

CEDAC Allocation Committee | MINUTES

February 02, 2021 | 12:00 pm | 2001 S State Street, Suite S2-950, Salt Lake City, UT 84190

Meeting called by Michael Gallegos
Type of meeting Allocation Committee
Facilitator Karen Kuipers
Note taker Erika Fihaki

Committee Members: Amber Measom, Camille Bowen, J. Todd Richards, Stacey Phillips, Susan Gregory, Leslie Jones, Ryan Henrie, Mike Anderson, Greg Shelton, Becky Guertler, Shelly Johnson

Staff: Karen Kuipers, Erika Fihaki, Amanda Cordova, Vikram Ravi, Mary Leonard, Michael Gallegos, Megan Taylor

AGENDA TOPICS

Agenda topic *Welcome & Introductions* | **Presenter** *Michael Gallegos*

Michael Gallegos was unable to join the meeting due to a scheduling conflict. Karen Kuipers welcomed the committee and advised them that we would begin the meeting with the Open & Public Meetings training and introductions will be made following that training.

After the Open & Public Meetings training Mike Gallegos introduced himself. The Council members introduced themselves, explained their reasons for wanting to be on the Council and the experience and expertise they bring to the Council.

Agenda topic *Brief Overview of Funding Received by SLCo & Allocation Process*
Presenter *Michael Gallegos*

Mike Gallegos gave an overview of the funding that has been received by Salt Lake County during the pandemic and for this allocation process. Mike also gave an overview of the Allocation Process for this grant year.

Agenda topic *Open Meetings Training* | **Presenter** *Megan Taylor*

Megan provided the Open Meetings training which covers the laws governing meetings which are open to the public.

Agenda topic *Administrative Issues* | **Presenter** *Karen Kuipers*

1. **Review of Committee Paperwork** – Karen advised the Council that the following paperwork is required. Council members will need to complete the forms and return them to County staff.
2. **Paperwork Completion**
 - a. *Sexual Harassment Policy* – Karen gave an overview of the Sexual Harassment Policy.
 - b. *Conflict of Interest Disclosure* – Karen gave an overview of the Conflict of Interest Disclosure form.
 - c. *Volunteer Contract* – Karen gave an overview of the Volunteer Contract.

3. **Binder Preferences** – Karen advised the Council members that they have the option for either a small binder or a large binder and the differences between the two. Karen also advised the Council that they have the option for an electronic binder or a physical binder. She has requested that each council member advise County staff of their preference.
4. **Standard Operating Procedures** – Karen advised the Council that County staff would like to make some minor changes to the Council’s Operating Procedures.
 - a. *Proposed Minor Changes* – Karen gave an overview of the proposed minor changes to the Operating Procedures. Council members will be provided an electronic version of the Operating Procedures to review. Council will vote on acceptance of the changes in a future meeting at which time the proposed changes will go before the Salt Lake County Mayor for approval.
5. **CEDAC Member Roles & Responsibilities**
6. **Volunteer Hours** – Karen explained how volunteer hours will be tracked and used. This process will be different than in years past due to electronic meetings. Karen explained the process for reporting hours and what should be reported.

Action items	Person responsible	Deadline
Sign & Return Documents	Council Members	02/09/2021
Provide Binder Preference to County Staff	Council Members	02/09/2021
Review Proposed Minor Changes to Operating Procedures	Council Members	02/09/2021

Agenda topic *Elect Committee Chair & Vice-Chair* | **Presenter** *Karen Kuipers*

1. **Chair Elect – Ratify as Chair for 2021:** Mike Anderson confirmed he is Chair Elect this year. Karen opened the meeting to a Motion to Ratify. Leslie made a motion. Becky seconded. There were none opposed. Michael Anderson was ratified and elected as Chair for the 2021 Allocation Process.
2. **Vice Chair:** Karen explained the Roles & Responsibilities of the Vice Chair. Karen opened the meeting to volunteers or nominations for Vice Chair. Mike nominated Leslie. Leslie declined and nominated Becky. There were no other nominations. Susan seconded this nomination. There were none opposed. The motion passed to elect Becky Guertler as the Vice Chair for the 2021 Allocation Process.

