

**COMMUNITY & ECONOMIC DEVELOPMENT ADVISORY COUNCIL  
(CEDAC) MEETING MINUTES**

Date/Time	Location	Attendees
January 8, 2019 11:30 AM – 2:00 PM	County Government Center 2001 South State Street South Building, Room S2-950	<b>CEDAC:</b> Allen Litster, Ryan Henrie, Leslie Jones, Susan Gregory, Jamie Peterson, Michael Anderson, Kumar Shah, J. Todd Richards, Camille Bowen <b>Excused:</b> Laynee Jones and Tyler Money <b>Presenters:</b> Melanie Mitchell, Gwendolyn Reynolds, Daniel Hadley and Kendall Rathunde <b>Staff:</b> Karen Wiley, Amanda Cordova, Karen Kuipers, Teresa Young, Michael Gallegos, Vanessa Nelson

**Agenda**

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| <ul style="list-style-type: none"> <li>• Welcome</li> </ul>  | <p>Michael Gallegos, Director,<br/>Housing &amp; Community<br/>Development</p>                                      |
| <ul style="list-style-type: none"> <li>• Brief Overview of funding received by SLCO &amp; allocation process</li> <li>• Outcome Overview</li> </ul>  | <p>Michael Gallegos</p>   |
| <ul style="list-style-type: none"> <li>• Open Meetings Training</li> </ul>   | <p>Gwendolyn Reynolds,<br/>Sorenson Impact Center</p>   |
| <ul style="list-style-type: none"> <li>• Administrative Issues               <ul style="list-style-type: none"> <li>a. Review of Committee Paperwork</li> <li>b. Paperwork completion                   <ul style="list-style-type: none"> <li>1. Disclosure</li> <li>2. Sexual harassment Policy</li> <li>3. Volunteer Contract</li> </ul> </li> <li>c. Dietary Restrictions and Preferences</li> <li>d. Standard Operating Procedures</li> <li>e. CEDAC Member Roles &amp; Responsibilities</li> <li>f. Volunteer Hours</li> </ul> </li> </ul> | <p>Melanie Mitchell , SLCO District<br/>Attorney’s Office</p> <p>Karen Wiley, Community<br/>Development Manager</p> |
| <ul style="list-style-type: none"> <li>• Review of Binder Materials &amp; Resources               <ul style="list-style-type: none"> <li>a. List of Applications</li> <li>b. Summary of Applications</li> <li>c. FAQ &amp; Appendices</li> <li>d. Priority Needs Summary &amp; Eligibility Maps</li> <li>e. Copies of administrative documents</li> </ul> </li> </ul>  | <p>Karen Wiley</p>  |
| <ul style="list-style-type: none"> <li>• Zoom Grants Refresher               <ul style="list-style-type: none"> <li>a. Navigation &amp; Committee Member Notes</li> <li>b. Viewing embedded Videos, Photos, and Brochures</li> <li>c. Process to access Salt Lake County Internet</li> <li>d. Changes in application format and budgets</li> </ul> </li> </ul>   | <p>Amanda Cordova, Contract<br/>Specialist</p>  |

- Other
  - a. Confirm Meeting Dates/Times for FY19
  - b. Review Agenda for January 15<sup>th</sup> Meeting
  - c. Questions
- Adjourn

Topics		Motions & Action Items
Welcome	Karen and Michael welcomed all committee members and introduced the two new members. Everyone then introduced themselves.	
Overview of Funding & Allocation Process	Michael briefly went over the allocation process and touched on some outcomes of SLCO funding and programs.	
Outcome Overview	Gwendolyn Reynolds, Daniel Hadley and Kendall Rathunde from the Sorenson Impact Center presented an overview on how statistics (exp. Aging in place) directly support the larger outcomes of funding efforts and various programs. SLCO HCD was commended for their organization and efforts toward community program funding and moving programs towards showing the impact of their programs.	
Open Meetings Training	Melanie presented the required “Open Meetings” training that covered SLCO policies, procedures and the requirements for County meetings. She also reviewed the requirements for the Salt Lake Disclosure Statement outlining the Statutory Ethical and Disclosure Requirements.	
Administrative Issues	Karen Wiley went over the policy’s regarding sexual harassment and discrimination prevention and the Volunteer Contract information for members. Each member was then requested to review and sign the appropriate documents. Conflict of interest on various platforms was	

	<p>discussed and member's questions and concerns were addressed.</p> <p>Karen reviewed the draft Operating Procedures and noted the changes made regarding the succession of the Chair position. The Vice Chair will also be the Chair-Elect for the next year.</p> <p>Karen also did a brief overview of the schedule and time for meetings. The chair election process was explained and scheduled for the next meeting.</p>	<p>Karen asked for a motion to accept the draft Operating Procedures as presented. Allen Litster made the motion to accept the Operating Procedures as presented. Kumar Shah made the second. Motion was approved unanimously.</p>
Review of Binder Materials	Karen went over balance of materials and resources in the binder.	
Zoom Grant Refresher	<p>Amanda explained how to navigate the ZoomGrants website and its change in format plus how to access the old format. She also demonstrated for members how to use the website and where to take notes and who can access those notes.</p> <p>Instructions were given to the committee on SLCO internet login access, network, username and password.</p>	
Other	Meeting dates and times for FY19 were confirmed. The agenda for January 15th was provided and reviewed with the committee. Member's questions were heard and answered.	

**NEXT MEETING**

<b>Date/Time</b>	<b>Location</b>	<b>Action Items</b>
January 15, 2019 11:30 AM	County Government Center 2001 South State St. South Building, Room S2-950	Staff will upload the Sorenson Presentation and the Open Meetings Presentation into the Library for Committee Member reference.