



Community and Economic Development Advisory Council

Tuesday, January 10<sup>th</sup>, 2023, ▪ Luncheon Meeting ▪ 12:00 PM – 2:00 PM

*In Person - Salt Lake County Government Center, South Building – Room S2-950*

*Virtual Meeting via WebEx - <https://slco.webex.com/slco/j.php?MTID=m35e9c341db871927c7a816dee7f76f32>*

*Join by meeting number - Meeting number (access code): 2499 728 6008 Meeting password: jcEDmXMQ236*

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## AGENDA

1. **Welcome and Introductions** Michael Gallegos & Karen Kuipers
  
2. **Brief overview of funding received by SLCO & allocation process** Michael Gallegos
  - a. Outcome Overview
  
3. **Administrative Issues** Karen Kuipers & Amanda Cordova
  - 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
  - e. CEDAC Member Roles & Responsibilities
  - f. Volunteer Hours
  
4. **Elect Committee Chair & Vice-Chair** Karen Kuipers

Chair Elect - Todd Richards  
Vice Chair –
  
5. **Discussion on Strategy for Decision Making** Committee Chair
  - a. Conduct of meetings and use of Roberts Rules of Order
  - b. Scoring Proposals
  - c. Scheduling Meetings and use of minutes
  - d. Email communication and voting
  - e. Areas of Focus and assignments for sub-committees
    1. Application Overview
    2. Project Priority and Partnerships
    3. Goals and Outcomes
    4. Project Beneficiaries
    5. Budget/ Leverage and Sustainability

6. **ZoomGrants™ Refresher** Amanda Cordova
  - a. Navigation & Committee Member Notes
  - b. Viewing embedded Videos, Photos, and Brochures
  - c. Committee Member Notes
  
7. **Review Changes in application format and budgets for 2023** Karen Kuipers
  
8. **Review Schedule of Meetings for Program Year 2023** Amanda Cordova
  - a. Timeline for Application Reviews
  - b. Review List of Proposals and Identify Potential Conflicts of Interest
  
9. **Assignments for next meeting on January 17<sup>th</sup>, 2023**
  - a. Review Committee Binder Material
  - b. Begin Review of Applications *(3 Applications Total)*
    - i. Urban County Review Group: - **Facility Improvement Projects** (1 application)
    - ii. Urban County Review Group: - **Infrastructure Projects** (2 applications)
  
10. **Other Business**
  - \* **Open Meetings Training will be held on Jan. 24<sup>th</sup>, 2023 (3<sup>rd</sup> Week)**
  
11. **Adjourn**

**NEXT MEETING: January 17<sup>th</sup>, 2023**