

A video conference of the Nye County Community Service Block Grant (CSBG) Tripartite Board was held on February 1, 2023 - 9:00 AM

Board members attending via video conference:

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

Also present:

Karyn Smith, Director, Health and Human Services
Franchesca Reed, Eligibility Worker, Health and Human Services

Absent:

Shirley Trummell, Member (Community Minded)

The meeting was called to order at 9:05 a.m. by Judge Sullivan.

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 1, 2023

There were no revisions presented.

Scott Gill made a motion to approve the 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 2, 2022 - Tripartite Board Meeting

There were no revisions presented.

DJ Mills made a motion to accept the November 2, 2022, CSBG Tripartite Board meeting minutes. Scott Gill seconded the motion; all in favor and the motion carried.

4. For Possible Action – Discussion and deliberation for acceptance of the December Monthly Reports (Original, Supplemental and CARES)
 - a. Original Base Budget for FY2023 – We just received the FY23 contract on January 11th. It is on the February 7th BOCC agenda for approval. As of December, we have spent approximately \$15,586.90 of the \$126,256 budget.
 - b. Supplemental Budget for FY2023 – We received the budget narrative for the supplemental monies of \$8,034, which is the carryover monies from last years grant. The proposed budget narrative and scope of work was submitted on 1/30/23. We must spend out all these funds, so I wrote the budget for \$3,750 for NyECC to purchase car seats, \$2,336 for school supplies, and \$1,198 to assist with travel for the car seat installers, along with \$750 for NCAA dues.
 - c. CARES Budget – As of December 2022, we have spent \$113,386.40 of the \$161,968, which is 70% of the budget. We have until September 30, 2023, to spend out these monies.

DJ Mills asked since the contract started in October, are you able to retroactively bill certain things, or do you have to wait for the executed contract from the BOCC to spend. Karyn stated that we can retroactively bill things.

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

5. Discussion – Discussion regarding CSBG Grant for SFY 2022-2023, including update on Supplemental monies and a report on the programs
 - a. Base grant -
 - Attached is the unsigned Notice of Subaward for an awarded budget of \$126,256. Federal Poverty Level (FPL) is still at 200%. We will be submitting a budget amendment now that we have the Supplemental award as follows:

- Breakdown:
 - Basic Services – \$46,353
 - a. Food vouchers - \$25,742
 - b. Hygiene Kits - \$4,000
 - c. Home Repairs - \$2,000
 - d. Housing - \$8,000
 - e. Transportation - \$2,500
 - f. Public Transit - \$100
 - g. Utilities - \$2,511
 - h. Essential Costs - \$1,500
 - Childcare - \$1,000
 - Early Childhood - \$7,719 – Subrecipient Agreement w/Community Chest to partially fund a half-time teacher to provide early childhood education through a home visitor and library-based model in Tonopah – 3 days a week.
 - Nutrition Services - \$11,000
 - a. Pahrump Senior Services - \$5,500
 - b. Nye County Nutrition Services - \$5,500
 - Adult EI - \$5,500
 - a. Contract Classes/Barriers - \$1,500 – Subrecipient Agreement to provide monies to offset costs for various classes
 - b. Direct Services - \$4,000 – Assistance to eliminate work barriers such as transportation, rent/utility assistance, car repairs/insurance, etc.
 - Youth EI - \$7,500 – Subrecipient Agreement w/NyECC to provide employment training to youth between 14 and 19 that are currently enrolled in school
 - Community Coalition – Shaun Griffin - \$15,500 – Consultant that comes down to help Pahrump twice a year and 10 times a year with Tonopah
 - Capacity Building - \$23,089
 - a. Personnel/Fringe – RRH - \$12,727 - 7.50 hours a week
 - b. Travel - \$989 – End Homelessness Conference
 - c. Training - \$625
 - d. Transitional Housing - \$800

- e. Direct Assistance - \$1,000 – RRH – eliminate barriers creating homelessness, such as transportation vouchers to appts, interviews, classes, court, rent/utility, etc.
- f. Car Seats - \$3,750 – 50 car seats @ \$75
- g. Car Seat Installer Travel - \$1,198
- h. School Supplies - \$2,000
- Administration - \$8,595
 - a. Personnel/Fringe for data entry for Franchesca Reed and Shila Henderson) - \$3,845
 - b. Social Service Fairs - \$900
 - c. NCAA Dues - \$750
 - d. Cell phone/Jet Pack – RRH - \$1,140
 - e. Travel - \$1,960 - NCAA/NACHSA meetings

Karyn stated now that we have received the budget for the Supplemental monies, and the fact that we have to expend the full amount or lose what we don't spend, she has to redo the Base budget. She moved the monies for car seats, car seat installer travel, school supplies and NCAA dues to the Supplemental grant. She is in the process of redoing the Base budget, and planning on adding more money to our food gift card program, which has been increased due to inflation. She is also going to add more monies to home repairs, housing, utilities, public transit vouchers, and personnel/fringe for data inputting.

Karyn stated she will be removing monies from the childcare subsidy, due to not having any inquiries or follow-throughs with the rare applications we do get. She will also be removing the monies for the homeless caseworker for travel/training since she won't be able to attend the End Homelessness conference this year.

No action needed.

