

COMMUNITY AND SUPPORT SOCIAL SERVICES ADVISORY COUNCIL

MEETING MINUTES

Date/Time	Location	Attendees
February 23rd, 2017 11:30- 1:00 PM	County Government Center 2001 South State Street South Building, Room S-2950	CSSAC: Glenda Riesen, Stephanie Harpst, Lloyd Alexander, Stephanie Tobey, Stephen Cotterell, Juliana Preston, Kathy Hale (via phone) Michele Weaver, Jared Gleue, Staff: Stephnie Gyllenskog, Karen Kuipers, Rory Christensen, Sharon Pierce Absent: Ann Cline, Karen Wiley

Agenda

1. Welcome.....*Jared Gleue*
2. Approval of February 16th meeting minutes.....*Jared Gleue*
3. Follow up on issues, questions, concerns from February 16th meeting.....*Karen Kuipers*
4. Intent to abstain/recuse from any of Group #6 Applications (20-23).....*Committee Members*
5. Discussion Review Group #6 Applications, Refugee & Immigrant Programs/ESL (Tabs 20-23)
 - a. Need (*Glenda, Stephen*)
 - b. Program Design (*Juliana, Michele*)
 - c. Outcomes & Benefits (*Stephanie T., Ann*)
 - d. Coordination & Collaboration (*Juliana, Stephanie H.*)
 - e. Management Ability & Agency Capacity (& Internal research questions) (*Michele, Lloyd*)
 - f. Budget & Leverage (*Kathy, Jared*)
6. Identify staff follow-up / Review Group #6
7. Plan for next meeting: Review of Group #7 Applications (Support for Special Populations in Low Income Households)
8. Adjourn

Next Meeting March 2nd Room S2-950

Topics	Discussion	Motions & Action Items
Welcome	Committee members were welcomed.	
Approval of February 16th meeting minutes.	The minutes were requested to be approved.	Stephanie T. motioned to approve the minutes. Glenda Seconded. Jared & Michele abstained. Motion approved.
Follow up on issues, questions, concerns from the February 16th meeting	The requests for clarification to The Road Home, Housing Retention Program, and Catholic Community Services of Utah were provided to members. There was also a list of property locations and descriptions for public housing complexes provided by the Housing Authority.	
Intent to abstain or recuse from any of Applications #6 (20-23)	No abstentions were made.	
Discussion of review Group #6 - Refugee & Immigrant	Applications in review group #6, Refugee & Immigrant Programs/ESL Tabs 20-23 were discussed: 20) English Skills Learning Center – Humanitarian ESL & Job Training Program 21) Guadalupe School Adult Education – Video was shown	

Programs/ESL (Tabs 20-23)	22) Holy Cross Ministries Promotora Outreach Program – Video was shown 23) Utah Health & Human Rights Project Torture and Severe Human Rights Abuses Treatment Program	
Identify staff follow-up of Review Group #6 & Applications 20 to 23	<p>Requests for clarification on applications to be sent to agencies:</p> <p>English Skills Learning Center – Humanitarian Center ESL & Job Training Program:</p> <ol style="list-style-type: none"> 1) Provide additional information to describe funding source, purpose and scope of the “21st century grant” referenced in question #35 of the application. 2) Clarify whether there are eligibility determinations for the program related to the documentation or residency status of the participants, and whether there are alternate referrals made for individuals that may not be suitable for the program. 3) Michele will share additional information with committee members regarding terminology used in the American Community Survey which designates English Proficiency, as referenced in Question #4 of the ESLC application. <p>Guadalupe School Adult Education:</p> <ol style="list-style-type: none"> 1) Provide additional information on the cause of the influx of refugees into the service area in October of 2016 <p>Holy Cross Ministries – Promotora Outreach Program</p> <ol style="list-style-type: none"> 1) Clarify whether the Promotoras can make healthcare appointments for their clients while out in the field, utilizing the shared appointment scheduling database. 2) Describe the role of the Promotora specific to healthcare (beyond forms assistance and resource referrals, and other duties typical of case management). 3) Does the provision of a Promotora supplant healthcare services that would otherwise be provided by Medicaid or other healthcare funding streams. 4) Clarify how many Promotora are currently employed by HCM. (Does the proposal represent the role of a Promotora as a person to be hired as staff at HCM, or an expansion of an existing program.) 5) Describe the relationship between Holy Cross Ministries and the South Main Clinic in more detail. <p>Utah Health & Human Rights Project Torture and Severe Human Rights Abuses Treatment Program</p> <ol style="list-style-type: none"> 1) Verify intention to identify question #35 as N/A, which is requesting info on collaborative relationships (not collaborative applications). Refer to the "Training Material - Additional Instructions" in the library documents Tab 3/Q35. 2) Clarify whether UHHR charges any clients for services provided, or whether there are any other revenue-generating activities that contribute to funding of program operations. 	
Plan for next meeting: Review of Group #7 – 5 Applications for (Support for Special Populations in Low Income Households)	<p>Members will discuss the five applications in Review Group #7</p> <p>Members who do not anticipate attending the meeting on March 2nd were asked to submit their comments and/or scores by Wednesday night, March 1st, to assist in the preparation of meeting materials for Thursday.</p>	
Adjourn	Michele motioned to adjourn. Juliana seconded.	Adjourn 1:08

Date/Time	Location	Action Items
March 2nd, 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"><li data-bbox="1062 134 1577 289">□ Staff will send requests for clarification to the English Skills Learning Center; Guadalupe School; Holy Cross Ministries; and Utah Health & Human Rights<li data-bbox="1062 289 1577 405">□ Michele will forward the information to Karen regarding the terminology used in the American Community Survey.