

**A video conference of the Nye County Community Service Block Grant (CSBG)  
Tripartite Board was held on February 5, 2020 - 10:00 AM**

Board members attending via video conference:

Sandra (Sam) Merlino, Chairman (Elected Official)

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

Scott Gill, Member (Consumer)

Kenneth Oberlin, Member (Consumer)

Also present:

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

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

Absent:

Ashley Maslach, Member (Community Minded)

Geneva Hollis, Member (Community Minded)

The meeting was called to order at 10:00 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, 2020

There were no revisions presented.

Scott Gill made the motion to approve the February 5, 2020 CSBG Tripartite Board Agenda. Ken Oberlin seconded the motion; all in favor and the motion carried.

3. For Possible Action – Discussion and deliberation for acceptance of minutes from November 6, 2019 - Tripartite Board Meeting

There were no revisions presented.

Scott Gill made the motion to accept the November 6, 2019 CSBG Tripartite Board meeting minutes. Ken Oberlin seconded the motion; all in favor and the motion carried.

4. For Possible Action – Discussion and deliberation for acceptance of the September Monthly Reports

Karyn stated that the last monthly report we have is from September 2019, which ended the grant year. We expended \$29,350.97 for the month of September, ending the grant year with \$161,989.16 expended. This left a remaining balance of \$9,155.00, which we are receiving in carryover monies. The following categories are where we had monies left: \$50.87 left in Basic Services; \$155.00 left in Child Care Subsidy; \$4,577.13 left in Employment Incentive; \$507.00 left in Community Coalition which is the contract with Shaun Griffin; \$1,064.37 left in Capacity Building; \$2,800.47 left in Administration. This is the monies we will receive back in carryover monies and will help us with the new grant year.

Scott Gill made the motion to accept the September Monthly Reports. Ken Oberlin seconded the motion; all in favor and the motion carried.

5. Discussion regarding CSBG Grant for SFY 2019-2020

Karyn stated that the FY 2020 contract was signed by the BOCC on January 22, 2020 and we have received the fully executed contract. The revised budget with carryover monies of \$9,155.00 was also submitted to the state on February 3, 2020. By the time we got the contract signed, we received the carryover monies. However, they are now calling them supplemental monies, because they are not guaranteeing that we will receive any monies we have leftover from the previous year. Now because of that, we must look at them as two different grants. She must submit two different budget narratives: one with the full budget and one with the carryover/supplemental monies. When we do our RFR, she must submit two RFRs if we expend out of both monies which doubles the work.

Karyn stated that she had to redo the budget narrative. Monies were moved around to cover all categories based on the Goals and Activities submitted with the grant application. The following categories include: \$42,220 in Basic Services (food pantry, gift cards, hygiene kits and transportation); \$2,000 in Child Care Subsidy; \$7,719 in Early Childhood (COW Bus); \$11,000 in Nutrition Services; \$19,000 in

Adult Employment Incentive; \$7,500 in Youth Employment Incentive; \$15,500 in Community Coalition; \$16,404 in Capacity Building; \$8,596 in Administration.

Karyn stated that now that we have a fully executed contract, we are in the process of submitting the October, November and December RFRs. As of this year, they are requiring us to use their forms, opposed to just submitting our excel logs. We must now go back through and input into their forms and they are set up differently than how we set up our expenditures. We set up our expenditure log according to what I just read in those categories. They want it set up with different categories, such as All Personnel, All Travel, Other, Contractual, etc. We are having to run two logs in order to run it both ways and stay within the budget.

The total expended so far through December is approximately \$7,590.35. The state has sent out the Smart Forms for the 2019 Annual Reporting to be due no later than April 29, 2020. These forms are completed on our past grant year which runs from 7/1/18-9/30/19, in which we have to put amounts spent in each CSBG domain, details on any Capacity Building activities, volunteer hours for all meetings and their affiliation and amounts expended on all other funding in our agency. There are 3 modules that need to be completed.

