

CSSAC Allocation Committee | MINUTES

February 11, 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, Christine Nguyen, Claire Thomas, Jared Aranda, Jessica Miller, J Seltzer, Kathy Fife, Laurie Roderick, Marie Christman, Noelle Leiser, Phillip Bernal, Robert Brough, Stephanie Mackay, Stephanie White

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

AGENDA TOPICS

Agenda topic *Welcome & No Anchor Location Statement* | **Presenter** *Marie Christman*

Marie Christman welcomed the Committee. The new committee members introduced themselves and gave a brief background on their reasons for joining the committee. Marie read the No Anchor Location Statement.

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

Mike gave an overview of the funding that Salt Lake County has received throughout the pandemic and for this Grant Cycle. He explained how that funding pertains to the Allocation Process.

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

1. **Binder Distribution** – Karen provided committee members information on how to access an electronic binder. She also provided times when members can pick up a physical binder if they'd prefer that. She provided an overview of what is in both the electronic and physical binders.
2. **Proposed Minor Changes**
 - a. *Standard Operating Procedures* – Karen gave an overview of the proposed minor changes to the Operating Procedures. She advised the committee members that they will receive a copy of this document for review. They will vote in the next meeting whether to approve a recommendation to the Mayor to accept those changes.
 - b. *CSSAC Member Roles & Responsibilities*
3. **Volunteer Hours** – Karen advised the committee members that they have received a link to a document which they can use to report their volunteer hours.

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

1. **Timeline for Application Reviews** – Amanda gave an overview of the timeline for the Application reviews.

- 2. Review List of Proposals & Identify Potential Conflicts of Interest** – Amanda gave a review of the proposals. There was some discussion among the committee members about potential conflicts of interest. Karen clarified that committee members will have multiple opportunities to declare conflicts during this process.

Agenda topic *Review Changes in Application Format & Budgets for 2021*

Presenter *Karen Kuipers*

Karen gave an overview of the changes in the application format and the budgets for the 2021 Grant cycle. She explained how the budgets have affected the changes in the application format. It was asked if committee members need to look for anything in the applications which would disqualify them from receiving funding. Karen explained that if the committee is reviewing the application, they qualify to receive funding. Any applications that do not qualify are pulled out and not considered.

Agenda topic *Review Committee Binder Materials* | **Presenter** *Karen Kuipers*

Karen gave an overview of the materials in the binders provided to each committee member.

Agenda topic *Discussion on Strategy for Decision Making* | **Presenter** *Marie Christman*

- 1. Areas of focus and assignments for sub-committees** – Karen gave an overview of what each of these categories mean.
 - Application Overview*: Jen volunteered & Christine Nguyen & Stephanie White
 - Priority Weighting*: Jared Aranda & Christine Nguyen
 - Impact – Programming*: Aritra Ghosh & Jessica Miller & Stephanie White & Phil Bernal
 - Goals & Outcomes*: Robert Brough
 - Project Beneficiaries*: Laurie Roderick & Phil Bernal
 - Budget*:
 - Leverage*: Noelle Leiser
 - Sustainability*: Kathy Fife & Phil Bernal
- 2. Applications to review next week** – Karen advised the committee which applications they will be reviewing next week. They will send out an email shortly with further information about that.

Agenda topic *Other Business* | **Presenter** *Karen Kuipers*

County staff will send out a clean recurring invite to this series of meetings so that everyone has the appropriate links necessary for future discussions. Karen advised the committee of the days and times that the binders are available for pickup and provided the pickup address.

Agenda topic *Adjourn* | **Presenter** *Marie Christman*

Marie adjourned the meeting.