

# COMMUNITY AND SUPPORT SOCIAL SERVICES ADVISORY COUNCIL

## MEETING MINUTES

Date/Time	Location	Attendees
January 12, 2017 11:30- 2:00 PM	County Government Center 2001 South State Street South Building, Room S-2950	<b>CSSAC:</b> Ann Cline, Juliana Preston, Glenda Riesen, Stephanie Harpst, Jared Gleue, Kathy Hale, Stephen Cotterell, Stephanie Tobey, Lloyd Alexander, Michele Weaver <b>Staff:</b> Stephnie Gyllenskog, Karen Kuipers, Rory Christensen, Karen Wiley, Sharon Pierce <b>Absent:</b> Dick Gaddis, Fahina Tavake-Pasi <b>Guests:</b> Mike Gallegos, Chris Adamson, Janell Fluckiger, Sharon Hansen

### Agenda

1. Welcome and Introductions.....*Mike Gallegos*
2. New Process to Log Onto Salt Lake County Wi-Fi.....*Chris Adamson / SLCo Information Services*
3. Brief Overview of Funding Projections & Allocation Process for 2017.....*Mike Gallegos*
4. Updates for 2017
  - a. Collective Impact – homelessness.....*Janell Fluckiger, Office of Regional Development*
  - b. Collaborative applications.....*Karen Wiley, Community Resources & Development*
5. Administrative.....*Karen Wiley*
  - a. Review of committee materials
  - b. Paperwork completion
    - i. Disclosure
    - ii. Sexual harassment
    - iii. Volunteer agreement
  - c. Dietary restrictions and preferences
  - d. Volunteer Hours
  - e. Election of officers
6. Review Binder Materials .....*Karen Kuipers, Community Resources & Development*
  - a. Scoring worksheet
  - b. FAQ & training material
  - c. Summary of applications
  - d. Indexes
  - e. Copies of administrative documents
7. CSSAC Review Schedule FY17.....*Karen Kuipers*
  - a. Tentative timeline
  - b. Determine meeting times for FY17
  - c. Incorporate committee viewing of embedded videos during meetings
8. ZoomGrants™ Refresher & FY17 Application Format.....*Karen Kuipers*
  - a. Navigation & committee member notes
  - b. New features for FY17 – embedded videos & brochures
    - c. Changes in application format and budgets
9. Assignments for Sub Committees.....*Committee Chair*
  - a. Need
  - b. Program Design
  - c. Outcomes & Benefits
  - d. Coordination & Collaboration
  - e. Management Ability & Agency Capacity (Internal research questions)
  - f. Budget & Leverage
  - g. Overall Application Quality & Bonus Points for Collaborative Applications
10. Roundtable – Committee Questions, Comments, Suggestions for FY17 Process
11. Adjourn
12. CHANGE OF LOCATION FOR NEXT MEETING! January 19<sup>th</sup> meeting will be held in the USU extension conference room on the first floor of the south building.

Topics	Discussion	Motions
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<b>Welcome &amp; Introductions</b>	Mike Gallegos welcomed everyone and members introduced themselves.	
<b>New Process to Log Onto Salt Lake County Wi-Fi</b>	A new username and password was provided that can be used by all committee members to log on to the Salt Lake County Wi-Fi network.	
<b>Brief Overview of Funding Projections &amp; Allocation Process for 2017</b>	An overview was provided of the funding projections & allocation process for 2017.	
<b>Updates for 2017 Collective Impact – Homelessness Collaborative applications</b>	Committee members were updated on the efforts of the Collective Impact Steering Committee on Homelessness, and the outcomes that have been identified for all agencies that are providing homeless services.	
<b>Administration Review of committee materials Paperwork completion Disclosure Sexual harassment Volunteer agreement Dietary restrictions and preferences Volunteer Hours Election of officers</b>	<p>A draft copy of the updated Standard Operating Procedures for CSSAC was reviewed, as well as the updated draft copy of the CSSAC Member Roles &amp; Responsibilities. The committee was in favor of recommending to the Mayor that that the changes should be approved.</p> <p>Elections were held for the positions of chair and vice-chair.</p> <p>Committee members were educated on the Sexual Harassment &amp; Discrimination Prevention Policy, as well as the County Conflict of Interest Policy. The Volunteer Agreements were reviewed. Required documents were signed and notarized.</p> <p>It was clarified that committee members can include their commute time to and from the meetings when calculating their volunteer hours reported each week.</p>	<p>Jared made a motion to accept the changes as presented for the Standard Operating Procedures draft. Julianna seconded. <b>Motion approved.</b></p> <p>Kathy made a motion to accept the member responsibilities as presented. Michele seconded. <b>Motion approved.</b></p> <p>Glenda nominated Jared as chair. Kathy seconded. <b>Motion approved.</b></p> <p>Michele nominated Lloyd as vice chair. Stephen seconded. <b>Motion approved.</b></p>

