



# Youth Commission and Civic Arts Commission Joint Special Meeting Minutes

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**October 11, 2023 – 7:00 p.m.**

## **CALL TO ORDER**

Chair Coleman-Knight called to order the joint special meeting of the Youth Commission and Civic Arts Commission at 7 p.m. from the Pleasanton Senior Center located at 5353 Sunol Boulevard.

Chair Coleman-Knight led the Pledge of Allegiance and provided opening remarks.

## **Roll Call**

### Youth Commission

Present: Commissioners Sriram, Chew, Kunde, Lam, Madabhavi, Min, McGovern, Parikh, Prakash, Shannon, Vice Chair Saxena and Chair Shah.

Absent: Commissioner Mokashi and Shah.

### Civic Arts Commission

Present: Commissioners Baiocchi, Frey, Giancola, Mundaden, Song, Vice Chair Simmons and Chair Coleman-Knight

Absent: Commissioners Farley-Rodgers and Mundaden.

## **AGENDA AMENDMENTS**

None

## **MEETING OPEN TO THE PUBLIC**

### **1. Public comment from the audience regarding items not on the agenda.**

Chair Coleman-Knight opened public comment.

Tejasveer Chugh provided information to commissioners on the program with Pleasanton Tulancingo Sister City Association and his interest in applying for a grant.

## MATTERS FOR THE COMMISSION'S REVIEW / ACTION / INFORMATION

### 2. Review and Recommend Process Improvements for the Fiscal Year 2024/25 Grand Program

**Recommendation:** Review and Recommend Process Improvements for the Fiscal Year 2024/25 Grant Program

Recreation Manager Rachel Prater presented the item and Civic Arts Commission Chair Coleman-Knight led the discussion with support from Youth Commission Chair Shah.

**MOTION:** It was m/s by Prakash/Shannon recommending approval of process improvements for the Fiscal Year 2024/25 Grant Program with the following amendments:

Mandatory Meeting Requirements:

- No amendments; Staff will create a short video to be made available on the website along with slide deck.

Application Packet:

- No amendments.

Compliance Protocols:

- Request that staff sends two reminders to agencies to submit reports including language that “agencies not meeting requirements may not receive future funding”
- Request that staff reviews mid-term and final reports to condense for simplicity and important information.

Application Questions:

- Alter question #4, include “Please include a brief implementation timeline”.
- Remove statement about marketing
- Add question - “Please include how your plan to market the project”
- Create space for organization to enter business license number at top of application
- Remove application question 15
- Question 16, documents: remove request for agency budget, remove most recent agency audit or tax return, remove request for Board of Director contact information, request IRS EIN letter instead of Article of Incorporation/Bylaws.

Commission Evaluation and Scoring:

- No amendments. Commissions may choose to review scoring at a future meeting.

Commissioners also suggested that a survey be distributed to applicants at the end of the grant cycle to help assess future improvements.

Motion was passed by the following vote:

Youth Commission

Present: Commissioners Sriram, Chew, Kunde, Lam, Madabhavi, Min, McGovern, Parikh, Prakash, Shannon, Vice Chair Saxena and Chair Shah.

Noes: None

Absent: Commissioner Mokashi and Shah.

Civic Arts Commission

Present: Commissioners Baiocchi, Frey, Giancola, Mundaden, Song, Vice Chair  
Simmons and Chair Coleman-Knight

Noes: None

Absent: Commissioners Farley-Rodgers and Mundaden

**ADJOURNMENT**

Chair Coleman-Knight adjourned the meeting at 8:52 p.m.

**NEXT MEETING**

The next Civic Arts Commission Meeting is scheduled for November 6, 2023.

The next Youth Commission Meeting is scheduled for November 8, 2023.