

CEDAC Allocation Committee | MINUTES

January 11, 2022 | 12:00 pm | 2001 S State Street, Suite S1-950, Salt Lake City, UT 84190

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

Committee Members: Mike Anderson, Susan Gregory, Greg Shelton, Amber Measom, Ryan Henrie, Candace Tippetts, Leslie Jones, Todd Richards

Staff: Karen Kuipers, Erika Fihaki, Amanda Cordova, Michael Gallegos, Adam Miller, Sharon Pierce, Brittney Hemmingway

AGENDA TOPICS

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

Michael Gallegos opened the meeting and introduced our DA representative Adam Miller, who will be providing our Open and Public Meetings Training. Following Adam's training Karen asked the Council Members to introduce themselves.

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 for this allocation process. Mike also gave an overview of the priorities for the Allocation Process for this grant year.

Agenda topic *Open Meetings Training* | **Presenter** *Adam Miller*

Adam provided the Open Meetings training to ensure the Council Members understand the laws governing meetings which are open to the public. Adam opened the meeting for questions. There were some questions which Adam was able to answer.

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. **Dietary Restrictions & Preferences** – Staff has already reached out to the Council Members to determine their preferences. Karen advised Council Members to contact staff if they have not yet.

4. **Standard Operating Procedures** – Karen advised the Council there were no changes in the Standard Operating Procedures. Karen advised the Council that they each have these documents in their binders.
5. **CEDAC Member Roles & Responsibilities** – Karen advised the council that there were no changes to the Member Roles & Responsibilities. Karen gave a brief overview of the roles and responsibilities. She advised the Council that they each have these documents in their binders.

Action items	Person responsible	Deadline
Sign & Return Documents	Council Members	02/09/2021

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

1. **Chair Elect – Ratify as Chair for 2021:** The Chair Elect for this year is unable to serve on the Council therefore Karen opened the meeting to nominations for the Council Chair. There was conversation about this election. Leslie Jones nominated Todd Richards to serve as Chair. Todd accepted the nomination. Michael Anderson seconded the nomination. There was no further discussion. There were no additional nominees. Karen asked for a vote on the nomination of Todd Richards as the Chair for the CEDAC 2022 – 2023 grant year. The vote was unanimous to elect Todd as the Chair. Karen explained the role of the Vice Chair to the Council. She then opened the meeting for nominations for the Vice Chair. Mike Anderson nominated Amber Measom for the Vice Chair. Amber accepted the nomination. Karen asked for further volunteers or nominees. There were none. Karen asked for a second to the nomination. Susan Gregory seconded the nomination. There was no further discussion about this election. The vote was unanimous to elect Amber Measom as the Vice Chair for the CEDAC 2022 – 2023 grant year
2. **Vice Chair:** Karen explained the role of the Vice Chair to the Council. She then opened the meeting for nominations for the Vice Chair. Mike Anderson nominated Amber Measom for the Vice Chair. Amber accepted the nomination. Karen asked for further volunteers or nominees. There were none. Karen asked for a second to the nomination. Susan Gregory seconded the nomination. There was no further discussion about this election. The vote was unanimous to elect Amber Measom as the Vice Chair for the CEDAC 2022 – 2023 grant year.

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 Todd Richards gave an overview of Robert’s Rules of Order.
2. **Email Communication & Voting** – Adam advised the Council of Best Practices regarding email communication among the Council Members. There was discussion about what is or is not allowed in email communication.
3. **Scoring of Proposals** – Todd opened the meeting for a discussion on scoring of proposals. Karen asked former Chair Mike Anderson to explain the scoring process from the previous year. Mike explained the process. Karen showed the score sheets and explained how scoring works. She further explained the priorities for this grant year.

4. **Areas of Focus & Assignments for sub-committees** – There was discussion about how many Council Members should be assigned to each area of focus. Each Council member was assigned to a section.
 - a. *Application Overview*
 - b. *Priority Weighting*
 - c. *Impact*
 - d. *Goals & Outcomes*
 - e. *Project Beneficiaries*
 - f. *Budget*
 - g. *Leveraging*
5. **Scheduling of Meetings:** There was a discussion about the times that the meetings will be held. There was a general consensus to accept this time. Todd advised the council that the room is large enough to allow for social distancing for those who would like to attend in person.

Agenda topic *ZoomGrants™ Refresher* | **Presenter** *Amanda Cordova*

1. **Login Credentials** – Amanda advised the Council Members that everyone should have ZoomGrants. There was a Council member who has not received login information. Amanda will ensure they have that information and access. She asked that if anyone has questions or needs help to contact her for assistance.
2. **Navigation** – Amanda gave an overview of the two types of applications the Council will be reviewing. She then demonstrated how to navigate in ZoomGrants. There were questions about the number of applications the Council will be reviewing.
3. **Committee Member Notes** – Amanda gave an overview of the Committee Member Notes section in ZoomGrants and how that can be used.

Agenda topic *Review Changes in Application Format & Budgets for 2022* | **Presenter** *Amanda Cordova*

Amanda gave an overview of the changes in the application format. Karen explained our funding budget for this year. Karen explained about the two applications that were ineligible and why they were ineligible.

Agenda topic *Review Schedule of Meetings for 2022* | **Presenter** *Amanda Cordova*

1. **Timeline for Application Reviews** – Amanda went over the Review Schedule for this year. It was recommended that the Council review the first application next week. There was discussion about this, and it was determined to move forward with that recommendation. It was noted earlier in the meeting that there was an error on a date in the Master Schedule. It was listed as Feb 2, 2022 and should have been Feb 2, 2022. This will be corrected on the Master Schedule. A revised copy will be posted publicly as well as distributed to the Council Members.

Agenda topic *Assignments for Next Meeting* | **Presenter** *Karen Kuipers*

1. Review Binder Materials
2. Review & Score Application
 - a. Urban County Jurisdictions Infrastructure – Group #1 (1 application): Kearns Sidewalk Loop.

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

Karen advised the committee about a funding decision for a Kearns jurisdictions application last year which will impact the funding decisions for this year. There was no other business.

Agenda topic *Adjourn* | Presenter *Committee Chair*

Karen adjourned the meeting