

Gilliam County Court
Work Session
December 18, 2019

Judge Farrar opened a work session of the Gilliam County Court at 9:00 a.m. at the Gronquist Building, Arlington, Oregon. Present were Judge Elizabeth Farrar, Commissioner Leslie Wetherell, Commissioner Sherrie Wilkins, Chief of Staff Lisa Atkin, Court Administrative Assistant Teresa Aldrich and Deputy Treasurer Kelly Smith.

**IN THE MATTER OF GILLIAM COUNTY GRANT PROGRAMS GUIDELINES,
APPLICATION PROCESS, AND REPORTING**

Judge Farrar began the work session with a review of the Operational Support Grants. All present reviewed the eligible entities, grant uses, scoring requirements and reporting guidelines. During the review process it was discussed that the minimum matching funds be raised to 20%, up from 10% and whether or not the match percentage is calculated from the total project cost or as a percentage of the County's contribution. The decision was made that the matching percentage will be calculated from the total project cost. In FY 2020-2021, the court will also be requiring applicants to develop and submit sustainability plans for their organizations.

Moving on to the Capital Investment Grants, the same review process was applied. At this time no changes were made to the requirements. The Capital Investment Grants currently have two grant cycles: spring and fall. Judge Farrar asked the Court if they wanted to continue using two grant cycles or move to one spring cycle. After a discussion it was determined that all would like to reflect on this topic and revisit at the next work session.

Deputy Treasurer Kelly Smith reported she is working on updating the application forms and they will be ready by the end of January. The work session touched on application due dates which will continue to be addressed at the next work session.

Judge Farrar then asked the Court and all present their thoughts on the grant final reporting guidelines. It was decided the definition of "significant" variances in the final report narrative will be 10% in all three grant areas. The term "events" will

be included in how many individuals benefited from or participated in your project and/or event in the Special Project Grant reporting form. It was also decided that the optional attachments will be limited to 4 pages.

Due to the time constraints, the Special Grant Program guidelines will be discussed at the next work session, scheduled for January 8, 2020 at 9:00 a.m. at the Gilliam County Courthouse.

Judge Farrar adjourned the work session at 9:57 a.m.

GILLIAM COUNTY COURT

By _____

Elizabeth Farrar, Judge

By _____

Leslie Wetherell, Commissioner

By _____

Sherrie Wilkins, Commissioner

Teresa Aldrich _____

Court Administrative Assistant