Agenda topic *Discussion on Strategy for Decision Making* | **Presenter** *Committee Chair*

1. **Conduct of Meetings & Use of Robert’s Rules of Order** – Newly elected Chair Mike Anderson gave an overview of Robert’s Rules of Order.
2. **Scoring of Proposals** – Mike gave an overview of the process for scoring proposals. He advised Council members that they are required to score every section of each proposal so that we can get an aggregate score with which to rank the proposals. Mike asked for a motion to rank sections low average high. A Council member suggested that this motion might be premature, especially for new Council members. It was recommended that this motion be tabled until Council members know more about ranking. There was some discussion about this. Mike recommended that he make the motion again next week after Council members have had an opportunity to review the proposals.
3. **Scheduling Meetings & Use of Minutes** – Mike gave an overview of the scheduling of meetings. Karen advised the Council that there is a slight change to the time of the meetings due to not

allotting time for lunch as was done in the past. Mike gave an overview of the scheduling of and what will be addressed in the remainder of the meetings for this Allocation process.

- 4. Email Communication & Voting** – Mike advised the Council that minutes will be taken during each meeting. Those minutes will be distributed to the Council for approval in the following meeting. Mike advised the council that he was unsure how we would be handling email communication and voting. Karen advised the Council that she recommends that Council members do not do emails privately amongst each other. Any emails from County staff will be addressed to all Council members. Karen advised that Council members use “Reply-All” on those email threads. Karen advised that discussions can be handled in ZoomGrants and in the Council meetings because they are public record. We will have the transcript of everything that is discussed in the chat.

Karen discussed various options for voting. There was a question about abstaining from votes. Karen advised the Council that prior to the discussion about each application, Council members will be asked to declare any conflicts and whether they abstain. Greg clarified that he was referring to the votes here, if a Council member abstained it would need to be noted. Karen concurred and it will be.

- 5. Areas of Focus & Assignments for sub-committees** - Mike explained to the Council that in the past assignments have been made for who will evaluate during the meetings each category of the proposals. Karen confirmed that we have 11 Council members. We haven’t reviewed those categories and they have changed. There are more categories than in the past. Karen recommends that we make the assignments after we’ve gone through the format of the applications and how to score in ZoomGrants. Mike agreed.

Agenda topic *Training/Refresher on ZoomGrants* | **Presenter** *Karen Kuipers*

- 1. Login Credentials** – Karen advised the Council that by the end of this week Council members will be given access to two sets of Applications. One for the Urban County Jurisdictions and one for Non-Profit or Quasi-Government organizations. They will review Urban County applications first then move on to the Non-Profit applications.
- 2. Navigation** – Karen gave an overview of how to navigate in ZoomGrants.
- 3. Committee Member Notes** -

Agenda topic *Review Changes in Application Format & Budgets for 2021*
Presenter *Karen Kuipers*

Karen advised the Council that there is a difference in scoring this year. She explained why these changes were made. She explained how the scoring will work.

Agenda topic *Review Schedule of Meetings for FY-2021* | **Presenter** *Amanda Cordova*

- 1. Timeline for Application Reviews** – Karen recommended to the Council that they only schedule 2 applications for review next week which will allow the Council to have more time to discuss them. Mike clarified that all Council members should reviewing each application in it’s entirety and scoring each section. The assignments are for discussion purposes only. Mike proposed that we make assignments now. There was some discussion about this. It was determined that assignments can be made at the end of the next meeting to enable Council members a chance to review their applications.

- 2. Review List of Proposals & Identify Potential Conflicts of Interest** – The Council was advised which applications we will be reviewing next week. County staff will send out further information about this later.

Agenda topic *Other Business* | Presenter *Karen Kuipers*

There was no other business

Agenda topic *Adjourn* | Presenter *Committee Chair*

Mike adjourned the meeting