

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

Date/Time	Location	Attendees
January 15, 2019 11:30 AM – 2:00 PM	County Government Center 2001 South State Street South Building, Room S2-950	CEDAC: Allen Litster, Leslie Jones, Kumar Shah, Todd Richards, Michael Anderson, Ryan Henrie, David Martin, Susan Gregory, Jamie Peterson, Camille Bowen, Tyler Money Excused: Laynee Jones, Amanda Cordova Staff: Karen Wiley, Karen Kuipers, Michael Gallegos, Teresa Young, Vanessa Nelson

Agenda

<ul style="list-style-type: none"> • Welcome 	Karen Wiley
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Committee Introductions 	
<ul style="list-style-type: none"> • Approval of January 8th meeting minutes 	Karen Wiley
<ul style="list-style-type: none"> • Review Changes in application format and budgets for 2019 	Karen Wiley
<ul style="list-style-type: none"> • Elect Committee Chair & Vice-Chair 	Karen Wiley
<ul style="list-style-type: none"> • Decision on Strategy for Decision Making 	Committee Chair
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Conduct of meetings and use of Roberts Rules of Order 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Scoring Proposals 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Scheduling Meetings and use of minutes 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Email communication and voting 	
<ul style="list-style-type: none"> • Areas of Focus and Assignments for Sub-Committees 	Committee Chair
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Impact & Need 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Project Goals and Outcomes 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Agency Capacity 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Collaboration and Cooperation 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Budget & Leveraging 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Other Considerations 	
<ul style="list-style-type: none"> • Review Schedule of Meetings for FY-2019 	Karen Wiley
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Timeline for Application Reviews 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Review List of Proposals and Identify Potential Conflicts of Interest 	
<ul style="list-style-type: none"> • Assignments for next meeting 	Chair
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Review & Score Applications 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Housing – Group #1 (Applications 1-4) 	

Topics		Motions & Action Items
Welcome	Karen Wiley welcomed all committee members.	
Approval of January 8th meeting minutes	Committee members were provided a copy of the January 8 th meeting minutes and given time to review them.	Kumar Shah moved to approve the minutes as presented. Todd Richards seconded. Committee approved motion unanimously.

<p>Review Changes in application format and budgets for 2019</p>	<p>Karen Wiley informed members where they can find their scoring charts. She also explained that the Administrative scores will not be uploaded into ZoomGrants until the end of the meetings process. Karen Wiley then went over the new 0-10 scoring pages, answered questions about the various methods that different members use to compose their individual scores. Allen Litster shared his personal method.</p>	
<p>Elect Committee Chair and Vice-Chair</p>	<p>Karen Wiley opened the nominations for Chairman.</p>	<p>Tyler Money nominated Leslie Jones for Chair, she declined. Michael Anderson nominated Allen Litster for Chair, Leslie Jones seconded the motion, Allen accepted. Committee voted unanimously to approve. Chairman opened Vice Chair nominations, Leslie Jones nominated Susan Gregory, Susan accepted, committee approves motion for Vice Chair unanimously.</p>
<p>Discussion on Strategy for Decision Making</p>	<p>Newly elected Chair Allen Litster discussed the expected conduct and order of the meetings. He referred to Roberts Rules of Order including how to introduce motions and procedures to ensure meaningful discussions and actions.</p> <p>Karen Wiley went over the scoring charts. She also went over the weekly meetings schedule and use of time. She referred to the Meeting Minutes as an outline of each meeting.</p>	
<p>Areas of Focus and Assignments for Sub-Committees</p>	<p>The chair asked each member to volunteer for an area of focus for the review process.</p> <p>Impact and Need- Camille Bowen & Kumar Shah</p> <p>Project Goals/Outcomes- Jamie Peterson & Leslie Jones</p> <p>Agency Capacity- Ryan Henrie & Susan Gregory</p> <p>Collaboration & Cooperation- Tyler Money & Michael Anderson</p>	

	Budget and Leveraging- Todd Richards & Laynee Jones Other Considerations- Allen Litster	
Review Schedule of Meetings for FY-2019	Karen Wiley reviewed the applicants by organization name and discussed whether anyone has a conflict of interest. There were no conflicts of interest stated.	
Assignments for next meeting- Review & Score Applications	The Chair assigned review of the Housing Group #1, applications 1-4 for the next meeting. Q. Susan Gregory indicated she had trouble saving her notes in ZoomGrants. She asked what the space limitations are for that. A. Karen Wiley will follow up in next meeting.	
Adjourn		Kumar Shah motioned to adjourn, Camille Bowen seconded. Meeting was adjourned
NEXT MEETING		
Date/Time	Location	Action Items
Tuesday January 22 nd 11:30 AM	County Government Center 2001 South State St. South Building, Room S2-950	Karen Wiley will follow up with ZoomGrants to find out the amount of space available for comments in the scoring section.