Karyn stated that we are also in the process of updating our Annual Report for this past grant year. There will be new pictures, updated amount on monies expended and revenues, new programs added and impact statements. It is on the county website under Health and Human Services if you want to look at it. It covers how our past year was, there's a letter from Karyn, shows definitions of all our programs and statistics. She is wondering if anyone has any suggestions on what else should be included in the Annual Report. Sam stated she doesn't have any suggestions at this time; however, she will look at it again. Karyn stated if everyone can look at it on the website and shoot her an email as to your suggestions are. We will get that all compiled together, and it will be in our May meeting to get acceptance on.

No action needed.

#### 6. Discussion regarding the 2019 CSBG Organized Standards

Karyn stated that the State is revising the method in which we are to submit the Organized Standards. They are trying to make it easier on us, which is nice. They have come up with a new template which she's included in the backup. What will happen is, we will go through and check it off as we complete each item. If it does not apply to us, it will say not applicable. Public Agencies are to put "Public Agency Exempt by Memo 138" and that way we wouldn't have to submit it. This

checklist is due no later than June 1, 2020. The state will review it and ask us to submit approximately 15% of what is on the checklist that they choose as backup documentation to show we completed the Organized Standards. This will make it a lot easier when they come out to do their monitoring's and that way, we don't have to submit to them all 52 Standards.

No action needed.

7. For Possible Action - Discussion and deliberation for acceptance of the State Needs Assessment as Nye County's CSBG Needs Assessment - [http://dhhs.nv.gov/Programs/Grants/Links\\_to\\_GMU\\_Reports\\_and\\_Grantee\\_Documents/](http://dhhs.nv.gov/Programs/Grants/Links_to_GMU_Reports_and_Grantee_Documents/)

Karyn stated that as she's said in past meetings, the state will be able to submit their Needs Assessment and if it covers in our county what we are looking to do, we should be able to utilize their Needs Assessment. She did receive confirmation from the state that we are able to use their Needs Assessment. The link to the entire Needs Assessment for the state is on the agenda. She only printed a portion of it which only pertained to Nye County.

Karyn stated that the top right box of the first page of Nye County's "Top Priorities" are listed as: Access to Healthcare; Employment, Income, Poverty and Housing; Chronic Disease. The surveys which gave us these results were conducted from May through July 2019 which is stated on page 320. Karyn states that she believes it covers the needs for Nye County, however if anyone believes there are gaps that we are not meeting in the Assessment, they will need to provide that information through an attachment. Karyn asked everyone after reviewing the Needs Assessment, if there's anything anyone feels was not covered in our community that we should send an attachment about? She's reviewed it and feels that all community needs are addressed and that this assessment is very thorough and works for our county. There were no other suggestions.

Scott Gill made the motion to accept the State Needs Assessment as Nye County's CSBG Needs Assessment. Ken Oberlin seconded the motion; all in favor and the motion carried.

8. For Possible Action – Discussion and review regarding the Bylaws of the Tripartite Board of Nye County, Nevada

Karyn asked if everyone has had a chance to review the Bylaws? Everyone stated that they had. She asked if there were any changes or comments anyone has on them? We must review every year to accept and review them. Judge Sullivan

asked if there were any changes from the last Bylaws they reviewed last year? Karyn stated that they are the same and we didn't make any changes. There were no suggestions on changes to be made.

Scott Gill made the motion to accept the Bylaws of the Tripartite Board of Nye County, Nevada. Ken Oberlin seconded the motion; all in favor and the motion carried.

9. Discussion regarding CSBG Community Action Plan for SFY 2019 – 2020, including the Annual Goal Progress Report

Karyn stated that this is our CAP plan that was submitted with the grant application for FY 19-20 which states how the monies are being utilized. As mentioned in previous meetings, our office has decided to no longer offer a food pantry as of March 31, 2020. In place of the dry goods, we are increasing the amount we give in fresh and/or frozen fruits/vegetables/meats gift cards by approximately \$40 per family. In addition, we are adding dairy items to their choices such as milk, eggs, butter, yogurt, etc. We have already started the process of eliminating the pantry and have been buying items as needed to get us through the rest of this quarter. We will still give out lists of approved items the clients are able to purchase. This will be a new change for our staff which will make things easier on them by removing the dry goods, as there are a lot of other pantries in Nye County that give dry goods.

