

Charitable Trust Committee

**Meeting of Tuesday, October 4th, 2016
James R. Thompson Center
100 West Randolph, Room 2-025, Chicago, Illinois**

MEETING MINUTES

The October 4th, 2016 meeting on the Charitable Trust Committee was called to order at 2:05 PM with the presence of a quorum.

BOARD MEMBERS PRESENT

Jay Rowell, Deputy Treasurer, Co-Chair
Designee for Illinois State Treasurer Michael Frerichs

Jody Adler, Co-Chair
Designee for Illinois Attorney General Lisa Madigan

Ennedy Rivera
Designee for Lieutenant Governor Evelyn Sanguinetti

Francisco Menchaca
Designee for the Illinois Department of Financial and Professional Regulation

Dale Morrissey
Developmental Services Center

Emilia DiMenco
Women's Business Development Center

Marcia Lipetz

Lisa Oakley

Ric Estrada
Metropolitan Family Services

TREASURER'S STAFF

Alex Armour, Policy and Program Coordinator
Illinois State Treasurer's Office

Brian Hooper, Assistant Policy Director
Illinois State Treasurer's Office

Sandi Raphael, Assistant General Counsel
Illinois State Treasurer's Office

Jay Rowell, Deputy Treasurer
Illinois State Treasurer's Office

Catherine Shannon, Legislative Director
Illinois State Treasurer's Office

MINUTES

Deputy Treasurer Jay Rowell called the meeting to order at 3:00 PM.

Rowell reviewed deadlines for the Ethics Training and Open Meetings Act Training.

Rowell moved to approve the minutes from the August 23rd, 2016 Board Meeting. The minutes were approved with a minor spelling correction.

Alex Armour led a discussion to schedule future Board Meetings. Meetings were scheduled for December 6th, 2016 at 3 PM, March 7th, 2017 at 3 PM, June 13th, 2017, at 3 PM, August 7th, 2017 at 3 PM, and December 6th, 2017 at 3 PM.

Alex Armour then led a discussion on program considerations.

Scoring criteria was discussed.

Rowell proposed that the Treasurer's office draft a present a conflict of interest statement that would be included in the application. This would be given to the board for their review.

A discussion was held on award structure. The first point up for discussion was the amount of percentage of overhead Charitable Trust grants would consider.

Emilia DiMenco made the point that 10% overhead might be a standard, but also might disadvantage smaller organizations that have higher overhead.

The point was raised that the award would not technically be considered a general operation grant if an overhead limit is imposed.

Ric Estrada suggested that we raise the percent to 15%, or make an exception for salary of the organization's Executive Director, giving very small organizations some leeway.

Marcia Lipetz suggested that instead of a percentage tied to overhead, the grant award itself may

not exceed a percentage of the organizations overall budget.

This point led to a renewed discussion of the type of grant award that would be offered. It was agreed that general operating grants would be the most attractive to applicants, but that those types of grants made oversight more challenging.

After some discussion, a compromise was suggested that the total grant should not be more than 30% of the organization's budget, and should not exceed 25% overhead costs, unless the grant will be used for a one-time expenditure.

The final section of the program structure discussion focused on grantee reporting requirements and site visit procedures.

Emilia DiMenco suggested that a site visit be required for grantee finalists. This was agreed to, with the understanding that both staff and board members could participate in the process.

A conversation ensued about conduct of the site visits.

Brian Hooper suggested that a random audit be conducted on grantees.

It was agreed that site visits would be conducted for grantee finalists, and during the life cycle of the grant.

It was also determined that 60% of the grant would be awarded up front, with an additional 30% of the grant released upon receipt of the six month grant report, and the final 10% released after the receipt of the final grant report.

Ennedy Rivera inquired about the necessity of these reports for smaller grant applicants. It was determined that all grant recipients would need to complete the same reports.

Discussion moved on to the content of the grant application. Minor edits were made to application.

Dale Morrissey wondered if grantees may re-apply for a grant in subsequent years. It was determined that an organization could reapply after two years.

Jody Adler raised questions about the supporting documentation.

Alex Armour provided an overview of the website, and of the grant management software vendor identified through an RFP process conducted by the State Treasurer's Office.

A motion was made to adjourn the meeting. The next meeting will be held December 6th, 2016 at 3 PM.