



**Community and Economic Development Advisory Council**  
**Tuesday, January 28th, 2020 • Luncheon Meeting • 11:30 AM – 2:00 PM**  
Salt Lake County Government Center, South Building – Room S2-950

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**Conference Bridge for Call-in Attendance (385) 468-4878**

## AGENDA

1. **Welcome and Introductions** Michael Gallegos
2. **Brief overview of funding received by SLCO & allocation process** Michael Gallegos
  - a. Outcome Overview
3. **Open Meetings Training** Megan Smith
4. **Administrative Issues** Karen Kuipers
  - 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
    - i. Proposed minor changes
  - e. CEDAC Member Roles & Responsibilities
  - f. Volunteer Hours
5. **Review of Binder Materials and Resources** Amanda Cordova
  - a. List of Applications
  - b. Summary of Applications
  - c. FAQ & Appendices
  - d. Priority Needs Summary & Eligibility Maps
  - e. Background Documents
    - i. draft schedule
    - ii. Operating Procedures – Roles & Responsibilities
    - iii. Program Summary (overview of HCD)
    - iv. Copies of administrative documents
6. **ZoomGrants™ Refresher** Amanda Cordova
  - a. Navigation & Committee Member Notes

- b. Viewing embedded Videos, Photos, and Brochures
- c. Process to access Salt Lake County Internet
- d. Changes in application format and budgets

- 7. **Review Changes in application format and budgets for 2020** Amanda Cordova
  
- 8. **Elect Committee Chair & Vice-Chair** Karen Kuipers
  - Chair Elect- Susan Gregory
  - Vice Chair
- 9. **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
- 10. **Areas of Focus and Assignments for Sub-Committees** Committee Chair
  - a. Impact & Need
  - b. Project Goals and Outcomes
  - c. Agency Capacity
  - d. Collaboration and Cooperation
  - e. Budget
  - f. Leveraging
  
- 11. **Review Schedule of Meetings for FY-2020** Amanda Cordova
  - a. Timeline for Application Reviews
  - b. Review List of Proposals and Identify Potential Conflicts of Interest
  
- 12. **Assignments for next meeting on February 4<sup>th</sup>, 2020**
  - a. Review & Score Applications
    - Housing - Group #1 (Applications 1-3)
  
- 13. **Other Business**
  
- 14. **Adjourn**

**NEXT MEETING: February 4<sup>th</sup>, 2020, 11:30 2:00, Room S2-950**