<b>Review Binder Materials Scoring Worksheet FAQ &amp; training material Summary of applications Indexes Copies of administrative documents</b>	<p>The binder materials were reviewed, and it was demonstrated how to access the Library Documents in ZoomGrants™.</p> <p>It was pointed out that the applications have been grouped for review by target populations, and that collaborative applications will not be reviewed as a separate group. It was requested that a list of the collaborative applications be sent out to committee members for reference.</p>	
<b>CSSAC Review Schedule FY17 Tentative Timeline Determine meeting times for FY17 Incorporate committee viewing of embedded videos during meetings</b>	<p>Members decided on the meeting time for the remainder of the review process. Meetings will begin at 11:30, and members will plan on working while eating lunch to be able to adjourn at 1:00.</p> <p>An invitation will be sent to committee members via Outlook for the remaining meetings. It was requested that the committee accept or decline the meeting in Outlook if possible. It was discussed that many members have advised that they have some scheduling conflicts that will prevent them from attending every meeting in person. Members were asked to score and comment in ZoomGrants™ on the applications scheduled for review prior to</p>	

	the meetings that they are unable to attend, so that each member can still contribute to the weekly discussions.	
<b>Zoomgrants™ refresher &amp; FY17 application format</b> <b>Navigation &amp; committee member notes</b> <b>New features for FY17 – embedded videos &amp; brochures</b> <b>Changes in application format and budgets</b>	<p>A refresher was provided on ZoomGrants™ functionality. It was clarified that the “Reviewer Notes” section is for the personal use of committee members, and not subject to GRAMA. All other comments entered in ZoomGrants™ may be made available to the public pursuant to GRAMA.</p> <p>Committee members were notified that since a new feature of ZoomGrants™ allows videos and brochures to be attached the application, the marketing materials may inadvertently include program testimonials from individuals associated with the County. Committee members were advised that they should NOT interpret support of a program by a County employee to infer recommendation of support for CSSAC funding.</p>	
<b>Assignments for Sub Committees</b>	<p>Assignments were made for areas of focus for the weekly application reviews.</p> <p><b>Need – Glenda &amp; Steve</b></p> <p><b>Program Design – Julianna &amp; Michele</b></p> <p><b>Outcomes &amp; Benefits – Stephanie T &amp; Ann</b></p> <p><b>Coordination &amp; Collaboration – Julianne &amp; Stephanie H</b></p> <p><b>Management Ability &amp; Agency Capacity – Michele &amp; Lloyd</b></p> <p><b>Budget &amp; Leverage – Kathy &amp; Jared</b></p> <p><b>Overall Application Quality &amp; Bonus Points for Collaboration Applications – all will discuss</b></p> <p>It was explained that the committee may only have 11 members that are able to participate this year, due to a work conflict of one member.</p>	
<b>Roundtable – Committee Questions, Comments, Suggestions for FY 17 Process</b>	<p>Member comments indicated that the process from last year worked well, so the plan will be to use the same approach for the meetings this year.</p>	
<b>Adjourn</b>		<b>Adjourn 1:27</b>

NEXT MEETING		
Date/Time	Location	Action Items
January 19, 2017 11:30 to 1:00 PM	<b>CHANGE OF LOCATION FOR NEXT MEETING!</b> January 19 <sup>th</sup> meeting will be held in the USU Extension conference room on the first floor in S1-950 in the South Building	Karen will send committee members the following: <ul style="list-style-type: none"> <li>□ A list of collaborative applications for reference.</li> <li>□ ZoomGrants™ login credentials</li> <li>□ Outlook Invitations for remaining meetings.</li> <li>□ A link to a sample application that can be used to access Library Documents</li> <li>□ A Master Scoring spreadsheet – Excel document</li> </ul>