

**A teleconference of the Nye County Community Service Block Grant (CSBG)
Tripartite Board was held on September 2, 2020 - 9:00 AM**

Board members attending via teleconference:

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:

Geneva Hollis, 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.)

No public comment.

2. Approval of Agenda – September 2, 2020

There were no revisions presented.

Scott Gill made a motion to approve the September 2, 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 May 27, 2020 - Tripartite Board Meeting

There were no revisions presented.

Scott Gill made a motion to accept the May 27, 2020 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 July Monthly Reports

Karyn stated that the original budget for FY 2020, as of July we have spent \$74,514.59 of the \$120,884.00 we originally received. A budget modification was submitted at the beginning of August and we are awaiting approval. It's been very quiet the last 6 months, except for clients coming in to get food bank. We've had to move monies and come up with other services and I will go into those more on the next agenda item. They still have not approved my budget modification and have a new finance person who is changing everything. Even things she has approved before, she now wants done differently. It is taking a long time and if I don't get the approval this week, I won't be able to spend the monies out by the end of September. I am only able to carry over 10%, so I am waiting to hear back.

For the Supplemental Budget, as of July, we spent \$2,338.21 of the \$9,155.00. All these monies must be spent by September 30, since they are the carryover monies from the previous grant year, and they don't allow us to keep using them. I have the remaining \$2,089.00 ear marked to help Senior Nutrition on their food delivery and \$497.00 to go to Stacy at NyECC to help with the RAM event. I had to move monies around since our programs have been going slow. Yesterday they sent me the budget modification, but they sent it as an amendment. If it is an amendment, I must submit to the BOCC, which won't be until October and that will be too late to get the monies spent. I sent an email to them to let them know our dilemma. Sam suggested maybe setting up a private meeting with the Commissioners and tell them the importance of needing it approved. Karyn stated that she is looking into it, however, needs to hear back from CSBG first.

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

5. For Possible Action – Discussion and deliberation for acceptance regarding CSBG Grant for SFY 2019-2020, including a report on the programs for the upcoming year

Karyn stated that the current grant year ends September 30. At the end of the grant year, its normal for us to have to do a final budget modification to move monies into categories to stay below the 10% in order to carry monies over for the next grant year. It becomes our Carryover/Supplemental monies. We've had many areas with large amounts of money left due to not being able to travel, clients not contacting our office for services, etc. One of the main areas is the Capacity Building where I moved lots of monies over to assist with our Rural Nevada Continuum of Care Rapid Rehousing Contract that we are getting up and running to address homelessness.

Karyn stated that she hired a case worker and she has been working diligently and spending a lot of time getting new policies and learning about homelessness, which has been great. She has had a little more time due to the pandemic and due to Covid, there were changes with the RNCOC, so we haven't received a contract. We couldn't get it started yet but we hope to have the contract by October 1st, so all the monies I had in there wasn't able to be spent. In order to service our community and spend those monies, I contacted NyECC to see if they had any areas that they could use funds. Stacy stated that they could always use funds to assist with the RAM event, which is the yearly Remote Area Medical event put on. They also can use funds to purchase car seats and chrome books for the community members to attend virtual classes. Based on those needs and since CSBG raised the federal poverty level from 125% to 200% during the Covid needs.

Karyn stated that she submitted the Original and Supplemental budget modifications with the following changes. With the Original, I reduced the money in the areas of Personnel, Travel and Employment Incentive and added monies to Contractual to assist NyECC with the programs assisted above and to buy more food gift cards. With the increase in income guidelines, we can service more people. In Supplemental, I reduced monies in Travel, Direct Assistance and Capacity Building and added monies to Nye County Nutrition Services and to purchase traffic cones for the RAM event. If they don't get the budget modifications soon, I will run into problems with purchasing all these things needed. We must have the product by September 30. We are just waiting at this point to see what I can get through or if they will allow me to make these purchases without BOCC approval.

Scott Gill made a motion to accept the CSBG Grant for SFY 2019-2020 and report on programs for upcoming year. Ken Oberlin seconded the motion; all in favor and the motion carried.

