

**A video conference of the Nye County Community Service Block Grant (CSBG)  
Tripartite Board was held on April 2, 2018 - 10:00 AM**

Board members attending via video conference:

Sandra (Sam) Merlino, Chairman (Elected Official)

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

Geneva Hollis, Member (Community Minded)

Scott Gill, Member (Consumer)

Kenneth Oberlin, (Consumer)

Also present:

Karyn Smith, Human Services Manager, Health and Human Services (H&HS)

Franchesca Reed, Secretary I, Health and Human Services (H&HS)

Absent:

Timaree Kosciak, Member (Community Minded)

The meeting was called to order at 10:02 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 – April 2, 2018

No action needed.

3. For Possible Action – Discussion and deliberation for approval of minutes from February 5, 2018 - Tripartite Board Meeting

There were no revisions presented. Kenneth Oberlin made the motion to approve the February 5, 2018, 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 approval of the January Monthly Reports

Karyn stated that she were only able to do the report up to January, because we just were finishing up the February report last Friday. As of January 31, we had spent a total of \$46,612.63. Karyn was able to spend another \$13,166.87 in February. The last budget modification was approved and signed, and monies were moved around to cover Katherine's salary and fringe and travel for Employment Incentive. Although she is now a County employee as of January 29<sup>th</sup>, we are now paying up to 50% out of CSBG towards her salary and fringe, and H&HS is covering her travel to Tonopah to get the Employment Incentive program started back up there.

Karyn sent a letter to NyECC de-obligating them from \$17,497. They had requested an additional \$1,500 for classes and barriers, which were given to them. Those monies will go towards classes and barriers that they cover through the CSBG program that Katie does in both Pahrump and Tonopah. Stacy wrote Karyn back Friday that she reviewed the de-obligation letter, and it was all good and she will be putting it in the grant file.

Karyn moved \$500 to cover Katherine's travel with Employment Incentive; \$2,500 went to Direct Assistance which goes to the H&HS Employment Incentive program. If those clients get employed, the monies will go towards rent, utilities, and gas vouchers to and from work; auto repairs, auto insurance and registration to remove those barriers to keep them employed/start employment. Karyn mentioned that we moved \$3,000 back into our H&HS food bank, because we had moved some out to cover Katherine's salary back when she was going to be staying with the NyECC. Karyn sent over a request to NyECC to see if they will be expending all of their monies for adult and youth Employment Incentive, since we are coming to the end of the grant year.

Karyn said that there is still quite a bit of monies left in the youth Employment Incentive, but they usually pull together and find a way to spend the monies, however she is waiting to hear back from them. All monies in the Early Childhood COW Bus have been expended already. Karyn believes that Sean Griffin from Community Chest will expend all of his monies once he comes down for the last

couple Coalition meetings in Tonopah and Pahrump. Basic Services will most likely all be spent out as well. Karyn stated that she actually just purchased more food and gift cards for Tonopah, and will need to do another order soon before we start the new fiscal year. She said that we will finish up Transportation; however we still have some monies left in Prescriptions. Childcare still has \$1,000, however we have had no inquiries on that. Coming towards the end of the grant year, that is where we stand as of right now.

Geneva Hollis made the motion to approve the January Monthly Reports. Scott Gill seconded the motion; all in favor and the motion carried.

5. For Possible Action – Discussion and deliberation regarding CSBG Grant for SFY 2017-2018, including the Annual Goal Progress Report

As stated on the last item, the Budget modification has been approved to move the monies around. Now that Katherine is a full time County employee, she will have 50% of her salary coming from CSBG to continue doing Employment Incentive in Pahrump, and now Tonopah. Last Thursday Katherine and Irene D. met with Jess and Tammy at the Coalition in Tonopah, and they went over how they will conduct the program and will be using both the facilities at the Tonopah Coalition, and our Tonopah H&HS office. She will see clients in our H&HS office and will also conduct her classes at the Tonopah Coalition, and use their equipment. She will continue the Job-Readiness class, and partner with the Coalition to conduct Resume Building, Interview Skills and then any other classes they feel will help the clients in getting employed up there. Katherine is now set up with 20+ employers to meet with in April to talk to them personally, and see what exactly they're looking for so we can help make clients employable.

Karyn mentioned that the Annual Report is where we state what our goals will be for this Fiscal Year. At this point with Education, we're still conducting surveys to see about bringing Early Head Start to Pahrump. We are still in the survey stage, as we have not had as many as we hoped. We are not going to meet this goal this year, because at this point we were already supposed to be done with the surveys, interviews and creating the focus group. We will be participating in the Kindergarten Roundup on April 11<sup>th</sup>, and will get a lot more surveys done and will continue this goal into the next year and keep moving forward with it.

For Transportation, now that they have the bus system up and running, we are going to look into getting bus passes/gas vouchers for clients to go to places in Pahrump and Las Vegas. We are looking into who the point of contact is to get this going. We also have the sign-up sheet for the Household Budgeting classes

that are being held at the Coalition, and still have had only one person sign up for the class. We haven't had much response with it, but will still keep it going in case more people become interested. That's where we stand right now for the Annual Report.

