

-  
MINUTE  
S FROM  
THE  
COMMUNITY DEVELOPMENT & CAPITAL IMPROVEMENT  
PROJECTS BOARD MEETING (CDCIP)  
Monday, October 13<sup>th</sup>, 2025  
5:00pm

1. **Board Members**

Brad Christensen  
Joseph Murphy (Jurphy)  
Devon Schechinger  
Jenny Bonk  
Dallin Jones  
Sean Weeks  
Cooper Fankhauser

**Board Members Not Present**

**Staff Present**

Kerry Thomas  
Dennis Rutledge  
Sarah Nielsen  
Alexandra Hall  
Jack Markman  
Tyler Durfee

**Also Present**

Parviz Faiz  
Brian Diggs – Family  
Promise  
Vance Woodward –  
UCA (Online)  
Amanda Christensen -  
VOA (Online)  
Kristina Pulsipher  
(Online) – Ruff Haven  
Alex Wrench (Online) –  
TRH  
Abby Feezstra – FSH  
Mary Calhoon – FSH  
Saundra Stokes – YWCA  
(Online)  
Peter Frost – AAU  
Abdi Sheikh – AAU

## **2. Terms**

AAU – Asian Association of Utah

FSH – First Step House

UCA – Utah Community Action

YRC – Youth Resource Center

VOA – Volunteers of America

TRH – The Road home

TANF – Temporary Assistance for Needy Families

ESG – Emergency Solutions Grant

COC – Continuum of Care

TBRA – Tenant-Based Rental Assistance

SSVF – Supportive Services for Veteran Families

HMIS – Homeless Management Information System

Code Blue Nights – A night the National Weather service predicts extreme temperatures of 18 degrees Fahrenheit or under.

## **3. Welcome and Introductions**

Ms. Thomas begins the board meeting at 5:06 P.M.

## **4. Approval of Minutes**

Mr. Christensen asks the board if there are any corrections that need to be made to the minutes. Mr. Murphy motions to approve of the minutes, Ms. Bonk seconds. The minutes pass unanimously.

## **5. Application Review (ESG)**

Ms. Thomas goes over the process for the application review, as well as new info given to the board as of this year. Mr. Rutledge adds that the admin and risk assessment scores are different and if the board would like extra information on the assessment breakdown to contact staff. Ms. Thomas then explains the process for the speakers and board.

### **i. Utah Community Action (UCA)**

Mr. Woodward explains how the UCA uses the funding to assist their target population. He also explains the services available to the UCA's beneficiaries such as case management and housing support.

**Q.** Mr. Christensen asks how long services are available to clients.

**A.** Mr. Woodward explains that rental assistance is 3-4 months.

**Q.** Ms. Schechinger asks how long \$4,000 dollars lasts per household.

**A.** Mr. Woodward explains that it lasts about 3-4 months and that they advise clients to contribute some of their own funds to lengthen the amount of time the \$4,000 dollars will assist them.

**Q.** Mr. Murphy asks how they allocated their previous year's funding between the services and case management salary.

**A.** Mr. Woodward responds that he doesn't have an exact number, but that they will use the same formula this year as they did for the previous year.

**Q.** Mr. Christensen asks if the case manager serves clients with ESG funds only.

**A.** Mr. Woodward responds that the case manager will be funded through ESG funds only, but their clients will be funded through other grants.

**Q.** Mr. Murphy asks staff what the area of care is for ESG funds.

**A.** Ms. Thomas says it is Salt Lake County.

**ii. Volunteers of America YRC**

Ms. Christensen asks if she can share her screen and Ms. Thomas says that she cannot due to OPMA. Ms. Christensen says the ESG funds will go toward operation costs for the YRC, which provides emergency shelter and housing services remedial for clients ages 15-22. She also mentions that she feels the calculation used for the application doesn't reflect the actual number of individuals assisted with the funding and that the YRC serves about 450 youth. Regarding long term goals, she says that 80% of clients that have access to the YRC's services for 7 days or more can participate in case-management, 30% successfully transition into long-term housing, and 65% find transitional housing.

**Q.** Ms. Schechinger asks for clarification of what 14,000 nights of safe shelter means.

**A.** Ms. Christensen explains that it is the number of nights while serving 50 individuals per night.

**Q.** Ms. Schechinger asks what the average stay tends to be.

**A.** Ms. Christensen says she doesn't have that information on hand but is willing to find it.

**Q.** Ms. Schechinger asks for clarification on a claim made on their application that 100 clients transition into some type of housing and, after noting that the success rate is 25%, asks if that is a normal success rate for the field.

