

**A video conference of the Nye County Community Service Block Grant (CSBG)
Tripartite Board was held on April 1, 2019 - 9:00 AM**

Board members attending via video conference:

Sandra (Sam) Merlino, Chairman (Elected Official)

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

Geneva Hollis, Member (Community Minded)

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)

Lisa Howard, Public Member

Absent:

Timaree Koscik, Member (Community Minded)

The meeting was called to order at 9:05 a.m. by Sam Merlino.

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

Lisa Howard stated that we are all doing a fine job, and that we have been very helpful to her.

2. Approval of Agenda – April 1, 2019

There were no revisions presented. Geneva Hollis made the motion to accept the April 1, 2019, CSBG Tripartite Board Agenda. Scott Gill seconded the motion; all in favor and the motion carried.

3. For Possible Action – Discussion and deliberation for acceptance of minutes from December 3, 2018 - Tripartite Board Meeting

There were no revisions presented. Scott Gill made the motion to accept the December 3, 2018, CSBG Tripartite Board meeting minutes. Geneva Hollis seconded the motion; all in favor and the motion carried.

4. For Possible Action – Discussion and deliberation for acceptance of the December & February Monthly Reports

Karyn stated we have two monthly reports to report on this meeting due to the February meeting being cancelled. We spent \$29,146.59 as of December 31st, and as of February 28th, we spent \$43,798.47 of the monies so far for this fiscal grant year. She was working on a budget modification to add in the carry over monies and the award monies to carry us through until September 30, 2019. We just received the monies about a week and a half ago which was \$7,643 which we had leftover from last fiscal year. She will be working on that budget modification this week.

Ken Oberlin made the motion to accept the December & February Monthly Reports. Geneva Hollis seconded the motion; all in favor and the motion carried.

5. Discussion regarding the 2018 CSBG Organized Standards

Karyn stated the Organized Standards have all been submitted to Rick Breeze-Martin, who is a consultant hired by CSBG to review, and he will then submit them to the state. This is the first year we have been able to upload them into eLogic, which is our database that we utilize in order to keep track of our demographics and case management. Rick has reviewed them and stated that we completed the pre-screening. There are some areas on here that have notes stating we need to do some follow up. There was a little bit of a discrepancy because we had the Organized Standards that were done in FY 2018, and they came out with updated Organized Standards in October 18, 2018 which was past the fiscal year 2018.

CSBG is following the October Organized Standards, and want us to update according to that. We were processing everything for the 2018 fiscal year, and we are unable to go back and do some of the stuff that was a requirement beforehand. This is the second year we have had to submit the 52 Organized Standards. Franchesca worked really hard to create a checklist along with Rick's to ensure we have a timeline so we can do it as we go along. We got the OS in plenty of time, and the state shouldn't have too many questions on it.

No action needed.

6. Discussion regarding CSBG Community Action Plan for SFY 2018-2019, including the Annual Goal Progress Report

Karyn stated that CSBG is now changing to the federal grant year which runs from October 1 through September 30 instead of state fiscal year. After much discussion, the grantee has agreed to finish up the current fiscal year and extend it through to September 30, 2019. They are going to ask for reimbursement as the monies are spent. Karyn said they gave her the carryover monies and an allotted partial amount that will cover from July 1 through September 30 to get us through the year. The carryover amount is \$7,643.00 and the partial amount is \$38,201.00. Early Childhood, Community Coalition, Senior Nutrition and Youth Employment Incentive will receive the same amount for those 3 months that they currently get for a 3 month period. The rest of the monies will be disbursed to the rest of the services accordingly.

Karyn mentioned that we are not expending as much in the Adult Employment Incentive, which is a good thing because the economy is up. She will move some of those funds to Capacity Building which is working toward the homeless situation we have going on. We will also be purchasing hygiene kits to be given out at our quarterly food banks. In order to be in compliance with the Organized Standards, this agenda is a little long due to having to meet deadlines for this Fiscal Year in order to stay in compliance.

