

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

Date/Time	Location	Attendees
January 10, 2017 11:30 AM – 2:00 PM	County Government Center 2001 South State Street South Building, Room S2-950	CEDAC: Lynn Feveryear, Kumar Shah, Letitia Buroker, Ryan Henrie, Paul Fotheringham, Leslie Jones, Kori Renwick, Susan Gregory, Todd Richards, David Martin, Laynee Jones Excused: Allen Lister Staff: Karen Wiley, Karen Kuipers, Rory Christensen, Stephnie Gyllenskog, Teresa Young Guests: Janell Fluckiger, Mike Gallegos, Sharon Hansen

Agenda

- Welcome and Introductions
- Brief overview of funding received by SLCO & allocation process
- Updates for 2017
 - a. Collective Impact Steering Committee on Homelessness
 - b. More specific Outcomes required
- Review Binder Materials
 - a. List of Applications – Potential Conflict of Interest
 - b. Federal Application Handbook & RFA
 - c. FAQ & Appendices
 - d. Priority Needs Summary & Eligibility Maps
- Administrative Issues
 - a. Review of Committee Materials
 - 1. Draft - Standard Operating Procedures – need to vote to accept changes
 - 2. CEDAC Member Roles & Responsibilities
 - 3. Principals of Decision Making
 - 4. Roberts Rules of Order
 - b. Completion of Committee Documents
 - c. Election of Officers
- CEDAC Review Schedule FY17-18
 - a. Tentative timeline
 - b. Scoring Worksheet Instructions
 - Assignments for Sub-Committees
 - c. Need & Benefit
 - d. Program Design
 - e. Project Goals & Outcomes
 - f. Agency Capacity & Sustainability
 - g. Cooperation & Collaboration
 - h. Budget & Leverage
- ZoomGrants™ Refresher
 - a. Navigation & Committee Member Notes
 - b. New features for FY17 – Photos, Brochures & Videos
 - c. Process to access Salt Lake County Internet
- Other
 - a. Dietary Needs
 - b. Confirm Meeting Dates/Times for FY17
 - c. Tracking Volunteer Hours

		Motions
<p>Welcome & Introductions Brief overview of funding received by SLCO & Allocation process</p>	<p>Mike Gallegos introduced himself and welcomed members and gave a brief overview of funding received by Salt Lake County & the allocation process. He also gave a brief explanation of the committee roles, particularly for the new members. Members introduced themselves around the room.</p>	
<p>Updates for 2017 Collective Impact Steering Committee on Homelessness More specific outcomes required.</p>	<p>Janell Fluckiger provided handouts regarding the Collective Impact Steering Committee on Homelessness and the outcomes that had been identified. She discussed the Mayor's action plan and described the work they have been doing. She went over the handouts with members and explained that they are working with providers to align the HUD funds with the outcomes for the Collective Impact. She also went over the action plan explaining what their goals are as a committee and how it relates to this committee.</p>	
<p>Review Binder Materials List of Applications – Potential conflict of interest Federal application handbook & RFA FAQ & Appendices Priority needs summary & eligibility maps</p>	<p>Rory briefly reviewed the binders that were given to members, and went over the list of Applications and how to productively use the binders.</p>	
<p>Administrative Issues Review of committee materials Draft standard operating procedures need to vote to accept changes CEDAC member roles & responsibilities Principals of decision making Roberts rules of order Election of Officers Completion of committee documents</p>	<p>Karen Wiley went over what ZoomGrants page looks like on the computer, and then went over the review schedule and the other forms in the binders. She reviewed the draft of the Standard Operating Procedures, and requested members to vote to either approve or deny changes to the Standard Operating Procedures document. Vote was in the affirmative. The Operating Procedures will now be forwarded to the Mayor for final approval. Karen reviewed the CEDAC Member Roles & Responsibilities, the</p>	<p>Karen Wiley entertained a motion to approve the draft Standard Operating Procedures. Tish motioned to accept the changes as presented. Lynn seconded. Motion Approved.</p>

	<p>Principles of Decision Making and Roberts Rules of Order.</p> <p>Karen informed the committee of the need for elections for the positions of chair and vice-chair. Elections were held.</p> <p>Karen reviewed the Sexual Harassment & Discrimination Prevention Policy with members. She then reviewed the Disclosure Statement and prohibited Acts, and then reviewed the Volunteer Contract. Sharon Hansen was available to notarize the members' signatures on the Disclosure Statements and staff witnessed the signatures on the Volunteer Contracts.</p>	<p>Paul nominated Tish as Chair. Leslie seconded. Motion approved.</p> <p>Tish entertained a motion for Vice-Chair. Leslie nominated Paul. Lynn seconded. Motion Approved.</p>
<p>CEDAC Review Schedule FY 17-18 Tentative timeline Scoring worksheet instructions</p>	<p>Rory reviewed the timeline for application reviews and the scoring worksheet instructions. Members requested a change in the scoring criteria. They wanted to be able to score between 1 and 10 rather than 1 to 5. Staff indicated they would make that change.</p>	
<p>Assignments for Subcommittees</p>	<p>Committee members were asked to identify an area of focus for the application reviews. Members picked the following:</p> <p>Need & Benefit – Tish & Lynn Program Design – Ryan & Leslie Project Goals & Outcomes – Kumar & Paul Agency Capacity & Sustainability- David & Susan Cooperation & Collaboration – Kori & Allen Budget & Leverage – Laynee & Todd</p>	
<p>Zoomgrants Refresher Navigation & Committee Member Notes New features for FY17 – Photos, Brochures & Videos Process to access Salt Lake County Internet</p>	<p>Karen Kuipers went through how to access ZoomGrants and how to navigate the applications, view budgets, photos and videos. She reviewed how to score and how to enter notes and comments.</p>	
<p>Other Dietary Needs Confirm Meeting Dates/Times for FY17 Tracking Volunteer Hours</p>	<p>Karen Wiley quickly went over the lunches that will be provided; the meeting dates/times; and the form to track volunteer hours that will be collected at each meeting.</p>	

Meeting Adjourned	Meeting adjourned at 2:10 pm.	Kumar motioned to adjourn the meeting, Ryan seconded. Motion Approved
NEXT MEETING		
Date/Time	Location	Action Items
January 17, 11:30 am Room S2-950	County Government Center 2001 South State Street.	<ul style="list-style-type: none"> → Staff will provide updated copies of the spreadsheet per members' request. → Staff will send members a sample application from the ZoomGrants website.