

COMMUNITY AND SUPPORT SOCIAL SERVICES ADVISORY COUNCIL

MEETING MINUTES

| Date/Time | Location | Attendees |
|------------------------------------|--|---|
| February 8, 2018 11:30- 1:00 PM | County Government Center 2001 South State Street South Building, Room S-2950 | CSSAC: Lloyd Alexander, Stephen Cotterell, Stephanie Harpst, Stephanie Tobey, Matt Klein, Tyler Hall, A.J. Metz, Syd Peacock, Stephanie White, Glenda Riesen, Jennifer Seltzer Stitt, Rocio de Maria Torres Mora, Michele Weaver, Staff: Karen Kuipers, Karen Wiley, Sharon Pierce, Amanda Cordova, Susie Sullivan Excused: Lauri Royall, Troy Runnels |

Agenda

1. Welcome.....*Lloyd Alexander*
2. Approval of February 1st meeting minutes..... *Lloyd Alexander*
3. Follow up on issues, questions, concerns from February 1st*Karen Kuipers*
4. Intent to abstain/recuse from any of Group #4 Applications (Binder Tabs 8,9,10,11,12, &13)
5. Discussion Review Group #4 Applications (Homeless Services :) *First Step House – Housing Case Management; Salt Lake Community Action – UCA Diversion Program; The INN Between – Temporary Medical Housing for Terminally Ill, Chronically Ill and Medically Frail Homeless Adults; The Road Home – Emergency Shelter Operations; Volunteers of America – No Wrong Door for Homeless Youth; Wasatch Homeless Health Care – Fourth Street Clinic Dental Program*

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|--|--------------------|----------------------------------|
| ➤ Justify the Need (Need) | ➤ 21-22 | Glenda, Lauri 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: First Step House – 2:46; The INN Between – 4:45; The Road Home – 2:40; VOA (skip during meeting, same video as shown prior to Homeless Youth Job Training Program); Wasatch Homeless Health Care – 2:38.*

6. Identify staff follow-up / Review Group #4
7. Plan for next meeting: Review of Group #5 Applications (Housing). Adjust schedule if needed.
8. Adjourn

| Topics | Discussion | Motions & Action Items |
|--|--|---|
| Welcome | | |
| Approval of the February 1st Minutes | It was noted that there was a correction made to the draft minutes which were originally sent to the committee via email, regarding the spelling of Jennifer's name and the reference to the nature of her potential conflict of interest. The copy of the draft meeting minutes distributed at the beginning of the meeting reflected the corrections. The question was asked whether the minutes should reflect the name of the person who recorded and typed the minutes, and staff advised that it was not necessary. It was also noted that the digital file which was sent to the Chair for his review caused some confusion because it indicated the name of the original author of the document template. The reference to the author should be ignored, as it does not represent the person who drafted the minutes. | Matt motioned, Aj second, unanimous. Approved. |
| Follow up on issues, questions, concerns from February 1st meeting | <p>The requests for clarifications were sent per the request of the committee to the applicants in Review Group #3. There were no responses received as of the time of the meeting.</p> <p>It was noted that a committee member had a concern about violating the provisions of the CSSAC Operating Procedures and the CSSAC Members Responsibilities, due to the restriction about current board members serving on CSSAC. Staff advised that HCD is aware of the disconnect between written procedures and actual practice, and that it was one of multiple items that will be addressed in a pending update. Current practice and Salt Lake County policy requires that any potential conflicts of interest must be disclosed both in a notarized written affidavit and verbally prior to discussions. Restricted conflicts as described in Salt Lake County policy will require that the individual CSSAC member recuse themselves from scoring the associated application. Unrestricted conflicts may necessitate abstention, recusal, or limited discussion as per the consensus of the CSSAC members.</p> | |
| Intent to abstain/ recuse from any of Group #4 Applications 8 - 13 | Matt disclosed a conflict of interest as a current board member of the INN Between, and abstained from scoring the Inn Between application, but it was determined that he could participate in the discussion. Lloyd also abstained from the Inn Between scoring. Stephanie W disclosed that she was a board member for SLCAP dba UCA, and she abstained from scoring the UCA Diversion application. Stephanie W also disclosed that her employment duties involved the awarding of CRA funds to several applicants in Review Group #4. It was determined that Stephanie's interests related to her employer's awards to Review Group #4 applicants were non-restricted. | |
| Discussion Review Group #4 Applications | Members discussed the Group #4 applications for Homeless Services, which included videos submitted by First Step House, The Road Home, and the INN Between. In the interest of time, the VOA video was not viewed during the meeting, since it was the same video that was submitted for the Employment Program in Review Group #3. | |
| Identify staff follow-up / Review Group #4 | Staff will follow up with questions that the CSSAC members had for review group #4 *(see action items below) | |
| Plan for next meeting: | There will be 4 applications to review next week in Review Group #5 - Housing. They are: Family Support Center – LifeStart Village; Salt Lake Community Action Program dba UCA – Rapid ReHousing Program; Salt Lake County Youth Services – Milestone TLP; and The Road Home – Rapid ReHousing. | |
| Adjourn | Adjourned at 1:45 pm | |

NEXT MEETING

Date/Time

February 15th, 2018
11:30 AM

Location

County Government Center
2001 South State Street
Ste. S2950

Action Items:

- **First Step House (FSH):**
 - Request clarification on Pay for Success (PFS) payments. Are PFS payments to FSH contingent on performance? If not, how are expenses reimbursed by PFS accounted for so that other county funding does not pay for the same expense.
- **UCA:**
 - Request clarification on who is eligible and targeted for diversion services. For example, last year's application specified first time homeless were appropriate for diversion and DV victims were not. That information was not found in the 2018 application.
 - Provide more information on any follow-up services that are provided to individuals and families who are successfully diverted. Are they referred to other providers for unmet needs?
 - Explain why there is a significant cut in benefits between the FY17 and FY18 budgets (4% decrease in wages, 34% decrease in benefits)
- **Road Home:**
 - Request that the agency provide additional clarity on the 100% sheltered goal. Does this number represent the number who present at the shelter?
 - Are there reasons a person would be denied shelter e.g. they arrive too late to get a bed, or are there other circumstances which make them ineligible for services?
- **VOA:**
 - Request clarification regarding the budget disconnect with the # of staff funded. Supplemental budget notes 5 FTE for VOA, # for TRH, but the benefits note calculations of 4 FTE for VOA and 1 FTE for TRH. Budget narrative on Tab #4 refers to 3 FTE.
 - Explain why there was not a prior year budget provided.