

## COMMUNITY AND SUPPORT SOCIAL SERVICES ADVISORY COUNCIL

### MEETING MINUTES

Date/Time	Location	Attendees
February 15, 2018 11:30- 1:00 PM	County Government Center 2001 South State Street South Building, Room S-2950	<b>CSSAC:</b> Lloyd Alexander, Stephen Cotterell, Stephanie Harpst, Stephanie Tobey, Matt Klein, Tyler Hall, Troy Runnels, A.J. Metz, Syd Peacock, Stephanie White, Glenda Riesen, Jennifer Seltzer Stitt, Michele Weaver <b>Excused:</b> Rocio de Maria Torres Mora <b>Staff:</b> Karen Kuipers, Karen Wiley, Sharon Pierce, Amanda Cordova, Susie Sullivan, Stephnie Gyllenskog

#### Agenda

1. Welcome & approval of February 8th meeting minutes..... Lloyd Alexander
2. Guidance for CSSAC discussions regarding the Management Ability & Capacity scoring category, as well as topics outside of the scope of application questions. ....Karen Kuipers
3. Written notice of proposed amendments to CSSAC Operating Procedures and Member Responsibilities.....Karen Kuipers
4. Follow up on issues, questions, concerns from February 8th .....Karen Kuipers
5. Intent to abstain/recuse from any of Group #5 Applications (Binder Tabs 14, 15, 16, 17)
6. Discussion Review Group #5 Applications (Housing: Family Support Center – Life Start Village; Salt Lake Community Action Program dba Utah Community Action – Rapid Rehousing Program; Salt Lake County Youth Services – Milestone TLP; The Road Home – Rapid Rehousing Program)

Application Section(s)	Question #'s	Sub-Committee
➤ Justify the Need (Need)	➤ 21-22	Glenda, Stephen & Rocio
➤ Help us to Understand the People Served	➤ 23-24	
➤ Logic Model – Agency Narratives (Scope of logic model is for entire program)	➤ 4-9	Stephanie T, AJ & Stephanie W
➤ Logic Model – HCD Worksheet (Scope of logic model specific to selected performance indicators)	➤ 10-20	
➤ Help us to Understand Programming (Program Design)	➤ 25-35	Lloyd, Jen & Matt
➤ Budget & Leverage	➤ 44 (+tables)	Syd & Troy
➤ Help us to Understand the “System” (Coordination, Cooperation & Collaboration)	➤ 36-37	Michele, Tyler & Stephanie H
➤ Management Ability & Agency Capacity	➤ (Tab #2) 6-15	
➤ Executive Summary & Agency Overview	➤ 1-3	ALL
➤ Overall quality of application	➤ Full application	

\*Videos to be viewed by committee prior to discussion: Family Support Center (Life Start Village) – 2:22; The Road Home (Rapid Re-Housing) – 2:40

7. Identify staff follow-up / Review Group #5
8. Plan for next meeting: Review of Group #7 Applications (Substance Abuse Including Alcohol Abuse).
9. Adjourn

Next Meeting February 22nd Room S2-950

Topics	Discussion	Motions & Action Items
Welcome	<i>The Chair welcomed members.</i>	
Approval of the February 8th Minutes	<i>The Chair asked if the minutes were ready to be approved.</i>	Minutes were approved by members.
Written notice of proposed	<i>Karen K. reviewed the red-lined copy of the proposed amendments to the CSSAC operating procedures and member responsibilities. Copies were previously emailed to</i>	

<b>amendments to CSSAC Operating Procedures and Member Responsibilities</b>	<i>members as well. The purpose of the changes was discussed, which was to more clearly align the written policy with historical practice regarding participation on CSSAC by members who have other responsibilities with non-profit applicants. Lloyd noted one typo. Members will have the opportunity to vote on whether to recommend the changes to the Mayor at the 2/22/2018 meeting, as a hard copy needs to be provided seven days in advance of a vote.</i>	
<b>Follow up on issues, questions, concerns from February 8th</b>	<i>The follow up questions were asked to First Step House through ZoomGrants, but the requests for clarification had not been asked of other applicants as of the time of the meeting. Karen will provide responses to members as soon as they are available. A hard copy of the answers from Boys &amp; Girls Club and Volunteers of America were provided to members, and it was noted that they are also available in tab 6 in the applications.</i>	
<b>Intent to abstain/recuse from any of Group #5 Binder Tabs 14 to 17</b>	<i>Stephanie White disclosed she is on the board for Utah Community Action Program, and she therefore abstained from the scoring of the Rapid Re-Housing Program. Stephanie White also disclosed that her employment duties involve giving grants to the Road Home, which was determined to be non-restricted. Neither conflict necessitated that she be prevented participating in the discussion.</i>	
<b>Discussion Review Group #5 Applications Housing: Family Support Center – Life Start Village; Salt Lake Community Action Program dba Utah Community Action – Rapid Rehousing Program; Salt Lake County Youth Services – Milestone TLP; The Road Home – Rapid Rehousing Program</b>	<i>Members reviewed and discussed the applications in Review Group #5 – Housing per their assigned sections. Due to time constraints, members declined to view the videos that were provided at the meeting.</i>	
<b>Identify staff follow-up / Review Group #5</b>	<i>Staff will follow up with questions members had for review group *(see action items below)</i>	
<b>Plan for next meeting: Review of Group #7 Applications (Substance Abuse Including Alcohol Abuse)</b>	<i>Members will review Group #7; 5 applications for Substance Abuse including Alcohol Abuse.</i>	
<b>Adjourn</b>	<b>1:40</b>	

## NEXT MEETING

<b>Date/Time</b> February 22nd, 2018 11:30 AM	<b>Location</b> County Government Center 2001 South State Street Ste. S2950	<b>Action Items</b> <ul style="list-style-type: none"> <li>□ <b><u>SLCAP/UCA:</u></b></li> <li><b>1) Request clarification of where agency is in the process of hiring a CEO</b></li> <li><b>2) Advise of who is taking over the duties that Jenifer Godfrey was doing.</b></li> </ul>
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		<p><b>3) Update application summary to reflect project cost. (Currently showing as "0")</b></p> <ul style="list-style-type: none"><li>□ <b><u>Salt Lake County Youth Services:</u></b><ol style="list-style-type: none"><li>1) Request clarification from Salt Lake County Youth Services that the total budget and number of people served are accurately reflected, as factors that are utilized in calculating the cost per person.</li></ol></li><li>□ <b><u>The Road Home:</u></b><ol style="list-style-type: none"><li>1) Clarification for the Road Home regarding the benefits ratio and budget numbers as they don't reconcile on the worksheet</li><li>2) Request for update on the development position.</li></ol></li></ul>
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