

A video conference of the Nye County Community Service Block Grant (CSBG) Tripartite Board was held on August 4, 2021 - 9:00 AM

Board members attending via video conference:

Sandra (Sam) Merlino, Chair (Elected Official)
The Honorable Judge Sullivan, Vice-Chair (Elected Official)
DJ Mills, Member (Community Minded)
Scott Gill, Member (Consumer)
Kenneth Oberlin, Member (Consumer)

Also present:

Karyn Smith, Director, Health and Human Services
Franchesca Reed, Eligibility Worker, Health and Human Services
Shirley Trummell, Public Member

Absent:

Geneva Hollis, Member (Community Minded)

The meeting was called to order at 9:08 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 – August 4, 2021

There were no revisions presented.

Scott Gill made a motion to accept the August 4, 2021 CSBG Tripartite Board meeting 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 5, 2021- Tripartite Board Meeting

There were no revisions presented.

Scott Gill made a motion to accept the May 5, 2021 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 June Monthly Reports (Original, Supplemental and CARES)

Karyn stated that in the back-up, she attached the June monthly reports for CSBG Base, Supplemental and CARES. For Base, as of June, we've spent \$50,133.01 of the \$120,884. That is only about 41.5% of the budget and there is only 3 months left of the grant year. I did a budget modification which I will get into on Item 5.

She stated for the Supplemental budget, which is the carryover monies from the last grant year, as of June we spent \$1,087 of the \$7,058. That is about 15.4% of the budget. I did a budget modification on that since we have 3 months left of the grant year as well.

With the CARES budget, as of June we've spent \$41,221.47 of the \$169,968. That is about 25% of the grant, however that grant goes until September 30, 2023, which gives us some time to expend those monies. \$40,000 of the remaining monies must be expended by September 30, 2022 and the remaining by September 30, 2023. We may have to do a budget modification to move some of those monies around also.

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

5. Discussion regarding CSBG Grant for SFY 2020-2021, including update on Supplemental monies and a report on the programs

Karyn stated that under the CSBG Base Grant for the \$120,884, to make sure most of the monies are spent by the end of the grant year, I did a budget modification that was executed as of July 20, 2021. The revised budget moved more monies into salary and fringe to cover Katie for Adult EI, Christy Charles for RRH Case Work and Brittany and Franchesca for eLogic data inputting. I put \$7,085 into that category and moving it up to \$17,515. Under travel, I removed \$6,665 that we had in there for three staff members to attend the NCAP conference. NCAA sent us monies to reimburse us for those expenses. Travel is at \$1,378 and I kept that for any travel I might do

for NCAA. They are talking about having a meeting in September in Las Vegas. Also, for 3 staff members to tour homeless camps in Las Vegas for our RRH program.

In Operating, I removed \$38, taking the new balance to \$2,615, which is \$632 for the Social Service Fair, \$1,033 for the cell phone and jet pack for the homeless caseworker, \$600 for NCAA dues, \$350 for office supplies for the homeless caseworker or other CSBG files we might need.

With Contractual/Consultants, I added \$8,117, taking the new budget to \$54,586. Which leaves \$7,500 in Youth Employment Incentive, and they have almost expended that full amount. \$2,000 in Adult EI, which provides classes and removes barriers to help get clients employed. \$11,000 for Nutrition Services to provide Meals on Wheels to low-income seniors. \$15,500 goes to Community Coalition which provides consulting services to Pahrump and Tonopah Coalitions. \$7,719 goes to Early Childhood, which partially funds a half-time teacher to provide education in the Classroom on Wheels (COW Bus) 3 days a week. Under the Car Seat program with NyECC, I added \$4,875 that will purchase 65 car seats. \$992 for preemie to six-year-old dolls to demonstrate to individuals on how to properly put their child into a car seat. I put \$2,500 for a demo seat for techs to teach on how to install the car seat. I gave \$2,000 to NyECC to print and distribute resource guides to clients in the community. I added \$500 to help NyECC to provide school supplies and back packs for the Back-to-School Fairs in the community.

