

MINUTES
FROM THE
COMMUNITY DEVELOPMENT & CAPITAL IMPROVEMENT PROJECTS
BOARD MEETING (CDCIP)
Monday, December 2nd, 2024
5:00pm

1. **Board Members**

Heidi Steed
Brad Christensen
Joseph Murphy
Jake Skog
Andrea Schaefer
Devon Schechinger
Jenny Bonk
Dallin Jones

Board Members Not Present

Staff Present

Heather Royall
Tony Milner
Dennis Rutledge
Sarah Nielsen
Alexandra Hall

Also Present

Noah Baskett (Online) –
Salt Lake City Public
Library
Nicole Campolucci
(Online) – Salt Lake City
Public Library
Robert Morreall (Online) –
Boys and Girls Clubs of
Greater Salt Lake
Baylee White (Online) –
The Road Home
Roxie Harshbarger (Online)
– International Rescue
Committee

2. **Welcome and Introductions**

Jake Skog calls the meeting to order at 5:01.

3. **Approval of Minutes**

Mr. Murphy motions to approve of the minutes as written, Mr. Christensen seconds. There are none opposed.

4. Application Review: CDBG — Public Services

Mr. Rutledge introduces the application review and reminds the board of the follow up email sent by WeeCare (DBA Upwards) that contained the additional information the board had asked for during the previous meeting. Jake reminds the board to tap their microphones on and off for the online participants to hear.

Mr. Murphy asks an additional question to Upward's response as to whether the board could reach out to the City of West Jordan to get feedback on their program. Mr. Rutledge answers that the SLC staff would likely be the ones to reach out, if necessary, but it was more of an invitation for Upward's themselves to receive and pass on that feedback.

i. Application Review

Mr. Rutledge introduces SLC Public Library's (SLCPL) targeted initiative.

Q. Ms. Bonk asks if the application is for additional funding as part of the city's strategy for individuals to seek the public library for social services, or if it is a reactive strategy.

A. Noah Baskett answers that it is not a reactive strategy, though it has grown overtime with an increase in unsheltered and unhoused residents. It also isn't in coordination with the city but is an area of service the library provides.

Q. Mr. Christensen states that this type of service has historically been a contracted system with outreach programs and asks what makes it more effective to have these kinds of employees at the library.

A. Mr. Baskett answers that they do coordinate with outreach services to connect people to resources but has found over the past 3 years of having social service staff on site has aided in coordinating with those agencies and a rise of safety and security incidents. To have licensed clinical social workers on site to deescalate also aids library staff. Ms. Campolucci adds that post-COVID, social service agencies have found major staff turnovers caused issues with consistency which impacted both clients and staff. After a lot of research on the changes of libraries nationwide, they felt they would benefit from social services to take some of the pressure off library staff. Ms. Campolucci attests to the effectiveness of this approach in her own personal experience.

Q. Mr. Jurphy asks them to describe the 'basic survival materials' listed in the application.

A. Ms. Campolucci explains that they are social outreach items such as snack bars for the hungry and dry socks for the cold winter; items that can solve an immediate need and initiate engagement for potential clients.

Q. Mr. Murphy also asks if he can receive a copy of the urban library council brief.

A. Mr. Baskett agrees to send those items to Mr. Rutledge.

Mr. Rutledge introduces the Boys and Girls Clubs of Greater Salt Lake's Childcare Program.

Q. Mr. Murphy asks for an example of how the Boys and Girls Clubs make data driven, continuous improvement as they claimed in their application.

A. Mr. Morreall responds that they have made changes to their leadership and as a result have streamlined some of their processes and services. He also mentions that they are considering tabling the program until next year. Mr. Rutledge asks for Mr. Morreall to clarify that decision by next week or as soon as they have made a final decision.

Mr. Rutledge introduces First Step House's Employment Preparation and Placement Program.