On May 9, 2019, we will be conducting our First Annual Career Fair in Tonopah from 9am to 11am and 12pm to 2pm at the Tonopah High School. Letters have gone out inviting vendors and flyers are being posted around Tonopah. Katie has been working very hard to make this event a success. She worked with Mr. Norton who is the Superintendent of the schools, and he referred her to Mr. Fossett at Tonopah High School who offered her the gym and 2 rooms that can be used to conduct interviews if needed. She has received confirmation from 3 or 4 vendors so far, and is hoping for more RSVPs. We are going to invite a recruiter from the armed services to give those options, as well as the Sheriff's Office who need to recruit some new deputies. Mr. Fossett is really excited about it, and we have had some good response from the public so far.

Karyn stated that we held our 4th Annual Social Services Fair in Pahrump on January 16, 2019 at the NyE Communities Coalition, and it was a huge success. We had 48 vendors and 228 residents came through. We raffled off donated

baskets every 10-15 minutes. Valley Electric, EZ Dental and Pahrump Family Dental donated giveaways and NyECC donated the room, tables and chairs.

Karyn said that in January she attended the Management and Leadership Training Conference in New Orleans. At the conference, she attended a couple of sessions on board rules and regulations and organizational standards. She said one of the things she learned about CSBG on the agenda is that it's supposed to say "accepted" instead of "approved." Accept means you are accepting what you saw, whereas approved means you reviewed and approve all data; which you are unable to if you are not an expert in the information given to you. We also need to start putting the mission statement on the agenda. They also gave us some resources for board trainings that we will look into and then pass onto each of you.

She mentioned that one of our goals this year is the Early Head Start Program that has been carried over from last year. Due to everything that has been going on, we really haven't had much opportunity to move forward with it. It is still kind of sitting on the back burner, due to the big focus being on homelessness in our county. Early Head Start is going to be a long term goal, and there is a lot involved with getting that program going. It hasn't gone away; it is just put on hold for now. Franchesca and Maria still have the surveys and interview questions ready for when we are able to move forward on it.

An MOU has been created with Pahrump Public Transportation, and policies are in place so that we can utilize it for clients who need to go to medical appointments in Las Vegas or Pahrump. We haven't had any CSBG clients utilize the program yet; however we have had very much success with Ryan White clients using it to go to the grocery store, food pantry, and medical appointments. Shaun Griffin, our Community Coalition consultant is reporting that both Pahrump and Tonopah Coalitions are doing exciting and wonderful things in both communities as far as removing barriers. He still comes down to Pahrump twice a year and ten times a year to Tonopah to help move us along.

No action needed.

7. For Possible Action - Discussion and deliberation for acceptance of the Annual Report for Fiscal Year 2018

Karyn finished the Annual Report and sent it to the state, and they thought it was awesome. It just needs to be presented to the Board to get acceptance. If everyone agrees that it looks good and needs no corrections, we will have it uploaded to the Nye County website. If anyone has any suggestions where else we can post it to

show more people the work that CSBG is doing for the community, please let us know. All Board members were in agreement that it was nice and very well done. Karyn stated that she used the same layout as last year and exchanged new information, changed her letter, changed the amounts and added new pictures. Lisa Howard asked who our grant writer was. Karyn stated that Nye County has their own grant writer; however Karyn is the one who writes the CSBG grants.

Geneva Hollis made the motion to accept the Annual Report for Fiscal Year 2018. Ken Oberlin seconded the motion; all in favor and the motion carried.

8. Discussion regarding the 2019-2020 Community Action Plan, including the Board's recommendations for allocation

Karyn stated that since the 2018-2019 Community Action Plan has been extended to September 30, 2019 to make the change to Federal Fiscal year, the 2019-2020 will not come out until later this year. As soon as she has been informed on it, she will let us all know.

No action needed.

9. For Possible Action – Discussion and deliberation for acceptance regarding scheduling the Board meetings for the 2019-2020 Fiscal Year

Karyn stated that with the extension of the fiscal year, we will most likely need to change our 2019-2020 schedule. We should have a better idea of what months we will be able to meet by August. Right now we have our meetings scheduled until April 2020, although we may have to change some of those dates. It still might be able to fall within the timeline we have, but she won't know until the RFQ comes out. Sam stated we can accept the schedule now for what it is and change it later if it needs to be changed.