**A.** Ms. Christensen responds that because of the limitations of social support systems, that is an average success rate. She adds that this year they have increased the number of beneficiaries transitioned into housing in relation to the previous year.

**Q.** Mr. Murphy asks how they calculated the dollar amount for the request.

**A.** Ms. Christensen replies the VOA is looking for funds to fill their operation gap for their programs.

**Q.** Mr. Weeks asks how the VOA coordinates reconnection with family.

**A.** Ms. Christensen replies that their diversion program aims to divert youth from shelter, which can look like reconnecting with family. She also says that when a client ages out of the YRC, they coordinate with other shelters or family to transition them to a new space.

**Q.** Mr. Weeks asks when their clients are transitioned internally, if they use a different funding source.

**A.** Ms. Christensen replies that the new program's funding would cover the individual.

**iii. Volunteers of America GEK**

Ms. Christensen explains the Geraldine E. King resource center's target population and that the funding is for operational costs. The program serves 200 women, but the VOA has been asked to serve an additional 50 women in overflow beds during the winter as well as an additional 20 during Code Blue Nights. She mentions they track data using Utah Homeless Services Homeless Management System, as well as the services available to beneficiaries.

**Q.** Mr. Weeks asks how the calculation for number of households was made when the ask is for janitorial services.

**A.** Ms. Christensen explains they take the overall operational budget and then break it down by percentages.

**Q.** Mr. Murphy asks what the average monthly costs for janitorial services are.

**A.** Ms. Christensen agrees to give staff the exact amount.

**Q.** Mr. Murphy asks if the federal limitations on female identifying clients are causing changes to the program.

**A.** Ms. Christensen says there has been some changes with how the VOA is allowed to collect data, and she anticipates that they will see some issues in the future but will continue functioning as is until told otherwise.

**iv. The Road Home**

Ms. Wrench introduces herself and her role at TRH. She explains that ESG has been a more flexible funding source for their Rapid Re-Housing programs, allowing 6-12 months of assistance as opposed to 4 months using other funding streams. This increases the success rate of re-housing. They are seeking to support 8 households as well as staffing costs with the ESG funds.

**Q.** Mr. Christensen asks for more information about TRH's case management services.

**A.** Ms. Wrench explains that case management works both for beneficiaries within shelter and experiencing homelessness. When they are signed to a lease, the same case manager will guide them through receiving rental assistance, accessing employment, and increasing income. She also mentions that their case managers will provide assistance for families receiving different income streams, and the

case load is estimated to 35-40.

**Q.** Mr. Murphy asks about the diversification of funds.

**A.** Ms. Wrench responds that TANF funds are the largest part of their Rapid Re-Housing strategy, and also run programs through, ESG, COC, and TBRA funds. Because of the time limitation for TANF, TRH's clients are ideally transferred to TBRA after the 4-month period, something they don't have to do with ESG funds. She also mentions they also have a re-housing program for veterans and veteran families through their SSVF program.

**v. Ruff Haven**

Ms. Pulsipher introduces herself and Ruff Haven's Street Outreach Program. They intend to use the funding for additional staffing and street outreach. She says 80% of homeless people working with them are not working with any other organization which makes Ruff Haven a first point of contact for unsheltered individuals with animal companions. They are a HMIS provider and are looking to extend their case-management services.

**Q.** Ms. Schechinger congratulates Ruff Haven on their recent accomplishments, then asks them to explain what an information referral means.

**A.** Ms. Pulsipher explains that it is a referral to another organization.

**Q.** Ms. Schechinger also asks for clarification on the number of their beneficiaries.

**A.** Ms. Pulsipher explains that number is for their case management, veterinary clinic, and crisis sheltering programs.

**Q.** Mr. Jones asks how they are able to coordinate with the Salt Lake County court systems.

**A.** Ms. Pulsipher answers that Ruff Haven provides referrals on-site at homeless courts and has also assisted with taking care of incarcerated pets.

**Q.** Mr. Murphy asks for more information on the recent change in some shelters to allow pets to stay in the resource centers.

**A.** Ms. Pulsipher says that there are still some limitations to keeping pets in these centers and there is often no funding for pet supplies, which clients can receive through Ruff Haven which helps ensure homeless individuals stay in the shelter.

**Q.** Mr. Murphy asks staff if ESG funds can be used for pet supplies.

**A.** Ms. Thomas explains that ESG funds are specifically for human beneficiaries so pet supplies would not qualify, but street outreach and homeless sheltering do qualify.