Q. Mr. Jones asks about the organization's 5 turnovers over the last 2 years.

Q. Mr. Murphy asks for clarification on their statement that 50% of clients complete a career profile and would like to know what that entails because if it's just paperwork, the rate of accomplishment seems low, and on the subject that 50% of beneficiaries gain employment in the first few months, what barriers might be preventing a higher percentage.

Q. Mr. Christensen asks if the framework is similar to 'supportive employment'. Mr. Murphy asks him to clarify what supportive employment means, and Mr. Skog and Mr. Christensen explain that it is a holistic, contractual approach to professional development.

Q. Mr. Jones expresses concern that there are five applications from First Step House and would like more reasoning.

A. Ms. Nielsen will reach out to ask for clarification on these subjects.

Mr. Rutledge introduces Utah's Promise's collaboration with Salt Lake City 211.

Q. Ms. Bonk asks the board if anyone has had to call 211 recently.

A. None aside from Ms. Bonk.

Q. Mr. Murphy asks about the accessibility of other languages and about their relationship with United Way.

A. Mr. Rutledge explains that Utah's Promise is connected to United Way, but Mr. Murphy clarifies that United Way was directly referenced in their application narrative. The board agrees that there needs to be clarification.

Q. Mr. Murphy asks what Utah's Promise plan to segregate funds looks like. Mr. Skog says that if they received funds for the previous year then they may have data on

how they used the funds to meet the basic qualifications as well as improve their program.

A. Ms. Nielsen will reach out for further information.

Mr. Rutledge introduces First Step House's Peer Support Services.

Q. Mr. Murphy asks what the difference is between 'peer support specialist' and 'peer mentor' regarding the scope of their duties. Additionally, he asks for the goals that '60% of clients will complete 1 community service project' and 'clients will complete 3 projects per month'.

Mr. Rutledge introduces the YWCA's domestic violence program.

Q. Ms. Bonk asks about the project output as to why it is a higher number than the number of beneficiaries listed. Mr. Skog concurs.

Q. Mr. Murphy asks how many staff the \$60,000 covers.

A. Ms. Nielsen will reach out for comment.

Mr. Rutledge introduces the Odyssey House's Street Outreach program.

Q. Mr. Murphy clarifies that this application is specifically for bus tickets and then asks what the specific, numerical goal of public transportation access is. Mr. Christiansen also asks whether this specific goal aids the outcome initiatives. Ms. Bonk agrees that adding more information to the goal question would help the board better understand Odyssey House's initiatives because, as written, it is unclear why this is the preferred use of the budget. Mr. Skog comments that he doesn't care what the metric is but rather that a barrier is being removed.

Q. Mr. Murphy asks city staff whether city staff have informed applicants of the grading criteria that the board sees on their rubric because it's unclear whether applicants have filled out applications based on the same intention as guided by the rubric.

A. Mr. Rutledge answers that they do not get a full breakdown of the metric system, but they do see the same questions the board is answering. He continues to say that city staff hope to begin full day trainings for filing out neighborly as well as feedback on the questions for following years.

Q. Ms. Schaefer asks why they listed \$75,000 as a minimum on their budget request.

A. City staff will reach out for clarification.

Mr. Rutledge introduces The Road Home's Housing Staffing Program.

Q. Ms. Bonk asks for the definition of HRC.

A. Mr. Rutledge answers that it stands for homeless resource center.

Q. Mr. Christensen asks what percentage of the \$50,000 would cover housing staff or a homeless resource center, or if it covers one housing specialist.

A. Ms. White answers that it would cover 1 full-time employee who provides housing navigation services.

Q. Mr. Murphy asks whether The Road Home has a recent continuous improvement initiative as a result of reviewing previous program performance.

A. Ms. White answers that they evaluated outcomes of rapid re-housing program and determined that longer assistance would be beneficial to the program outcomes.

Q. Mr. Murphy asks to clarify what the duration was before the change versus currently.

A. Ms. White answers that they have extended their rapid re-housing from an average of 4-6 months to 6-9 months to support better outcomes.

Mr. Rutledge introduces the Shelter the Homeless' Housing Resource Centers program.

