

A video conference of the Nye County Community Service Block Grant (CSBG) Tripartite Board was held on August 3, 2022 - 9:00 AM

Board members attending via video conference:

Shirley Trummell, Member (Community Minded)
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:

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

The meeting was called to order at 9:07 a.m. by Scott Gill.

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 3, 2022

There were no revisions presented.

Shirley Trummell 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 May 4, 2022 - Tripartite Board Meeting

There were no revisions presented.

Scott Gill made a motion to accept the May 4, 2022, CSBG Tripartite Board meeting minutes. DJ Mills 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 backup, she included the RFRs. In the Original Base Budget for FY 2022, as of June 2022, we have spent \$55,579.03 of the \$120,884.00, which is only about 46% of the budget. For the Supplemental Budget, as of June 2022, no monies have been expended, however we are starting to receive invoices from NyECC. For the CARES budget, in June 2022, we have expended \$85,344.45 of the \$161,968.00, which is 52.7% of the budget. We are slowly spending some monies, but in the next item, I will get more into detail of what we are looking at.

DJ asked if there are more trips/travel planned, since it appears that the budget for travel is low. Karyn stated that some of us were scheduled to go to the NCAP conference in New York, but due to them offering virtual, we didn't need to use a lot of funds. NCAA is also planning on paying back a portion of that. DJ asked why the second portion of the grant is still at \$0 spent. Karyn stated that is the Supplemental Grant that we get later, and we only have until the end of the year to spend it. She stated that we usually give it to NyECC for the Car Seat programs or Back to School fairs. We receive those invoices around this time and that's why nothing has been spent on those monies yet.

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 2021-2022, including update on Supplemental monies and a report on the programs

Karyn Smith stated that under the CSBG Base Grant, she did a budget narrative, which is attached, that includes the additional \$3,448. I submitted the narrative back on March 31st, and last month I received an email stating that it was overlooked, and they never approved it. Tracy at CSBG told me they aren't looking at budget amendments until August, and she told her to send her a new budget narrative. Tracy approved it and told me to move forward with it. I moved monies around in the following areas:

- Basic Services
 - Added \$8,550 to Food
 - Removed \$15,251 from Home Repairs
 - We aren't getting many inquiries about this and have one pending right now
 - Added \$8,000 to Housing
 - Added \$1,400 to Transportation
 - Added \$2,000 to Utilities
 - Added \$1,200 to Essential Costs
 - Added \$400 to school supplies for Back-to-School Fairs
- Adult Employment Incentive
 - Added \$3,000 to Direct Services
- Capacity Building
 - Removed \$820 from Travel
 - Added \$1,000 to Transitional Housing
 - Added \$300 to Direct Assistance
- Administration
 - Added \$49 to Brittany's data inputting
 - Removed \$45 from Social Service Fair
 - Added \$150 to NCAA dues
 - Removed \$4,935 from Travel
 - Removed \$1,650 from Training

DJ asked if there is a time cap on the client that can stay in the hotel before we get them housed. Karyn stated that we are hoping no more than 2-5 days, while Christy helps find them a place to live. Churchill will help with the transportation to get the person down here. DJ stated that under the Home Repairs program, he liked the idea of that, and he is hoping we aren't writing it off due to a lack of people not inquiring. He stated that he thinks it is due to a lack of marketing and a lot of people just don't know about the program. Karyn stated that she agrees, and the program isn't going away. We took it down to \$3,000, which is still a lot with only 2 months left of the grant year.

DJ asked if there was any type of data sheet that he can give to CHWs and other case workers to pass along the information. Karyn stated that the program should be listed on our Program Info sheet. Franchesca stated that Chelsea sent it out a few months ago when we had our initial meeting with NV Outreach and NyECC. She stated that she would be happy to send DJ the info sheet to give out to his clients.

Karyn stated that with the Supplemental Budget in July, we spent \$5,995.79 on more hygiene kits, leaving a balance of \$4.21 in that category. NyECC submitted an invoice for \$671.49 for travel to install car seats, and \$3,824.02 on car seats. This past weekend they held the Back-to-School fair, so I am anticipating I will receive the invoice for the school supplies for that event.

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 will be doing a budget narrative to move monies around this month; in the meantime, I was able to move monies around in Basic Services and its up to me how I distribute it. Below is the following breakdown:

- Basic Services
 - Removed \$10,000 from Food
 - Added \$29,481 to Cleaning Supplies
 - Removed \$1,000 from Prescriptions
 - Removed \$20,000 from Rent/Mortgage
 - Added \$14,107.50 to Transportation
 - Removed \$400 from Public Transportation
 - Removed \$2,877.50 from Essential Costs
 - Removed \$9,311 from Utilities
- Child Care
 - Removed \$1,500
 - We are not seeing anyone needing childcare and now that there are more state programs, we are moving those funds out
- Capacity Building
 - We had \$10,755.86 remaining for the temporary Covid-19 employee, however that assistance is no longer needed as of May 31, so we will need to move those funds elsewhere
- Equipment
 - We have \$2,475.57 remaining under this category. We already bought the 2 kiosks for Pahrump and Tonopah, along with a couple laptops. We did talk about getting another kiosk for when we have a larger building. If anyone has other ideas, please let us know.

- Administration
 - We have \$1,743.36 remaining. We've already bought PPE and office supplies with these funds. We have also had inquiries about case management training and other trainings; however, NCAA is offering to pay for and put on the trainings.

