

STATE OF CONNECTICUT HEALTH AND EDUCATIONAL FACILITIES AUTHORITY

Minutes
Grant Committee Meeting
May 18, 2016

The Grant Committee of the Board of the Directors of the State of Connecticut Health and Educational Facilities Authority met in session at the offices of the Authority at 11:30 a.m. on Wednesday, May 18, 2016.

The Meeting was called to order by Dr. Peter Lisi, Committee Chair at 11:34 a.m., and, upon roll call, those present and absent were as follows

PRESENT: Patrick Colangelo¹
Barbara B. Lindsay
Dr. Peter Lisi, Committee Chair
Dr. Estela Lopez²
Barbara Rubin
Sarah K. Sanders (Rep. for Denise Nappier)³

ALSO PRESENT: Jeanette W. Weldon, Executive Director
Kimberley Fontaine, Marketing & Philanthropy Specialist
Paula L. Herman, General Counsel
Krista Johnson, Junior Accountant Analyst
Daniel Kurowski, Financial Analyst-Arbitrage
JoAnne Mackewicz, Comptroller
Michael Morris, Managing Director
Kathy Owens, Administrative Assistant
Cynthia Peoples, Managing Director
Debra M. Pinney, Manager, Administrative Services
David Wasch, Legislative Liaison/ECE Program Specialist

¹ Mr. Colangelo joined the meeting at 11:40 a.m.

² Dr. Lopez joined the meeting at 12:00 p.m.

³ Ms. Sanders attended the meeting via conference telephone that permitted all parties to hear each other.

Date of Meeting: May 18, 2016

Approval Date: November 16, 2016

APPROVAL OF MINUTES

Dr. Lisi requested a motion to approve the March 10, 2016 Grant Committee minutes. Ms. Rubin moved to approve the minutes. Ms. Sanders seconded the motion.

Upon roll call, the “Ayes,” “Nays,” and “Abstentions” were as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTENTIONS</u>
Patrick Colangelo	None	None
Barbara Lindsay		
Dr. Peter Lisi		
Dr. Estela Lopez		
Barbara Rubin		
Sarah Sanders		

Dr. Lisi stated that he was impressed with the grant booklet, and the amount of time that was put into reviewing the applications. He also added that he wanted to extend his thanks to all the staff involved in the process.

Ms. Fontaine thanked the new members of the Internal Review Committee (IRC), Krista Johnson and Debra Pinney. Returning this cycle were Dan Kurowski, Kimberley Fontaine, David Wasch, and Eileen MacDonald.

Review FY 2016 Nonprofit Grant Program Applications and Approve Awards

Ms. Fontaine stated that the full applications and materials were made available to all Board members.

Ms. Fontaine reported that \$875,000 was budgeted for the FY 2016 Nonprofit Grant Program. However, at the March meeting, the Board approved the transfer of \$250,000 from the Targeted Investment Program to the Nonprofit Grant Program, resulting in a total available pool of \$1,125,000.

Ms. Fontaine reported that \$11,469,053 has been awarded through the Nonprofit Grant Program since 2003. She added that for this Nonprofit Grant cycle, there were 124 applications totaling \$5,982,181. Of nine respondents that were deemed ineligible for the program, two were CHEFA clients, two had received awards in both the last two cycles, two were not 501(c)(3) entities, and three were not aligned with the program’s focus areas.

Ms. Fontaine stated that the following changes to this year’s program included:

- Increased RFP response time for applicants;
- Increased outreach & reminders for the program and deadlines;
- Return to a full application process without a Statement of Interest;
- Increased due diligence timeframe;

- Redesign and streamlining of the RFP and application; ;
- Scoring rubric was redesigned and it now incorporates weighted determinants.

Ms. Fontaine provided an overview of the booklet provided in the mailing.

Ms. Fontaine stated that the application deadline was extended by one week because of a problem in the building that created significant communication system issues due to the communication room being flooded. Since this problem resulted in the applicants' inability to reach CHEFA, management felt it prudent to extend the deadline. Ms. Fontaine stated that she contacted each applicant and told them that they would have an additional week to make changes or revisions.

Ms. Fontaine stated that the IRC evaluated and scored each application. IRC member scores were converted to rankings which, in turn, would determine the proposed awards by consensus. The IRC was broken into two teams of three reviewers each, with review of applications split between the two teams. This approach was used to make the process more manageable, given the number of applications received.

The graph on page four of the booklet's front narrative provides a review on how closely aligned the proposed award amounts were by sector to the eligible applications by sector. Healthcare funding requests continued to dominate this cycle; however, education requests increased over last year. The IRC scores the applications on the applicant's merit and does not use sector distribution as a factor in the process.

Windham was the only county not recommended for an award. Ms. Fontaine reported that there were two applications from Windham County but they did not rank high enough to receive an award.

Ms. Fontaine stated that although it appears that Hartford County residents would benefit from CHEFA grant funding disproportionately to the other areas of the state, it is important to recognize that several Hartford based nonprofits recommended for awards serve large areas of the State – among them Foodshare, Red Cross, The Children's Museum, CT Science Center, United Way of Central and Northeastern CT and YWCA of the Hartford region.

A discussion ensued on the proposed awards based on the IRC review. The IRC provided further feedback on the rankings of some of the applicants.

Ms. Fontaine reported that of the non-client applications received for this cycle, 62 have never received a CHEFA grant, and 37 of those have never applied to CHEFA for a grant.

Of the recommended awards, 11 nonprofits have never received a CHEFA grant, and 4 of those are new applicants to CHEFA.

Staff recommended funding 23 applications for a total of \$1,125,000.

Dr. Lisi asked if there were any other questions and/or comments. There being none, Dr. Lisi requested a motion to accept the recommendations for the FY 2016 Nonprofit Grant Program awards. Mr. Colangelo moved to approve the recommendations and Ms. Rubin seconded his motion.

Upon roll call, the “Ayes,” “Nays,” and “Abstentions” were as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTENTIONS</u>
Patrick Colangelo	None	None
Barbara Lindsay		
Dr. Peter Lisi		
Dr. Estela Lopez		
Barbara Rubin		
Sarah Sanders		

The meeting adjourned at 12:05 p.m.

Respectfully submitted,

Dr. Peter Lisi, Committee Chair