ALLOCATION COMMITTEE MEETING - ACTION SUMMARY

Date: Thursday, January 4, 2018
Time: 9:00 a.m. to 10:00 a.m.
Place: Parlor, St. Mark’s Episcopal Church, 2901 Nojoqui Ave., Los Olivos, CA

ALLOCATION COMMITTEE MEETING:

Call to Order: Chair Cawthon called the meeting to order
Roll Call Members Present: Chair Cawthon, HSC Chair Mickiewicz, Commissioners Fairfield, Lindner

Staff Present: Susan Foley and HCD staff Laurie Baker, Mathew Kropke and Jett Black-Maertz

Public Comment Period: None
November 2, 2017 Meeting Notes: Commissioners Fairfield made a motion to accept the November meeting notes. This was seconded by Commission Chair Mickiewicz and approved.

Training: Housing & Community Development staff presentation: Laurie Baker provided the committee with a ZoomGrants electronic management system training. Each allocations committee member will obtain a password (if they don’t currently have one) to log in to review the applications. Ms. Baker noted that Allocations members will not have access until the day after the applications are due or January 13, 2018 in order to ensure they are complete. All Allocations Committee members MUST score applications. You will have time after the applicant interviews and before the public deliberations to make revisions. Ms. Baker provided a step-by-step instruction on how to access, review and score applications:

STEPS TO REVIEW AND SCORE APPLICATIONS IN ZOOMGRANTS.
1. Log in
2. Default “My Account” or click on “My Account”
3. Click on 2018-19 CDBG Public Services
4. Click on Applications tab
5. Click on the application you wish to review and score
6. Use application tabs to view application Summary, responses to Questions, Budget and Documents
7. When ready to score application, click on Review Tools button a. Enter a score of 1 or 3 or 5 for each scoring question. Do no use 2 or 4. Program automatically saves your work as you proceed.
   b. Enter your Vote: Undecided, Approve, Decline, or Abstain/Recuse
   c. Respond to the Conflict of Interest Statement
   d. You may enter private notes in the box provided; these will only be accessible to you.
To score next application, click on Applications tab. You will see your total score for each application. Select the next application to review. It was decided reviewers would use “approve or undecided” and leave any dollar amounts out.

Commission Chair Mickiewicz pointed out the ZoomGrants reporting tab where reviewers can look at and compare answers to applications.

**Non Allocations Committee members** will be provided with “read only” access if they would like to follow along. The CDBG Public Services recommendations do not come back to the full HSC as the HSC general funds do. They go directly to the Board of Supervisors.

Ms. Baker also reviewed the Code of conduct/Conflict of Interest Guidelines and passed out a copy. She also passed out the remaining CDBG Public Services schedule. All are invited to attend any of the following meetings.

The applicant interviews are scheduled for **Monday, February 5, 2018** at the Solvang City Council Chambers, 1644 Oak St. Solvang from 9:00 a.m. until completed

The HSC Allocations Committee interviews will be **Friday, February 8, 2018** from 9:00 a.m. to noon or when complete.

**Adjourn:** HSC adjourned at 10:00 a.m.