



Community Recovery Committee Meeting

MEETING MINUTES

Thursday, April 20th, 2023
4:00-6:00pm

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

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

Also Present:

Cathie Rigby, Department of Economic Development (DED)
Todd Andersen, Department of Economic Development (DED)
Jack Markman, Community & Neighborhoods (CAN)
Dan Milam, Information Management Services (IMS)

Absent:

Esther Stowell

1. Briefings by the Staff

a. Report from the CAN Program Manager

Mr. Markman notified the Committee that requests for clarification on CAN nonprofit applications would be sent out the following week. He also said staff is working on scheduling a date to present the Committee's recommended grant recipients to the City Council.

b. Report from the DED Program Manager

i. Final list of Phase 1 Small Business Grant awardees

In this week's meeting materials, DED staff included a list of Phase 1 Small Business Grant awardees that were approved by the City Council. Ms. Rigby stated that Phase 1 grant checks were starting to be distributed to grantees.

ii. New Committee Member

Ms. Rigby said that staff is working with the Mayor's Office to fill two vacancies on the Committee: one due to Tanya Hawkins' resignation, and the other due to Esther Stowell moving outside of the City limits. Staff will provide the Committee with updates in the coming weeks.



BUSINESS ITEMS:

1. Review and Adopt Minutes from 2/16 Meeting

Postponed to a future meeting.

2. Salesforce Training – Nonprofit Applicants

Mr. Milam trained the Committee on how to access, review, & score nonprofit applications in Salesforce. Chairperson Maxwell recommended that the nonprofit scoring screen in Salesforce be formatted to have the scoring questions on the left and application information on the right in order to simplify scrolling through applications. Mr. Milam agreed and said he would try to update accordingly. Ms. Rigby added that staff could add PDFs of each application to Salesforce for reference.

Ms. Carson asked if nonprofits were asked the same questions as the small businesses from Phase 1. Ms. Rigby responded that nonprofits were asked different questions than small businesses, so scoring criteria would be different.

3. Discussion of Nonprofit Programming Goals & Priorities

- a. ARPA Ordinance Language

Ms. Rigby explained that DED opted to provide \$500,000 of ARPA funding for nonprofit programming, instead of allocating that funding directly to small businesses or artists/artisans. Staff felt that grants for nonprofit programming would exponentially help even more small businesses or artists/artisans, as nonprofits are deeply involved in these communities and know how best to reach them.

- b. Mayor's Goals

Ms. Rigby presented Mayor Mendenhall's 2023 Work Plan and highlighted the goals/priorities from this plan that could help inform the Committee's decisions on nonprofit scoring.

- c. Equity

Discussion about equity took place during Business Item #4E.

4. Discussion and/or Possible Adoption of Nonprofit Scoring Guidelines

- a. Scoring values/distribution with Admin (CAN scoring spreadsheet)

Ms. Rigby presented a scoring rubric for nonprofit programming applications, and invited the Committee to inform staff if they would like the rubric to be changed in any way.



b. Number of applications reviewed per week

Vice Chairperson Anjewierden recommended the Committee start off with reviewing four applications. This would help the Committee decide on items A and B from Business Item #4 (above).

c. Applicant attendance at weekly meetings

Ms. Rigby proposed applicants be allowed to attend meetings the week that their applications are reviewed. Applicants could either be given a two-minute period to explain their programming, and/or be available to answer any questions from the Committee. Ms. Rigby noted this format is used for similar programs in other City departments. Vice Chairperson Anjewierden asked if applicants would attend the meeting *before* or *after* their applications were reviewed by the Committee. Ms. Rigby answered that applicants would be invited to the meeting *after* their applications were reviewed by the Committee. This allows the Committee to review an application and ask follow-up/clarifying questions to applicants themselves.

d. Would CRC like to see risk assessments done by Admin & Finance comments?

Ms. Rigby explained that staff will be conducting their own scoring of each application, which will be a percentage of an application's total score. Staff have the option of leaving comments regarding an application on the Salesforce scoring page. Ms. Rigby asked the Committee if they would *prefer* or *not prefer* to see comments made by staff on the Salesforce scoring page. Mr. Wessel prefers that the Committee be able to see staff comments on the Salesforce scoring page. Vice Chairperson Anjewierden agreed with Mr. Wessel.

e. Equity considerations/carve-outs

Ms. Rigby explained that some applicants were based outside of Salt Lake City but agreed to have their programming benefit SLC small businesses or artists/artisans. Other applicants are based outside of Salt Lake City but did *not* agree to target only SLC small businesses or artists/artisans. She asked the Committee to discuss and decide if this causes an eligibility issue for applicants who decline to target only SLC small business or artists/artisans. Chairperson Maxwell proposed to give staff discretion on this issue. Mr. Wessel agreed.

Ms. Rigby then noted that any other discussion about equity considerations was premature and should wait until after scoring is finished.

f. Ineligible case as a practice review (similar to CAN)

Ms. Rigby noted one application which was voluntarily withdrawn and could serve as a "practice application" for the Committee. Mr. Wessel proposed to start off with the first four applications instead of spending time on a "practice" application. There was Committee consensus on this proposal.

5. Other Business (Time Remaining)

Ms. Longoria informed the Committee that she has a scheduling conflict going forward and wondered if she should speak to staff privately or discuss it in the public meeting. Ms. Rigby explained that because the Committee was starting a new phase of scoring and welcoming new members, staff could send out a Doodle poll to find a new date/time for weekly meetings (if needed). Vice Chairperson Anjewierden proposed to wait until new Committee members come on board to decide on a potential new date/time.

ERIN MENDENHALL
Mayor



**DEPARTMENT of COMMUNITY
and NEIGHBORHOODS**

**DEPARTMENT of ECONOMIC
DEVELOPMENT**

6. Adjourn

Committee Chair

This document and the recording constitute the official minutes of the Community Recovery Committee meeting held April 20th, 2023.