



Community Recovery Committee Meeting

MEETING MINUTES Thursday, November 17, 2022 4:00-6:00pm

The following members of the Community Recovery Committee were present. All participated electronically:

Jake Maxwell, Vice Chairperson
Steve Anjewierden
Sarah Longoria
Pook Carson
Jason Wessel

Also Present:

Cathie Rigby, Department of Economic Development
Todd Andersen, Department of Economic Development
Dan Milam, SLC Information Management Services

Absent:

Tanya Hawkins, Chairperson
Esther Stowell

Briefings by the Staff

a. Report from the Program Manager

Ms. Rigby turned the time over to Mr. Milam, who provided instructions to Committee members on how to login to Salesforce, and review & score applications.

Ms. Rigby explained how staff will be providing data on application scores through a regularly updated spreadsheet. To present a correct weekly summary of current application scores, staff would lock the scoring each week on a specified date/time.

Committee members present discussed timing on locking the scoring. It was determined members should have their reviews of the applications completed on Sundays by 11:58 PM. Staff would then lock the scores on Sundays at 11:59 PM.

BUSINESS ITEMS:

1. Review and Discuss Small Business Applications

Ms. Longoria reaffirmed her concern that some applicants left question #4 (COVID-19 Impact Narrative) blank but mentioned COVID-19 impact in other sections of the application. In those cases, she scored question #4 based on the impact information in other parts of the application. She also expressed concern that if applicants had the option to leave this question blank, how would it be fair for the Committee to give them a zero score. Ms. Rigby responded that question #4 was required, but a technical glitch on the first day of the application (Sept 1st) might have resulted in some applicants being able to skip this question. In that case, staff reached out



by email to applicants to get missing responses on the impact narrative.

Mr. Wessel asked why the Committee was required to score “non-subjective” questions and recommended that “non-subjective” questions be scored automatically by staff. Mr. Anjewierden agreed and said that four of the seven scoring questions seemed to be “non-subjective” (Yes/No or multiple choice). He believes that the critical questions for the Committee to score (because they’re subjective) are questions 4, 5, & 6 on the scoring rubric. Ms. Rigby responded that the Committee could discuss and vote on this issue at the next meeting.

Mr. Wessel also mentioned that for questions #1 and #2, he did not know that scoring was to be done on a sliding scale (anywhere from 0 to 10 on some questions) instead of scoring specific numbers such as 0, 5, or 10. He would’ve scored differently with a sliding scale instead of static numbers. Mr. Andersen responded that staff could change the scoring language in Salesforce to make clear that scoring could be done on a sliding scale.

Mr. Wessel also asked for direction on how the use of grants for marketing or advertising should be scored. Ms. Rigby responded that we are not asking the Committee to score on an applicant’s ‘eligible uses’ of funds, but rather their overall eligibility. If an applicant is then awarded funds, City staff must make sure their intended grant uses are eligible under ARPA guidelines.

Mr. Anjewierden asked if supply chain issues or inflation can be categorized as an impact of the COVID-19 pandemic. Ms. Rigby responded that if an applicant doesn’t specifically mention that supply chain or inflation issues are caused by the pandemic, that it is under the discretion of the Committee to score based on their perceived economic need of the applicant.

Mr. Wessel also recommended that in the next phase of funding, that a ‘personal narrative’ question be added. This would be a question asking how the COVID-19 pandemic personally affected the applicant. Mr. Wessel felt that would be useful for scoring. Ms. Rigby made a note and stated that staff would look into this type of question in the next phase.

2. Briefing on Upcoming Week’s Small Business Applications

None.

3. Other Business (Time Remaining) – Jake Maxwell, Vice Chairperson

None.

4. Adjourn

There being no further business, the meeting was adjourned.

Tanya Hawkins, Chair