

COMMUNITY AND SUPPORT SOCIAL SERVICES ADVISORY COUNCIL

MEETING MINUTES

Date/Time	Location	Attendees
January 11, 2018 11:30- 1:30 PM	County Government Center 2001 South State Street South Building, Room S-2950	CSSAC: Lloyd Alexander, Stephen Cotterell, Michele Weaver, Stephanie Harpst, Stephanie Tobey, Matt Klein, Tyler Hall, Troy Runnells, Lauri Royall, A.J. Metz, Syd Peacock, Jen Seltzer Stitt, Stephanie White Staff: Stephnie Gyllenskog, Karen Kuipers, Karen Wiley, Sharon Pierce, Mike Gallegos, Amanda Cordova, Melanie Mitchell, Joyce Peters, Suzie Sullivan Excused: Glenda Riesen

Agenda

1. Welcome and Introductions.....*Mike Gallegos / Division of Housing & Community Development*
2. Brief Overview of Funding Projections & Allocation Process for 2018.....*Mike Gallegos*
3. Open Meetings Training.....*Melanie Mitchell / Salt Lake County District Attorney's Office*
4. Administrative.....*Karen Wiley / Division of Housing & Community Development*
 - a. Review of committee paperwork
 - b. Paperwork completion
 - i. Disclosure
 - ii. Sexual harassment
 - iii. Volunteer agreement
 - c. Dietary restrictions and preferences
 - d. Volunteer Hours
5. Review Binder Materials*Karen Kuipers, Division of Housing & Community Development*
 - a. Scoring worksheet
 - b. FAQ & training material
 - c. Summary of applications
 - d. Indexes
 - e. Copies of administrative documents
6. ZoomGrants™ Refresher & FY18 Application Format.....*Karen Kuipers*
 - a. Navigation & committee member notes
 - b. Viewing embedded videos & brochures
 - c. Changes in application format and budgets
7. Review of agenda for January 18th meeting
8. Roundtable – Committee Questions
9. Adjourn

Topics	Discussion	Motions & Action Items
Welcome & Introductions Brief Overview of Funding Projections & Allocation Process for 2018	Mike Gallegos welcomed committee members. He gave a brief overview of funding projections and the allocation process, and described what this committee is about and what members can expect going forward. Introductions were made around the room.	

Open Meetings Training	Melanie Mitchell from the Salt Lake County District Attorney's office gave a presentation which clarified potential conflicts of interest that require disclosure, and explained the implications of the open and public meetings act for members.	
Administrative	Joyce Peters with Salt Lake County was available to notarize the disclosures for members when signing them.	
Review Binder Materials	Karen Wiley discussed the disclosure forms and the volunteer contracts that were available for members inside the binders. She also briefly went over the other information provided.	
ZoomGrants™ Refresher & FY18 Application Format	Karen Kuipers reviewed the contents of the binders that were provided to members. She gave a brief description of the material in each section and gave instructions about how to navigate the ZoomGrants™ website.	
Review of agenda for January 18th meeting	Karen Kuipers noted that the plan for the next weekly meeting was to review group number one - collaborative application renewals. Elections will be held to select a chair and vice chair, and the council will have the option of creating sub committees or groups to focus on the various application sections. Instructions were given as to how to enter information in the scoring section.	
Roundtable – Committee Questions	Some general questions related to the process were asked by the committee and answered by staff.	
Adjourn	1:30	

NEXT MEETING

Date/Time	Location	Action Items
January 18, 2018 11:30 AM	County Government Center 2001 South State Street South Building, Room- S-2950	<ul style="list-style-type: none"> □ Staff will send members a link to the blank functioning template of the application in ZoomGrants™, as well as a scoring tool in an Excel spreadsheet format.