

**Community Action Services and Food Bank  
Minutes of the Board Meeting of August 9, 2016**

**Present:**

Kendall Crittenden	Public Representative
Stella Welsh	Public Representative
Tepoe Ka'aumoana	Representing Persons with Low-Income
Jack Holmes	Private Representative
Kye Miner	Private Representative
Ali Crandall	Private Representative
Kerry Newman	Private Representative
Mayor Rick Moore	Public Representative
Gary Garrett	Private Representative
Kimberly Martinez	Representing Low-Income
Anita Lewis	Public Representative
John Talcott	Ex-officio, Department of Workforce Services
Myla Dutton	Staff, Executive Director
LeeAnne Stanley	Staff, Associate Director/Finance Director

**Excused:** Melissa Graham, Karen Love-Burton

ISSUE/ITEM	ACTION	WHO
<p>Welcome, Introductions</p> <p><u>Items for Consent Agenda</u></p> <ul style="list-style-type: none"> <li><i>Minutes of the June 28, 2016 board meeting</i></li> <li><i>Report on grant awards and proposed grant applications</i></li> </ul> <p>Kendall Crittenden called the meeting to order at 4:37 pm.</p> <p>After some discussion Mayor Moore made a motion to approve the minutes of the June 28, 2016 meeting and the grant awards report. Jack Holmes seconded the motion, and the motion carried unanimously.</p>	Approved	Kendall Crittenden
<p>BOARD CALENDAR OLD BUSINESS</p> <p><i>FY 2017 agency-wide budget with budget narrative</i></p> <p>Myla Dutton reviewed the proposed FY 2017 budget including information showing the budget without including Circles Utah. Jack Holmes made a motion to approve the FY 2017 budget with the budget narrative. Ali Crandall seconded the motion, and the motion carried unanimously.</p> <p><i>FY 2017 Cost Allocation Plan</i></p> <p>Myla reviewed the FY 2017 Cost Allocation Plan for FY 2017. Stella Welsh made a motion to approve the Plan. Tepoe Ka'aumoana seconded the motion, and the motion carried unanimously.</p> <p><i>Board Member Conflict of Interest Statement</i></p> <p>Kendall Crittenden asked each of the Board Members to review, complete and sign the Conflict of Interest statement which was included in the Board packet. Those present were asked to verbally report any possible conflict of interest to the Board as well. Kerry Newman stated that he represents Zions Bank and that the agency holds their checking and other accounts with Zions Bank. He also stated that he does not work directly with the agency on any of the accounts and that other Zions Bank associates hold that responsibility therefore there is no direct conflict. Kendall Crittenden and Stella Welsh reported that they are second cousins.</p>	<p>Approved</p> <p>Approved</p> <p>Discussion</p>	<p>Myla Dutton and LeeAnne Stanley</p> <p>Myla</p> <p>Kendall Crittenden</p>
<p>BOARD CALENDAR NEW BUSINESS</p> <p><i>Community Needs Assessment and Community Action Plan</i></p> <p>Myla Dutton reviewed the Community Needs Assessment as distributed to the Board. These documents included the Issue Characteristics report, the Prioritization, and the Community Needs Analysis. Myla then reviewed the summary of the Community Action Plan which describes the agency's activities for the coming year (October 1, 2016 through September 30, 2017). Many Board members were engaged in this process through a Board Planning Committee and a combined Board/staff work session. After some discussion</p>	Approved	Myla Dutton

