***DRAFT* Meeting Minutes**

January 16th meeting 12:00PM-2:00PM

Salt Lake County, Housing and Community Development, Citizen Advisory Committee

Meeting held at 2001 S State Street Suite S2-950.

In person members present: Antonio, Mike, Pat, Jacob (Chair), Todd, Turner, and Catherine.

Online members present: Candy (Vice-Chair), Rex, Robert.

Absent: None

Staff support present: Dan, Russell, Jennifer, Caitlin, Mike, Angie.

Meeting started promptly at 12:00 PM

Call to order by Dan

Overview by Dan of the meeting process

Michael Akerlow gave overview of changes to the process, which includes funding amount increases from program income and combining of two previous groups. Goal is to promote the needs of the new consolidated plan

Dan brought up need for chair and vice-chair.

Discussion by members about who was chair of previous committee and explanation by Dan of chair expectations. Catherine motioned to have Jacob Lawson as chair, Candy Tippets as vice chair. Second by Todd. Passed unanimously.

Russell presented a breakdown of the application process and how to access the google drive folder contraining applications. He points out that these application materials should be kept confidential during the review process and only be discussed with other members of the committee.

Committee discussed the best process to utilize to review applications. It was decided that breaking down the application into 5 sections was the ideal way to proceed. Five sections were selected, which are Narrative, Innovation, Budget/Leverage, Background/experience, and coordination with Con plan/Federal Funding.

Motion by Mike and Second by Turner to have Committee members assigned to be experts for each section. Pat and Jacob will be responsible for leading out on the narrative section of applications, Candy and Robert for innovation, Todd and Rex for Budget/leverage, Antonio and Catherine for Background/Experience, and Turner and Mike for Coordination with con plan/Federal funding. Motion by Mike, Second by Turner. Passed unanimously.

Discussed the specific mechanisms to get score sheets submitted. Committee members will utilize either excel, google sheets, or pen/paper to complete the score sheet for each application. Members will email their scores to Dan and Russell prior to the beginning of each meeting. Dan and Russell will maintain main sheet of scores for Committee members to review after each meeting.

Reviewed application #1- Upwards BOOST project. Members gave their thoughts on each section and highlighted what was missing or confusing compared to what was well written and clear.

Discussed next meeting and expectations to come prepared to review applications #2-#11.

Motion to adjourn by Jacob.

Meeting ended at 2:03 PM.

Next meeting January 23 from 12:00 PM – 2:00 PM. Same location and virtual meeting link.