**Q.** Mr. Murphy asks about how Ruff Haven allocated their previous year's reward.

**A.** Ms. Thomas replies that the city can't give out funds until it receives funding from HUD, so the allocation of funding is currently on hold. Ms. Pulsipher adds

that because of this, they are relying more on volunteer work but are still assisting the community regardless.

**vi. First Step House**

Ms. Calhoun explains that homelessness is at an all-time high and has increased 36% this year in Utah alone. First Step House's program aims to build trusting relationships with beneficiaries with behavioral health issues and substance abuse disorders. She shares an anecdotal story of a client who found stable housing and work through his participation in First Step House's program. (53.33)

**Q.** Mr. Weeks asks if FSH has providers on campus that provide mental health and substance abuse services.

**A.** Ms. Calhoun answers that they have a two-person behavioral health team made up of a licensed clinician and a licensed social worker. They are not providing therapy, but the team is using their clinical skills to identify potential needs and approaches.

**Q.** Mr. Weeks ask if the direct treatment services are on-site.

**A.** Ms. Calhoun says the goal is to enroll clients into off-site treatment programs.

**Q.** Mr. Weeks asks if, when a client is referred out, if the case managers follow up with that client.

**A.** Ms. Calhoun explains that there is a transition to different case managers depending on the program, but FSH continues to stay in touch with the clients which is important because clients don't always succeed the first time, and it is ideal for them to have someone they can come back to for additional support.

**Q.** Mr. Weeks asks how the case-manager position is trained for this role.

**A.** Ms. Calhoun explains that they look to hire a certified peer-support specialist who have been in recovery programs and succeeded in long-term recovery so that they can better connect with clients.

**Q.** Mr. Jones asks if the case manager is trained by FSH.

**A.** Ms. Calhoun replies that they have an extensive training process including motivational interviewing, crisis intervention, etc. for all staff.

**Q.** Mr. Jones asks if the staff trained by FSH often move on to perform in other, similar roles.

**A.** Ms. Calhoun answers that FSH aims to promote within and mentions that there is a new program director promoted from within the organization who has been a clinician with a background in supportive housing and has familiarity with the population FSH is working with.

**Q.** Mr. Murphy asks what inhibited the allocation of funds in past years.

**A.** Ms. Calhoun says that unspent funds are often due to staffing transitions and the length of the hiring process and sometimes receiving a larger amount of

private funds than expected.

**vii. YWCA**

Ms. Stokes introduces herself and explains the request is to support the emergency shelter and transitional housing programs. They are looking to serve 500 adults and children who are survivors of domestic violence. She says they are also using DWS homelessness funds to sustain their program and that 98% of participants improve their safety because the YWCA offers safety planning for all clients in shelter and in their transitional housing program.

**Q.** Mr. Murphy asks about the YWCA's unspent funds.

**A.** Ms. Stokes (?) says that it is the staff turnover. They used to be at a 60% turnover rate during COVID but brought that down to 6% in recent years. Ms. Nielson adds that the unspent funds factors in their previous construction project where the quote to do the project was much higher than the actual cost, so they had more unspent funds than expected.

**Q.** Mr. Murphy also asks if the YWCA expects any issues with spenddown in the future.

**A.** Ms. Stoker says they do not anticipate any large staff turnover, but there is some ambiguity in the bidding process for projects due to tariffs and inflation.

**Q.** Mr. Murphy asks about a statistic in their application that states 35% of domestic violence survivors exit to safe housing, and why it doesn't have a higher success rate.

**A.** Ms. Stoker says the affordable housing market is limited, and there is less funding this year which equates to a 2-million-dollar loss in funding.

**viii. Family Promise**

Mr. Diggs introduces himself and his organization, which is a community-based response to family homelessness. They use faith communities to house and feed unhoused families. Their goal is to move families into sustainable housing within 6-8 months. He also explains Family Promise's housing support services. The Emergency Shelter is one of their three main programs.

**Q.** Mr. Christensen asks how the housing portion of their programs gets paid for.

**A.** Mr. Diggs says that the Emergency Shelter has no fee, but the transitional housing does have an increasing fee up to a price point that helps fund the other programs.

**Q.** Mr. Jones asks about their partnership with the local churches and whether Family Promise just receives the space or funding as well.

**A.** Mr. Diggs says that the churches are rent free for Family Promise and non-proselytizing faith communities come in to feed the families. He also mentions that it doesn't have to be a faith community and that it can be a business who helps the families.

**Q.** Mr. Murphy asks about what kind of outreach Family Promise does.  
**A.** Mr. Diggs says that their ambiguity is due to their small size for the past 30 years, but they brought in a development person from the U of U and are aiming to grow. Especially since they have a new model with increased marketing tactics.

