1:00 p.m. Members of the public were able to participate by telephone, Zoom, or in-person at the Grossmont Healthcare District Conference Center, located at 9001 Wakarusa Street, La Mesa, California. In some cases, discussion of items may have taken place out of sequence during the meeting.

Attendees: Director Gloria Chadwick, Chair
Director Nadia Farjood, Member
Aaron Byzak, Interim Chief Executive Officer
Amy Abrams, Chief Community Health Officer
Ryan Purdy, Sharp Grossmont Hospital

- A. Call to Order:** The meeting was called to order by Director Chadwick at 1:10 p.m.
- B. Approval of Agenda:** The agenda was approved as posted.
- C. Public Comment:** There was no public comment.
- D. Guest Presentations:** There were none.
- E. Reports/Discussion/Possible Action Items**

- 1. FY25-26 Grants & Sponsorships Policy

- a) Redline Changes from March Committee Meeting

The Committee reviewed the redline changes to the grants policy. Items 18 and 19 (*Equipment Requests* and *Prevailing Wage*) should be pulled out of the *Grant Monitoring and Reporting Requirements* section of the policy, as separate headers. They discussed the quarterly reporting requirements for the grantees and the burden of that requirement. There was agreement on switching to quarterly invoicing and annual reporting in FY25-26, with a focus on whether the grantee met their goals. There was a discussion on the 80/20 rule for nonprofit fundraisers, which requires that 80% of funds raised go to the

organization's programs and no more than 20% spent on the event itself. They agreed to adjust the language to make it less prescriptive, changing it to a 70/30 ratio and adding "anticipated" before costs and funds. Director Chadwick cited Charity Navigator as the source for this standard to provide external validation.

The Committee also discussed the general award guidelines, specifically the rule about submitting one grant application and one sponsorship application per fiscal year. They clarified that if an organization is not funded, they cannot apply again in the same year (with an exception for emergency circumstances). However, due to the short application window this year, it was suggested to remove "regardless of whether or not they are funded" in paragraph 1(d).

CCHO Abrams will update the grant policy document to change "fiscal year" to "application window," and will modify the language around fundraising events to use a 70/30 ratio instead of 80/20 and include "anticipated" before costs and funds.

b) Timeline Discussion

The Committee discussed the need to finalize the grants policy before the end of May, as it affects the timing of a June workshop for grant applicants, and necessary updates to the Submittable portal and website. The Committee will move forward in finalizing the grant policy after the \$5 million allocation has been determined and the language around the rubric has been decided on. They agreed to set up a meeting to discuss the policy further.

2. Rubric Scoring System

a) Grants & Sponsorships

i. Current Proposed Rubric Scoring System

The Committee discussed the importance of evaluating the proposed rubric models effectively before presenting them to the full Board.

They discussed the possible addition of a weight component to the current rubric, suggesting that it could be integrated using existing technology. CCHO Abrams to reach out to Submittable to explore options for implementing a weighted rubric scoring system. The Committee also considered the possibility of assigning the scoring task to staff, as it would

be more objective and independent from elected policymakers. However, there was no final decision made during the meeting.

There was concern about the scoring system's impact on smaller nonprofits. However, it was noted that small groups are given priority in some of the scoring. They also considered the impact of budget on scoring and the possibility of customizing the system. The Committee suggested testing the system with past data to ensure the results are in alignment, and to adjust if necessary. CCHO Abrams will prepare a comparison of past grantees' scores using the existing rubric, including both awarded and denied applications from the last grant cycles.

The Committee discussed the development of a rubric for evaluating grant application and scholarships, emphasizing the importance of considering factors beyond just scores such as an organization's history of partnership and community impact. There was also discussion on refining the scholarship process and potentially weighing different criteria. The Committee emphasized that the rubric should be a helpful tool but not binding, and that Board members should retain individual discretion.

ii. Board Recommendations

Director Chadwick will contact President Ayres to schedule a workshop for the Board to discuss the rubric scoring system. She will request that Board members review the provided rubric videos prior to the workshop. The Committee will use the comparison of past grantees' scores using the existing rubric for the upcoming workshop.

b) Scholarships

(This agenda item was not discussed.)

3. FY23-24 Monthly Grantee Reporting Index

(This agenda item was not discussed.)

4. FY24-25 Monthly Grantee Reporting Index

(This agenda item was not discussed.)

F. General Information/Communications

G. Next Regularly Scheduled Meeting: The next regularly scheduled meeting is on calendar for Wednesday, May 7, 2025, at 1:00 p.m.

H. Adjournment: There being no further business, the meeting adjourned at 1:59 p.m.