



**Community and Support Services Advisory Council (CSSAC)**  
**Thursday January 13<sup>h</sup>, 2022 ▪ 12 Noon – 2:00 PM**

*Meetings to Be Held Virtually Via Webex Until Further Notice*

Join from the meeting link

<https://slco.webex.com/slco/j.php?MTID=m7be80b51a6197aebe4be8f3181bec567>

Meeting number (access code): 2492 511 6598 ▪ Meeting password: GWhMi3ybC55

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## AGENDA

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|---|-------------------------|
| <b>1. Welcome and Introductions</b>                           | <b>Michael Gallegos</b> |
| <b>2. Open Meeting Training</b>                               | <b>Adam Miller</b>      |
| <b>3. Administrative Issues</b>                               | <b>Karen Kuipers</b>    |
| a. Committee Member Preferences & Dietary Restrictions        |                         |
| b. Member Roles & Responsibilities                            |                         |
| c. Standard Operating Procedures                              |                         |
| d. Paperwork review and completion                            |                         |
| i. Sexual Harassment Policy                                   |                         |
| ii. Conflict of Interest Disclosure                           |                         |
| iii. Volunteer Contract                                       |                         |
| e. Volunteer Hours  |                         |
| <b>4. Elect Committee Chair &amp; Vice-Chair</b>              | <b>Karen Kuipers</b>    |
| a. Ratify Chair-Elect (Stephanie MacKay)                      |                         |
| b. Elect Vice-Chair   |                         |
| <b>5. Discuss and Decide on Strategy for Making Decisions</b> | <b>Committee Chair</b>  |
| a. Areas of Focus   |                         |
| b. Scoring Proposals  |                         |
| c. Scheduling Meetings  |                         |
| d. Using Minutes  |                         |
| <b>6. Training &amp; Refresher on ZoomGrants™</b>             | <b>Amanda Cordova</b>   |
| a. Navigation   |                         |
| b. committee member notes                                     |                         |
| c. Process to access Salt Lake County Internet                |                         |
| <b>7. Other Business</b>                                      |                         |
| <b>8. Adjourn</b>   |                         |

**NEXT MEETING: January 20<sup>th</sup>, 2022**