**Q.** Mr. Murphy asks how the families tend to find Family Promise.  
**A.** Mr. Diggs replies that they get many referrals from many different organizations.

**Q.** Mr. Weeks mentions he appreciates the comprehensive model of Family Promise, then asks if the same case-managers and staff exist across the programs.  
**A.** Mr. Diggs replies that yes; the same case manager and small team work with the families across all of Family Promise's projects.

**Q.** Mr. Weeks about how two staff members can handle 180 households.  
**A.** Mr. Diggs explains that the number factors in their Prevention and Diversion program which serve families through distribution of necessities, resources, etc.

**Q.** Mr. Jones asks how Family Promise vets its clients.  
**A.** Mr. Diggs explains the case-managers process for intake.

**Q.** Mr. Murphy asks if this is the first year applying for ESG funds.  
**A.** Mr. Diggs says no, but the person who had his position before did not apply in previous years.

**Q.** Ms. Schechinger asks about the discrepancy between 20-30 families versus 180 Households.  
**A.** Mr. Diggs explains that it is likely a mistake on his part where 180 is from the Prevention and Diversion program and 20-30 families is the number for the Emergency Shelter program.

Mr. Diggs ends with an anecdote of a success story where a family found housing in a place that was the same as the mother's childhood home.

**ix. Asian Association**

Mr. Sheikh introduces himself and says that due to the federal funding cap there has been a spike in referrals. With this funding, they will be able to help 35 households with case-management and housing services. Their goal is to create long-term housing stability for their clients by addressing multiple factors such as self-sufficiency and employment.

**Q.** Mr. Christensen asks for more information on how the resettlement funding cuts have affected the program's clients.  
**A.** Mr. Sheikh says that some families who had recently arrived are having difficulties navigating the US system and finding employment. After the funding



cut, 120 families this year went to the AAU from different resettlement agencies for assistance due to needing rental assistance. Mr. Frost adds that many other organizations have been cut from funding, including the International Rescue Committee (IRC), and families who had arrived just before the cuts were in effect have been left behind.

**Q.** Mr. Jones asks if they were funded last year.

**A.** Ms. Thomas says they were not.

**Q.** Mr. Murphy asks staff what factors into the Risk Assessment.

**A.** Ms. Thomas offers to send the information to the board.

**Q.** Mr. Murphy asks how the AAU might have been impacted by not receiving funding last year.

**A.** Mr. Frost says that their housing program, which serves between 5-10% of referrals, and particularly those within the SLC boundaries which takes priority. Without the ESG funds, those individuals might not have had access to the program due to a lack of funding.

## **6. Other Business**

Mr. Rutledge asks for a member of the board to join Amanda's board. Mr. Murphy volunteers for the other board.

Mr. Weeks asks staff if the board is allowed to give positive feedback if there is extra time. Ms. Thomas responds to be mindful of the time, but it is possible. Ms. Bonk mentions to take consistency into consideration.

Ms. Thomas brings up the Risk Assessments for AAU for the board as an example of the Risk Assessment criteria and explains their function.

Mr. Jones asks what the risk of asking for a larger project is. Ms. Thomas responds that the risk of potentially receiving a large amount of money includes spenddown, poor tracking of funds, etc. Mr. Durfee adds that any compliance issue is increased with an increased amount of funding.

Mr. Jones asks how staff decide who to monitor. Ms. Thomas responds that they conduct a more in-depth risk assessment and monitor whoever scores the highest and may take into consideration a lack of previous monitoring. Mr. Rutledge adds that monitoring takes place after the programs are finished and that they are advised to review 10% or 2 programs for each grant, depending on which is higher, so they monitor between 2 – 5 subrecipients per program, most commonly.

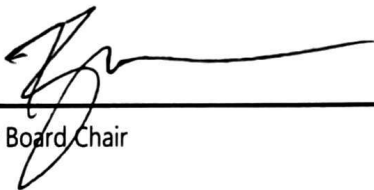
Ms. Schechinger asks if the findings are shared with the subrecipients. Ms. Thomas responds that they are. Mr. Rutledge adds that when findings are concerns are found they are required to send a response as to how those were addressed and fixed.

Mr. Murphy clarifies that they don't have to submit their final scores until the final funding night

in Later in the year. Mr. Rutledge explains that the mini-funding nights need scores, but the scores can be reopened until the final funding night..

**7. Adjourn**

Meeting is adjourned at 6:56 P.M.

X   
\_\_\_\_\_  
CDCIP Board Chair

This document along with the digital recording constitute the official minutes of the CDCIP Board meeting held October 13<sup>th</sup>, 2025.