



AGENDA

Summit County Recreation Arts and Parks Advisory Committee – Cultural (RAP Tax Cultural Committee)

Tuesday, March 8, 2022

NOTICE is hereby given that the Summit County RAP Tax Cultural Committee will meet electronically, via Zoom, and at the anchor location of the Summit County Courthouse, 60 N. Main Street, Coalville, UT 84017
Executive Conference Room

To participate in the meeting via Zoom:

<https://summitcountyut.zoom.us/j/9369994757?pwd=RU1xSDlmMHpaN0l2OFRrbUlpSmsyZz09>

Meeting ID: 936 999 4757
Passcode: 030822

2:00 PM

- 1) Introductions of Committee Members and staff
- 2) Overview of RAP Tax Grant Cultural program; Tom Fisher
- 3) Elect 2022 Chair and Vice Chair
- 4) Review of Ordinance and possible questions for County Attorney's office; Lynda Viti and Helen Strachan
- 5) Discuss and answer questions regarding proposed grant documents

3:00 PM - Adjourn

Members of the Committee will attend by electronic means, using Zoom (phone or video). Such members may fully participate in the proceedings as if physically present. The anchor location for purposes of the electronic meeting is the Summit County Courthouse, 60 N. Main Street, Coalville, UT 84017.

Individuals with questions, comments, or needing special accommodations pursuant to the Americans with Disabilities Act regarding this meeting may contact Amy Jones at 435-336-3042

Posted: March 7, 2022

Attendees: Jennifer Morrill (County Liaison), Annette Singleton (County Admin Staff), JaNae Blonquist (Committee member), Ben Castro (Ex-Officio Committee Member), Tom Fisher (County Manager), Lynda Viti (County Attorney), Amy Jones (County Admin Staff), Les Kratter (Committee member), Sharon Hanson (Committee Member), Katie Lindsay (Committee Member), Julie Hooker (Committee Member), Hillary Gilson (Committee Member), Helen Strachan (County Attorney), Judy Horwitz (Committee Member)

Introductions of Committee Members and staff

Committee members, County admin staff, County administration and County Attorney all introduced themselves to each other

Overview of RAP Tax Grant Cultural Program

Tom Fisher gave an overview of the program. This committee makes the recommendations, County Council accepts and grants, Admin staff to send out contracts

State statute regulates the tax and how it is collected. Summit County is a 3rd class county and the statute regulates based on that. The County has an ordinance to refer to as to how it's regulated here. There will be questions about qualifications, conflicts of interest and questions will need to be asked to the Attorneys office and other County offices for clarification.

The process: appoint committee, Jenn to be the County liaison to help with process and then get things organized to make sure the committee can do its work and meet with applicants. The attorney's office will do a review of the applications and the applicability of the non-profit application to the program. Recommendations will then be put together and presented to the Council. This is about a 2 month process. Committee members get assigned different apps to review and become the expert on those applications. County admin staff involved behind the scenes to organize applications and summary, council agenda recommendations, and process agreements for each applicant, purchase orders, etc.

Elect 2022 Chair/Vice Chair

The Chair will go before council, answers any questions and prepares the recommendations to Council.

Judy Horwitz nominated Sharon Hanson to be the Chair and Katie Lindsay to be the Vice Chair. Julie Hooker seconded the motion.

All committee members voted yes to the Chair/Vice Chair nominations so Sharon Hanson will be the Chair and Katie Lindsay will be the Vice Chair.

Review of Ordinance and possible questions for County Attorney's Office

Review of applications is done via the Attorney's office to make sure they are eligible for the funding request. After application period closes, Attorney's office reviews each application one by one. Attorney's office doesn't look for completeness of application but to make sure they qualify under the statute. In order to qualify, must be a non-profit org whose primary purpose is cultural in nature or be an Arts Council. If an organization does not qualify, Attorney's Office then sends out a letter to advise an organization why they do not qualify under the statute or under the policies/code. Some applications get weeded out this way.

