

**A Video Conference of the Nye County Community Service Block Grant Tripartite Board was held on  
June 29, 2012 – 10:00 AM**

Board Members attending via video-conference and in person were:

Sandra Merlino, Chairman (Elected Official)  
The Honorable Judge Sullivan, Vice-Chairman (Elected Official)  
Mary Martinez, Member (Low-Income)  
Geneva Hollis, Member (Community Minded)

Absent:

Robin Revert, Member (Community Minded)  
Terry Dumouchel, Member (Low-Income)

Also present:

Shirley Trummell, Director Human Services  
Jennie Martin, Office Assistant

The meeting was called to order at 10:00 AM by Sandra Merlino.

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

There was no general public comment.

2. Approval of Minutes – April 6, 2012

Judge Sullivan motioned to approve and Geneva Hollis seconded the motion. All were in favor and the motion passed.

3. Review May Monthly Report and Budget Modification

The budget modification was approved. Although the report shows a balance of \$61,044.50, there will be approximately \$20,000 or under remaining June 30 once all the bills are paid and the report is updated. There has been trouble getting bills paid due to the new software system in place. Susan Paprocki will assist HHS with pushing bills through by July 16 and getting the check number report to prove they have been paid. Any monies remaining will roll-over to the new grant year.

The Discretionary Grant might have about \$2000 left by June 30. It took a long time to hire for the position and delayed billing. Shirley is not sure if these monies will roll-over to the new grant year.

4. Discussion – CSBG Grant for SFY 13

The NGA shows that \$122,696 will be received for CSBG SFY 13. Roll-over monies will not be included until August or September, at which time a new NGA will be issued. The current breakdown is as follows – Childcare \$5000; Senior Nutrition \$11,000; Emergency Services \$47,696; EI Adult \$29,000; EI Youth \$13,000; NyE Communities Coalition \$16,000; Admin \$1,000.

Shirley was not aware at the time of budget submittal that the Employees Association MOU would authorize grant positions for the new year. Therefore, Katherine's (Katie) position for the Adult Incentive program will remain under the NyE Communities Coalition (NyECC) as it was the prior year. Katie will be working 30 hours per week from 9:00 to 4:00 PM daily beginning 7/1/12 and her salary will be paid by the two grants, CSBG and the Discretionary Grant through NyECC. She has

worked with more than 200 people this past grant year and her involvement is directly related to a number of clients finding work.

Geneva had suggested that the new café located at NyECC building might be able to assist with meals for the homeless. Shirley will look into it and can possibly use some of the roll-over monies for this program area if it works out.

Geneva also mentioned that the local radio station (KNYE) has a spot on their daily play list that will announce job openings in and around the community. She suggested that Katie get in touch with Karen and coordinate with her and employers looking for employees.

5. Discussion – CSBG Discretionary Grant

(This item was addressed in Item 4)

6. Discussion – Board Training

Most of the board members have either looked through the manual or gone online and looked at the training material there. The Community Action agency in Reno will most likely offer future training that either Shirley would attend or offer webinar training that more board members could participate in. \$1000 will be available in the Administration budget in case training does become available.

While Geneva was looking through the manual, she was inspired to determine if CSBG could work with NyECC to possibly help feed the homeless.

Shirley will continue to keep track of any board training anyone participates in over the next year. She included webinar information in the meeting packet should anyone like to look into other training offered.

Sam Merlino is in favor of organized training that can be done in person with other board members on an arranged day and location. She feels that she can focus on the information at hand much better when she is not constantly interrupted by the everyday nuances of working from her office. Geneva agreed and also said that it's good to have the opportunity to bounce ideas off one-another which is sometimes more difficult to do by teleconference or individually. Judge Sullivan liked the idea, too.

Per Gary Gobleman, an outside auditor was going to look through the self-assessment checklist done last spring, but Shirley has not heard anything new on this subject. She didn't believe there would be any problems over it.

7. Discussion – Case Management Training

Shirley is not sure what CSBG intends to do in the area of case management and training. Irene Dunlap and June Garcia participated in a seminar held in Reno last March. They were introduced to case management software that helps to facilitate the process. CSBG might be moving towards greater case management of each client – trying to move clients out of poverty. Shirley and Karyn participated in the seminar at a later date. While a new data-base is needed, they are not sure that the software would work with the MIP program and the cost is also an issue. No decision has been made yet, but the program might require use of the data system and do greater follow-up work with the clients. The training suggests that the worker does the intake, assesses the issues, meets with the clients, develop goals, create the case file, follow-up with the client and then evaluate the outcome.

Shirley believes that the government will be looking into greater case management for all the grants and she is looking to integrate this method into programs. Mary Martinez with NV Division for Welfare said they do not look into all the needs of every client in their office, but they do with Cash-aid clients. Shirley will contact Heather in Mary's office and see if she can help her with developing a case plans for CSBG clients.

8. For Possible Action – Set Meeting Schedule for SFY 13

The proposed schedule was August 3, 2012; December 7, 2012; February 1, 2013; April 5, 2013. Geneva is not available August 3<sup>rd</sup>. It was changed to August 10, 2012. Everyone was okay with this change.

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

There was no general public comment.

10. Adjournment

Geneva Hollis motioned to adjourn the meeting. Mary Martinez seconded and the meeting was adjourned.

The next meeting is scheduled for August 10, 2012, 10:00 AM by teleconference.