

DEPARTMENT OF CITY CLERK

CITY HALL

MARCH 17, 2003

The Commissioners of Dexter Donation meets this day at 4:00 o'clock P.M., in Room 201, Mayor's Office, Second Floor, City Hall.

PRESENT: Wayne J. Montague, Renee L. Bailey and Juan M. Pichardo.

ABSENT: Dale L. Santos and Lawrence M. DeMeo.

Also present are Carolyn Benedict-Drew, Chief of Policy, Mayor's Office, Cliff Wood, Deputy Chief of Policy, Councilman Patrick K. Butler, Michael R. Clement, City Clerk and Sheri A. Petronio, Assistant Clerk.

(Subsequently Lawrence M. DeMeo joins the meeting)

**INFORMATIONAL MEETING REGARDING POLICY AND PROCEDURES.**

WAYNE J. MONTAGUE: Number one on our agenda today is informational meeting regarding policy and procedures and I can probably turn it over to Mr. Clement, the City Clerk. I know and I would just like to state that I got a phone call stating that there was a meeting and I asked about a memo or something coming out because I know we are supposed to get a memo of the meeting so I called the City Clerk's Office and notified them of the proper procedures, rules and regulations.

MICHAEL R. CLEMENT: I did inform Ms. Drew that the proper procedure as to the way to do this is that the Mayor is the Chair by virtue of being the Mayor, he sits as the ex-officio. He has the authority to call the meeting unless he delegates it to the Vice-Chair who is Mr. Montague. That is the proper procedure as to how to call a meeting. The second thing is that the meetings are held in the City Council Chambers. We have to notify each member of the committee within forty-eight hours by way of mail and then we do a follow-up check as to who is going to be attending the meeting so that we can have a quorum. There are a number of people who sit on this committee and only the voting

members on this committee comprise a quorum and I think it is five people if I'm correct. If we don't have three people the meeting cannot continue. We have to call the meeting due to lack of a quorum. Then usually at that point you can invite Wainwright, who is the Investment Commissioners for the commission and usually the City Treasurer who will inform us as to how much money is pending in the account and also how much monies would be available for distribution. Now we do have a form of instructions, I don't know if anybody has them or not but I can make copies available. This will inform the people how it is done, who is eligible, who is not eligible. The commission usually sets-up the amount of allotment per organizations and they usually do that by virtue of a vote here at the committee meeting and basically that is about it outside of when you have the elections.

WAYNE J. MONTAGUE: Now you made a statement about off years or even years.

RENEE L. BAILEY: I think that is elections.

WAYNE J. MONTAGUE: Are you talking about the election or what were you talking about?

CAROLYN BENEDICT-DREW: No, it was my understanding that the policy is and somebody gave it to me the other day.

SHERI A. PETRONIO: Claire maybe.

CAROLYN BENEDICT-DREW: Claire, yes, that the monies are given away only on even years.

MICHAEL R. CLEMENT: It is every year and it is basically based on when the Mayor, if I'm correct and correct me members of the committee. The Mayor can call a meeting at any time he wants to due to the fact that he is ex-officio. Now if they want to determine whether to give out monies that is a vote that is determined by the commission if I'm correct and that is how that works.

RENEE L. BAILEY: Do we set the application period?

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WAYNE J. MONTAGUE: That could be at any time as long as we have money available.

RENEE L. BAILEY: We have the application period, applications are reviewed and then we plan a meeting to choose what applications are going to receive funding.

COUNCILMAN BUTLER: If I could speak. A couple of the organizations that I'm involved with in my community apply every single year. One being the Elmhurst Little League and the other being the Mount Pleasant Little League and we rely on that every single year so I know that it is yearly that we do apply for funding.

CAROLYN BENEDICT-DREW: So I will clarify that with Claire because she gave me something in writing the other day.

MICHAEL R. CLEMENT: No, you can clarify it with me as the City Clerk because I am the Clerk of all committees of the City Council so you can clarify that with me. All dealings go through me and if I'm not here than you deal with Claire and if Claire is not here then you deal with Anna. If all three of us are not here then you are going to have to wait until the next day.

COUNCILMAN BUTLER: We don't allow that to happen Mr. Clement.

