



Community and Support Services Advisory Council (CSSAC)
Thursday February 4th, 2021 ▪ 12 Noon – 2:00 PM

Meetings to Be Held Virtually Via Webex Until Further Notice

Join from the meeting link

<https://slco.webex.com/slco/j.php?MTID=mc2c64d934b183246269c9ff50156919c>

Meeting number (access code): 146 699 3793 ▪ Meeting password: j2zGCc2zY3m

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. Binder preferences | |
| d. Standard Operating Procedures | |
| i. Proposed minor changes | |
| e. CSSAC Member Roles & Responsibilities | |
| f. Volunteer Hours | |
| 5. Elect Committee Chair & Vice-Chair | Karen Kuipers |
| a. Chair Elect- Ratify as Chair for 2021 | |
| b. Vice Chair | |

6. **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

7. **Training / Refresher on ZoomGrants™** Karen Kuipers
 - a. Login credentials
 - b. Navigation
 - c. Committee member notes

8. **Review Changes in application format and budgets for 2021** Karen Kuipers

9. **Review Schedule of Meetings for FY-2021** Amanda Cordova
 - a. Timeline for Application Reviews
 - b. Review List of Proposals and Identify Potential Conflicts of Interest

10. **Other Business**

11. **Adjourn**

NEXT MEETING: February 11th, 2021