



Community and Support Service Advisory Council

Thursday, January 12<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=mfa8f9f2224a9810d5fd286068ef9d8e5>*

*Join by meeting number - Meeting number (access code): 2495 253 6256 Meeting password: r3AUeCgmf33*

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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 & Dan Tisdale
  - 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 -  
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**

Dan Tisdale

- 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**

Dan Tisdale

- a. Timeline for Application Reviews
- b. Review List of Proposals and Identify Potential Conflicts of Interest

9. **Assignments for next meeting on January 19<sup>th</sup>, 2023**

- a. Open Meeting Training – District Attorney
- b. Begin Review of Applications (*3 Applications Total*)
  - i. Review Group: - **Housing Programs** (2 applications)
    - 1. **Family Promise** – Case Management for Homeless Families
    - 2. **The Road Home** – Rapid Re-Housing
  - ii. Review Group: - **Economic Programs** (1 application)
    - 1. **Catholic Community Services** – Case Manager & Coordinator

10. **Other Business**

- \* **Open Meetings Training will be held on Jan. 19<sup>th</sup>, 2023 (2<sup>nd</sup> Week)**

11. **Adjourn**

**NEXT MEETING: January 19<sup>th</sup>, 2023**