Discuss and answer questions regarding proposed grant documents

Flash drive of all the applications requested by Judy. Ben said that there has typically been issues with the BOX folder and last year, he copied the applications from the BOX to flash drives as there has been some technological issues. The committee has county emails as well but he said there have some issues in the past with County emails working and he suggested all get a separate email specifically for RAP Cultural as emails can be subject to GRAMA requests. Annette can provide the flash drives for the applications.

The total to be granted this year is for RAP Culture is \$1,225,000, which is more than last year.

Timeframe review

April 1st applications, financial reporting guidelines, policy online

April 29th applications closing at 5 pm

Work with Jenn and Admin staff to create spreadsheet, contact information, application amount

Meet 1st week of May initial review of applications & assign applications to committee members. Inform Chair if a committee member has a conflict of interest with a particular application and then that member will not vote on that application funding. Traditionally, in the past, there have been the same 20-25 applicants.

Committee members need to take about 2-3 weeks to complete initial review, set up appt with applicant to meet with them and see their project. Each committee member is assigned 3-4 applications. After the committee member interviews the applicant, they help the committee understand what funding they are looking for since interviews are short in nature. Applicants will then schedule a whole committee interview (15 mins: 10 min presentation and 5 min Q&A). Sharon thought zoom interviews for the whole committee are the best because you can keep them timely and more efficient but committee members should plan to meet face-to-face with each organization they are assigned to review. Scoring is done after each interview is finished.

Historically, the 1st or 2nd week of June RAP Committee gives preliminary recommendations to County Council and final recommendations 3rd week of June. Council meeting is hybrid so can be attended via zoom and in person.

End of June fulfill contracts and get money out as contract starts July 1. Contracts usually take a few days to get out. Agreements, ACH, and financial reporting that is required is in the agreement. Everything is done online and via email. County manager's office takes care of collecting financial reporting, which is received electronically. County manager's office will prepare document of applicants that did not complete their financial reporting from last year.

Q&A Section:

RAP follows State statute, county ordinance, policy. State statute is found in 59-12-701. This statute is pretty convoluted. Attorney Advises committee to stick with Summit Co governing ordinance in the Summit County Code. Attorney's office had made sure that the County Code is an accurate rep of state statute. Governing ordinance, chapter 14, is the code that governs RAP Culture. In addition, about 8 years ago, there was a recommendation to the County Council from members of that current RAP Committee for some additional policies that clarified and added some breadth to the application process and the types of things that are NOT funded. There is a list in section 3.6 of the policy. It is a guiding document that must be adhered to. RAP Culture does not need separate bylaws. The code references that RAP Culture needs to follow the UT Open Meeting Act, how the membership is made up, what constitutes a quorum, how many meetings to have per year, etc.

If excess funds have been returned, some applications may receive more funding than asked for. If entities cannot spend out their money, they must return it and it gets sent back to the same acct and is distributed with the next grant cycle.

RAP Culture is distributing 2021 sales tax dollars.

An outside accountant is not hired to review financials. The last page of the new application tells you at what level each organization has to do supplemental reporting. As the county, we want to know they are expending the grants correctly, but it is up to their board to be in charge of their financials. Organizations cannot use funds for retirees or payment of debt.

Word count for applications – from an IT perspective, it's easier to do word count. There is no word count currently on the application. Hilary said that as a person that currently writes grants, word count is an important aspect to add to the application. Previously, there has been a word count of 140 per box area. The application can be revised for next year after it's been used this year and re-evaluated.

Once the entire grant process is complete in June, Ben recommends meeting in August to evaluate the process and make any changes necessary for next year.

Documents can be added to BOX as needed. Flash drives of the applications can also be provided. Ben can also give committee members copies of past recommendations, past applications, past spreadsheets for more familiarity for new committee members.

Minutes are prepared using Zoom for the recording. The presentation of the Open Meetings Act training will also give more information about minutes and meeting recordings. The powerpoint of the presentation will be forwarded to committee members by Annette. Agendas must be posted 24 hrs in advance.

Grant fund restrictions are listed specifically in the agreements in advance so organizations know what the funding can and cannot be used for. RAP Cultural is so narrow as far as organizations that can qualify. It makes it easier if you tell applicants what they can do and how they can use their money.

