

COMMUNITY AND SUPPORT SOCIAL SERVICES ADVISORY COUNCIL

MEETING MINUTES

Date/Time	Location	Attendees
January 25, 2018 11:30- 1:00 PM	County Government Center 2001 South State Street South Building, Room S-2950	CSSAC: Lloyd Alexander, Stephen Cotterell, Michele Weaver, Stephanie Harpst, Stephanie Tobey, Matt Klein, Tyler Hall, Troy Runnels, A.J. Metz, Syd Peacock (via phone), Stephanie White, Glenda Riesen Staff: Stephnie Gyllenskog, Karen Kuipers, Karen Wiley, Sharon Pierce, Amanda Cordova Excused: Jen Seltzer Stitz, Lauri Royall

Agenda

1. Welcome.....*Lloyd Alexander*
2. Approval of January 18th meeting minutes..... *Lloyd Alexander*
3. Follow up on issues, questions, concerns from January 18th meeting.....*Karen Kuipers*
4. Intent to abstain/recuse from any of Group #2 Applications (2-4).....*Committee Members*
5. Discussion Review Group #2 Applications, Domestic Violence & Sexual Assault Programs
**Rape Recovery Center, South Valley Sanctuary, YWCA Utah) Tabs 2-4 in binders.*

Sub-Committee	Application Section(s)
Glenda & Lauri	Justify the Need (Need)
Lloyd, Jen & Matt	Help us to Understand the People Served
Stephanie T & Stephanie W	Help us to Understand Programming (Program Design)
	Logic Model – Agency Narratives (Scope of logic model is for entire program)
	Logic Model – HCD Worksheet (Scope of logic model specific to selected performance indicators)
Syd & Troy	Budget & Leverage
Michele & Tyler	Help us to Understand the “System” (Coordination, Cooperation & Collaboration)
	Management Ability & Agency Capacity
ALL	Executive Summary & Agency Overview
	Overall quality of application

Sub-committee assignment pending: Stephen, Stephanie H, AJ

- 6. Identify staff follow-up / Review Group #2
- 7. Plan for next meeting: Review of Group #3 Applications (Children & At-Risk Youth)
- 8. Adjourn

Topics	Discussion	Motions & Action Items
Welcome	The members who were new to this meeting were asked to introduce themselves.	
Approval of the January 18th Minutes	The chair asked if members were ready to approve the minutes. Troy Runnels made a clarification that he did not second the motion for the Vice-Chair. Tyler Hall said he was the one who seconded the motion for Vice-Chair. Minutes will be changed to reflect this.	Stephen motioned to approve the minutes as corrected. Matt seconded. Motion approved.

Follow up on issues, questions, concerns from January 18th meeting	Karen Kuipers began with the follow up on the questions and concerns from the last meeting. She had not received a response from the Healthy Senior Collaborative, but when she does, she will forward to members via email. The agency responses will also be available for committee review on the "Extra" tab of the application in ZoomGrants™.	
Intent to abstain/recuse from any of Group #2 Applications (2-4)	<p>Karen also went over the new tracking within Zoomgrants™ regarding disclosure statements for each of the applications and how to input an intent to abstain or recuse. After this step, members will then be able to go ahead and score the applications. It was clarified that the oral disclosures will still be made at the beginning of each meeting, but the tracking in ZoomGrants™ will assist the County in keeping comprehensive documentation within the online grants management system.</p> <p>Stephanie White disclosed her potential conflict of interest with the YWCA application. It was determined that due to the nature of the relationship, it would be deemed as an unrestricted conflict of interest, and it would not affect her participation in the review process.</p>	
Discussion Review Group #2 Applications, Domestic Violence & Sexual Assault Programs (*Rape Recovery Center, South Valley Sanctuary, YWCA Utah) Tabs 2-4 in binders.	<p>The members who were not present at the last meeting were assigned to their choice of subcommittees which will focus on specific application sections during the review and weekly discussions. These members were: Stephen Cotterell, Stephanie Harpst and A.J. Metz</p> <p>Stephen chose the subcommittee that will focus on "Justify the Need" and "Help us to Understand the People Served"; Stephanie H chose the subcommittee that will focus on "Help us Understand Your System (Coordination, Collaboration and Cooperation) and "Management Ability & Capacity"; and A.J. chose the subcommittee that will focus on the "Logic Models" (Outcomes).</p> <p>Members discussed the Group #2 applications for domestic violence and sexual assault programs, which included a video submitted by the Rape Recovery Center.</p>	
Identify staff follow-up / Review Group #2	<p>Staff will follow up with questions members had for review group #2</p> <p>* (see action items below)</p>	
Plan for next meeting: Review of Group #3 Applications (Children & At-Risk Youth)	In the interest of balancing out the number of applications scheduled for review each week, the committee decided to combine the Review Group #3 and the Review Group #6 applications together for next week, which increased the number of applications that will be reviewed on Thursday February 1 st to four instead of three.	
Adjourn	1:35	

NEXT MEETING

Date/Time	Location	*Action Items
February 2, 2018 11:30 AM	County Government Center 2001 South State Street Ste. S2950	<ul style="list-style-type: none"> □ Staff will request clarification on the Rape Recovery Center application: 1) Is information available as to why the reported number of survivors of sexual violence is increasing; 2) how does the agency provide services to men; 3) clarification on the 850 reflected in the Populations Served table vs. the 450 accounted for in the outcomes; and 4) whether there are any statistics available related to re-occurrence of sexual violence and/or effectiveness of prevention. □ Staff will request clarification from YWCA regarding whether the projected outcomes were based on last year's numbers. □ Staff will request clarification on the South Valley Services application: 1) the reason as to why they listed n/a in the collaboration section; 2) a more detailed explanation for the reduction in the budget line item for direct client assistance.