6. For Possible Action – Discussion and deliberation for acceptance regarding CARES Act Grant for March 1, 2020 through September 30, 2022, including a report on the programs and budget

Karyn stated that CSBG processed the CARES grant and was fully executed on August 11. We had policies written up to cover the programs under this grant which will run from March 1, 2020 to September 30, 2022. All services must assist those effected by Covid-19. The budget narrative has been approved to cover the following Covid-related services: PPE for both Pahrump and Tonopah offices, office supplies for our kiosks in both offices.

We are getting kiosks for both Pahrump and Tonopah offices for the lobby, for clients to utilize to apply for programs or access websites such as Social Security, Nevada State Welfare, etc. With the County CARES monies given to the county, they are giving our office \$475,000 to assist clients with rent, mortgage and utility assistance. They've created an application on Opengov.com. If they don't have access at home, they can come in and use our kiosk to fill out the application and use a scanner to upload documents needed. We only have room for one kiosk unfortunately.

Karyn stated that she moved monies into Basic Services, which will cover essential costs such as phone, internet, auto registration, insurance, etc. We put monies into prescriptions for Covid-related illnesses. Also, we have monies for rent/mortgage/utility assistance. We are going to do cleaning supply vouchers and breaking it into 6-month increments. They can come in twice only but must be two separate 6-month periods. We put in monies for food and transportation vouchers and burial/cremation for residents Covid-related deaths. If anyone has any suggestion on any of those please let us know.

I wrote this grant before I knew we were getting the monies from the county which is a lot. Ryan White is also getting CARES monies for rent/utilities as well. We might not be using CSBG CARES monies for a while, which is good it runs until September 30, 2022. Most of the other CARES grants end on December 31, 2020. Our office also received another grant called RCAC, which is \$16,000 to be used to help with rent for people effected by Covid-19. With that grant, we can only help with \$500 for rent per household. Our CSBG CARES grant was approved for \$44,460. There has been talk that eventually they may give us more monies. Right now, we aren't getting very many requests from clients, however we are waiting for the rent moratorium to end which was just extended.

Scott Gill made a motion to accept the CARES Act Grant for March 1, 2020 through September 30, 2022. Ken Oberlin seconded the motion; all in favor and the motion carried.

7. For Possible Action - Discussion and deliberation for acceptance regarding scheduling the Board meeting for the 2020-2021 Fiscal Year

Karyn stated that we didn't put anything in the backup because we aren't sure what it is going to be, since we lost 2 members. Ashley Maslach moved unexpectedly, and Geneva can't fully commit anymore. It makes it hard to update the roster and meetings. This past year, we met in November, February, May and our August meeting was moved to September. She asked if Wednesday mornings at 9am still works for everyone. We may have to change the November meeting with elections. Everyone agreed that Wednesday mornings at 9am works for them. With the change of the grant year, this schedule has been going according to that. Maybe we can change to different months down the road.

No action needed.

8. Discussion regarding Board vacancies for "Community Minded" individuals

Karyn stated that we lost two Community Minded individuals, so I've sent out the application and the letter explaining what the position entails to my staff. They are taking the applications to the Coalition/Outreach meetings to put it out there that way. I've also sent it out to Arnold Knightly, the Public Information Officer for Nye County to put out to the public as well. If anyone has any suggestions or know of anybody who might be interested, please let us know. We just must make sure they fall into the Community Minded category. We are open to all ideas and it is very difficult to get these things out there and get the interest needed. We need to represent all towns in Nye County, so if anyone in Tonopah or Beatty is interested, let us know.

No action needed.

9. Discussion regarding submission of Organizational Standards

Karyn stated that the Organizational Standards require us to submit 50 of the 59 Standards. They are due every year and include all these different items through CSBG that we must accomplish within a certain amount of time. They changed the format on how they have us submit items. On August 14 they sent me 9 standards they wanted me to submit backup on, which had to be submitted by August 21st. On August 31st, they emailed me to let me know the total number of standards submitted were met and we are 100% in compliance. Franchesca and staff have worked very hard with this. She set me up a checklist on what standards are, when they need to be submitted and keeps record of which items are done in a file. It has made the process much easier and helped us to stay in compliance. It is a lot of

paperwork to keep track of it. CSBG changed it to make it a little easier and not have to submit all Standards every year.

No action needed.

10. Discussion – Pursuant to Organizational Standards, discuss where the Nye County Audit can be found and whether there were any CSBG findings

Karyn stated that this is part of the Standards we must follow every year and she has been told there were no CSBG findings.

