

## COMMUNITY AND SUPPORT SOCIAL SERVICES ADVISORY COUNCIL

### MEETING MINUTES

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

#### Agenda

1. Welcome & approval of March 1st meeting minutes..... *Lloyd Alexander*
2. Follow up on issues, questions, concerns from March 1<sup>st</sup> and prior.....*Karen Kuipers*
3. Intent to abstain/recuse from any of Group #9 Applications (Binder Tabs 30, 31 & 32)
4. Discussion Review Group #9 Applications (Support for Special Populations in Low Income Households): *Family Support Center – Crisis Nursery; United Way of Salt Lake – 2-1-1 Assessment and Referral; Utah Legal Services, Inc. – Benefits Enrollment Project*

| 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: Family Support Center (1:38); United Way (1:33)*

5. Identify staff follow-up / Review Group #9
6. Plan for next meeting.
  - a. Review and update anticipated attendance for balance of March meetings
  - b. Recap of responses still pending to applicant requests for clarification, and deadline for submission.
  - c. Review of status of completion of reviewer scoring to-date (Entries in ZoomGrants™)
  - d. Deadline for committee scores to be reviewed, updated and finalized in ZoomGrants™
  - e. Participation via email or conference phone for members not able to attend March 15<sup>th</sup> or 22<sup>nd</sup>, or alternate arrangements to include all members in development of final funding recommendations.
  - f. Inclusion of homeless or formerly homeless individuals in decision for ESG awards.

7. Adjourn

**Next Meeting March 15<sup>th</sup> Room S2-950**

| <b>Topics</b>   | <b>Discussion</b>   | <b>Motions &amp; Action Items</b>   |
|---|---|-------------------------------------|
| <b>Welcome</b>  | <i>The Chair welcomed members.</i>  |                                     |
| <b>Approval of the March 1st minutes</b>  | <i>The Chair asked if the minutes were ready to be approved.</i>  | Minutes were approved as presented. |
| <b>Follow up on issues, questions, concerns from March 1<sup>st</sup> and prior</b>                     | <i>Available responses from prior applicant requests for clarification were provided to members. Karen K. clarified that the March 1<sup>st</sup> minutes had reflected that she had additional information on the response from UCA, which actually should have referred to First Step House. The response from VOA will be forwarded as soon as it is received.</i>   |                                     |
| <b>Intent to abstain/ recuse from any of Group #9 Binder Tabs 30, 31 &amp; 32</b>                       | <i>In the interest of full disclosure, Syd stated prior to his comments on the Crisis Center Nursery proposal that his daughter worked at the Family Support Center the previous year, so he had information on the operations based on his knowledge gained from his daughter.</i>   |                                     |
| <b>Discussion Review Group #9 Applications Support for Special Populations in Low Income Households</b> | <p><i>Individual scoring reports for each reviewer were distributed that reflected scores that had been entered by each committee member to-date. Karen explained how to interpret the reports, and summarized the schedule and process for the next three meetings. It was reiterated that all reviewer scores need to be entered in ZoomGrants™ prior to the cutoff date, which was recommended to be set for Tuesday 3/13 at 9am.</i></p> <p><i>Members reviewed the applications in review Group #9 – Support for Special Populations in Low Income Households</i></p> <p><i>The applications that were discussed were:</i></p> <p><i>Family Support Center – Crisis Nursery; United Way of Salt Lake – 2-1-1 Assessment and Referral; Utah Legal Services, Inc. – Benefits Enrollment Project</i></p> <p><i>Videos that were viewed by committee: Family Support Center and United Way</i></p>   |                                     |
| <b>Identify staff follow-up / Review Group #9</b>   | <p><i>Staff will follow up with questions members had for review group #9 as well as provide the answers from the previous requests that are still pending.</i></p> <p><i>*(see action items below)</i></p>   |                                     |
| <b>Plan for next meeting:</b>   | <ul style="list-style-type: none"> <li>• <i>Staff reviewed the anticipated attendance for the balance of March meetings</i></li> <li>• <i>Staff will send out final requests for clarification, and advise applicants that all responses must be submitted in ZoomGrants prior to Monday 3/12 at 9am.</i></li> <li>• <i>The deadline for committee scores to be finalized in ZoomGrants™ will be Tuesday morning 3/13 by 9am.</i></li> <li>• <i>After committee scores have been finalized, staff will lock the scores and generate a report reflecting the ranking of the applications.</i></li> <li>• <i>Staff will generate a few different possible approaches for funding, based on the committee discussion. These scenarios will be emailed to the committee as early as possible on Wednesday, so that members who are unable to attend on Thursday 3/15 will have the opportunity to provide feedback via email.</i></li> <li>• <i>It is the goal of staff to have full committee participation via email or conference phone for those members who are not able to attend March 15th or 22<sup>nd</sup>.</i></li> <li>• <i>Members requested that staff generate the following scenarios: 1) Straight ranking funding top ranked applications fully; 2) Funding within review groups based on proportionate number of applications in each review group and rank; 3) Any historical scenarios that staff feels the committee would like to consider based on prior year scenario developments. Staff will provide these to members by Wednesday 3/14. Staff will provide the scenarios in a pdf format, as well as an Excel format for those members who would like to develop alternate scenarios such as funding by weighted averages.</i></li> </ul> |                                     |

|                |   |  |
|----------------|---|--|
|                | <p><i>Staff explained the plan to include the feedback of one or more homeless or formerly homeless individuals in the decision for ESG awards. The plan is that staff will identify and interview one or more homeless or formerly individuals to gather their input on applications eligible for ESG funding. Staff will provide summaries and other inputs from those interviews to the Community &amp; Support Services Advisory Council. The council members will consider the input from homeless/formerly homeless individuals in making final funding recommendations to the Mayor. Results of those interviews may be provided to the Mayor.</i></p> |  |
| <b>Adjourn</b> | <b>1:23</b>   |  |

**NEXT MEETING**

|   |  |   |
|---|--|---|
| <p><b>Date/Time</b><br/>March 15th, 2018<br/>11:30 AM</p> | <p><b>Location</b><br/>County Government Center<br/>2001 South State Street<br/>Ste. S2950</p> | <p><b>*Action Items</b></p> <p><u>Family Support Center</u></p> <ul style="list-style-type: none"> <li>Request clarification whether the numbers presented in the application for crisis nursery services are specific to the Midvale location, or for all locations.</li> <li>Request additional clarity on the goal of "43% (602) of 1400 of children seen at the crisis nursery will be provided a safe environment while being removed from a crisis situation". What happens to the other children?</li> </ul> <p><u>United Way of Salt Lake</u></p> <ul style="list-style-type: none"> <li>Request clarification on the different numbers referenced on Tab 3. There is some confusion on interactions vs. calls vs. callers, related to how many are served, how many are from Salt Lake County, and how many are low income.</li> <li>Request clarification on how information reported is collected, tracked and verified, e.g. # callers that are low income and the number of callers that speak languages other than English.</li> </ul> <p><u>Utah Legal Services</u></p> <ul style="list-style-type: none"> <li>Request clarification on the reason for the lack of a response on question #37. (The committee wants to ensure that there are no misunderstandings regarding collaborations versus collaborative applications.)</li> <li>Request clarification on the reason why ULS was not able to replace the AmeriCorp position.</li> </ul> |
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