

MINUTES
FROM THE
COMMUNITY DEVELOPMENT & CAPITAL IMPROVEMENT PROJECTS
BOARD MEETING (CDCIP)
Monday, October 23, 2023
5:00pm

1. **Board Members**

Heidi Steed
Jenny Bonk (Chair)
Brad Christensen (Vice Chair)
Joseph Murphy
Teresa Gregori
Miranda Indra-Cask
Heidi Steid

Board Members Not Present

Jacob Skog

Staff Present

Tony Milner
Heather Royall
Tyler Durfee
Amanda Best
Dillon Hase
Kerry Thomas
Rae Steinke
Kimberly Chytraus

Also Present

Andrea Schaefer
Devon Schechinger

2. **Staff Updates**

Staff welcomed back the board for the 2024-25 Federal Application Process.

3. **Approval of the Minutes**

Heidi Steed motioned to approve the minutes from Monday March 27th, 2023. Jenny Bonk second the motion. This motion was passed unanimously other than Teresa Gregory who abstained. Upon this the minutes were approved.

4. **Business**

A. **Welcome and Introductions**

Dillon Hase introduced the CDCIP Board members and City staff opening the meeting at 5:00pm.

B. **Overview of CDCIP Board, Process, and Federal Grants**

Kerry Thomas introduced Salt Lake City-Housing Stability and Community Development and Capital Improvement board training. This introduction included the 2024-25 consolidation plan; what services are available, funds available, number of applications per program, and amount of funds requested from applications. (This slideshow is attached.)

Dillon Hase mentioned emailing the board members a copy of the new Housing SLC plan. It was also mentioned that the plan would be available in the resource library in Zoom Grants.

Dillon Hase mentioned sending out weekly emails to remind the board members which applications need to be reviewed before weekly meetings.

C. Election of Chair and Vice Chair

Heidi Steed put forth a motion for Jenny Bonk to be chair of the board and Brad Christensen to be vice chair of the board; this motion was seconded by Joseph Murphy. This motion passed unanimously.

D. Open and Public Meetings Training

Dillon Hase conducted training for zoom grants website. Included was how to find applications, and where to appropriately score and comment on applications.

Joseph Murphy asked a clarifying question regarding the boards responsible to input recommendations into Zoom Grants. Dillon Hase clarified that this is a draft that will be built off.

Kimberly Chytraus entered the meeting and began conducting Utah Open and Public Meetings training. (This slideshow is attached.)

Dillon Hase asked a clarifying question regarding the guidelines for hybrid meetings. Kimberly Chytraus clarified that in-person and online Board members can be counted towards quorum.

Dillon Hase asked a question regarding public comments, and how a public comment time-limit could be implemented. Kimberly Chytraus responded that a time-limit is allowed, as long as it stays consistent for each speaker.

Joseph Murphy asked a question regarding legal action if the board does not follow the Utah Open and Public Meetings Act (OMPA). Kimberly clarified that board members and staff may be held responsible for not following OMPA, and legal action could be taken against everyone in the meeting. If a vote was taken outside of necessary procedure, typically the remediation would be a revote in a future meeting that was correctly noticed.

Joseph Murphy asked Kimberly if Community Council Boards are required to follow OPMA guidelines. Kimberly clarified that under state guidelines Community Council boards are a private entity and not public, as a result they are not required to follow OPMA policies.

Jenny Bonk made a follow up question of, if a board member is on their community board that their district covers are they required to remove their privilege to vote and participate in conversation that overlaps in duties. Kimberly clarified that we each board member should be a part of their community and that overlap is expected. Dillon Hase then stated that a specific organization is applying for funds, that is a situation where removal of voting would be necessary. Kimberly clarified further that substantial interest related to judiciary duties or having some financial interest is when board members should remove themselves from scoring and score reviewing.

Dillon Hase disclosed a conflict of interest that he is a board member of the Boys and Girls Club of Greater Salt Laker and would not be reviewing their

application or approving their administrative score. Kerry Thomas will score their application and Tyler Durfee, Dillon's supervisor, will approve her score.

Dillon Hase answered a board question about the eligibility of applications. An application would not be eligible if the activity was not eligible under the federal grant regulations or if it does not meet one of the goals outlined in Salt Lake City's Consolidation Plan.

E. Other Business

Dillon Hase asked the board if they would rather review an equal number of applications at each meeting or organize it by grant. It was stated that a weekly email will be sent out with the names of the agencies and applications that will need to be reviewed prior to the next CDCIP Board Meeting.

5. Adjournment

There being no further business Jenny Bonk made a motion to adjourn Heidi Steed seconded the motion. The meeting was adjourned at 6:56pm.

X



CDCIP Board Chair

This document along with the digital recording constitute the official minutes of the CDCIP Board meeting held October 23rd, 2023.