

CEDAC ALLOCATION COMMITTEE

January 10th, 2023 | Salt Lake County Government Center, 2001 South State Street, South Building, Rm S2-950

| Meeting called to order by Michael Gallegos

In Attendance

Committee Members: Candace Tippetts, J. Todd Richards, Leslie Jones, Ryan Henrie, Mike Anderson, Tyler Huish, Becky Guertler

Staff: Karen Kuipers, Amanda Cordova, Maria Sweeten, Dan Tisdale, Carlos Martinez, Michael Gallegos

1. Welcome and Introductions -Michael Gallegos & Karen Kuipers

Members and Staff provide brief introductions.

2. Brief Overview of Funding Received by SLCO & Allocation Process -Michael Gallegos

Mike G emphasized how issues from COVID, and the subsequent directions from HUD regarding COVID, effected implementation and start date of projects this year, pushing Federal Award date back to July 8th, 2022. Mike G mentioned final numbers for PY23 we get from HUD will be later than expected, however, will share as soon as we get it. Mike G mentioned HCD is having conversations with the mayor's office around implementing efficiencies on the administrative side of allocation process.

Karen summarizes HCD's Needs Assessment process and outcomes; 1) Provider convening, 2) Needs Assessment Survey, 3) Community & Support Services Expo and its effects on this years RFA. This year's RFA our applicants identify which CEDAC Priorities their program is; Housing Programs, Basic and Foundational Needs, or Economic Programs.

3. Administrative Issues - Karen Kuipers & Amanda Cordova

Amanda- Review documents to be signed by committee members; SLCO discloser statement and volunteer contract.

Karen- Review Sexual Harassment Document & Disclosure of Personal Interest Statement. Committee members get with Amanda or Carlos to turn in required signed documents.

Amanda- Ask about Dietary restrictions, - A committee member stated that she needs a Gluten Free option.

Karen- HCD have an updated Standard Operating Procedures part-way through this year committee meetings.

Carlos- Present Volunteer Tracking Smartsheet: Mike G suggest that we add to Smartsheet a date and time option. <https://app.smartsheet.com/b/form/33a258be9922457c870d5a5f798ebd69>

4. Elect Committee Chair & Vice-Chair- Karen Kuipers

Karen- Presents need to nominate and select chair for this year as well as the responsibility of a chair.

Mike Anderson- Nominates Leslie Jones, Leslie declined.

J. Todd Richards- Nominate Mike Anderson, Mike declined, as he was chair in past.

Candace- Nominated J. Todd Richards, Leslie seconded, no discussion, all in favor; no opposed.

J. Todd Richards is elected Chair. J. Todd Richards asks for nominations for vice chair.

Leslie nominates Becky, Candace seconds Todd's recommendation. All in favor, no opposed.

5. Discussion on Strategy for Decision Making- Committee Chair

Chair Elect assigns Application Scoring topics to committee members to review.

Chair Elect asks if committee members are okay with current meeting date and times. Committee members unanimously agrees that Tuesdays from 12-2pm are good for ongoing meetings.

Karen- Email communication and voting: Everything done in email must be done in with Reply All, do not reply to just one person. Decisions in email are not official unless there is a Notice of Public Meeting done.

6. Zoomgrants Refresher- Amanda Cordova

Amanda- overview of how-to login and navigate ZG.

Chair Elect- do not have access to this years RFA.

7. Review Changes in Application Format and Budgets for 2023- Karen Kuipers

Karen- Main change; weighting in scoring has changed, due to our Needs Assessment feedback. Karen also reiterated if project in flood zone, they are not eligible to be funded with county funds, it's a liability issues for the county. Change this year in program format is applicants are self-identifying which underserved populations and prioritization program their program is related to.

8. Review Schedule of Meetings for Program Year 2023- Amanda Cordova

Amanda- Review Master schedule.

Chair Elect- In the past, 3 application per week seems like a good pace of work.

Amanda- overview of SLCO Wi-Fi process. If there are Wi-Fi issues please contact HCD staff.

9. Assignments for Next Meeting on January 17th, 2023

- Application for Review at next meeting; 1/17/23
 - City of South Salt Lake—Historic Scott school
 - GSLMSD
 - Millcreek Jordan River Trail Extension; not competitive and does not need to be scored.

10. Other Business

*Open Meetings Training will be held on Jan 24th, 2023. (3rd Week)

Karen- Hoping to use \$600,000 of Recaptured and Program Income funds; use to make available for GAP funding for projects related to housing for underserved populations.

11. Adjournment / Next Meeting / Action Items

Motion to adjourn was made at 1:37 pm by Todd Richards. Next Meeting: January 17th, 2023, 12:00pm | Salt Lake County Government Center, 2001 South State Street, South Building, Rm S2-950.

Action Items:

- Carlos- Need to send the Agenda and Volunteer Hours Tracking Smartsheet to committee members.
- Amanda will need to give Tyler ZG access to ZG.
- Amanda- will give access to this year's RFA to committee members by end of day