

**A teleconference of the Nye County Community Service Block Grant (CSBG)
Tripartite Board was held on May 27, 2020 - 9:00 AM**

Board members attending via teleconference:

Sandra (Sam) Merlino, Chairman (Elected Official)

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

Ashley Maslach, Member (Community Minded)

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:

Geneva Hollis, Member (Community Minded)

The meeting was called to order at 9:01 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 – May 27, 2020

There were no revisions presented.

Judge Sullivan made a motion to approve the May 27, 2020 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 February 5, 2020 - Tripartite Board Meeting

There were no revisions presented.

Scott Gill made a motion to accept the February 5, 2020 CSBG Tripartite Board meeting minutes. Judge Sullivan seconded the motion; all in favor and the motion carried.

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

Karyn stated that the monthly reports are in the backup. You will notice there are two sets because of the Supplemental monies we received, which started March 1. The notice of subaward was approved on May 7, so we were able to submit the funds we used for our homeless caseworker to travel to Fallon to learn about the homeless program and get it started. The original budget for FY 2020 as of April, we've spent \$55,076.42 of the \$120,884.

Karyn stated that she did a budget modification which was submitted and approved in April. Monies were moved to add the following categories:

- Prescriptions – we added \$1000 to that category and our policies and procedures were changed to pay co-pays on prescriptions. We can help someone one time per year up to \$500 OR co-pays up to 3 times per year or \$100, whichever is greater.
- Transitional Housing – we added \$1500 to this category which is going to be used for temporary transitional shelter options while securing more stable housing. This will be used with our homeless case management through the CoC while we are getting them into permanent housing.
- Operating - \$600 was moved to this category for Community Health Worker training for 8 HHS employees to complete the 8-week online course. They were able to switch the training to virtual due to the Covid-19. This will give us the certifications that will help with our grants and is the direction a lot of Social Services offices are headed.
- Supplemental Budget – Approved for \$9,155.00 which is our carryover monies from the last grant year. So far, we spent \$963.21 for Jennie and Christy to go to Fallon for the homeless program.

Scott Gill made a motion to accept the April Monthly Reports. Judge Sullivan seconded the motion; all in favor and the motion carried.

5. Discussion regarding CSBG Grant for SFY 2019-2020

Karyn stated due to our office being considered essential, we have continued to provide services these past few months with staff working staggered days in the office and at home. While our building has remained closed to the public, we have still been seeing clients. We immediately sent out letters asking all food recipient clients to call the office to set up an appointment. Our new quarter started April 1, right during all this, so were going to be inundated with people getting food vouchers. When they arrive for their scheduled appointment, they remain in their vehicles and call to let us know they are here. A staff member takes their vouchers and paperwork out to them wearing gloves and a mask, and wipe and spray everything down.

We have also placed all documents on the website and installed a drop box in front of our building. Everything else is handled electronically via email, phone and fax. The food vouchers have gone over very well now that we've added dairy. We've installed plexiglass in both offices so that the clients will be on the opposite side with more protection. The following is the breakdown of our services:

- Basic Services - \$43,220.00
 - Food vouchers - \$31,220 – Now doing strictly food vouchers, no longer giving out food.
 - Hygiene kits - \$8,000 – Go out with all food vouchers
 - Prescriptions - \$1,000 – Added this along with being able to assist with prescription co-pays, as stated above.
 - Transportation - \$3,000 – Gas cards for medical appointments and agency specific appointments
- Childcare Subsidy - \$2,000 – To be used for temporary childcare at a licensed daycare facility. We are hoping to utilize that with our new homeless program to get people from being homeless into stable housing
- Early Childhood - \$7,719 – Classroom on Wheels (COW Bus) in Tonopah
- Nutrition Services - \$5,500 – Split in half to help the Nye County Senior Nutrition (Tonopah and Beatty Senior Centers) and Pahrump Senior Center
- Adult Employment Incentive - \$15,651
 - Classes/Barriers at NyECC - \$2,500 – Has been reduced due to the Covid-19 and there's not as many people doing the classes. I contacted NyECC to see if I can remove \$1,000 to be utilized somewhere else, which brings us to \$2,500.
 - Salary/Fringe for Employment Incentive Caseworker, Katie - \$8,500 – She is not doing as much EI as she used to. When Covid started, she did up packets and instructions on how to do the Job Readiness class. She will conduct those as needed.

