

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

<b>Date/Time</b>	<b>Location</b>	<b>Attendees</b>
January 28, 2020 11:30 AM – 2:00 PM  Next Meeting: February 4, 2020 11:30 AM – 2:00 PM	County Government Center 2001 South State Street South Building, Room S2-950	<b>CEDAC:</b> Allen Litster, Shelly Batten, Kumar Shah, Susan Gregory, Leslie Jones, Ryan Henry, Mike Anderson, Todd Richards, Becky Guertler, <b>Excused:</b> Jamie Peterson, Camille Bowen, Tyler Money <b>Presenters:</b> Megan Smith <b>Staff:</b> Karen Kuipers, Amanda Cordova, Teresa Young, Mike Gallegos, Erika Fihaki

**Agenda**

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|---|----------------|
| <b>1. Welcome and Introductions</b>                               | Mike Gallegos  |
| <b>2. Brief overview of SLCo Funding &amp; Allocation process</b> | Mike Gallegos  |
| a. Outcome Overview   |                |
| <b>3. Open Meetings Training</b>                                  | Megan Smith    |
| <b>4. Administrative Issues</b>                                   | Karen Kuipers  |
| a. Review of Committee Paperwork                                  |                |
| b. Paperwork completion   |                |
| i. Sexual Harassment Policy                                       |                |
| ii. Conflict of Interest Disclosure                               |                |
| iii. Volunteer Contract   |                |
| c. Dietary Restrictions and Preferences                           |                |
| d. Standard Operating Procedures                                  |                |
| i. Proposed minor changes   |                |
| e. CEDAC Member Roles & Responsibilities                          |                |
| f. Volunteer Hours  |                |
| <b>5. Review of Binder Materials and Resources</b>                | Amanda Cordova |
| a. List of Applications   |                |
| b. Summary of Applications  |                |
| c. FAQ & Appendices   |                |
| d. Priority Needs Summary & Eligibility Maps                      |                |
| e. Background Documents   |                |
| i. draft schedule   |                |
| ii. Operating Procedures – Roles & Responsibilities               |                |
| iii. Program Summary (overview of HCD)                            |                |
| iv. Copies of administrative documents                            |                |

<p><b>6. ZoomGrants™ Refresher</b></p> <ul style="list-style-type: none"> <li>a. Navigation &amp; Committee Member Notes</li> <li>b. Viewing embedded Videos, Photos, and Brochures</li> <li>c. Process to access Salt Lake County Internet</li> <li>d. Changes in application format and budgets</li> </ul>	<p>Amanda Cordova</p>
<p><b>7. Review Changes in application format and budgets for 2020</b></p>	<p>Amanda Cordova</p>
<p><b>8. Elect Committee Chair &amp; Vice-Chair</b></p> <ul style="list-style-type: none"> <li>Chair-Elect- Susan Gregory</li> <li>Vice-Chair</li> </ul>	<p>Karen Kuipers</p>
<p><b>9. Discussion on Strategy for Decision Making</b></p> <ul style="list-style-type: none"> <li>a. Conduct of meetings and use of Roberts Rules of Order</li> <li>b. Scoring Proposals</li> <li>c. Scheduling Meetings and use of minutes</li> <li>d. Email communication and voting</li> </ul>	<p>Committee Chair</p>
<p><b>10. Areas of Focus and Assignments for Sub-Committees</b></p> <ul style="list-style-type: none"> <li>a. Impact &amp; Need</li> <li>b. Project Goals and Outcomes</li> <li>c. Agency Capacity</li> <li>d. Collaboration and Cooperation</li> <li>e. Budget</li> <li>f. Leveraging</li> </ul>	<p>Committee Chair</p>
<p><b>11. Review Schedule of Meetings for FY-2020</b></p> <ul style="list-style-type: none"> <li>a. Timeline for Application Reviews</li> <li>b. Review List of Proposals and Identify Potential Conflicts of Interest</li> </ul>	<p>Amanda Cordova</p>
<p><b>12. Assignments for next meeting on February 4<sup>th</sup>, 2020</b></p> <ul style="list-style-type: none"> <li>a. Review &amp; Score Applications</li> <li style="padding-left: 40px;">Housing - Group #1 (Applications 1-3)</li> </ul>	
<p><b>13. Other Business</b></p>	
<p><b>14. Adjourn</b></p>	
<p><b>Topics</b></p>	<p><b>Motions &amp; Action Items</b></p>

<p>Welcome</p>	<p>Mike Gallegos welcomed all committee members. Introductions were made around the room. Mike Gallegos announced to the Committee Members that Karen Wiley, who had previously run these meetings has retired and Karen Kuipers has been promoted into this role.</p>	
<p>Overview of Funding &amp; Allocation Process</p>	<p>Mike Gallegos briefly went over what type of projects we will be funding with an emphasis on housing and housing affordability. We will still look at community revitalization needs. touched on some outcomes of SLCO funding and programs. Mike Gallegos advised the committee that this year not only will staff be reviewing the applications but that we will be doing some site visits to some of the applicant's projects. Mike Gallegos opened the floor to questions. There were none.</p>	
<p>Outcome Overview</p>	<p>Mike Gallegos explained the Mayor's priorities and how that relates to our Outcomes. Allen Litster asked how the County Council feels about the programs we've elected to fund. Are we aligned with their desired Outcomes? Mike Gallegos explained they are happy with our funding choices. The Mayor and the Council make the final decision on funding, but they typically follow the recommendations of CEDAC. Susan Gregory asked if they were in agreement with last year's recommendations? Yes, 100%. We did fund one other program under Community &amp; Support Services which provided financial counseling to individuals who have been involved in the criminal justice system and behavioral health who are served in the sober living program. Becky Guertler asked why we will not be doing Economic Development? We have an Economic Development Revolving Loan Fund which is dedicated to Economic</p>	

