

**A video conference of the Nye County Community Service Block Grant (CSBG) Tripartite Board was held on May 4, 2022 - 9:00 AM**

Board members attending via video conference:

Sandra (Sam) Merlino, Chair (Elected Official)  
Shirley Trummell, Member (Community Minded)  
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

Absent:

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

The meeting was called to order at 9:04 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 4, 2022

There were no revisions presented.

Ken Oberlin made a motion to approve the 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 2, 2022- Tripartite Board Meeting

There were no revisions presented.

Scott Gill made a motion to accept the February 2, 2022, 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 March Monthly Reports (Original, Supplemental and CARES)

Karyn stated that for the Original Base budget, as of March 2022, we have spent \$31,522.48 of the \$120,884, which is about 26.1% of the budget. We are right on track and have until September 30. For the Supplemental budget, which is last year's carryover monies. As of March 2022, no monies have been spent. I sent the sub-recipient agreement to NyECC, and most of those monies are going to be used for them to purchase car seats, pay for the installers to travel and for the presentation and trainings for the car seats. It will also help with school supplies for the Back-to-School Fair. Jess from NyECC did email and state they will be ordering car seats at the end of April, and hold events in May, June and July. They will be ordering school supplies soon. The remainder of the funds will be used for hygiene kits, which we will purchase in July.

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

5. Discussion regarding CSBG Grant for SFY 2021-2022, including update on Supplemental monies and a report on the programs

Karyn stated that on the Base grant, attached is the budget narrative, including the additional \$3,448 that the state gave us as a 1% influx. We are still waiting for the budget approval for the additional monies, and I did add these monies into the following categories. Under Capacity Building we've put more into transitional housing direct assistance to assist the homeless caseworker. This will help clients either be sheltered while waiting to get into a place or put up somewhere while we are processing their paperwork.

Karyn stated that Utility Assistance and Essential costs, which are internet, phone bills, auto registration and insurance, car payments, etc. I did reduce the amount in home repairs, since we have had no inquiries and travel for the homeless caseworker, since the conference was held virtually. I don't know when I will get the approval on this budget, since CSBG has had a lot of

staff changes. Community Coalition, NyECC and Nutrition services are all on track to spend out their monies.

Karyn stated that under the Supplemental Grant, I've attached the approved budget narrative. As stated before, most of these monies will be spent on NyECC car seat events and school supplies for the Back-to-School Fairs.

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 she attached the current budget narrative. In the last couple of months, we've been able to assist more clients with rent/mortgage, essential costs and utilities and expend a few more dollars due to some changes made to the policies. On April 14, myself and Jennie attended a virtual meeting with Community Action on how to spend the CARES monies. They are really concerned, because there's a lot of money out there through CSBG, and all the agencies have been having a difficult time expending those monies due to not getting straight answers on what is and isn't allowed. We all have concerns that if we do certain things, later with an audit, they can come back and ask us why we spent the money a certain way.

Karyn stated that in the meeting, they are stating that CSBG CARES is flexible and is to prevent, prepare for and respond to coronavirus. The view of CAPLAW, which is the legal section of CSBG, is that this includes secondary impacts of the pandemic such as inflation, unemployment, tight job market and other downstream effects. That gave us a little clearer of a definition. I asked our staff at our last meeting to submit more ideas by May 10, so that we can finalize those ideas on how we can spend the money.

Karyn stated that a few of the slides in your backup are areas that were discussed at the meeting, ideas we've discussed and received from staff. Some of the ideas are case management training, which we are doing a lot more of with our ESG grant. The staff is always interested in more training. NCAA, which is our Nevada Community Action Association, has been putting trainings out, such as the Trauma Informed and Cultural Competency training. I will discuss with them about possibly doing some case management and other trainings.

Karyn stated that we have discussed increasing gas and food gift card amounts, due to the secondary impact of inflation. Gas and food have gone up so high, so it will be good to increase those amounts. On Cleaning Supplies, we've discussed handing those out quarterly, instead of once a year or once every 6 months. Another suggestion was to purchase toilet paper and hand out a couple rolls when we give out hygiene kits.

Christina, our homeless caseworker, suggested that we help fund a couple of Wash Stations, which we would coordinate with Clean the World. We could possibly put them down by Petrack Park or other areas in Tonopah too. She is going to get me more information on how much it costs, who maintains it, etc. I think it is a great idea depending on what the cost is and what it looks like. She also suggested looking into funding permanent showers at one of the parks to help with the homeless showers, in conjunction with the work CCIC is doing. She will get us some more information on that. I am open to any other suggestions or thoughts anyone might have.