<http://nv-nyecounty.civicplus.com/index.aspx?NID=595>

No action needed.

11. Discussion regarding the 2020-2021 Community Action Plan, including the Board's recommendations for allocation

Karyn stated that this is a work in progress, and this is the second year we've used this format. It hasn't printed out right, so they were going to fix it and give us better training on how to fill it out correctly. We are getting it figured out and submitting it to Tim to fill out the parts he needs to do. We are also working on getting the Needs Assessment. In the past we've approved us to use the state's Needs Assessment. About 7 pages in, on the top part is what we are using for the Needs Assessment breakdown. The second part comes off our eLogic primary assessment, which are assessments we give to all clients receiving services. The report shows what all our top needs are and is about 100 pages long. The top needs based off the client's assessment are:

1. Employment
2. Transportation
3. Utilities
4. Food
5. Early Childhood Education
6. Adult Education

The top needs based on the state's Assessment for Nye County are:

1. Access to healthcare
2. Employment, Income, Poverty and Housing
3. Chronic Diseases

Based off those two Needs Assessments, we need to tweak our programs to address what our needs are. It is a process in breaking everything down but as we go on, we do the Link and Collaboration page. We tell them where we refer to Employment and Child Support, etc. We don't do a lot of follow-up once we refer or get feedback. Nutritious Foods is Senior Nutrition. When we get to the page which is the individual and family programs, which are the programs we are currently running. We are going to continue doing the food gift cards for fresh/frozen produce, meats and dairy, which we have gotten great feedback on. We are still doing gas vouchers for medical appointments and supportive services.

Karyn stated that she put a little money into Prescription assistance and Child Care assistance, although we haven't had any inquiries this past year. One of the setbacks with Child Care is the requirement of it being a licensed facility. She is also putting money into Employment Incentive to offset Katie doing some of that work with her salary. We are still giving monies to NyECC to help with classes and remove barriers for Adult EI; however, it has been really reduced. She put monies into Direct Assistance for Employment Incentive to help with gas vouchers for work, interviews, etc. and I put monies into there. For Youth Employment, I put about \$7,500 to help with those programs. We have utilized some of those youth services to unload our big food orders.

In Senior Services, we will still give \$11,000.00 to Pahrump Senior Services and Nye County Senior Services. We will still fund Shaun Griffith right now as a consultant. He is working with the Coalition meetings to help them stay on track and accomplish their goals. We still have the Early Childhood Education, which is the Tonopah COW Bus. I will put more money into Capacity Building which will help with our new homeless program for transitional housing and our case worker. I am still working on the budget and the CAP plan must be in by this Saturday. They do not know how much the new grant is, so they want me to submit the budget based off what we got this past year. It could be less or more; we just don't know yet. Karyn must do the whole budget narrative up in order to qualify.

Karyn stated that all the programs we are looking at, we must put all the NPIs in, service codes, etc. Those are all found on the next pages. We go through to decide which code offsets and supplements what we are writing in here. It is a very long and drawn out process. They are keeping the 200% poverty level for 2021. We must make sure we have enough monies to cover the food and hygiene kits since we will be helping more people. We can use the CSBG CARES grant for food which might offset our regular food program, but they must have been affected by Covid. Karyn stated that through the County CARES monies, she might be able to make her two part time workers be full time to help with that grant, however that runs out in December 31. We are still open to all suggestions on where monies should be spent or any ideas you all might have. Sam stated that she doesn't have

any suggestions and asked if anyone else might have suggestions and there weren't any.

No action needed.

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

Karyn stated that we had less surveys this year with our offices being closed until the middle of May. We were also in the process of restructuring our office and Tonopah will be entering their own surveys. They haven't had a chance to enter the 6 surveys they received. Pahrump received 29 surveys and as you can see, most of them are from Ryan White clients. During the shutdown, we have been mostly seeing Ryan White clients for food vouchers and pantry. For our regular programs, we haven't received as many clients. The surveys range from about 4.83-5 and all comments were good as usual. They named all staff members, and everyone has been doing a fantastic job and doing everything they can to accommodate clients with Covid protocols.

No action needed.

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

No public comment.

14. Adjournment

The meeting was adjourned at 9:51 a.m.

The next meeting is scheduled for December 9, 2020.