	<p>Development. We currently have an analyst looking at all of our loan programs to ensure we are not duplicating work.</p>	
Open Meetings Training	<p>Megan Smith presented the required “Open Meetings” training that covered SLCO policies, procedures and the requirements for County meetings. She also reviewed the requirements for the Salt Lake Disclosure Statement outlining the Statutory Ethical and Disclosure Requirements.</p> <p>There were questions about what potential conflicts should be listed on the Conflict of Interest Disclosure. Amanda Cordova advised the committee that before reviewing each application we will ask if any potential conflicts would require a committee member to recuse themselves from the recommendation of the applications.</p> <p>Allen Litster advised the new members that because we are required to post recordings of the meetings and minutes, it’s a best practice to be aware of our verbiage in our discussions to not offend any groups or individuals.</p>	
Administrative Issues	<p>Karen Kuipers explained that the meal preference form should be completed. The volunteer hours will need to be recorded weekly to document the hours spent outside of this committee reviewing applications and making recommendations. Karen Kuipers went over the policies regarding sexual harassment and discrimination prevention. Each member was then requested to review and sign the appropriate documents.</p> <p>Karen Kuipers reviewed the draft Operating Procedures and noted the changes made regarding the changes to the Conflict of Interest Disclosure form and grammatical errors. There will be a vote at the end of the meeting to accept these changes.</p>	<p>Karen asked for a motion to ratify changes made to operating procedures last year implementing Susan Gregory as the new Chair. Allen Litster made a motion to accept Susan Gregory as the new chair. Kumar Shah seconded the motion. There was a unanimous vote to accept Susan Gregory as Chair.</p> <p>Susan Gregory opened the floor for the nomination of Vice-Chair. Allen Litster nominated Michael Anderson. Leslie Jones seconded the nomination. There was some discussion</p>

	<p>Karen Kuipers also did a brief overview of the schedule and time for meetings. The chair election process was explained and elections for chair and vice-chair were held.</p>	<p>regarding his term ending and the potential for renewing his term. Michael Anderson accepted the nomination. Alan Litster moved to elect Michael Anderson as Vice Chair and Chair-Elect for next year. Leslie Jones seconded the nomination. There was a unanimous vote to Accept Michael Anderson as Vice-Chair.</p> <p>Michael Anderson made a motion to look at the overall ranking of all projects. Allen seconded the motion. Karen asked to clarify that would only affect funding allocation recommendations. There was some discussion as to the intent of this motion. Unanimous vote to include that information.</p> <p>Susan Gregory asked for a motion to accept changes to Standard Operating Procedures. Kumar Shah made the motion, Michael Anderson seconded. There was a unanimous vote to accept the changes.</p>
<p>Review of Binder Materials</p>	<p>Amanda Cordova went over the balance of materials and resources in the binder. Scoring Worksheets will be available next week.</p>	
<p>Zoom Grant Refresher</p>	<p>Amanda Cordova explained how to navigate ZoomGrants. She also demonstrated for members how to use the website, where to take notes and who can access those notes.</p> <p>Instructions were given to the committee on SLCo internet login access, network, username, and password.</p>	

Review Changes in application format and budgets for 2020	Mike Gallegos discussed this in the overview of Outcomes and funding priorities.	
Discussion on Strategy for Decision Making	Susan Gregory led the discussion on these items.	
Areas of Focus and Assignments for Sub-Committees	Assignments were made for a team of two committee members to review each grouping of applications.	<p><b>Impact &amp; Need</b> – Leslie Jones &amp; Shelly Batten</p> <p><b>Project Goals &amp; Outcomes</b> – Allen Litster &amp; Kumar Shah</p> <p><b>Agency Capacity</b> – Ryan Henrie &amp; Susan Gregory</p> <p><b>Cooperation &amp; Collaboration</b> – Michael Anderson &amp; Becky Guertler</p> <p><b>Budget</b> – Tyler Money &amp; Todd Richards</p> <p><b>Leveraging</b> – Jamie Peterson &amp; Camille Bowen</p>
Review Schedule of Meetings for FY-2020	Amanda Cordova gave a review of the schedule of meetings.	
Other	Meeting dates and times for FY20-21 were confirmed.	<p>Motion to adjourn made by Kumar Shah. Leslie Jones seconded the motion.</p> <p><b>Meeting adjourned at 1:48 pm.</b></p>

**NEXT MEETING**

Date/Time	Location	Action Items
February 4, 2020, 11:30 AM	County Government Center 2001 South State St. South Building, Room S2-950	Staff will email scorecard information and agenda for next week's meeting.