

COMMUNITY AND SUPPORT SOCIAL SERVICES ADVISORY COUNCIL

MEETING MINUTES

Date/Time	Location	Attendees
January 17, 2019 11:30- 1:30 PM	County Government Center 2001 South State Street South Building, Room S-2950	CSSAC: Stephen Cotterell, Matt Klein, Michele Weaver, Philip Bernal, Jen Seltzer Stitt, Syd Peacock, Tyler Hall, Marie Christman, Noelle Leiser, Donald Aguirre, Troy Runnells, Lloyd Alexander Conference Call in: Dhruv Basu, Stephanie White Staff: Karen Kuipers, Karen Wiley, Amanda Cordova, Vanessa Nelson

Agenda

1. Welcome.....*Karen Kuipers*
2. Approval of January 10th meeting minutes.....*Karen Wiley*
3. Vote on tabled issue from 1-10-2019 meeting.....*Karen Wiley*
 - a. *Revisions to CSSAC Standard Operating Procedures**
 - b. *Revisions to CSSAC Member Roles & Responsibilities**

**Note. Affirmative vote on revised CSSAC Standard Operating Procedures and CSSAC Member Roles and Responsibilities will automatically instate Vice-Chair from FY18 as the new Chairperson for FY19.*
4. Elect Committee Vice-Chair*.....*Karen Wiley*
5. CSSAC Strategy for Decision Making for FY18.....*Committee Chair*
 - a. Conduct of meetings and use of Roberts Rules
 - b. Determine meeting times for FY18
 - c. Email communication and voting
 - d. Scoring
 - e. Committee discussion thread in ZoomGrants™ and in meetings (no scores)
 - f. Use of sub-committee assignments, or other process for weekly discussions
6. Assignments for Sub Committees (if applicable)*Committee Chair*
7. Overview of General Application Format and Review Considerations.....*Karen Kuipers*
 - a. Process to access Salt Lake County Internet
 - b. Changes in application format and budgets
 - c. System Navigator Requirements for Agencies
 - d. Viewing embedded Videos & other functionality of ZoomGrants™
8. Intent to abstain/recuse from review of Week #2 Applications.....*Committee Members*
9. **Discussion Week #2 Applications, HEALTHY PEOPLE – CRISIS**
 - 1(a) Children & At-Risk Youth (Family Support Center Crisis Nursery) Tab #1 in binder*
 - 1(b) Domestic Violence & Sexual Assault (Rape Recovery Center) Tab #2 in binder*
10. Identify staff follow-up / Week #2 Applications
11. Roundtable – Committee Questions, Comments, Suggestions for FY19 Process
12. Plan for next meeting: Review Week #3 Applications (HEALTHY PEOPLE – CRISIS)
 - 1(b) Domestic Violence & Sexual Assault (YWCA) Tab #3 in binder*
 - 1(c) Homeless Services (Utah Community Action - Diversion Program) Tab #4 in binder*
 - 1(c) Homeless Services (The Road Home - Emergency Shelter Operations) Tab #5 in binder*

Next Meeting January 24th Room S2-950

Topics	Discussion	Motions & Action Items
Welcome	<i>Karen welcomed all committee members</i>	
Approval of the January 10th Minutes	<i>Lloyd moved to accept the January 10th minutes.</i>	Minutes were approved as presented.
Tabled issues from January 10th	<p><i>Revisions to CSSAC Standard Operating Procedures includes instating the Vice-Chair from FY18 as the new Chairperson for FY19- Michele Weaver.</i></p> <p><i>Clarifications were requested and responses were provided by staff regarding:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>A reference in Article 2 Section 5 pertaining to recommendations to the Mayor for the annual work program refers to the funding recommendations, and the subsequent annual contracts with providers.</i> <input type="checkbox"/> <i>The non-voting committee member from Contracts & Procurement was identified to be Sharon Pierce.</i> <input type="checkbox"/> <i>Council term start dates are October 1st</i> <input type="checkbox"/> <i>In the event of a vacancy for both the Chair and Co-Chair seats, there would be another election.</i> <p><i>It was noted that the next update of the Standard Operating Procedures and the Member Roles & Responsibilities should specifically address the process for conducting an election for Chair and Co-Chair in the event that both seats are vacated.</i></p>	<p>Lloyd motioned to approve the Standard Operating Procedures as presented with the changes. Motion was approved.</p> <p>Lloyd motioned to accept the revisions for Member Role and Responsibilities. The Committee unanimously approved.</p>
Elect a Committee Vice-Chair	<i>Michele opened the nominations for Vice Chair.</i>	Matt elected Jen, Stephen seconded the motion, Jen accepted, the committee approved.
CSSAC Strategy for Decision Making for FY19	<p><i>Karen Wiley went over key points of conduct using Roberts Rules.</i></p> <p><i>Salt Lake County's emphasis on the importance of being culturally responsive was discussed, and the need to respect and value differences. A handout was shared titled "A Guide to Cultural Awareness".</i></p> <p><i>Meeting times for FY19 were discussed, and it was determined that council members would plan on 2-hour meetings from 11:30am to 1:30pm.</i></p> <p><i>It was requested that the agenda should be provided to council members as early as possible before the weekly meeting.</i></p> <p><i>Karen noted that the estimated schedule for all of the meetings is available to council members in the binders on Section 2, page 1. Agendas for each meeting will be emailed to council members as soon as possible following the prior meeting, typically the Thursday or Friday before the next scheduled meeting.</i></p>	
Assignments for Sub Committees	<p><i>Various options for sub committees were discussed, and the following areas of focus for each committee member were determined:</i></p> <p>Mission/Alignment: <i>Jen Seltzer Stitt, Matt Klein, Stephen Cotterell, Tyler Hall</i></p>	

	<p>Budget/Capacity: Syd Peacock, Troy Runnells, Lloyd Alexander, Dhruv Basu, Donald Aguirre</p> <p>Program Efficiency: Stephanie White, Marie Christman, Philip Bernal, Noelle Leiser, Michele Weaver</p>	
Overview of General Application Format and Review Considerations	Karen Kuipers reviewed the Salt Lake County internet access, changes to the application format and budgets. She covered the agency requirements for navigating the system and how to view embedded videos within ZoomGrants™	
Intent to Abstain/Recuse from review of Week #2 Applications	No conflicts of interests were disclosed for week #2 applications to be reviewed.	
Discussion Week #2 Applications	<p>The first application in the category “Healthy People – Crisis” was reviewed.</p> <ul style="list-style-type: none"> (Children & At-risk Youth) Family Support Center I Crisis Nursery <p>Due to time constraints, the second application in the category “Healthy People – Crisis” was tabled for discussion until the next meeting.</p> <ul style="list-style-type: none"> (Domestic Violence & Sexual Assault) Rape Recovery Center 	
Next Meeting Assignment	<p>Review Week #3 Applications (Healthy People – Crisis)</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1(b) Domestic Violence & Sexual Assault (Rape Recovery Center) <input type="checkbox"/> 1(b) Domestic Violence & Sexual Assault (YWCA) <input type="checkbox"/> 1(c) Homeless Services (Utah Community Action - Diversion Program) <input type="checkbox"/> 1(c) Homeless Services (The Road Home - Emergency Shelter Operations) 	
Meeting Adjourned		1:45pm

NEXT MEETING

Date/Time January 24 th , 2019 11:30 AM	Location County Government Center 2001 South State Street Ste. S-2950	
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