

**A video conference of the Nye County Community Service Block Grant (CSBG)
Tripartite Board was held on February 5, 2018 - 10:00 AM**

Board members attending via video conference:

Sandra (Sam) Merlino, Chairman (Elected Official)

Scott Gill, Member (Consumer)

Kenneth Oberlin, (Consumer)

Also present:

Karyn Smith, Human Services Manager, Health and Human Services (H&HS)

Franchesca Reed, Secretary I, Health and Human Services (H&HS)

Absent:

The Honorable Judge Sullivan, Vice-Chairman (Elected Official)

Geneva Hollis, Member (Community Minded)

Timaree Kosciuk, Member (Community Minded)

The meeting was called to order at 10:01 a.m. by Sam Merlino.

1. General Public Comment (Three-minute time limit per person. No action will be taken by the Board.)

No public comment.

2. Approval of Agenda – February 5, 2018

Kenneth Oberlin made the motion to approve and accept the Agenda for the February 5, 2018, CSBG Tripartite Board meeting. Scott Gill seconded the motion; all in favor and the motion carried.

3. For Possible Action – Discussion and deliberation for approval of minutes from November 3, 2017 - Tripartite Board Meeting

There were no revisions presented. Scott Gill made the motion to approve the November 3, 2017, CSBG Tripartite Board meeting minutes. Kenneth Oberlin seconded the motion; all in favor and the motion carried.

4. For Possible Action – Discussion and deliberation for approval of the November Monthly Reports

Karyn stated that we expended \$35,122.65 as of November 30, 2017, which expends all the monies in the Early Childhood Education Category. This year they went ahead and billed us all up front. She went on to say that she completed the Request for Funds for December. We expended \$42,759.23 and we are now using the Amplifund system to submit our RFR's now, as it's been a trial process.

Kenneth Oberlin made the motion to approve the November Monthly Reports. Scott Gill seconded the motion; all in favor and the motion carried.

5. Discussion regarding the CSBG Grant for SFY 2017-2018

Karyn stated that the grant with the rollover monies on it was approved at the November 21, 2017, BOCC meeting. She said that as soon as she submits a budget modification and hears back from Gary Gobelman, she will be moving monies around. Katherine White is now a full time County employee as of January 29, 2018. She will no longer be using the full extent of the Employment Incentive funds, but she still will doing it for about 50% and will work towards starting the EI program back up in Tonopah. The other 50% until June, Karyn is going to allocate to Supportive Services at the Coalition who we are partnered with, as well as up in Tonopah. Karyn mentioned that as we discussed in the last meeting, she will be moving some of the monies that were helping with Katherine's salary, to assist with barriers such as rent, utilities, gas, tire repairs, auto registration and battery replacement. Those monies will also be moved to supportive services, travel and child care. As soon as Karyn gets these changes approved by Gary, she will then have to present it to the BOCC for approval as well.

Karyn said that with the Early Head Start which is one of our goals, we have been conducting the surveys for interest for about a month and a half. At this time, we have only received about 15 surveys back, which all of them have been in favor of the program. It was suggested that we continue the survey process at both the Kindergarten Roundup in April, and have the Coalition do some as well to increase our surveys and reach the proper demographic.

Karyn stated that she had met with Stacy from the Coalition and Salli from Nevada Outreach regarding other issues, but they are very much in favor of the

program and helping us in getting it up and running in Pahrump. Stacy also had given ideas on where we can house the program along with someone that can even run the day care part of it. Karyn said that she will extend this into our goals for next year.

Karyn stated that for the Household Budgeting goal, she didn't have to look far to get that going because the Coalition has already started budgeting classes which are the "Budgeting & Savings Workshop" and the "Credit, Debt, and Risk Management Workshop." Karyn contacted Michael at the NyECC and worked it out for us to be able to have our clients sign up for these classes, and then the Friday before, we email over the sign-up sheet. Michael will then let us know who attended the classes. These classes are held monthly. We only have had one client sign up for the classes; however that person did not show.

No action needed.

6. Discussion regarding the Annual Report

Karyn mentioned that the Annual Report can be found on the Nye County website and has been shown at the Pahrump Outreach meeting and the Tonopah Coalition meeting. Karyn said that it turned out really nice and Tammy McDonald really helped her out quite a bit with it.

No action needed.

7. Discussion regarding the NCAA 2017 CSBG Organized Standards

Karyn mentioned that there are 58 Standards that we have to submit documentation with them showing that we are in compliance, and this was due on December 31, 2017. Rick Martin Breeze, the consultant that gave us the Board training, has a checklist that he goes through and will be set up to submit them as they are completed to make things easier. Karyn has to find the documentation for each Standard, create a cover sheet for each, and email it in separately with an email title for each Standard. 7 of the Standards do not apply to us as a public agency, although he made Karyn still do the cover sheet and explain that it did not apply to us. Rick is going to get us a checklist that will help us with the time line so that we can stream line the process so that we are not rushing at the end of each year trying to gather the documentation.

No action needed.

8. Update on the Strategic Plan

Karyn said that the state was unable to find a consultant in time to assist with completing the Strategic Plan by February 16. They had Tammy McDonald on board, however she was unable to do it. Shaun Griffin did our old Strategic Plan, and asked Gary Gobelman if we could expand on it, and/or extend the deadline.

Due to all of the new requirements, it wouldn't work for what they look for now in a Strategic Plan. Karyn said that she spoke with Gary, and he has extended the deadline date until January 2019, as we are not the only county that is unable to meet the original deadline. He is hoping to get monies in July 2018, to hire a consultant and/or I can write those monies into the upcoming grant year.

No action needed.

9. Report from Karyn Smith regarding Community Action Partnership Management Leadership Training Conference in Houston, TX

Karyn attended the Annual Management and Leadership Training Conference back in January that is put on by the Community Action Partnership. They talked a lot about emergency preparedness due to the many natural disasters that keep occurring. A lot of the sessions had to do with preparing for and implementing a Strategic Plan and those are the ones Karyn attended. She stated that she also attended a session on Building Healthy Agencies. All of the sessions were very informative and gave her a lot of ideas, especially for the Strategic Plan. The next Annual Conference will be held in Denver, CO in September, and Irene Dunlap will be attending that one. She will give us a brief report on what she learned at the November 2018, meeting.

No action needed

10. Discussion regarding the Nye County Whistleblower Policy

Karyn submitted this on the agenda which falls under Organized Standard 7.7 which is one of the requirements and will help us meet our goal that we have to submit every 5 years.

No action needed

11. Presentation regarding the Customer Satisfaction Survey results for October 1, 2017 through December 31, 2017.

Karyn stated that we had one more survey in Tonopah than the last quarter, and the percentages dropped slightly from a 5.0 to a 4.94 in all categories except for wait time, which dropped from 5.0 to 4.88. Those are still very good ratings. One

of the comments was that we needed better hours. We had 5 more surveys in Pahrump than the last time and the percentages remained basically the same. All comments were good and Franchesca continues to call anyone that puts their phone number on the surveys or if they listed any concerns.

No action needed

12. General Public Comment (Three-minute time limit per person. No action will be taken by the Board.)

No public comment.

13. Adjournment

The meeting was adjourned at 10:25 a.m.

The next meeting is scheduled for April 2, 2018. This meeting will be a video conference unless otherwise notified.