

COMMUNITY AND SUPPORT SOCIAL SERVICES ADVISORY COUNCIL

MEETING MINUTES

Date/Time	Location	Attendees
January 18, 2018 11:30- 1:30 PM	County Government Center 2001 South State Street South Building, Room S-2950	CSSAC: Lloyd Alexander, Michele Weaver, Stephanie Tobey, Matt Klein, Tyler Hall, Troy Runnells, Lauri Royall, Syd Peacock, Jen Seltzer Stitt, Stephanie White Staff: Stephnie Gyllenskog, Karen Kuipers, Karen Wiley, Amanda Cordova, Suzie Sullivan Excused: Glenda Riesen, Stephen Cotterell, Sharon Pierce, Stephanie Harpst, A.J.Metz

Agenda

1. Welcome.....*Karen Kuipers*
2. Approval of January 11th meeting minutes.....*Karen Kuipers*
3. Elect Committee Chair.....*Karen Wiley*
4. CSSAC Strategy for Decision Making for FY18.....*Committee Chair*
 - a. Conduct of meetings and use of Roberts Rules
 - b. Straw polls
 - c. Determine meeting times for FY18
 - d. Email communication and voting
 - e. Scoring
 - f. Committee discussion thread in ZoomGrants™ and in meetings (no scores)
 - g. Use of sub-committee assignments, or other process for weekly discussions
5. Assignments for Sub Committees (if applicable)*Committee Chair*
 - a. Executive Summary & Agency Overview
 - b. Logic Model – Agency Narratives (Scope of logic model is for entire program)
 - c. Logic Model – HCD Worksheet (Scope of logic model specific to selected performance indicators)
 - d. Justify the Need (Need)
 - e. Help us to Understand the People Served
 - f. Help us to Understand Programming (Program Design)
 - g. Help us to Understand the “System” (Coordination, Cooperation & Collaboration)
 - h. Budget & Leverage
 - i. Management Ability & Agency Capacity
6. CSSAC Review Schedule FY18.....*Karen Kuipers*
 - a. Tentative timeline
 - b. Incorporate committee viewing of embedded videos during meetings
 - c. Review List of Proposals & Discuss Potential Conflicts of Interest
7. Discussion Review Group #1, Collaborative Renewals
8. Identify staff follow-up / Review Group #1

9. Roundtable – Committee Questions, Comments, Suggestions for FY18 Process

10. Plan for next meeting: Review applications Group #2 (Domestic Violence & Sexual Assault)

11. Adjourn

Topics	Discussion	Motions & Action Items
Welcome	Karen Kuipers welcomed members. Members each gave a short description of their backgrounds.	
Approval of January 11th meeting minutes	Members were asked to review the minutes. Mention was made that if there are no corrections to the minutes there does not need to be a unanimous motion to approve.	Syd Peacock made a motion to approve the minutes as presented. Stephanie White seconded. Motion approved.
Elect Committee Chair	Karen Wiley described the role of a Chair and Vice Chair on the committee. She opened the floor for nominations of the Committee Chair and Vice-Chair.	Lloyd Alexander was nominated for Chair by Michele Weaver; Stephanie Tobey seconded. Motion approved. Michele Weaver was nominated for Vice-Chair by Stephanie Tobey; Tyler Hall seconded. Motion approved.
CSSAC Strategy for Decision Making for FY18	<p>The chair suggested that the video submitted in the Healthy Senior Collaborative application should be reviewed first, to give some context of the process for new members prior to discussing the remaining agenda items. The following items were discussed later in the meeting:</p> <ol style="list-style-type: none"> a. Conduct of meetings and use of Roberts Rules b. Straw polls – It was suggested that members will send staff or the committee chair an email if they would like to poll the other committee members, rather than initiate impromptu polls during the meetings. c. Determine meeting times for FY18 – It was decided the meeting times will be scheduled for 2 hours, and will be adjourned early as dictated by the agenda items and length of discussion. d. Email communication and voting – It was decided that if necessary members could vote via email as long as a quorum is represented in the responses. e. Scoring – There was a discussion on scoring, and committee members were instructed to avoid revealing numeric scoring during the meetings or in the comments in ZoomGrants™, per guidelines of the Division of Housing & Community Development. Members will indicate how they evaluated each section by referencing “high”, “low”, “average” or other descriptive narratives. The same guidance applies to the Committee discussion thread in ZoomGrants™. f. Use of sub-committee assignments, or other process for weekly discussions. It was determined after some discussion that sub-committees would be assigned to each of the application sections. Each committee member is responsible for reading the entire 	

	application, but will focus on the area of assignment and lead the related discussion in the weekly meetings.	
Assignments for Sub Committees (if applicable)	Sub-committee assignments were made as follows:	
	Sub-Committee	Application Section(s)
	Glenda & Lauri	<ul style="list-style-type: none"> ➤ Justify the Need (Need) ➤ Help us to Understand the People Served
	Lloyd, Jen & Matt	<ul style="list-style-type: none"> ➤ Help us to Understand Programming (Program Design)
	Stephanie T & Stephanie W	<ul style="list-style-type: none"> ➤ Logic Model – Agency Narratives (Scope of logic model is for entire program) ➤ Logic Model – HCD Worksheet (Scope of logic model specific to selected performance indicators)
	Syd & Troy	<ul style="list-style-type: none"> ➤ Budget & Leverage
	Michele & Tyler	<ul style="list-style-type: none"> ➤ Help us to Understand the “System” (Coordination, Cooperation & Collaboration) ➤ Management Ability & Agency Capacity
	ALL	<ul style="list-style-type: none"> ➤ Executive Summary & Agency Overview ➤ Overall quality of application
<i>Sub-committee assignment pending: Stephen, Stephanie H, AJ</i>		
CSSAC Review Schedule FY 18	Karen K reviewed the tentative timeline for the weekly discussions, and clarified that the embedded videos would be viewed during the committee meetings.	
Discussion Review Group #1, Collaborative Renewals	Members began discussion regarding the Healthy Senior Collaborative. Stephanie White disclosed she had a potential conflict of interest on Group #1. Members discussed Group #1.	
Identify staff follow-up/Review Group #1	<p>Staff will provide a copy of the performance report for the Healthy Senior Collaborative which was referenced to make the decision that the project was eligible for renewal. The report will include the number of residents served in the facilities that were Low to Moderate Income.</p> <p>Staff will also forward a copy of the PDF of the prior year application for the Healthy Senior Collaborative, since there are many new committee members that are not familiar with the original application. The renewal applications did not require as much information as the new applications, which limited the ability of the committee to discuss some of the sections that would be scored.</p>	
Roundtable – Committee Questions, Comment Suggestions for FY18 Process	Members discussed any questions, comments and suggestions they had for the FY18 process.	
Plan for next meeting: Review applications Group #2 (Domestic Violence & Sexual Assault)	Three applications have been scheduled for reviewed at the January 25 th meeting: Rape Recovery Center, South Valley Sanctuary, YWCA	
Adjourn	1:20	

NEXT MEETING

Date/Time January 25, 2018 11:30 AM	Location County Government Center 2001 South State Street South Building, Room- S-2950	Action Items <ul style="list-style-type: none"> ❑ Staff will email the PDF application from last year to members. ❑ Staff will also email the justification for the request for increased funds for the Healthy Senior Collaborative, and a copy of the quarterly reports that have been submitted.
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