

A video conference of the Nye County Community Service Block Grant (CSBG) Tripartite Board was held on May 5, 2021 - 9:00 AM

Board members attending via video conference:

Sandra (Sam) Merlino, Chair (Elected Official)
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)
Geneva Hollis, Member (Community Minded)
DJ Mills, Member (Community Minded)

The meeting was called to order at 9:07 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 5, 2021

There were no revisions presented.

3. For Possible Action – Discussion and deliberation for acceptance of minutes from February 3, 2021- Tripartite Board Meeting

There were no revisions presented.

Scott Gill made a motion to accept the February 3, 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 March Monthly Reports (Original, Supplemental and CARES)

Karyn stated for the Original budget, as of March 31, we have spent \$34,544.04 of the original \$120,884.00. With the Supplemental Budget as of March 31, we spent \$0 since it was just approved and fully executed in April. For the CARES Budget as of March 31, we have spent \$6,229.58 of the \$161,968, which was fully executed on 4/13/21 where we added \$117,508 more, extending the grant period until September 30, 2023. That budget is strictly for Covid related services.

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 2020-2021, including update on Supplemental monies and a report on the programs

Karyn stated that with the Base Grant, which is the original monies through CSBG, to date we have served 138 families that are approved through the quarterly food and hygiene kits. 18 individuals have been approved for transportation vouchers and we have had no inquiries for Child Care. Under the Early Childhood Program, they have invoiced us for \$1,982.14 and they usually tend to come in later in the year. The quarterly invoices are coming in for the Nutrition program. With Adult Employment Incentive, Katie has 11 clients and we have assisted one client with rent. We have two clients we are assisting with transportation. With the Youth program, NyECC has already invoiced for the full amount.

Karyn stated with the Community Coalition is Shaun Griffin's contract and he is still working with Pahrump and Tonopah and revamping the Pahrump Coalition programs to get them more motivated and in the right direction. The Capacity Building which is the category for our Rapid Rehousing caseworker Christy Charles. She has been seeing clients and has assisted one with rent and is assisting two with transportation vouchers also. Under Administration, we are having two employees charge weekly for data entry into eLogic. It is also used for office supplies and if there is any travel or conventions coming up. That covers the Base grant.

Karyn stated that under the Supplemental Grant, the monies need to be expended by the end of the grant year or we lose them. As of April, I am

having Katie and Christy start charging the Supplemental Grant for transportation vouchers instead of the Base Grant, because we can carry over up to 10% for next year's carryover/supplemental monies from the Base Grant.

No action needed.

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

Karyn stated that the CSBG CARES Grant is strictly for Covid-related services. We received the new budget, which is \$117,508, which the contract has been fully executed. I had to do a new budget to accommodate the monies and it extended our grant period to September 30, 2023. Under the new budget, I wrote in a new temporary part time person to assist with Covid matters, for approximately six months at 20 hours a week.

Karyn stated that she did a sub-recipient agreement with NyECC for them to immediately hire someone and not have to go through all the red tape the county has. I have worked closely with Stacy on that and all she is doing is running the payroll end of it. They immediately got me someone, her name is Victoria and she started on Friday. On Friday she worked the Covid pod and on Monday and Tuesday, she has done paperwork. Karyn is getting her signed up for Web IZ, which will take some of the Covid responsibilities off my staff. The pods are slowing down, but we can keep her busy with other Covid-related things and she is working out very well.

Under Operating, I kept \$1,609 in that for PPE supplies for Pahrump and Tonopah, as well as Office Supplies for Covid. In Equipment, there is \$2,895, which we have two computers and kiosks up and running, with one set up in Pahrump and Tonopah. We are just working on the verbiage for them to sign, stating they will not go to any other sites on the computer. We also got a keyboard for the electronic monitor that has been installed in our hallway in Pahrump. It will rotate telling our hours, services, referral places or any upcoming events. We ordered a file cabinet to hold all Covid files for CSBG CARES and CRP. The only problem is we need space to put it and we are working on that. We ordered another laptop that can be used at the Covid vaccine pods.

In Other, I put \$146,520, which \$143,520 will cover essential costs, which is internet, phone bills, auto insurance and auto registration. Anything that can help the person get back to work because they were affected by Covid. Along with rent, mortgage, utilities, food gift cards, hygiene kits, transportation gift cards and cleaning supply gift cards. I kept \$3,000 in Child Care hoping that someone will need assistance, because they are going back to work or looking for jobs. We are anticipating we will see more clients after May 31, when the last moratorium is supposed to be lifted. I believe we will be utilizing a lot more monies after it is lifted and as time goes on, we will adjust the budget accordingly.

No action needed.

7. For Possible Action - Discussion and deliberation for acceptance of Annual Report for Fiscal Year 2020

Karyn stated that this report reflects what transpired during fiscal year 2020 and is one of our Organized Standard requirements. Franchesca has done an excellent job at formatting and creating a very professional and thorough report. She created the template last year, which I love how she incorporated it to look so nice and to encompass everything we need. It is beautiful and this year, she added our new mission, vision, and values statements. I think it is very neat how she put the circles with them and makes it pop and stand out.