MICHAEL R. CLEMENT: No we don't. I just want to give you just a basic overview. The rules and criteria are set-up by the commission and they will determine what is first priority, the dealings with educational programs and what is third priority. Eligible expenditures, they have not in the past allowed the money to be spent on jobs or salaries for jobs and things of that nature or purchase of equipment or things of that nature. What they did is that they wouldn't also allow the grants to be given to individuals and research for grants would not be given out. Like I said earlier they would allow a certain amount of money as a top allocation to any one organization to be given out. In the past is has been

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\$2,000.00, sometimes it has been \$1,500.00 and sometimes it has been \$1,000.00.

It all depends on how much money is generated by virtue of investments.

CAROLYN BENEDICT-DREW: Now are you allowed to eat into the principal?

WAYNE J. MONTAGUE: We try not to.

MICHAEL R. CLEMENT: Yeah, we try not to.

CAROLYN BENEDICT-DREW: So like this year we didn't make money apparently from our Finance Director because of the market so then what would you normally do.

MICHAEL R. CLEMENT: See one of the things that you have to be careful with and what you should allow is that you have to make sure that the City Treasurer is involved in this.

CAROLYN BENEDICT-DREW: Okay.

MICHAEL R. CLEMENT: That is a must.

CAROLYN BENEDICT-DREW: Alright.

WAYNE J. MONTAGUE: He has a listing of the accounts and how much money is in there and so forth.

CAROLYN BENEDICT-DREW: He gave that to us, we have that.

COUNCILMAN BUTLER: How much is in the account?

WAYNE J. MONTAGUE: You said the Finance Department.

MICHAEL R. CLEMENT: They probably got that from Alex.

CAROLYN BENEDICT-DREW: Do you know how much is in there?

COUNCILMAN BUTLER: I was just asking that.

JUAN M. PICHARDO: That is what you're going to be distributing.

CAROLYN BENEDICT-DREW: No, I just got those from a meeting. Somebody gave them to me, there was a meeting I think of the Council and the Dexter Fund was passed out.

MICHAEL R. CLEMENT: When was this?

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CAROLYN BENEDICT-DREW: I don't know somebody brought it down.

MICHAEL R. CLEMENT: There is miscommunication here.

WAYNE J. MONTAGUE: If I could say a couple of things first. First of all what I think we need to do is just get our house in order just a little bit and that means you sitting down with Mr. Clement and going through the procedures probably again so that we are all on the same page and possibly also getting the City Treasurer Stephen Napolitano in on that and maybe come up with something on paper, maybe one sheet of paper with how much money we have in our accounts and how much interest we gained over the last year because we spent a lot of money last year so I don't know if we have a lot of money in there so that we have some assemblance of where we are going and what we have and what we are doing here because right now from what I can see is that we are all off kilter here and nobody's communicating. So what we should do is probably set-up another meeting where we can meet again maybe in a couple weeks or so but in the meantime if you individuals, the Mayor's Office, the City Clerk's Office and the City Treasurer can get together and we where you're at in terms of procedures that we should be following and dollar amounts that we should have and the City Clerk has all the forms and all the paper work that you need and if we can do that I'm sure we can get on the right page. So that is what I would suggest because I think right now we are off kilter and before we even think about handing out any money or anything we all have to be on the same page. So what you need to do is sit down amongst yourselves, figure out where we are at and then we can call another meeting where we can all sit down.

MICHAEL R. CLEMENT: That is what I thought this meeting was going to be. I thought the Mayor was going to be here and that is why I indicated to you last Friday that the Mayor is the person that calls the meeting.

CAROLYN BENEDICT-DREW: What I was told by the Mayor is that he asked me to call the meeting on his behalf.

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COUNCILMAN BUTLER: But you can't do that, the Mayor has to call the meeting. If you want to send a communication to the Clerk that's fine but only the Mayor can call a meeting.

Lawrence M. DeMeo joins the meeting

CAROLYN BENEDICT-DREW: I was told differently.

CLIFF WOOD: We are just trying to sort out everything.

WAYNE J. MONTAGUE: That is what we are doing here, sorting out the little stuff so then we will sit down and we will clear everything up and we will meet again and we will go through the process again so that everyone is on the same page and everybody knows what is going on.

CLIFF WOOD: I am just trying to learn how this works.