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

Karyn stated that in January, we spent an additional \$7,108.40, taking our total budget expended to \$120,494.90. That leaves a remaining budget of \$41,473 to expend by September 30, 2023. She will be doing a budget modification to move monies to needed areas:

- Breakdown:
 - Capacity Building – removing \$9,455 due to no longer having a temporary Covid-19 employee
 - Childcare Subsidy – removing \$1,500 since we have had zero requests
 - Cleaning Supply gift cards – removing \$20,294 due to clients not wanting them, and would rather see more help with Food or transportation
 - Adding these monies to food gift cards, rent, utilities and equipment

No action needed.

7. Discussion – Discussion regarding board vacancy for “Elected Official” individuals

Karyn stated that we have not received any applications for this position. Yesterday she attended an orientation with the County Manager and all Department Heads/Elected Officials. She did make a pitch that she is looking for someone, when she did a presentation. She did let them know that we were preferring a Northern elected official to get full representation of Nye County. Now that the elections are all done, we can push a little harder on getting someone in this position. We may take a hit with the Organized Standards, but we can only do so much if nobody is willing to do it. Judge Sullivan stated that he will pass it along to any Elected Official he knows.

No action needed.

8. Discussion – Discussion regarding the updated schedule of the Board Meetings for 2022-2023 Fiscal Year

Karyn stated that Franchesca included the updated schedule and roster in the backup. She stuck with the same schedule we have been doing, but we can work around everyone’s schedules. Karyn asked if these dates work for everyone, and they all agreed.

No action needed.

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

Karyn stated that the Bylaws are in the backup, and this is part of our Organized Standards to be reviewed every two years. If anyone has any changes we can vote on them. We reviewed the mission statement a couple years ago, and there wasn't any new changes made. There were no ideas or revisions presented.

DJ Mills made a motion to accept the Bylaws of the Tripartite Board. Scott Gill seconded the motion; all in favor and the motion carried.

10. Discussion – Discussion regarding the Nye County Whistleblower Policy

Karyn stated that this is part of the Organized Standards to be reviewed, so you all are aware we have a policy in place for Nye County, and what it consists of.

No action needed.

11. Discussion – Discussion regarding CSBG Community Action Plan for SFY 2022-2023, including the Annual Goal Progress Report

Karyn stated that in the backup, she included the Scope of Work, which is part of the CAP plan for this year's grant application. Part of that is making sure we are following the Organized Standards, we are discussing them and everyone is aware of the Community Action Plan. It gives the breakdown of what we are expecting, what the outcomes are, what activities we are doing, the timeline and our target population, and how we are measuring that. ELogic is our database, so that is one way we are targeting the outcomes and how many people we serve and what services we are doing.

Karyn stated the next item is our Advanced Movement Report, which gives a breakdown over the time frame you input into the board, on how many times you've seen different items. That helps address and follow up on this plan, to make sure we are staying within compliance of what we are spending the monies on. DJ mentioned that since Karyn stated that you are removing funds from childcare, that it is still listed twice on this Plan. He asked if this is this going to affect the ability to fund the few clients with childcare assistance, or is that funding going to come out of another program, like

Employment Incentive? Karyn stated that what will happen is she will have to do another Scope of Work and remove it there, but this was done at the very beginning when we applied for the monies in August/September. This is what we are currently covering in the budget and what the plans are with those monies.

No action needed.

12. Discussion – Discussion regarding progress made towards the goals of the agency Strategic Plan

Karyn stated that this is the best she can come up with to show. We must do another Strategic Plan every 5 years. She is working with a consultant NCAA hired to do a Needs Assessment, which are those surveys we are sending out to the Board, staff and to the public. She has a meeting with Anita, who is the consultant, to figure out how to get more data, for next years new Strategic Plan. The one in the backup is our old one, which shows where we are at. DJ asked if the numbers are duplicated if they get multiple services. Karyn stated that they are duplicated, because they are counted for every service they receive.

No action needed.

13. Board Training – Discussion regarding any trainings and time spent in compliance with Organized Standards

Karyn stated you just need to let Franchesca know how much time you spent reviewing the backup before the meetings. We will send out trainings when we get more. Everyone spent the following time reviewing backup:

Judge Sullivan – 45 minutes

DJ – 30 minutes

Scott – 30 minutes

Ken – 45 minutes

No action needed.

14. Presentation regarding the Customer Satisfaction Survey results for October 1, 2022, through December 31, 2022

Karyn stated that attached are the results of our surveys in the backup and we had way more surveys than we normally get. The staff is doing a fantastic job and we got high numbers again. All the comments are good, and we get some not so good. Unfortunately a lot of times a client is frustrated because we couldn't give them exactly what they wanted. Overall if you look at all of it, they are doing a great job. DJ asked what the Other Services in Tonopah are. Karyn stated that the Tonopah office helps with Nevada State Welfare applications, and is set up as a satellite office so clients can see a caseworker. That is one of their largest programs where they see the most clients.

No action needed.

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

Franchesca mentioned there were a couple of the board members who have not signed and returned the Conflict-of-Interest and Code of Ethics Statements. She will email those out, so if you could please read, sign, and return as soon as possible.

No other public comment.

16. Adjournment

The meeting was adjourned at 9:36 a.m.

The next meeting is scheduled for May 3, 2023.