Scott Gill made the motion to accept the scheduling of the Board meetings for the 2019-2020 Fiscal Year. Geneva Hollis seconded the motion; all in favor and the motion carried.

10. Discussion and review regarding the Bylaws of the Tripartite Board of Nye County, Nevada

Karyn mentioned that the Organizational Standards require that we review the Bylaws highlighting the democratic selection process every year. The last time we reviewed them was on April 2, 2018, so we are reviewing them again this fiscal year in order to stay in compliance. Karyn asked if anyone had any questions,

suggestions or changes that need to be made. There were no comments or questions.

No action needed.

11. Discussion regarding Needs Assessment to be completed by March 2019

Karyn contacted Crystal with the State CSBG office asking about suggestions on performing our Needs Assessment. There have been a lot of changes and we want to make sure we stay in compliance on what they ask for in the Needs Assessment. Crystal said that she was working with a Las Vegas agency on this and would get back to Karyn with some suggestions. She said she is working on ways to help us, and to hang tight for now until she gets some insight.

No action needed.

12. For Possible Action – Discussion and deliberation for acceptance to elect a Board Member to the “Community Minded” category with a term expiring 12/31/20

Karyn stated that we received 3 applications for the Community Minded position currently held by Timaree Koscik. Timaree had stated in the December 2018 meeting that she will stay on until we are able to fill her position, as she has other obligations and needs to resign. Franchesca presented the applications to the Coalition Outreach meeting to pick who they thought would be the best choice. Ashley Maslach got the most votes.

According to the Bylaws on the selection process for Community Minded, the Board needs to review and accept the selection, and if they do not accept it, the process will need to be done again. At this point it is up to the Board whether they agree with the selection from Nevada Outreach, or if they think any of the other candidates are a better choice. All Board members were in agreement that they accept Ashley Maslach as the top choice for the Community Minded position.

Ken Oberlin made the motion to accept Ashley Maslach as a Board Member to the “Community Minded” category with a term expiring 12/31/20. Judge Sullivan seconded the motion; all in favor and the motion carried.

13. Discussion and review of the agency Strategic Plan

Karyn stated that the Organized Standards require that the Tripartite Board review and accept the Strategic Plan. This was completed by a consultant hired by the grantee last year. It’s been in effect since before our last Community Action Plan

came out, but we haven't brought it to the Board yet for review. It's our guideline on what Karyn writes the grant on. We just need the Board to review it, and all were in agreement that it was well put together.

No action needed.

14. Presentation regarding the Customer Satisfaction Survey results for October 1, 2018 through December 31, 2018/January 1, 2019 through March 31, 2019

Karyn said that since the February meeting was cancelled, she will be reporting on the last two quarters of surveys. The October 2018 through December 2018 averages were not much different than the January 2019 through March 2019 averages. For Tonopah, they received the same amount of surveys as the previous months, but went up 6 surveys in the last quarter. In Pahrump they received 5 more surveys over the previous quarter and went up significantly by 12 for this past quarter.

Both offices received a lot of very good comments again stating they are grateful for the services provided; everybody is very nice, polite and helpful; they took good care of me; greatly appreciated; wonderful; gave additional options to help; feel fortunate that this kind of assistance is available; competent; received excellent help from the staff; no improvements needed; makes sure that they are informed and accommodating; provided very positive and personal care, kind, courteous, helpful, sweet, positive attitudes, no shame here, very resourceful; staff helped me survive and the guidance to make progress in my life and become independent again, A+. Every staff member was named multiple times as helpful, and they continue to do a wonderful job.

No action needed.

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

Franchesca asked all Board members how much time they spent preparing for the meeting and reading the back-up.

Sam- 40 minutes

Judge- 40 minutes

Scott- 30 minutes

Ken- 30 minutes

Geneva- 40 minutes

16. Adjournment

The meeting was adjourned at 9:39am.

The next meeting is scheduled for August 5, 2019. This meeting will be a video conference unless otherwise notified.