

CSSAC Allocation Committee | MINUTES

January 13, 2022 | 12:00 pm | 2001 S State Street, Suite S1-950, Salt Lake City, UT 84190

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

Committee Members: McKayla Caress, Stephanie Mackay, Rex Marler, Jared Aranda, Karla Klingenberg, Jessica Miller, Aritra Ghosh, Turner Bitton, Jake Montague, Marie Christman, Noelle Peterson, Robert Brough, Marisol Vidal, Kathy Fife
Staff: Karen Kuipers, Amanda Cordova, Michael Gallegos, Erika Fihaki, Adam Miller, Brittney Hemingway

AGENDA TOPICS

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

Mike opened the meeting and welcomed the Council Members. He gave a brief overview of the hybrid meetings we are hosting. Mike thanked the Council Members for their work on this group. He explained that there haven't been any significant changes to the program this year other than receiving funding for Covid resources. Introductions were made among staff and the Council Members.

Karen thanked all of the Council Members and turned the meeting over to Adam Miller from the DA's Office.

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

Adam advised the Council that it's required by law that every Committee, Commission, Council etc. is required to attend annual training on the Open and Public Meetings Act. He then provided an overview of the Act with some examples of violations. There was a question about the Act which Adam was able to answer. There was a question about whether the agenda needs to be posted on the door of the physical room where the meeting is held. Adam will find out and follow up with HCD Staff

Agenda topic *Administrative Issues* | **Presenter** *Karen Kuipers*

Karen went over the following administrative items: Karen advised the Council Members that they each should have received the following documents either electronically or in their binders.

1. **Committee Member Preferences & Dietary Restrictions** – Karen advised the Council to communicate with HCD staff to advise of their preferences and any potential dietary restrictions.
2. **Member Roles & Responsibilities** – Karen gave an overview of the Council Members roles and responsibilities.
3. **Standard Operating Procedures** – Karen gave a brief overview of the Standard Operating Procedures.
4. **Paperwork Review and Completion** –
 - a. *Sexual Harassment Policy:* Karen gave an overview of the Sexual Harassment Policy.

- b. *Conflict of Interest Disclosure:* Karen explained both Restricted and Non-Restricted conflicts of interest.
 - c. *Volunteer Contract:* Karen gave an overview of the Volunteer Contract.
5. **Volunteer Hours** – Karen showed the Council Members the Volunteer Tracking form online and explained to the Council what they should track as volunteer hours

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

Karen explained the process for electing leadership in this Council.

1. **Ratify Chair-Elect – Stephanie Mackay:** Karen entertained a motion to ratify Stephanie Mackay as the Chair of the Community and Support Services Advisory Committee. Robert made a motion. Kathy seconded.

The motion passed by unanimous vote to ratify Stephanie Mackay as the Chair of the Community and Support Services Advisory Council.

2. **Elect Vice-Chair:** Karen opened the meeting for volunteers and/or nominations for the Vice-Chair. Robert nominated Karla. Jessica volunteered. Karla declined the nomination. Karen entertained a motion to nominate Jessica Miller. Stephanie motioned to nominate Jessica Miller. Marie seconded the motion.

The motion passed by unanimous vote to elect Karla Klingenberg as the Vice-Chair of the Community and Support Services Advisory Council.

Agenda topic *Discussion on Strategy for Decision Making* | **Presenter** *Council Chair*

Stephanie spoke to the Council about the application review process. She reminded the Council about the confidentiality of the members scores until the process is complete.

1. **Areas of Focus:** Karen explained the different areas of focus on the application and explained that historically two Council Members have been assigned to each area of focus. The Council indicated preferences and each member was assigned to an area of focus. Stephanie will be available to fill in where necessary but will not be assigned to a specific section.
- a. *Application Overview* – Marie & Karla
 - b. *Priority Weighting* – Jared & Christine
 - c. *Impact* – Aritra & McKayla
 - d. *Goals & Outcomes* – Jessica & Robert
 - e. *Project Beneficiaries* – Noelle & Jake
 - f. *Budget & Leverage* – Rex & Marisol (Stephanie)
 - g. *Sustainability* – Kathy & Turner
2. **Scoring Proposals:** Karen showed the Council where the scoresheet is found in ZoomGrants. Karen advised the Council that during the discussions they should not state actual score. Rather they should say high, medium, or low. This prevents the final decision from being influenced. There was a question about the scoring on Priority Weighting which Karen was able to answer.
3. **Scheduling Meetings:** Karen explained what the staff has determined as the schedule for the meetings. There was a general consensus to retain the existing schedule.
4. **Using Minutes:** Stephanie explained how the Council will be using the minutes.

There was further discussion about the Councils roles and responsibilities. There was discussion about the feedback from the Council through these discussions is important and impactful for the agencies. It helps them submit better applications.

Agenda topic Training/Refresher on ZoomGrants | Presenter Amanda Cordova

Amanda advised the Council where they can find the ZoomGrants instructions in their binders. She asked Council Members to contact her if they have not been able to access ZoomGrants. Amanda gave an overview/refresher on how to use ZoomGrants.

1. **Navigation** – Amanda gave an overview of how to navigate ZoomGrants.
2. **Council Member Notes** – Amanda gave an overview of where Council members can use various notes, comments, and discussions. She showed the Council how to access ZoomGrants University where they can find answers to questions and/or open a ticket for any technical issues. Amanda reminded the Council that they can also contact her with any questions.
3. **Process to access Salt Lake County Internet** – Amanda provided instructions on how the Council Members can access the County internet if on-site during the meetings.

Agenda topic Other Business | Presenter Council Chair

Karen advised the Council which applications we will be reviewing next week:

Support for Special Populations & Low-Income Households:

1. Columbus Foundation
2. Family Support Center

An email will be sent out with the agenda. Karen asked all Council Members to come prepared to speak to their sections next week. There was a question about the amount of eligible funds. Karen gave an estimate but advised the council we won't have the final amount until March. There was a question about picking up a physical binder. Karen provided instructions.

Agenda topic Adjourn | Presenter Council Chair

Stephanie adjourned the meeting at 2:02 pm. The next meeting will be January 20th, 2022.