Karyn stated that we did increase the gas and food card amounts, and we are looking at handing out toilet paper with the hygiene kits. If anyone has other suggestions, we can look at those. DJ stated that Karyn mentioned the secondary impacts of Covid, and one of those we can argue are the rent increases. Karyn stated that we could look at that, however we haven't had people come in stating that is the issue or they are past due, due to other reasons. She stated that we need the clients to tell us they were impacted by Covid and what that impact is. DJ asked if there is a grey area where you can be creative to where you can connect the dots or is that overstepping the boundaries.

Karyn stated that is a great question and it has been a rough area for us with Covid. She stated that CSBG has always been set with their guidelines, then come back and say we can use secondary impacts of Covid. We ask them what happens when they come back to audit us, but they won't give us any concrete guidelines to follow. It is a very nerve-wracking situation and hasn't been easy. Franchesca stated that every single person in the world has technically been affected by Covid due to secondary impacts, whether that be gas prices, groceries, etc., and it is hard to navigate it on where you draw the line. DJ mentioned that maybe if there was something we could reference to tie housing increases to Covid, we can find something to help the people with rent/mortgage.

DJ stated that he didn't see anything in the backup to follow along with these numbers. Karyn stated that we don't really have anything for the backup. She said that we can look at it and it is interesting how the rent/mortgage is going. Most of the clients are needing the assistance, not due to rent increase, lost jobs, etc. When Covid first started, we had a lot of people apply due to job loss or other extenuating reasons. Once they released the moratorium, landlords were kind of fed up with the people who didn't want to pay their rent the whole time and evicted them.

Franchesca stated that with the CSBG CARES grant, it is now geared more towards case management where we are having to dive into their history, see

what they were spending their money on over the last year, etc. Half the time after looking at their bank statements, we are finding that these clients are irresponsible with their money, even though they were getting child tax credits, stimulus, extra unemployment, etc. They were essentially getting more money during Covid, then they were before, and a lot of clients chose not to pay their bills. It is a struggle finding someone who can prove on paper that they were financially impacted by Covid.

Karyn stated that to date, we have spent \$35,911 on rent/mortgage through CSBG CARES. We have had some trickle in, but on some of them I have ventured way out into the gray areas to even get some of them approved to spend the money. I still must justify the monies that we spend. DJ asked if HHS has any formal budget program. Karyn stated that as of right now, we don't have one and we send clients to NV Outreach to take the budgeting course with Gwen. Franchesca stated that we are working on getting one going for our clients, as well as a budget spreadsheet she created to help our clients. The spreadsheet allows us to input all the client's money coming in, as well as their monthly expenses, to give them a visual of what is important to pay, and what they have left after they pay their bills. DJ asked that Karyn send an email out to the board, inquiring about our ideas on the CARES grant. Karyn stated that we will send an email out.

No action needed.

7. For Possible Action – Discussion and deliberation for acceptance of scheduling the Board meetings for 2022-2023 Fiscal Year

Karyn stated that Franchesca included the schedule in the backup for the upcoming year. The dates are open to change, based on schedules. It gives us an idea of what to look at moving forward.

Scott Gill made a motion to accept the Board meeting schedule for 2022-2023 Fiscal Year. Ken Oberlin seconded the motion; all in favor and the motion carried.

8. 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 Organized Standards that we must do each year. Franchesca put the link on the agenda, and I have not been told of

any findings that are related to CSBG. It is her understanding that the county is fiscally doing better, and they came off fiscal watch.

No action needed.

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

Karyn stated that as everyone knows, Sam Merlino has resigned due to retirement, and previous meeting was her last. We attached the application if you would like to distribute this or give to anyone who you might have in mind. The sooner we get someone in place, the better for all of us. If we can't get the vacancy filled quick, I must explain why. Sam Merlino gave us a couple of suggestions, Sheree Stringer, or Deborah Beatty, to name a few. Deborah has already told us she is not interested in the position at this time. We haven't had a chance to ask Sheree, and someone suggested maybe asking a commissioner. DJ asked if it must be an elected who is guaranteed their position with the upcoming year. Karyn stated that they must be active in the position to sit on the board.

Shirley stated that you may be hard pressed to get a commissioner in there, because they tend to micromanage and because they are over you, it may at some point be a conflict of interest. Deborah wouldn't be a good idea, because she would have to excuse herself if funds were going to Franchesca. Karyn stated that is a good point. Shirley asked if it had to be an elected with the county, or perhaps a school board or something of that nature. Karyn stated that she is not sure the bylaws differentiate with that. Franchesca stated that it doesn't specifically say that in the bylaws. Shirley stated that it might open it to other options. Franchesca asked if we could have Arnold send out the vacancies to the county. Karyn stated that she will ask if he will, that is a good idea.

No action needed.

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

Karyn stated that Franchesca needs everyone to give her their time spend on this meeting.

Shirley – 30 minutes
DJ – 1 hour, 15 minutes
Scott – 30 minutes
Ken – 30 minutes

No action needed.

11. Presentation regarding the Customer Satisfaction Survey results for April 1, 2022, through June 30, 2022

Karyn stated that attached are the results of our surveys in the backup and there were no negative comments. Our staff is doing a great job and the numbers are showing that.

No action needed.

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

No public comment.

13. Adjournment

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

The next meeting is scheduled for November 2, 2022.