

**VILLAGE OF GURNEE
GURNEE CARES COMMISSION
MEETING MINUTES**

DATE: Tuesday, October 14, 2025
TIME: 7:00 p.m.
PLACE: Council Chambers at Village Hall
located at 325 N. O'Plaine Road, Gurnee, IL

1. Call to Order

- A** The meeting was called to order at 7:05pm
- B** In Attendance: Patrick French, Rachel Chenier, Beth Pope, Susan Squires, Mark Froseth, Brooke Hagstrom, Liz Nelson, Gale Graves, Bryson King, Kevin Woodside, Matt Trujillo
- C** Absent: Malcom Kelly, Candy Reimholz, Roger Moreano

2. Pledge of Allegiance

3. Public Comment

- A** There was no public comment.

4. Approval of the Meeting Minutes

- A August 12, 2025**
 - Liz made a motion to approve the minutes, and Mark made a motion to second it. The group approved the minutes.

5. New Business

A Review of Grant Criteria and Process

- Kevin shared the grant criteria that he is proposing for the first application period to ensure a successful first round and secure strong recommendations for the board.
- The group discussed the initial request and first deadline, as well as whether additional staff would be involved.
- The group discussed the grant application period and created a timeline to organize the process.
- Rachel mentioned an invitation out to eligible organizations.
- Gale suggested requesting a letter of intent from organizations outlining the programs they plan to implement.
- The group preferred the idea of a letter of intent instead of a lengthy application.
- Gale noted that spending the funds between January and April would be challenging and recommended giving organizations at least a year to utilize the grant money.
- The group agreed that reimbursement procedures should be consistent for all awardees.
- Rachel proposed providing a 30% advance for the program, with the remaining funds reimbursed afterward. She also suggested monthly reporting of payments to the organizations.
- Liz raised concerns about conflicts of interest. Kevin noted that anyone with an influential relationship to an applicant should recuse themselves from the voting process for that

specific applicant.

- Matt showed the Small Business Capital Grant Application to show how the grant process accepts applications.
- The group decided to screen organizations based on their letters of intent, after which selected applicants would be invited to complete a more detailed application.
- Rachel suggested designing the letter of intent in an application-style, fill-in-the-blank format to ensure all necessary information is collected for decision-making.
- Kevin stated that his next step would be to send out the draft letter of intent to everyone and get it posted as soon as possible. The group will also need to email the letter of intent to eligible applicants.

6. Public Comment

- A** During the public comment period, Debbie Hoselton asked whether Matt would be solely responsible for handling the Cares Grant paperwork. It was clarified that Matt will manage the administrative paperwork and keep everything organized. When Debbie inquired about eligibility, Kevin explained that organizations, not individuals, would be eligible to apply for grant funds. Debbie also recommended creating a mission statement for the group.

7. Adjournment

- A** Beth made a motion to adjourn the meeting, and Gale made a motion to second it. The meeting was adjourned at 8:30pm.

Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact Austin Pollack, Assistant to Village Administrator, at (847) 599-7500 promptly to allow the Village to make reasonable accommodations for those persons. www.gurnee.il.us