Under Training, I removed \$2,095, which took the balance down to \$1,005. \$380 was for the registration for the 2021 Virtual Management Leadership Conference for one staff member and \$625 for registration for the End Homelessness National Conference for one staff member. Under Other, I removed \$6,404, taking it to \$43,785. \$2,400 for Adult EI Direct Assistance to eliminate work barriers, etc. \$1,000 under Capacity Direct Assistance, which removes barriers for homelessness. \$500 for Transitional Housing, which can help for temporary housing while we are trying to place someone in permanent housing. \$38,885 for Basic Services for the food, hygiene kits, transportation, and prescription programs. Those are all the changes under the Base Grant.

For the Supplemental Grant, all monies must be spent by the end of the grant year since it is carry-over monies from the last grant year. I did a budget

modification, and it was fully executed yesterday, which is why you don't have a copy in your backup. I added \$2,981 and did a Sub-Recipient Agreement to give those funds to NyECC to help with school supplies/backpacks for the Back-to-School Fairs. I removed \$2,981 from Other creating a new balance of \$4,077, which consists of \$87 under Capacity Building and \$3,990 for Basic Services. There should be no problems for all those monies being spend before the end of the grant year.

DJ asked Karyn what source of funding the roll-over monies came from. Karyn stated that the \$7,058 is the carryover monies from our CSBG grant from FY 2020. DJ thanked Karyn for that information.

No action needed.

6. Discussion regarding CARES Act Grant for March 1, 2020 through September 30, 2023, including a report on the programs and budget

Karyn stated that CSBG CARES is the grant given to us through CSBG to help those affected by Covid. We started with \$161,968 and as of October 1, 2020, the federal poverty level is 200%. It will be going back down to 125% on October 1, 2021. This is the monies we are utilizing to fund a part time temporary position to assist with Covid matters. Victoria started with us a few months ago and has been assisting the Health Nurse for 20 hours a week with Covid pods, calls, inputting data, etc. She's been trained on WebIZ to input and that has been a big help.

So far, 16 households have received assistance with rent and mortgage. 28 households have received food cards and cleaning cards. 13 households have received utility assistance. 14 households have received essential services for phone, internet, car insurance, registration, etc. The kiosks and scanners have been set up in both the Pahrump and Tonopah waiting rooms. We have a laptop for the Covid pods and have spent monies on PPE and office supplies. Things have been slow on that, however we heard that the CDC extended the moratorium. We keep moving forward assisting clients as they come in. If we get more inquiries, we may have to do a budget modification.

No action needed.

7. Discussion regarding the 2021-2022 Community Action Plan, including the Board's recommendation for allocation

Karyn stated that its that time of the year again and they sent out the same application as the past couple of years. It involves a lot of information, and the application must be submitted by August 20th. On October 1st, we will be going back to the 125% poverty limit. I am looking for suggestions for services for the next grant year. I emailed Stacy at NyECC to see if there's a program, she needs funding for. I've asked staff, Eric and Shaun from Community Chest and they are ok with the money they are receiving. I asked Irene Dunlap to run a report to see what services clients need, but unfortunately, they can't get that kind of information from those reports.

Karyn stated that Irene did let her know that one of the services they hear a lot of people are needing is home repairs. We did provide that service back in 2006-2007, however only were able to help about 3 people during that time. We've been getting a lot of requests on that. At this time, I will continue to fund the following services: Basic Services, which is Food, Hygiene Kits, Transportation, Prescriptions and Child Care. I will always leave a little bit of money in there just in case. Early Childhood, which Eric states the monies he gets is enough between that and the amount he gets from NyECC. Nutrition Services, which helps fund the Senior Center Meals on Wheels Program. Adult Employment Incentive, which covers Katie's salary and fringe. Contractual, which helps with classes at NyECC to remove barriers and helps with direct services related to employment. Youth Employment Incentive, which is a contract at NyECC. Community Coalition is Shaun Griffin's contract. Capacity Building will still cover partial salary for Christy, our homeless case worker. It also will help with Direct Services to help the homeless, Travel and Trainings to keep her up to date and learning on the program and Transitional Housing for her program.

