

**COMMUNITY & ECONOMIC DEVELOPMENT ADVISORY COUNCIL
(CEDAC) MEETING MINUTES**

Date/Time	Location	Attendees
January 22, 2019 11:30 AM – 2:00 PM	County Government Center 2001 South State Street South Building, Room S2-950	CEDAC: Allen Litster, Susan Gregory, Ryan Henrie, Leslie Jones, Jamie Peterson, Camille Bowen, Todd Richards, Kumar Shah, Tyler Money Excused: Michael Anderson, Laynee Jones Staff: Karen Wiley, Amanda Cordova, Karen Kuipers, Teresa Young, Vanessa Nelson

Agenda

- Welcome Allen
- Approval of January 15th meeting minutes Allen
- Review of Facilities & Infrastructure Projects Checklist Ryan
- Update on Project Implementation Issue from Prior Year..... Karen
- Review of any Conflicts of Interest for applications in Group #1 – Housing..... Allen
- Discussion of Housing Applications #'s 1-4 Council
 - a. ASSIST, Inc. – Community Design Center – Emergency Home Repair & Accessibility and Community Design
 - b. Bhutanese Community in Utah – Economic Supports to Bhutanese Refugee Families
 - c. Community Development Corporation of Utah – Down payment Assistance
 - d. Community Development Corporation of Utah – GHHI Program
- Areas of Focus
 - a. Impact & Need – Camille/Kumar
 - b. Project Goals and Outcomes – Leslie/Jamie
 - c. Agency Capacity – Ryan/Susan
 - d. Cooperation & Collaboration – Tyler/Michael
 - e. Budget & Leveraging – Todd/Laynee
 - f. Other Considerations - Allen
- Identify staff follow-up Allen
- Assignments for next meeting – Review & Score Applications
 - Housing – Group #2 Applications #5-8
- Other Business
- Next Meeting Tuesday – January 29th 11:30 am Room S2-950

Topics		Motions & Action Items
Welcome	The chair welcomed members	
Approval of January 15 th meeting minutes	The chair asked for a motion to approve the minutes.	Kumar Shah moved to approve the minutes as presented. Camille Bowen seconded. Committee voted unanimously to approve minutes.
Review of Facilities & Infrastructure Projects Checklist	Ryan Henrie shared a handout of the checklist he uses when visiting each facility. Allen Litster commended the section regarding facility warranties. Amanda Cordova requested each facility photo taken be specifically labeled.	
Update on Project Implementation Issue from Prior Year	Karen Wiley went over past issues from project funded in 2018-2019 and the actions taken to remedy them. Kumar Shah asked if they could be formally documented to share with future proposal committees. Karen stated that the organizations disclose their plans initially and any changes made are documented. Amanda Cordova included that changes and/or noncompliance directly effects the organizations score card.	
Review of any Conflicts of Interest for applications in Group #1 – Housing	Chair inquired if there were any conflicts of interest for the first four applications to be reviewed, none were noted.	
Areas of Focus	<p>Member shared key points from their specific focus areas:</p> <ul style="list-style-type: none"> Impact & Need – Camille Bowen, Kumar Shah Project Goals and Outcomes – Leslie Jones, Jamie Peterson Agency Capacity – Ryan Henrie, Susan Gregory Cooperation & Collaboration – Tyler Money, Michael Anderson Budget & Leveraging – Todd Richards, Laynee Jones Other Considerations – Allen Litster 	

	Other committee members offered additional relevant insights.	
Discussion of Housing Applications #’s 1-4	<p>ASSIST, Inc. – Community Design Center – Emergency Home Repair & Accessibility and Community Design Q: Is there a max for their program each year? Or a total max? Q: Can we obtain a copy of the survey the families fill out after the work is completed? Q: How many clients were “repeat” clients asking for additional repairs over the last 7 years?</p> <p>Bhutanese Community in Utah – Economic Supports to Bhutanese Refugee Families</p> <p>Community Development Corporation of Utah – Down Payment Assistance *a handout outlining the programs eligibility guidelines was dispersed to the committee. Q: Is there a wait list for this program? How many total have applied? Q: Jamie Peterson asked, how this organization tracked their data. A: Amanda Cordova shared that she receives excel spreadsheets containing updated data from them monthly. Q: Susan Gregory requested to find out how many families utilized this program in the last 3 years.</p> <p>Community Development Corporation of Utah – GHHI Program Committee asked for a more detailed breakdown of their budget. Q: Is it possible to see the allocation of funds in regards to the 5 urban county homes it was used on last year?</p>	
Adjourn		

NEXT MEETING

Date/Time	Location	Action Items
January 29, 2019 11:30 AM	County Government Center 2001 South State St. South Building, Room S2-950	Assignments – Review & Score Applications Housing – Group #2 Applications #5-8 Staff will contact ASSIST and CDCU to ask the clarifying questions from above and provide the information to the committee upon receipt.