

COMMUNITY AND SUPPORT SOCIAL SERVICES ADVISORY COUNCIL

MEETING MINUTES

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

Agenda

1. Welcome & approval of February 22nd meeting minutes..... *Lloyd Alexander*
2. Follow up on issues, questions, concerns from February 22nd*Amanda Cordova*
3. Intent to abstain/recuse from any of Group #8 Applications (Binder Tabs 24, 25, 26, 27 & 28)
4. Discussion Review Group #7 Applications (Substance Abuse Including Alcohol Abuse: *Asian Association – Pathways to success; English Skills Learning Center – Humanitarian Center ESL & Job Training Program; Guadalupe Center – Adult Education; Holy Cross Ministries – Immigration Program & Referral Collaboration; International Rescue Committee – Saving for Success; Utah Health & Human Rights Project – Survivors of Torture Treatment 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: Guadalupe School (3:18)*

5. Identify staff follow-up / Review Group #8
6. Plan for next meeting: Review of Group #9 Applications (Support for Special Populations in Low Income Households)
7. Adjourn

Next Meeting March 8th Room S2-950

Topics	Discussion	Motions & Action Items
Welcome	<i>The Chair welcomed members.</i>	
Approval of the February 22nd Minutes	<i>The Chair asked if the minutes were ready to be approved.</i>	Minutes were approved as presented.
Follow up on issues, questions, concerns from February 22nd	<i>The answers from the requests from last week were provided to members. First Step House and VOA have not been received yet. Journey of Hope provided their responses, as well as did Odyssey House. Karen K. will review the response from SLCAP next week.</i>	
Intent to abstain/ recuse from any of Group #8 Binder Tabs 24 to 28	<p><i>Stephanie Tobey disclosed a conflict with IRC and recused herself from scoring as she works for the fiduciary partner for that program, and she would be the product manager if it was approved for funding.</i></p> <p><i>Jen clarified in the interest of full disclosure that her employer has a collaborative partnership with multiple applicants, but not one that had any financial interests that would prevent her from participating in the scoring & discussion.</i></p> <p><i>Stephanie White disclosed that her employment duties involve giving grants to multiple applicants, which was determined to be non-restricted, and did not necessitate that she be prevented from participating in the discussion.</i></p>	
Discussion Review Group #8 Applications Refugee & Immigrant Programs and ESL	<p><i>Members reviewed the applications in review Group #8 – Refugee & Immigrant Programs and ESL per their assigned sections. A video was shown for Guadalupe School</i></p> <p><i>The applications that were discussed were:</i></p> <p><i>Asian Association – Pathways to success; English Skills Learning Center – Humanitarian Center ESL & Job Training Program; Guadalupe Center – Adult Education; Holy Cross Ministries – Immigration Program & Referral Collaboration; International Rescue Committee – Saving for Success; Utah Health & Human Rights Project – Survivors of Torture Treatment Program</i></p>	
Identify staff follow-up / Review Group #8	<p><i>Staff will follow up with questions that committee members had for review group #8</i></p> <p><i>*(see action items below)</i></p> <p><i>Sharon Pierce reminded everyone scores will all be due before the March 15th meeting</i></p>	
Plan for next meeting: Review of Group #9 Applications Support or Special Populations in Low Income Households	<i>Members will review in Group #9 applications for Support or Special Populations in Low Income Households</i>	
Adjourn	1:45	

NEXT MEETING

Date/Time

March 8th, 2018
11:30 AM

Location

County Government Center
2001 South State Street
Ste. S2950

Action Items

- **Asian Association:**
 - 1) Request clarification regarding whether the response to the general liability question accurately reflects the status of the agency.

- **English Skills Learning Center:**
 - 1) Request clarification regarding the referral process i.e. are the DWS referrals a separate group than those that are referred by the LDS bishops, or is it a tiered requirement that participants are both referred by DWS and then obtain a bishop recommend.
 - 2) Request clarification on the TANF eligibility screening, regarding the need to use that criteria if TANF is not a funding source for the program.

- **Holy Cross Ministries:**
 - 1) Request clarification as to how flexible the draft of memorandum of understanding between the three agencies is, and how much it can change if they receive funding. *Staff will address this question at the next meeting, and if additional clarification is needed it will be asked of the agency.*
 - 2) Request further clarification on the budget, specifically how the expenses described in the budget narrative on Tab #4, question 2 translates to the positions and calculations described in the Collaborative Budget Narrative Worksheet which is attached on tab #6.
 - 3) Request clarification on the reason why three databases are being utilized, and how that is streamlining the system.

- **IRC:**
 - 1) Request clarification on the average amount that is saved in one year by the high school students.
 - 2) Request clarification on the need for a separate IDA program for this population, rather than using other local IDA resources.
 - 3) Request clarification on the source of funds for the required match.