Q. Mr. Murphy asks what the relationship is between Shelter the Homeless and Catholic Community Services because he interprets the connection as the buildings belong to The Road Home who contract with Shelter the Homeless to provide security and meals, but Shelter the Homeless subcontracts to Catholic Community Services to provide meals, but the budget request is for the meals.

A. Mr. Christensen explains that Shelter the Homeless owns the properties and has a small staff of 6 full-time members, so much of the support is outsourced out.

Q. Mr. Christensen clarifies with city staff that the funding is allowed for providing food.

A. Mr. Rutledge answers yes. Mr. Christensen comments that the state forced shelters to provide services that weren't available before, increasing costs, and therefore, have come to the city for financial support.

Q. Mr. Murphy asks about Catholic Community Services specific role in this program, and whether the budget is for the meals or the manpower to deliver them.

A. City staff will reach out for clarification.

Mr. Rutledge introduces the International Rescue Committee's (IRC) Vocational English Second Language (VESL) program.

Q. Ms. Bonk asks about the teaching model and how it works with half of it in the client's native language.

A. Ms. Harshbarger answers that they are contracted with Commgap, a local interpretation agency, to provide native language interpreters that sit in with a group of VESL students.

Q. Mr. Murphy asks how outreach is performed to find clients.

A. Ms. Harshbarger answers that outreach is unnecessary because the International Rescue Committee is in charge of resettling the clients that will become a point of the program. They are the first point of contact for migrants arriving in Utah, down to picking them up from the airport and helping them establish for the next two years.

Q. Mr. Murphy asks about the client language breakdown, particularly the rarer languages coming in.

A. Ms. Harshbarger answers that within the top 5 are Spanish, Arabic, Dari and Pashto, Kinyarwanda, and French. As for rarer languages, particularly some that are difficult to find interpreters for, there are Masalit, Haitian Creole speaking clients, Songo, and Zaghawa, Sudanese Arabic which is the most difficult. They have a telephonic interpretation contract with Language Line for rare languages. They previously had interpreters for these different languages on staff, but found that become very expensive quickly.

Q. Mr. Murphy asks about what data sets they are referring to in making decisions for continuous improvement.

A. The SLC office was the only IRC office across the country who had an internal team of interpreters and coordinators as opposed to contracting out for interpreting. They found having this internal team financially burdensome, so they compared what they could afford internally versus through contract. As such, they have a mix of in-person interpretation and video interpretation. Anyone who has arrived in the last 90 days is in one room together (where they began practice), so on demand interpreting became necessary.

5. Other Business

Mr. Christensen asks city staff whether the board can receive information on the organization's quarterly reports to the city. Mr. Rutledge says he will try to find a way to give them the files without having them download everything. Ms. Royall adds there may be a way to give the board a csv file or annual report from the last fiscal year.

Ms. Schaefer asks whether Mr. Christensen is looking for quantitative or qualitative reports. Mr. Rutledge clarifies that they report on beneficiary demographics as well as other HUD required questions. Mr. Murphy comments that, at a minimum, the board would like to see whether they have previously applied, what they asked for, whether they were awarded, and how much they received.

Mr. Skog asks how many first-time applicants there were this year because he would like to

consider a balance between those that have a relationship with the city and programs that may be innovative. Mr. Rutledge estimates that there were around 5-6.

Mr. Skog asks the board whether they would like to reserve time to discuss new versus old applications. Ms. Nielsen agrees to make a note for the next meeting.

Ms. Schaefer asks for them to clarify new programs from repeat applicants versus new applicants. Mr. Rutledge agrees to do so.

Mr. Murphy comments that he went to visit the Utah Film Center's new building and while they were talking about upcoming events, he noted there were only 5 off street parking spaces.

Mr. Rutledge briefly introduces the applicants up for review for the next meeting.

6. Adjourn

The meeting was adjourned at 6:25 p.m.

X

CDCIP Board Chair

This document along with the digital recording constitute the official minutes of the CDCIP Board meeting held December 2nd, 2024.