Geneva Hollis made the motion to approve the CSBG Grant for SFY 2017-2018, including the Annual Goal Progress Report. Judge Sullivan seconded the motion; all in favor and the motion carried.

6. Discussion regarding the 2018-2019 Community Action Plan, including the Board's recommendations for allocation

Karyn stated that she has not yet received the grant application for FY '18-'19; however on Friday she did get a letter stating that it will be coming out in the next week or so. She said that they are running a little bit behind as Gary Gobelman retired, and Crystal Johnson has taken over and is learning everything and what has to be done. She said that they will get it out and we will have until May 15<sup>th</sup> to complete the grant. Sean Griffin did give Karyn a call and he would like to still consult in Pahrump and Tonopah and also keep the Early Childhood Education COW Bus going in Tonopah, and Karyn told him she will write it into the grant. As long as everybody on the Board approves of course, Karyn still thinks they are great programs and everyone really enjoys Sean coming down to consult with everyone. The COW Bus is doing fantastic still, and Sean told Karyn he received \$12,000 from Kinross for the COW Bus.

Karyn asked the H&HS staff for any suggestions and goals and some of it has to do with the food bank and we are coming up with more suggestions to make it healthier for the clients. We are looking at getting rid of the Velveeta cheese, top ramen, dry milk and macaroni and cheese. Velveeta is expensive and has no nutritional value. Karyn isn't sure on the dry milk as there are different things people can make with it. The top ramen and macaroni and cheese are questionable, because they aren't that healthy, however for families with small children they are great substitutes and aren't very expensive. We are thinking about adding \$10 more for each household for fresh fruits and vegetables, and also give them the same amount of gift cards to use on meat. Karyn said that we will give them a list on what is acceptable to buy with the cards, excluding frozen and breaded, etc. We will have similar guidelines like our Ryan White program, and will allow vegetarians/vegans to purchase things they are able to eat as well. Sam stated that she enjoys and trust our recommendations and also said that she agrees macaroni and cheese is a good substitute. Karyn stated that if anyone has any suggestions, please let us know.

One goal Karyn is looking at is to look into if they are accepting grant applications for the Early Head Start program, and if they are, when they are due. NyECC and Nevada Outreach are both very much in favor of helping us get the program going. The other goal we have is to partner with the Mobile Dental Van which is starting up next Monday. They will do their first run starting in Tonopah on Monday morning, and will be there all day. They will go down to Goldfield on Tuesday and be there until about 3pm, and then drive down to Pahrump so that they can be there all day Wednesday. They will be there with the Kindergarten Round-Up on Wednesday at the Coalition. There will be a Dental Hygienist there and will provide sealants, fluoride treatments, full dental screenings, and immunizations. This is something they will write a grant for and hopefully continue it next year.

Karyn stated that the way the program works is they will screen the clients, and if they need more work done, they will refer those clients to a local dentist. Karyn wants to write more monies back into Dental to help pay for what the Mobile Dental Van finds, and piggyback off of that program, so we can help those clients get the necessary treatment on their teeth. Karyn got contacted by Michele Montoya up in Reno, and they were able to come up with the monies for a consultant to help the various counties with a Strategic Plan. She put Karyn second on the list and is already done with it, which will be good for 5 years. Karyn will present it at the next meeting when it is finalized and reviewed.

No action needed.

7. For Possible Action – Discussion and deliberation regarding scheduling the Board meetings for the 2018-2019 Fiscal Year

Sam stated that she will definitely not be able to attend the November 5<sup>th</sup> meeting due to elections being at that time. If we still have a quorum, we can continue the meeting on that date. IF not, we can go ahead and reschedule. There were no other revisions with the schedule.

Kenneth Oberlin made the motion to approve the schedule for the Board meetings for the 2018-2019 Fiscal Year. Geneva Hollis seconded the motion; all in favor and the motion carried.

8. Presentation regarding the Customer Satisfaction Survey results for January 1, 2018 through March 31, 2018

Karyn said the number of surveys we received is down slightly because we had to pull the back-up a little earlier than normal due to the quarter ending on March

31<sup>st</sup>. She stated that the ratings are all still really good. Tonopah received 5 comments stating that everyone in the office is patient, has empathy, they're always polite and kind. Pahrump received 18 comments stating that the staff is very helpful and friendly, easy to talk to and willing to answer any questions. The overall experience was exceptional and very much appreciated. Last quarter, the wait times dropped a little, and this quarter they went back up.

No action needed.

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

Karyn stated that we have to review the By-Laws every two years. The last time they were reviewed was August 16<sup>th</sup>, and there were a lot of different revisions, so Karyn added it to the agenda so that we can review and approve them. There were no revisions presented.

No action needed.

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

No public comment.

11. Adjournment

The meeting was adjourned at 10:25am.

The next meeting is scheduled for August 6, 2018. This meeting will be a video conference unless otherwise notified.