COUNCILMAN BUTLER: I think that the biggest priority should be finding out how much is in the fund if we have anything to disperse.

WAYNE J. MONTAGUE: That is what they are going to do.

COUNCILMAN BUTLER: I mean before you have a committee meeting you can actually find out so that going into the meeting you know what you have because you are going to have hundreds of applications for money.

WAYNE J. MONTAGUE: Well, we may not have a lot of money so we may not even want to call a meeting. We don't know until we see what we have.

CAROLYN BENEDICT-DREW: So if there isn't any money do you suggest that we not.

WAYNE J. MONTAGUE: I think we should all come back to the table and talk again so that we are all on the same page.

CAROLYN BENEDICT-DREW: Okay.

WAYNE J. MONTAGUE: So we do need another meeting even if we are not going to disperse funds we need to talk about where we are at.

CLIFF WOOD: Has there ever been a year when there weren't funds dispersed?

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WAYNE J. MONTAGUE: No, I think we disperse funds every year and even when the market was low we did that. Years ago we used to have tons of money because the market was good. We used to give out \$5,000.00 to a group, 10,000.00 to a group and we had to cut down what we were giving out.

CLIFF WOOD: And the max is \$2,000.00

WAYNE J. MONTAGUE: That is if we decide to do that.

RENEE L. BAILEY: It depends on the amount of money. The applicants can request as much money as they want and we usually just have a cut off so that we can disperse more funds because every year the number of applications just goes up and up.

MICHAEL R. CLEMENT: What they have done in the past is that the commission has set-up a one shot allocation that you get would be no more than \$2,000.00, that is what it has been in the past but like I said that can change from time to time because the commission has the authority to set the low and the high.

WAYNE J. MONTAGUE: What we would like to do to and I am going to be honest with you is we like to help people and we only have so much money so we divvy it up the best way that we can to help as many people as we can.

CAROLYN BENEDICT-DREW: Especially during these times.

MICHAEL R. CLEMENT: Like the little leagues, the softball teams, some educational things, food closets and things of that nature. They don't want to get into paying somebody's salary and buying a truck for somebody and that kind of stuff.

WAYNE J. MONTAGUE: And what it is too and I want you to know this too is that we work very, very well together so we really think out what we are doing and how we deliver those monies to those folks. So we work together and we do a good job.

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JUAN M. PICHARDO: One of the things as we ended the last meeting and we gave out the money was that we said are going to have some accountability to have a report and I don't know if that has been followed up.

MICHAEL R. CLEMENT: Those reports were sent into Dorothy Devereaux who was then working on this here commission. Since she hasn't been there I have been forwarding them upstairs to the Treasurer's Office because before an organization can re-apply for funds they have to make sure that they are accountable for the amount of money they have received previously and that it has to be filed with the City Treasurer's Office.

CLIFF WOOD: So it is part of the application for subsequent years to show what you did with the money.

MICHAEL R. CLEMENT: Right, what you spent the money on and what your proposal was for last year.

CLIFF WOOD: You said you needed bats and catchers mitts so they just have to show the receipt for the bats and the catchers mitts.

LAWRENCE M. DE MEO: If I could interject on something. When we do a program we look it over and we end up finalizing it and everything, we have to go around the resources of the needs of like food, clothing and shelter. If you read the Dexter Will which is up in Archives those were his wishes so when Wayne says softball and stuff like that a lot of these kids have a snack, they have things that is providing them nutrition and a lot of them we know may not have lunch that day. So we try to go in the way of are they going to eat, is there any resources where they need clothing or if people are homeless and there are agencies that help place them so those are like three important subjects. I know people in the past and Wayne knows that and Juan knows that, they have come to us and they have wanted computers and they have wanted all kinds of gadgets and stuff and that is not what it is for.



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CLIFF WOOD: I really appreciate that you all came down to help us sort out how to do this. We are just trying to learn how it works, that's really all the meeting is about so I'm saying that you have the general rules and in the rules do you have the thing about grants being \$2,000.00 and also there is some criteria so I'm wondering if these are in order or is there no specific order. You talked about the clothes and the food.

LAWRENCE M. DE MEO: No, we talk to the people that put in the proposals and find out exactly what they want. They come up and talk to us and they explain what they want to use it for.

