

COMMUNITY AND SUPPORT SOCIAL SERVICES ADVISORY COUNCIL

MEETING MINUTES

Date/Time	Location	Attendees
January 19, 2017 11:30- 1:00 PM	County Government Center 2001 South State Street South Building, Room S-2950	CSSAC: Ann Cline, Glenda Riesen, Stephanie Harpst, Jared Gleue, Kathy Hale, Stephen Cotterell, Stephanie Tobey, Lloyd Alexander, Michele Weaver Staff: Stephnie Gyllenskog, Karen Kuipers, Rory Christensen, Karen Wiley, Sharon Pierce Absent: Dick Gaddis, Fahina Tavake-Pasi, Juliana Preston Guests: Lannie Chapman, Mike Gallegos

Agenda

1. Welcome and Introductions.....*Karen Kuipers*
2. Approval of January 12th meeting minutes.....*Jared Gleue*
3. Follow up on issues, questions, concerns from January 12th meeting.....*Jared Gleue*
4. Intent to abstain/recuse from any of Group #1 Applications (1-2).....*Committee Members*
5. Viewing of Videos Submitted for Group #1 Applications
6. Discussion of Review Group #1 Applications (Children & At-Risk Youth, Tabs 1-2)
 - a. Need (*Glenda, Stephen*)
 - b. Program Design (*Juliana, Michelle*)
 - c. Outcomes & Benefits (*Stephanie Tobey, Ann*)
 - d. Coordination & Collaboration (*Juliana, Stephanie Harpst*)
 - e. Management Ability & Agency Capacity (& Internal research questions) (*Michele, Lloyd*)
 - f. Budget & Leverage (*Kathy, Jared*)
7. Identify staff follow-up / Scoring of Review Group #1 Applications (Tabs 1-2)
8. Open Meetings Training*Lannie Chapman, Salt Lake County District Attorney's Office*
9. Evaluation of process and plan for next meeting
10. Adjourn

Topics	Discussion	Motions & Action Items
Welcome & Introductions	Committee members were welcomed.	
Approval of January 12th Meeting Minutes	It was stated that the printed agenda referenced an incorrect date of the meeting minutes, and there was also a misspelling of a committee member's name.	Kathy motioned to approve the minutes as corrected. Stephen seconded. Motion approved.
Follow up on issues, questions, concerns from January 12th meeting	<p>It was confirmed that the committee members received the emails per the action item of the previous meeting: the list of applicants that submitted collaborative applications; the committee login credentials for ZoomGrants™; Outlook invitations for remaining meetings; a link to a sample application that can be used to access Library Documents; and a Master Scoring spreadsheet – Excel document.</p> <p>The Master Scoring Spreadsheet had been updated in the Administrative documents, since the original emailed version had rows that were inadvertently locked.</p> <p>It was clarified that there is not a funding set-aside for the homeless this year. Applications that requested funds for homeless services were instructed to demonstrate how their program outcomes aligned with those established by Collective Impact on Homelessness Steering Committee.</p>	

Intent to abstain/recuse from any of Group #1 Applications (1-2)	No conflicts were declared.	
Viewing of Videos Submitted for Group #1 Applications	Video reviewed for Family Support Center.	
Discussion of Review Group #1 Applications (Children & At-Risk Youth, Tabs 1-2)	Applications in review group #1 were discussed: 1-Allies With Families - Family Resource Facilitator Program 2-Family Support Center- Crisis Nursery	
Identify staff follow-up / Scoring of Review Group #1 Applications (Tabs 1-2)	Parking lot issues to be addressed in FY18 application: 1) Potential to consider whether proposed rates of pay in program budgets provide a living wage; 2) Ensure that the application prompts for information on key staff in order to better evaluate management ability and capacity. Requests for clarification on applications. <u>Allies with Families - Family Resource Facilitator</u> : 1) Clarification on number of positions included in FTE calculation, and anticipated case load; 2) Process for working with families that are not achieving goals. <u>Family Support Center – Crisis Nursery</u> : 1) Information on average hours of care provided per child; 2) Training and education requirements for caregivers. If feasible, staff to provide average wage information for Utah for positions to be funded with requested grant award.	Staff will send requests for clarification to Allies With Families & Family Support Center through ZoomGrants™. Staff will provide average wage information for Utah for positions to be funded with requested grant awards.
Open Meetings Training Lannie Chapman, Salt Lake County District Attorney's Office	Presentation on the Open & Public Meetings Act provided by SLCo District Attorney's Office. Further clarification requested regarding provisions applicable to CSSAC. Staff will coordinate with District Attorney's Office to answer questions, and will report back to CSSAC.	Staff will send the Open & Public Meetings Act power point presentation to members who were not present.
Evaluation of process and plan for next meeting	Three applications scheduled for discussion during next meeting (Review Group #2, Domestic Violence & Sexual Assault).	
Adjourn	Stephnie T moved to adjourn; Ann seconded. Motion approved.	Adjourn 1:13

NEXT MEETING

Date/Time	Location	Action Items
January 26th, 2017 11:30 to 1:00 PM	County Government Center 2001 South State Street South Building, Room S-2950	<ul style="list-style-type: none"> □ Staff will send requests for clarification to Allies with Families & Family Support Center through ZoomGrants™. □ (When feasible) staff will provide average wage information for Utah for positions to be funded with requested grant awards. □ Staff will send the power point presentation of the Open and Public Meetings Act to members who were not present. □ Staff will document parking lot issues for FY18 applications.