We added a page on Covid to touch on how it has affected what we are doing with Covid with all the different grants. We updated the financials and included the eLogic report like we did last year, because I think that gives some good data and statistics. She did update all the statistics on who we serve and added pictures of our staff. I think it is very important to show all the people involved to make all this work. Once it is approved through the Board and CSBG, I will send a copy to every Commissioner, the County Manager and Assistant County Manager. We will present it at meetings and have Arnold upload the new one on the website. If anyone has other suggestions where we can send this out too, please let me know. Sam stated that it is a great report, and it is very professional and informative.

Scott Gill made a motion to accept the Annual Report for Fiscal Year 2020. Ken Oberlin seconded the motion; all in favor and the motion carried.

8. Discussion regarding board vacancy for “Community Minded” individuals

Karyn stated that at this point, we have not received any other applications. We do still need to get it out there and find someone to replace Geneva. Scott came up with a good suggestion about asking to see if Shirley can participate. I will reach out and ask her if she would be willing to and that would bring in a Community Minded individual now that she is back in the Community. She also has a lot of experience which would be good to have. I thought it was a wonderful suggestion from Scott. Sam stated that it is a great idea, and we do not have the public anywhere like we used to, and I do not know that people are seeing the application posted. Karyn stated it would be nice to have someone from Tonopah, however Shirley would represent all of Nye County, not just Pahrump.

No action needed.

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

Karyn stated that this is another Organized Standard requirement and I tried to figure out the best way to show the outcomes of our goals. I asked Irene to run a report in eLogic, which is one of the data bases we enter in. This was the report that came back, and I think it covers the goal of showing the outcomes for our clients with percentages, how many we have helped and showing how we are attaining those goals. Under Program Service Goals, which is in the Strategic Plan, we have Continuation Goal, which was to pursue higher levels of performances and impacts to continue the development of existing programs.

We are always updating our guidelines, along with moving monies to meet client needs. I feel we are continuing with that goal in a positive direction. Our new Initiatives Goal is to develop new programs and services in the areas of childcare, healthcare, basic needs, and transportation. We added hygiene kits and had the homeless caseworker who is working with Direct Assistance and trying to take people from homelessness to stability. We added public transit vouchers and give the gas vouchers for specific agency services. It is not just for medical appointments only, anymore. They can utilize the transportation vouchers for NyECC classes, or if they need to go to Social Security or Nevada State Welfare.

Karyn stated that under the Community Engagement and Development Goal, the Continuation Goal was continued leadership and participation in existing community engagement activities, focused on pursuing opportunities to leverage additional impacts. We have numerous staff that continue to sit on different boards and participate in different events, such as job fairs, health fairs, etc. We are still meeting that goal.

Our new Initiative Goal was to develop new community engagement activities centered around issues of homelessness, healthcare collaboration and engagement of residents in the work of the agency. We have done that through social service fairs, and we will be conducting our first drive through Social Service Fair, both in Tonopah and Pahrump on June 10. We usually hold the Pahrump fair in January and Tonopah fair in July, however due to Covid, we were unable to conduct the last couple.

I felt it was time to reach the community again, so I presented the drive-thru idea to my staff. They will run simultaneously, and they were all on board and working diligently. We are collecting swag and information from different vendors that have attended in the past. I have ordered bags to put it all in and we will still have our raffle for either gift baskets or gift cards depending on what each agency wants to offer. We have flyers that have gone out and are being posted all over and I think we are meeting that new Initiative Goal.

With the Agency Capacity Building Goal and new Initiative Goal is to design all agency capacity building goals to strengthen internal organizational performance and support the ability of the agency to accomplish the program service and community engagement and development goals. Our performance is all put into the eLogic and Clarity databases, so we have two different databases that can run reports on how our performances were.

Karyn stated that we are also members of the Rural Nevada Continuum of Care Agency for homelessness. We attend homeless conferences, so I think we are more than meeting that initiative. With this report if you have time to look, it just goes through and says how many people we have helped, what percentage of the population it is we are reaching and gives a breakdown of what we put into the databases.

No action needed.

10. Discussion regarding CSBG Community Action Plan for SFY 2020-2021, including the Annual Goal Progress Report

Karyn stated that attached is the scope of work written for both the Base and Supplemental grant monies from when we first applied. We do have to update the scope of work if we add any other services, like when I added the temporary part-time case worker. On Base, we are moving along fine and are more than halfway there funding figures above for how many clients we anticipated we would assist with Basic Needs. Under Supplemental, it is the same as Base and we started spending those monies. Under Direct Assistance I have already spent \$75 of Capacity Building for transportation vouchers to help a couple of homeless clients get to the training and stuff that they need to meet the requirements.

We are also hoping to help get them jobs and work with Katie with the Employment Incentive and she has been spending some of the monies. We just spent more money today to help a client get clothes for a taxi new job. I think we are meeting the scope of work.

No action needed.

11. Presentation regarding the Customer Satisfaction Survey results for January 1, 2021 through March 31, 2021

Karyn stated that our survey numbers are back up and it was nice to receive some results. We created a new database where we store the survey information and moved it over to Excel. Our Access Program was crashing with too much data in it, so Katie worked on that and did a good job setting it up. She updated the categories to match what we are asking on the survey. We are getting more efficient and accurate results. I put them in a better format to make it easier to read. We are still getting fantastic feedback with almost 5 ratings across the board. The staff is doing a fantastic job and clients are appreciating everything they are doing. The comments are on the next page and there are kudos to the staff, especially during this hard time.

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 9:36 a.m.

The next meeting is scheduled for August 4, 2021.