WAYNE J. MONTAGUE: There is a priority list.

MICHAEL R. CLEMENT: This is basically how we do it and I will make some copies but that will give you a general idea in terms of priority.

CLIFF WOOD: Right, and that is why I'm asking. I see that you have the rules here and that you go by them and you just mentioned that the \$2,000.00 is something that you choose.

JUAN M. PICHARDO: The commission actually decides based on the amount of money that we have.

CLIFF WOOD: So I'm just wondering, do these change over time or are all of them the same except for the money part.

WAYNE J. MONTAGUE: The criteria is there but the money part may change and there maybe times where we think a group may need money that is in the second category instead of the first category.

CLIFF WOOD: That's fine.

WAYNE J. MONTAGUE: The priorities are there but we worked around those priorities, we try to stay in that ballpark.

CLIFF WOOD: I'm just trying to get sense about because of the will and some of it is going to be mandated by the will and you can't do anything to change

that but other things are more flexible like how much you get so I just wanted to know what was what.

JUAN M. PICHARDO: So Mr. Chairman, I would propose that we call another meeting but we have a report from the Treasurer and we can establish some rules depending on the money that is reported to us and we can determine if we are going to start accepting applications.

WAYNE J. MONTAGUE: And you know what would be nice to if we could have the Mayor here at the meeting and the City Treasurer also here at that next meeting and we will have it upstairs.

MICHAEL R. CLEMENT: We will have it upstairs in the City Council Chambers.

On motion of Juan Pichardo, seconded by Renee Bailey, it is voted to have another meeting with a report from the Treasurer and to establish some rules depending on the money that is reported to us to determine if we are going to start accepting applications.

WAYNE J. MONTAGUE: All those in favor.

COMMITTEE: Aye.

WAYNE J. MONTAGUE: All those opposed.

Motion Carries.

MICHAEL R. CLEMENT: Mr. Chair, if I may, do you think that maybe Wainwright should be here for the next meeting also.

WAYNE J. MONTAGUE: Yes, and Wainwright too because they can explain the whole portfolio that we have. You can come up with the date, maybe two, three, four weeks or whenever the Mayor is available and in the meantime if everybody can sit down and maybe even have Wainwright come in with the Treasurer and the City Clerk and work this out but everything runs through the City Clerk's Office.

CAROLYN BENEDICT-DREW: Okay.

CLIFF WOOD: When is the usual time when they are given, around May is it?

WAYNE J. MONTAGUE: You can do it whenever you want. If you have money there you can try to help people, you know we are here for the people.

RENEE L. BAILEY: We usually take applications early March.

MICHAEL R. CLEMENT: It is usually based on the summary of events. I mean when the kids are out of school and they got day camp and things of that nature so they try and do it around that time there.

LAWRENCE M. DE MEO: There is usually a notification in the paper.

CAROLYN BENEDICT-DREW: Now people have been leaving their applications off so I will just collect those and they should go to you?

MICHAEL R. CLEMENT: I would prefer that they come directly to me. See the thing is...

WAYNE J. MONTAGUE: The process isn't open.

RENEE L. BAILEY: No, it's not.

MICHAEL R. CLEMENT: Right, exactly.

RENEE L. BAILEY: You shouldn't be taking any applications at all.

CLIFF WOOD: So if we receive them in the mail how would you prefer we handle that.

MICHAEL R. CLEMENT: Refer them back to them in the mail.

RENEE L. BAILEY: They are time stamped, aren't they?

MICHAEL R. CLEMENT: Well, see if they come through my office they are time stamped.

RENEE L. BAILEY: That's what I mean but they all have to come through your office.

MICHAEL R. CLEMENT: Right, exactly.

WAYNE J. MONTAGUE: But the thing of it is, is we didn't go through the process to set the applications.

MICHAEL R. CLEMENT: And that is usually done by advertisement.

CAROLYN BENEDICT-DREW: People just did it automatically, they sent it and it gets opened in the Mayor's Office.

CLIFF WOOD: All I'm asking is what would you prefer that we do then when they come in the mail. Just send them back, give them to you, copy them?

MICHAEL R. CLEMENT: Well, if a filing period hasn't started send them back but if it has started then they can refer them upstairs.

RENEE L. BAILEY: We haven't started yet.