- Travel/Training - \$151 – Has been reduced and stopped travel to Tonopah due to having no clients up there. Tonopah staff will be trained to assist Katie if any clients need this service and Katie can conduct electronically.
- Direct Assistance - \$4,500 – We've had low expenditures in this category due to Covid-19. This assistance is used to eliminate barriers including but not limited to, transportation vouchers to appointments, interviews, trainings, classes, rent/utility assistance, car registration, insurance and/or repairs deemed necessary for work purposes. (limit \$600 per client per year)
- Youth Employment Incentive - \$7,500 – Program used to assist the youth, with Kaylee still running that program.
- Community Coalition - \$15,500 – contract with consultant Shaun Griffith, to facilitate 2 Community Outreach Committee meetings in Pahrump and 10 Community Coalition Meetings in Tonopah a year. He's doing a fantastic job and is looking at revamping the Pahrump committee and addressing issues to ending poverty, ranging from mental health to transportation.
 - Pahrump is looking at ways to make computers available for census input. Print media will circulate with how to access home food delivery for seniors, how to access new MOM programs like Hippy and do up a short list of where to access food, rent, utility and counseling assistance.
 - Tonopah is working to sustain mental health and food security programs, recruit and retain volunteers for school programs and food distribution. Market/promote coalition, transportation/emergency/community development needs for emergency transport to and from hospital and released from incarceration in Pahrump.
- Capacity Building - \$12,119
 - Meetings (Katie) - \$131 – Personnel/fringe for homeless meetings – No longer using this money for the meetings.
 - Salary/Fringe for Rapid Re-housing homeless caseworker (Christy) - \$8,083 – 25 hour a week county employee to work with homeless population through the Rural Nevada Continuum of Care (RNCoC) Rapid Re-Housing Program. RnCoC grant to cover 22.75 hours a week and CSBG to cover 2.25 hours per week \$31.09 an hour, which includes fringe.
 - Transitional Housing - \$1,500 – Temporary transitional shelter options while securing and pending more stable housing (i.e. motels). Mainly for the RNCoC homeless program.
 - Direct Services - \$2,405 – Assistance to eliminate barriers creating homelessness, including rent/utility assistance, car registration,

insurance and/or repairs deemed necessary for work purposes. (Limit \$600 per client per year)

- Administration - \$11,675
 - Personnel/Fringe - \$1,500 – Full-time county employee to allocate approximately .75 hours per week for eLogic data inputting
 - Operating - \$4,491 – Outreach for Pahrump and Tonopah SS Fairs, eLogic user fees, office supplies, cell phone and jet pack for RNCOC homeless caseworker and CHW certification for 8 employees at \$75 per person.
 - Travel/Training - \$5,684 – Conferences and NCAA/NACHSA meetings

No action needed.

6. Discussion regarding CSBG Supplemental Grant for SFY 2019-2020

Karyn stated that the Supplemental Grant was approved in May for \$9,155.00 and will run from March 1, 2020 through September 30, 2020 and is the carryover monies from the last grant year. This year, they started having us do it differently with two separate budgets and do two separate drawdowns and RFRs each month.

- Supplemental Grant - \$9,155
 - Nutrition Services - \$5,500 – Nye County Senior Nutrition (Tonopah and Beatty Senior Centers) and Pahrump Senior Center
 - Capacity Building - \$3,655
 - Travel/Training - \$1,560 – for homeless caseworker and supervisor to implement and facilitate program and any specific trainings in Las Vegas
 - Direct Services - \$2,095 – Assistance to eliminate barriers creating homelessness, including but not limited to, transportation vouchers to appointments, interviews, trainings, classes, rent/utility assistance, car registration, insurance and/or repairs deemed necessary for work purposes. (Limit \$600 per client per year)

Karyn stated that she had to split the monies up since they are now doing two separate budgets. The Supplemental Grant is just supplementing the original budget.

No action needed.

7. For Possible Action - Discussion and deliberation for acceptance of Annual Report for Fiscal Year 2019

Sam stated that it is a nicely done report. Karyn stated that she has to give huge kudos to Franchesca. Jennie and I knew we had to get it done, so we asked Franchesca to do it and she got it done and made it look so nice. She went and looked for the different statistics, reformatted it, changed the colors. It was a work in progress for her. Irene Dunlap looked up the report in our database which is added into the report and backs up all the information we gave. We have new ideas for next year too and I think it turned out fantastic. Sam and Judge Sullivan both said that it is nicely done.

Karyn stated that once this is accepted by the board, it will go on our website and will be distributed to some of our Outreach and Coalition meetings. If anyone has any ideas on where else we can post it. It's a very thorough report. Karyn stated she is open to any suggestions.

Judge Sullivan made a motion to accept the Annual Report for Fiscal Year 2019. Scott Gill seconded the motion; all in favor and the motion carried.

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

Sam asked if this is the same one that was sent out earlier this year. Karyn stated that yes, it is the same one. It is required by our Organized Standards and we must complete it every year and keep track of the time spent.

Sam – 10 minutes

Judge Sullivan – 30 minutes

Scott –

Ken – 45 minutes

Ashley – 45 minutes

Geneva –

No action needed.

9. Presentation regarding the Customer Satisfaction Survey results for January 1, 2020 through March 31, 2020

Karyn stated that Tonopah received 18 surveys and Pahrump received 80 surveys, for the period of January 2020 through March 2020. The ratings went up slightly,

ranging between 4.78 to 5. Everyone was named as a staff member that helped and all comments remained positive and good. I included a copy of the comments that we received in your backup. We've received great feedback from clients on how we've been doing things during Covid. The staff has done an awesome job at staying positive and working through this entire pandemic.

No action needed.

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

Karyn stated that we are receiving CARES Act monies. CSBG is awarding us \$44,460 on addressing Covid issues. They are raising the federal poverty level to 200%, which is normally 125%. Areas we are looking at using these monies include:

- Computers/tablets for electronic use and to access web resources
- Rent/utility Assistance to help with 2-3 months vs. 1 month
- Assistance for other essential costs for bills that couldn't be paid due to loss of jobs/reduction in hours, i.e. car registration, insurance(s), etc.
- Cleaning products

Karyn stated that we must get these ideas and the budget sent to CSBG. If anyone has any suggestions, we are open to all ideas.

No other public comment.

11. Adjournment

The meeting was adjourned at 9:30 a.m.

The next meeting is scheduled for August 5, 2020.