No action needed.

7. For Possible Action – Discussion and deliberation for acceptance of Annual Report for Fiscal Year 2021

Karyn stated that included in the backup is the 2021 Annual Report. Franchesca put it together and did a fantastic job, updated our statistics and staff photos. I still love our Mission, Values and Vision statement that Brittany in our Tonopah office worked on, and I think it is a great overview of what transpired during 2021. We added a couple more programs and added new areas with Community Partnerships and Rapid Rehousing. In the Looking Ahead section, we talk about how we plan on moving forward as an office. We pulled our Client Demographics from Clarity to get info on the clients we served during that time.

Karyn stated that she thinks it is a very impressive report and the formatting Franchesca put together is phenomenal. Once we get approval from the board, I will submit to the CSBG state office to get approved. I will then send it out to our Commissioners, County Manager, Assistant County Manager, and anyone else who might be interested. Shirley had to hang up, but she wanted me to mention that she loves our Annual Report, and it is very professional. Sam also stated that it is great, very easy to read,

informational and she really likes it. DJ stated that it is an amazing document.

DJ Mills made a motion to accept the Annual Report for Fiscal Year 2021. Scott Gill seconded the motion; all in favor and the motion carried.

#### 8. Discussion regarding the Community Needs Assessment

Karyn stated that we did a Community Needs Assessment back in 2016, where we did forums throughout the county. From that point, they did allow us to use the Needs Assessment that the state puts together. We take the Nye County portion out of it and base our Strategic Plan and services off that. They do an extensive report with great information, CSBG doesn't mind us using that. They will let us know when the new Needs Assessment is done, but our services do cover the needs of our county anyways.

No action needed.

#### 9. Discussion regarding submission and feedback on the FY21 CSBG Regular and CARES Annual Report

Karyn stated that we submitted all these modules back in March, and I've heard on March 30 that they accepted them all. They are basically a summary of FY 2021 with income, resources and expenditures. Module 2 breaks down how CSBG monies were expended, number of hours staff, board and volunteers received training and attended meetings. It also breaks down the different organizations that attend our Outreach and Coalition meetings. They do want to make sure we have a diverse group of organizations that attend these meetings.

Karyn stated that Module 3 is the Community Initiative Status Form based on what we wrote for our community initiative in the Action Plan. Ours was on the Rapid Rehousing Homeless Program through the CoC. Module 4 is from our eLogic database, showing the number of unduplicated clients served. They have us do it on CSBG Base and Supplemental and have us do it on CARES separately. This past week I received an email from Tisa, stated that I need to answer questions on FY 2020. I wish they could come up with a better process to do this.

No action needed.

10. Discussion regarding board vacancy for “Elected Official” individuals

Karyn stated that this will be Sam’s last meeting before she retires in August, so we are looking at filling this position. Karyn stated that Sam has been on the board since the beginning, and she knows Shirley really appreciated her participation and Karyn does appreciate her as well. Sam stated that it has been a great experience and she’s enjoyed working with everyone. Karyn stated that the position Sam holds, goes until December 2023. We will need to advertise and possibly reach out to a few of the Elected Officials to see if they are willing. I included the application and the by-laws to show how we go about finding a new person. If anyone has contacts or interactions with Elected Officials you think might be interested, let us know. Sam stated that perhaps a commissioner, but it may be a conflict. Karyn stated that we will miss Sam.

No action needed.

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

Karyn stated that she sent out the video on that training if you were unable to make it, and please keep track of time spent at the training.

Sam – 20 minutes

Shirley – 30 minutes

DJ – 2 hours 45 minutes (including Training and meeting)

Scott – 45 minutes

Ken – 45 minutes

No action needed.

12. Presentation regarding the Customer Satisfaction Survey results for January 1, 2022 through March 31, 2022

Karyn stated that she included the survey results in the backup. Our ratings went up a little bit and it seems like things are calming down and flowing a lot better. There is nothing but good comments from both Pahrump and Tonopah clients. Franchesca, Katie, Irene, Brittany and Callie were all mentioned positively in the surveys. We love hearing these good clients,

because we try hard to make everyone feel welcome without bias or judgement.

No action needed.

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

Sam wanted to thank everyone and said it was a pleasure working with all of you. Everyone thanked Sam for her service and that we will miss her.

No other public comment.

14. Adjournment

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

The next meeting is scheduled for August 3, 2022.