MICHAEL R. CLEMENT: Right, exactly, so the ones you have now I would send them back.

WAYNE J. MONTAGUE: Let me just try and clear this up for you. There is a process. We come up with dates when we will start accepting applications and a closing date and at that point in time that's when we start getting applications that go up to the City Clerk's Office and get time stamped. Those that are coming in now they probably think our application process is open that's why they are mailing them in.

CLIFF WOOD: So you post it between this date and this date.

WAYNE J. MONTAGUE: Right, so those can go back with a note saying that the process hasn't opened up yet and we will contact you maybe later on when that process is opened up. It doesn't make sense for him to hold onto them because he is not going to be able to use them.

RENEE L. BAILEY: We can also make note when the notice does go out just so that I don't forget. If the notice does go out that we are going to take applications, we need asterisks if you applied between January 1<sup>st</sup> and this date you need to re-apply so that they know that their application is not considered yet.

CLIFF WOOD: Do you have a form letter that says that?

RENEE L. BAILEY: To answer your question, they put the ad in the paper saying its opening between this date and that date for the Dexter Donation

applications and that goes in the newspaper and in the newspaper we need to make sure that we indicate that people need to re-apply, those applicants that you already have.

MICHAEL R. CLEMENT: And the other thing and I want to make it perfectly clear that applications are not given out from my office until the time for accepting the applications is agreed to by this commission. How those other people got those applications I don't know.

WAYNE J. MONTAGUE: That's what I would like to know.

RENEE L. BAILEY: Agencies that always do it I think just made a copy of it.

LAWRENCE M. DE MEO: Could we maybe come up with a process the way the applications are numbered so if someone wants to duplicate an application we have a double number.

MICHAEL R. CLEMENT: Unless you want to put the year, say the application of 2003 or something like that.

WAYNE J. MONTAGUE: That is simpler instead of numbering just to put the year on it.

LAWRENCE M. DE MEO: Or something to identify it.

MICHAEL R. CLEMENT: Who is to say that they can't white it out.

RENEE L. BAILEY: Well, I mean you would know. If I had three from one place, you know that you have three from one place.

LAWRENCE M. DE MEO: What I was thinking, if you had a number system and you get a double number you know one of those has been copied and that controls the applications from your office.

WAYNE J. MONTAGUE: I think we should just put the year on it, I don't want to take the time to type it in.

RENEE L. BAILEY: I am not clear on that issue.

JUAN M. PICHARDO: There is a question that says have you applied for monies and what year so I mean they have to take the letter anyway.

MICHAEL R. CLEMENT: Plus the other thing is that they have to file the reporting aspect of it upstairs in the Treasurers Office.

CAROLYN BENEDICT-DREW: Can it get done electronically because all of our grants have to be done only by e-mail because people have been calling and asking about that. So should they be done by e-mail?

WAYNE J. MONTAGUE: No, because they have to be time stamped.

RENEE L. BAILEY: I don't think they are ready for that yet because the applications are long, it's a long written process. You get applications with like thirty pages sometimes.

JUAN M. PICHARDO: This is an example of one and it is just a basic question but there are also statements as to whether they have a 501.C-3.

RENEE L. BAILEY: And a lot of times they like to give you a little blurb about what they are asking for.

JUAN M. PICHARDO: And part of the requirement is they have to submit, what is it five to seven copies of the proposals?

MICHAEL R. CLEMENT: Seven copies.

JUAN M. PICHARDO: Seven copies so that way each of us get it for review and we determine the organizations based on their criteria.

MICHAEL R. CLEMENT: And they are all asked to either send a representative of their organization or they come in representing the organization because there could be questions by the commission that need to be asked and if there is nobody there to ask the question they can't get the answers.

CAROLYN BENEDICT-DREW: Great, thank you very much.

CLIFF WOOD: Thank you and we recognize that it was a little unorganized but we were just learning our way and we appreciate you coming down and helping us out.

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WAYNE J. MONTAGUE: Not a problem. I guess we are done so can I have a motion for adjournment.

**ADJOURNMENT:** On motion of Juan Pichardo, seconded by Lawrence DeMeo, it is voted to adjourn the meeting at 4:45 o'clock P.M.

  
**City Clerk**

  
**Assistant Clerk**

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