Under Admin, I will continue to fund Brittany and Franchesca for eLogic inputting, about 3-5 hours a week. For Travel and Training, it's for the NCAA dues, the cell and jet pack for the homeless caseworker and advertisement for the Social Service Fair. I am waiting to hear back from Stacy to see if she needs any more car seats or other programs, she might need help with. If any of you have any suggestions, please let us know. Shirley stated that because of the recent flood we had, she thinks home repair assistance would be great and see what happens with it. Karyn stated that last time we helped with this, we capped it off at \$1,000 maximum assistance, ever. Shirley stated that you will probably want to increase the amounts, since most repairs are more expensive than that.

Scott stated that he has heard a lot of clients come in needing assistance due to flood damage, tree removals, etc. DJ stated that he does agree that the home repairs and maintenance would be great. I know you have gas vouchers for employment, and I was wondering if there is flexibility for additional needs. Another thing that comes to mind is those individuals that don't have Medicaid or that have Medicare, who need help with additional health care costs or deductibles. Franchesca stated that with our CSBG Transportation, we do assist clients with gas vouchers for not only medical appointments, but also essential appointments, such as going to the DMV, Social Security or even Health & Human Services.

No action needed.

8. For Possible Action – Discussion and deliberation for acceptance of scheduling the Board meetings for the 2021-2022 Fiscal Year

Karyn asked if the schedule in the backup looks good to everyone and keep in mind, we can be flexible and make changes as needed. Everyone agreed that as of now, those dates work for everyone.

DJ Mills made a motion to accept the Board meeting schedule for the 2021-2022 Fiscal Year. Scott Gill seconded the motion; all in favor and the motion carried.

9. For Possible Action – Discussion and deliberation for acceptance to elect a Board Member to the “Community Minded” category with a term expiring 12/31/21

Karyn stated that Shirley was nice enough to apply for the position and sit on the Tripartite Board. This is an action item, and we don't have to go in front of the other Outreach agencies for approval, since it is a Community Minded position. Shirley stated that she did live in Tonopah prior to living in Pahrump and will represent both communities well.

DJ Mills made a motion to elect Shirley Trummell to the “Community Minded” category with a term expiring 12/31/21. Scott Gill seconded the motion; all in favor and the motion carried.

10. Discussion regarding submission of Organizational Standards

Karyn stated that they are due by the end of December and they're going to be utilizing the same process as before. They will send out the questionnaire and I will answer for each standard whether it was completed, the date completed and/or the status. They will pick and choose a certain percentage of standards they want to see the backup for. Last year we received 100% and are the only county in Nevada that received 100%. I give all the credit to Franchesca, who keeps record and the back-up where it is easily accessible. Hopefully this year we get 100% and they don't question us too much.

No action needed.

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

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

Karyn stated that this is one of the Organized Standards we must meet, and the website is attached on where you can find the audit. To my knowledge, there are no CSBG findings.

No action needed.

12. Presentation regarding the Customer Satisfaction Survey results for April 1, 2021 through June 30, 2021

Karyn stated that she included the results of the surveys for the time period. There weren't a lot of comments, however mostly just stating the staff member who assisted them. They had good ratings, and everyone is doing a great job. Karyn stated that they do a great job. Franchesca was in Beatty the other day and was able to help a gentleman fill out an application. We work hard on getting the word out that we are here to assist people.

No action needed.

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

Franchesca asked everyone the times they spent reading the back-up for the meeting. Sam stated that she didn't have much time to read it. DJ stated he spent an hour. Scott stated he spent ½ hour. Judge Sullivan stated he spent ½ hour.

14. Adjournment

The meeting was adjourned at 9:44 a.m.

The next meeting is scheduled for November 3, 2021.