

**COMMUNITY & ECONOMIC DEVELOPMENT ADVISORY COUNCIL
(CEDAC) MEETING MINUTES**

Date/Time	Location	Attendees
January 23, 2018 11:30 AM – 2:00 PM	County Government Center 2001 South State Street South Building, Room S2-950	CEDAC: Lynn Feveryear, Ryan Henrie, Allen Litster, Susan Gregory, David Martin, Leslie Jones, Kumar Shah, Todd Richards, Laynee Jones (via phone), Michael Anderson, Tyler Money Staff: Karen Wiley, Stephnie Gyllenskog, Teresa Young, Karen Kuipers, Amanda Cordova

Agenda

- Welcome Karen Wiley
 - a. Committee Introductions
- Approval of January 16th meeting minutes Karen Wiley
- Elect Committee Chair & Vice-Chair Karen Wiley
- Discussion on Strategy for Decision Making Committee Chair
 - a. Conduct of meetings and use of Roberts Rules of Order
 - b. Scoring Proposals
 - c. Scheduling Meetings and use of minutes
 - d. Email communication and voting
- Areas of Focus and Assignments for Sub-Committees Committee Chair
 - a. Need & Benefit
 - b. Project Goals and Outcomes
 - c. Program Design
 - d. Budget & Leveraging Resources
 - e. Agency Capacity & Sustainability
 - f. Cooperation & Collaboration
- Review Schedule of Meetings for FY-2018 Karen Wiley
 - a. Timeline for Round One & Round Two
 - b. Review List of Proposals and Identify Potential Conflicts of Interest
- Assignments for next meeting – Review & Score Applications Chair
 - Facility Improvements – Group #1
 - #1 – South Salt Lake – Gateway Park Project
 - #2 – Midvale City – Foxbridge Area Road Project
- Next Meeting Tuesday – January 30th 11:30 am Room S2-950

Topics	Discussion	Motions & Action Items
Welcome	Karen Wiley welcomed members and asked everyone to introduce themselves around the room. She asked for any changes to the Council roster. Karen also provided information about the second RFA for CDBG funding that is currently open.	
Approval of January 16th meeting minutes	Karen Wiley asked for a motion to approve the minutes.	Lynn Feveryear moved to approve the minutes as presented. Kumar Shah seconded. Minutes approved.
Elect Committee Chair & Vice-Chair	Karen Wiley opened the floor for nominations of a chair and vice-chair.	Lynn Feveryear moved to elect Allen Lister as Chair. Kumar Shah seconded. Motion approved. Allen Litster nominated Leslie Jones as Vice Chair. Ryan Henrie seconded. Motion approved.
Discussion on Strategy for Decision Making	<p>The new Chair began with discussing some strategies for decision making and ideas on how to go about this efficiently.</p> <p>Next a quick summary and instruction was given; as well as discussion regarding the following:</p> <ul style="list-style-type: none"> Disclosing any conflicts of interest with the 11 applications Conduct of meetings and use of Roberts Rules of Order Scoring Proposals Scheduling Meetings and use of minutes Email communication and voting 	
Areas of Focus and Assignments for Sub-Committees	<p>The chair gave members a chance to pick an assignment for the areas of focus below. Assignments were made.</p> <ul style="list-style-type: none"> a. Need & Benefit b. Project Goals and Outcomes c. Program Design d. Budget & Leveraging Resources e. Agency Capacity & Sustainability f. Cooperation & Collaboration 	<p>Assignments were made as follows:</p> <p>Need & Benefit: Tyler Money & Lynn Feveryear</p> <p>Project Goals & Outcomes: Kumar Shah & Allen Litster</p> <p>Program Design: Leslie Jones & Michael Anderson</p> <p>Budget & Leveraging Resources: Todd Richards & Laynee Jones</p> <p>Agency Capacity & Sustainability: Susan Gregory & Dave Martin</p> <p>Cooperation & Collaboration: Ryan Henrie & Susan Gregory</p>
Review Schedule of Meetings for FY-2018	Karen Wiley gave a quick review of the schedule of meetings and again mentioned round two will come in on February 9 th . This means	

	<p>according to the schedule, round two will start about February 27th. There may be adjustments when the applications come in. Karen also mentioned members will be able to identify any potential conflicts of interest with each application at every meeting.</p>	
<p>Assignments for next meeting - Review & Score Applications</p>	<p>Facility Improvements - Group #1 #1 - South Salt Lake - Gateway Park Project #2 - Midvale City - Foxbridge Area Road Project</p>	
<p>NEXT MEETING</p>		
<p>Date/Time</p>	<p>Location</p>	<p>Action Items</p>
<p>January 30, 2018 11:30 AM</p>	<p>County Government Center 2001 South State St. South Building, Room S2-950</p>	<ul style="list-style-type: none"> ➤ Staff will put the applications into groups for members in Zoomgrants™