

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

Date/Time	Location	Attendees
January 16, 2018 11:30 AM – 2:00 PM	County Government Center 2001 South State Street South Building, Room S2-950	<b>CEDAC:</b> Lynn Feveryear, Ryan Henrie, Allen Litster, Susan Gregory, David Martin, Leslie Jones, Kumar Shah, Todd Richards, Laynee Jones, Michael Anderson, <b>Staff:</b> Karen Wiley, Stephnie Gyllenskog, Teresa Young, Karen Kuipers, Amanda Cordova, Kerry Steadman, Melanie Mitchell, Joyce Peterson, Michael Gallegos

**Agenda**

- Welcome and Introductions . . . . . Michael Gallegos, Director, Housing & Community Development
- Brief overview of funding received by SLCO & allocation process . . . . . Michael Gallegos
- Open Meetings Training . . . . . Melanie Mitchell, Salt Lake County District Attorney’s Office
- Administrative Issues . . . . . Karen Wiley, Division of Housing & Community Development
  - a. Review of Committee Paperwork
  - b. Paperwork completion
    - 1. Disclosure
    - 2. Sexual harassment Policy
    - 3. Volunteer Contract
  - c. Dietary Restrictions and preferences
  - d. Standard Operating Procedures
  - e. CEDAC Member Roles & Responsibilities
  - f. Volunteer Hours
- Review of Binder Materials and Resources . . . . . Karen Wiley
  - a. List of Applications
  - b. Summary of Applications
  - c. FAQ & Appendices
  - d. Priority Needs Summary & Eligibility Maps
  - e. Copies of administrative documents
- ZoomGrants™ Refresher . . . . . Karen Kuipers, Division of Housing & Community Development
  - a. Navigation & Committee Member Notes
  - b. Viewing embedded Videos, Photos, and Brochures
  - c. Process to access Salt Lake County Internet
  - d. Changes in application format and budgets
- Other
  - a. Confirm Meeting Dates/Times for FY18
  - b. Review agenda for January 23<sup>rd</sup> meeting
  - c. Questions
    - Adjourn

Topics	Discussion	Motions & Action Items
<b>Welcome &amp; Introductions</b>	Kerry Steadman welcomed the committee members and gave a brief overview of the process and expressed the Mayor's appreciation for their hard work through this review process. Staff was introduced.	
<b>Brief overview of funding received by SLCO &amp; allocation process</b>	Karen Wiley gave a brief overview of the funding received and allocation process. Mike Gallegos also went over the funding process and the great need for additional affordable housing within the county. He stated that the second round of applications would be available in the next day or so and will be due in about 3 weeks.	
<b>Open Meetings Training</b>	Melanie Mitchell provided a presentation for members describing the policies and procedures for the open and public meetings act. She also covered the requirements for the Statutory Ethical and Disclosure Requirements.	
<b>Administrative Issues</b>	Karen Wiley went over the County's policy regarding sexual harassment and discrimination prevention and the Volunteer Contract information for members. Each member was then requested to review and sign the appropriate documents. Karen also did a brief overview of the schedule and time for meetings. There will also be a chair elected at the next meeting.	
<b>Review of Binder Materials and Resources</b>	Karen Wiley went over the binders that were provided to members and gave a brief overview of the contents and scoring information etc.	
<b>ZoomGrants™ Refresher</b>	Karen Kuipers discussed the ZoomGrants™ website and information regarding log in and navigating through the system.	
<b>Other</b>	N/A	

**NEXT MEETING**

<b>Date/Time</b>	<b>Location</b>	<b>Action Items</b>
January 23, 2018 11:30 AM	County Government Center 2001 South State St. South Building, Room S2-950	<ul style="list-style-type: none"><li data-bbox="976 281 1536 380">➤ Staff will send members a link where they can reference the library documents on Zoomgrants™.</li><li data-bbox="976 386 1536 449">➤ Staff will also email the scoring tools to the members.</li></ul>