

CSSAC ALLOCATION COMMITTEE

January 12th, 2023 | Salt Lake County Government Center, 2001 South State Street, South Building, Rm S2-950

| Meeting called to order by Michael Gallegos

In Attendance

Committee Members: Jacob Lawson, Turner Bitton, Christine Nguyen, Robert Brough, Jared Aranda, Jake Montague, Rex Marler,

Staff: Karen Kuipers, Amanda Cordova, Maria Sweeten, Dan Tisdale, Carlos Martinez, Michael Gallegos, Teresa Young,

1. Welcome and Introductions -Michael Gallegos & Karen Kuipers

Outcome Overview

Committee members provide brief introductions and description of the work they do in the community.

Staff provide brief introductions.

2. Brief Overview of Funding Received by SLCO & Allocation Process -Michael Gallegos

Mike- Acknowledged that this year has been hectic, staff has had to do a lot to adjust to their learning curves. Also mentioned that this past year congress passed their budget several months later than usual which effected this year's allocation. Also, HCD won't know how much the allocation will be for this upcoming year until towards the tail-end of these committee meetings. Welcome all new and returning members!

Karen- This has been a transition year; our numbers are a lot smaller. Pro: have more time for individual discussions, though returning members may see a shift. Dan will be heading these meeting going forward as he will be the main point of contact for these meetings

3. Administrative Issues - Karen Kuipers & Dan Tisdale

Review of Committee Paperwork

Karen gave overview of sexual harassment and discrimination document, volunteer agreement, and disclosure statement.

Dietary Restrictions and Preferences

Dan- Please express dietary preference, and how you will attend for each meeting (in person or virtually) before each meeting so we can prepare the right amount of food.

Standard Operating Procedures

Karen-Went over CSSAC operating procedures, after reviewing them its clear we will need to review them together and update them to make sure they reflect our current needs.

Volunteer Hours

Carlos- Review volunteer hours tracking sheet. This sheet will be attached to each agenda, which Dan will send out each week, via a link. Please update volunteer hours tracking sheet each week so we can capture volunteer hours.

WIFI

Amanda- provide review of WIFI setup. Committee members emails are approved to get access to WIFI, use GUEST WIFI

4. Elect Committee Chair & Vice-Chair- Karen Kuipers

CHAIR

Christine- nominates Robert for Chair, Jacob Lawson seconds Christine's motion.

All committee members are in favor of Christine's motion, no opposed. Robert accepts and is elected Chair.

VICE CHAIR

Robert nominates Christine as Vice Chair, no opposed. Christine accepts and is elected Vice Chair.

5. Discussion on Strategy for Decision Making- Committee Chair

Roberts Rules of Order & Email Communication

Karen- gives overview of Roberts Rules, and why we use it. Karen goes over email communication; we need to make sure all committee members are included in email communication, so all members are aware. Some decision can be made via email communication, but any formal action items are done in a posted public meeting.

Scheduling Meetings/ Areas of Focus and assignments for sub-committees

Robert- Asks committee members, does 12-2pm work for ongoing meetings? - No opposition

Robert- Provide overview of Areas of Focus for committee score card. Robert asks committee members to volunteer for each area of focus.

Turner- Adaptability and Sustainability

Rex-Budgeting/Leverage

Jared-Goal outcomes and Impact

Christine-Partnerships

Jacob L- Program Design and Execution.

Robert-Project Beneficiaries

Marisol- Application Overview

Edward- TBD

Jake M.- TBD

There was a discussion on changes to the scoring rubric.

6. Zoomgrants Refresher- Dan Tisdale

Navigation & Committee Member Notes

Dan- gives overview of Zoomgrants and how to navigate it.

Dan speaks to the 2 major pathways: *Economic Stability & Economic Mobility*. In addition to the 2 major pathways, we have further categorized into 3 different categories: **Housing programs, Economic programs, Basic and Foundational Needs Programs**.

Christine- **MOTION**, "Can we amend the Master schedule to only review two applications next week, since we also have to do a training next week as well?" – no opposition, Dan and Chair agrees to adopt Christine Motion.

7. Review Changes in Application Format and Budgets for 2023- Karen Kuipers

Karen- Review of provider convening event and needs assessment survey (which happened in September of 2022). Out of that event and survey we were given feedback which we incorporated into changes for our application format this year.

8. Review Schedule of Meetings for Program Year 2023- Dan Tisdale

Timeline for Application Reviews

Next week: Review Applications for Family Promise & The Road Home.

9. Assignments for Next Meeting on January 17th, 2023

ACTION ITEMS

Dan- Will give ZG access to all committee members by end of day today!

Dan will update master schedule

Carlos will post updated master schedule on Utah public notice and HCD websites.

10. Other Business

11. Adjournment / Next Meeting / Action Items

Motion to adjourn was made at 1:59pm by Chair, Robert. Next Meeting: January 19th, 2023, 12:00pm | Salt Lake County Government Center, 2001 South State Street, South Building, Rm S2-950.