

CSSAC Allocation Committee | MINUTES

February 04, 2021 | 12:00 am | 2001 S State Street, Suite S2-950, Salt Lake City, UT 84190

Meeting called by Karen Kuipers
Type of meeting Allocation Committee
Facilitator Karen Kuipers
Note taker Erika Fihaki

Committee Members: Aritra Ghosh, C Nguyen, Claire Thomas, Jared Aranda, Jessica, J Seltzer, Kathy Fife, Laurie Roderick, Marie Christman, Noelle, Phillip Bernal, Robert Brough, Stephanie Mackay, Stephanie White

Excused: Karla Klingenberg

Staff: Karen Kuipers, Vikram Ravi, Amanda Cordova, Mary Leonard, Ethan McPeak, Kathryn Thomson, Michael Gallegos

AGENDA TOPICS

Agenda topic *Welcome & Introductions* | **Presenter** *Michael Gallegos*

Karen Kuipers Welcomed the Committee and each committee member introduced themselves and gave a brief background on their reasons for joining the committee.

Agenda topic *Brief Overview of Funding Received by SLCo & Allocation Process* | **Presenter** *Michael Gallegos*

This agenda item was moved to next week in light of a scheduling conflict for Michael Gallegos.

Agenda topic *Open Meetings Training* | **Presenter** *Megan Smith*

Megan provided the Open Meetings Training which overviews the laws governing Open & Public Meetings. After her presentation Megan opened the meeting to questions. There were no questions.

Agenda topic *Administrative Issues* | **Presenter** *Karen Kuipers*

Karen went over the following administrative items:

- **Paperwork Completion** – Sexual Harassment Policy, Conflict of Interest Disclosure & Volunteer Contract. Each of these documents will be provided to Committee Members in a future email. They are required to sign and return the Conflict of Interest Disclosure and the Volunteer Contract prior to the next meeting on 02/11/2021.
- **Binder Preferences** – Committee Members will receive further information about this in a future email.
- **Standard Operating Procedures** – Karen will send out the revised Standard Operating Procedures to the Committee Members in a future email. The committee will vote on whether to accept the proposed changes in a future meeting.
- **CSSAC Member Roles & Responsibilities** – Karen will send out the Member Roles & Responsibilities in a future email.

- **Volunteer Hours** – Karen explained the importance of tracking volunteer hours and the changes in reporting volunteer hours.

Agenda topic *Elect Committee Chair & Vice-Chair* | **Presenter** *Karen Kuipers*

Karen Kuipers opened the meeting to a motion to ratify Marie Christman as Chair. Stephanie White made a motion, Jennifer Selzer-Stitt seconded. Motion passed with unanimous vote.

Karen Kuipers opened the meeting to nominations for Vice-Chair. Karen advised the committee that the Vice-Chair will become the chair elect for next year. Jennifer Selzer-Stitt nominated Phil Bernal. Phill declined the nomination. Stephanie Mckay volunteered. Stephanie White seconded the nomination. Motion passed with a unanimous vote.

Agenda topic *Discussion on Strategy for Decision Making* | **Presenter** *Committee Chair*

Karen turned the meeting over to the newly elected Committee Chair, Marie Christman. Marie expressed her excitement for working with this diverse committee. Marie gave an overview of the following Items:

- **Robert’s Rules of Order** – A copy of Robert’s Rules of Order will be sent to Committee Members in a future email.
- **Scoring Proposals** – Marie turned the meeting over to Karen to discuss the scoring of proposals. Karen will send out more information about the scoring processes in a future email. She reminded the committee that they will each be scoring every category of every proposal. During the discussions Committee Members should keep individual scores confidential, they can instead discuss what their rating was in terms of high, medium, or low and why they were scored that way. At the end of the scoring process Committee Members will be provided average scores. Marie opened the meeting to questions. There were none.
- **Scheduling of meetings & Use of Minutes** – Karen explained to the committee that typically meetings are held Noon – Two pm, but the decision on when to hold the meetings is up to the committee members. Marie opened the meeting to discussion. It was suggested to change the time to 11:30 am. It was asked if we could potentially change the day. Karen advised that we are not able to change the day and explained why. There was some discussion about this, but it was decided to keep the meetings at the same time. Karen advised the committee that the minutes would be sent out to the committee via email prior to each meeting so that the committee can review and approve them for publication.
- **Email Communication & Voting** - Karen advised the committee that communications with the committee will be via email and advised committee members to use the “Reply All” to the emails so that we can maintain continuity of the topic. Karen also advised the group that some voting items may be done via email. Karen opened the meeting to discussion about email communication & voting. There was none.
- **Areas of Focus & Assignments for sub-committees** - Marie explained that having these sub-committees helps focus the discussion during meetings but does not exempt committee members from reviewing each proposal in its entirety. Marie opened the discussion on Areas of Focus and assignments for Sub-Committees. There was some discussion about this. It was asked if a list of the sub-committees could be sent electronically to the committee members before the next meeting so that they can determine which they would like to volunteer for. Karen will review that in today’s meeting and send out the list in a future email to committee members.
- **No Anchor Location Statement** - Marie read the No Anchor Location statement for having electronic meetings without a physical location.

Agenda topic Training/Refresher on ZoomGrants | Presenter Karen Kuipers

Karen provided training on using ZoomGrants to review and score applications.

Agenda topic Review Changes in Application format & Budgets for 2021 | Presenter Karen Kuipers

This agenda item was moved to the next meeting due to time constraints.

Agenda topic Review Schedule of Meetings for FY-2021 | Presenter Amanda Cordova

This agenda item was moved to the next meeting due to time constraints.

Agenda topic Other Business | Presenter Committee Chair

There was no other business to discuss due to time constraints.

Agenda topic Adjourn | Presenter Committee Chair

Meeting closed by Committee Chair.

Action items	Person responsible	Deadline
Send Documents to Committee Members	Amanda Cordova	COMPLETED
Send Minutes to Committee Members	Erika Fihaki	COMPLETED