Karyn stated that we are still giving out hygiene kits and gas vouchers or public transit vouchers for medical appointments and now also for agency approved appointments. Monies are also set aside for personnel, training and operating expenses for the new Rapid Re-Housing Homeless Caseworker. Due to other monies she received through our Indigent Fund, Karyn was able to hire the caseworker for that position and she is starting on Monday, February 10, 2020. CSBG monies are offsetting a small portion of her personnel costs. When we get the CoC grant, we will get the homeless program started next week. With these new additions, she really feels we are in line with our Needs Assessment and Strategic Plan.

Judge Sullivan asked if there were any restrictions with the gift cards given out for the food pantry. Karyn stated that yes, we give out a list of what types of meats, fruits and vegetables they can buy. We only allow them to buy fresh or frozen. It is not able to have preservatives, be canned, breaded, seasoned, etc. Judge Sullivan wanted clarification that they are unable to buy alcohol or cigarettes with the gift cards. Karyn stated that the staff reviews the receipts to make sure they spend the exact amount given or more on the allowed items only. We review each individual item to make sure it is within the guidelines. If the clients don't bring in the full

receipts, they are not eligible for any CSBG services until the receipts are returned to hold them accountable. Judge Sullivan stated that is a great oversight on the program.

No action needed.

10. Board Training – Discussion regarding trainings sent out in compliance with Organized Standards and how much time we spend on training from each Board member.

Karyn stated that we had a complication with the website that was sent out for the Board Training. She found out that the website has since been changed since we sent out the email. Franchesca went on yesterday and was able to search for the trainings and she will be sending the direct links to those trainings. Karyn stated that she will resend out the links and we will discuss the trainings at the next meeting in May.

No action needed.

11. Discussion regarding the “Conflict of Interest” forms

Karyn stated that Franchesca sent these forms out a month ago and there were a few individuals who have not yet signed and returned them. She included them in the backup packet, so if you haven’t done so yet, please sign and return those to Franchesca. This is part of the Organized Standards that we must complete each year.

No action needed.

12. For Possible Action – Discussion and acceptance of the agency Strategic Plan

Karyn stated that the Strategic Plan is the same one that was previously submitted on April 1, 2019. Since it was only discussed and reviewed, we put it back on the Agenda for everyone to review and accept per the Organized Standards.

Scott Gill made the motion accept the agency Strategic Plan. Ken Oberlin seconded the motion; all in favor and the motion carried.

13. For Possible Action – Discussion and deliberation for acceptance regarding rescheduling the April 2020 Board meeting

Karyn mentioned that we rescheduled the next meeting from April to May 2020 so that we hit each quarter. It might have to change again if we must adjust the schedule now that the grant year was changed. Before it ran from July 1 through June 30 and now it runs from October 1 through September 30. We're not sure when the next RFQ will come out, which is why it used to be held in April. The application process would come out and we could review it and go over it. Now it won't come out until later so at this point, we are shooting for a May meeting. Franchesca highlighted the changes to the roster schedule in the backup. We also changed the February meeting time from 9am to 10am. Sam stated that the May meeting is close to early voting, so she will keep us updated as to whether she will make it.

Scott Gill made the motion accept the rescheduling of the April 2020 Board meeting. Ken Oberlin seconded the motion; all in favor and the motion carried.

14. Presentation regarding the Customer Satisfaction Survey results for October 1, 2019 through December 31, 2019

Karyn stated Tonopah received 23 surveys and Pahrump received 83 surveys, which is more than double the usual amount. The ratings stayed close to what they always are, ranging between 4.74 to 4.94. Everyone was named as a staff member that helped and all comments remained positive. Instead of Karyn going through all comments and reading them off, she included them in the backup for everyone to review.

No action needed.

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

No public comment.

16. Adjournment

The meeting was adjourned at 10:30 a.m.

The next meeting is scheduled for May 27, 2020.