

**A video conference of the Nye County Community Service Block Grant (CSBG)
Tripartite Board was held on August 6, 2018 - 10:00 AM**

Board members attending via video conference:

Sandra (Sam) Merlino, 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)

Irene Dunlap, Eligibility Specialist, Health and Human Services (H&HS)

Absent:

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

Timaree Kosciuk, Member (Community Minded)

The meeting was called to order at 10:00 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 – August 6, 2018

There were no revisions presented. Scott Gill made the motion to approve the August 6, 2018, CSBG Tripartite Board Agenda. Geneva Hollis seconded the motion; all in favor and the motion carried.

3. For Possible Action – Discussion and deliberation for approval of minutes from April 2, 2018 - Tripartite Board Meeting

There were no revisions presented. Geneva Hollis made the motion to approve the April 2, 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 June Monthly Reports

Karyn stated that she just finished the June Request for Funds last week. She said that it took a while to get all of the checks cleared, however we wrapped up the fiscal year with \$7,642.67 left. The final drawdown for June was \$26,826.22. She mentioned that we submitted it and they got it back right away and got it approved. Pretty much everybody had spent their monies like we thought they would. Both Adult and Youth Employment Incentive did a good job with wrapping up the rest of their money as well.

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

5. Discussion regarding the end result for the SFY 2017-2018 CSBG Grant, including tentative plans for rollover monies and where we stand with that.

Karyn stated that we wrapped up FY 2017-2018 with the total expended for the year at \$123,500.51 which left the remaining budget at \$7,642.49. On the back up that Karyn gave you, there were a couple corrections made for item 6. On Direct Assistance Employment Incentive, we actually ended the year with \$4,143.91. That was the only correction which left us with the \$7,642.49. Karyn said that she forgot to put in the extra \$2500. She stated that we were able to spend down the monies by stocking up on the food and Smith's gift cards for both food and transportation. We only had one client for Prescriptions and none for Childcare.

Early Childhood Education spent their balance early in the year which was gone in the first quarter. Senior Nutrition spent their monies and for Adult Employment Incentive we did not spend down anywhere where we thought we would in Direct Assistance which is used for rent, utilities, car repairs, deposits, etc. The numbers are down in the Employment Incentive Program. Katie is going to Tonopah trying to get it going by talking with employers, however since it's just getting started it is hard to know how much money is needed with barriers. That's why the large amount came in with both areas. NyECC holds money for work cards, scrubs, gas vouchers and anything to help with their barriers as well. They ended up with \$564.83- they just didn't go through the money as much because the client numbers are down from previous years.

Karyn stated that hopefully we will receive the \$7,642.49 in carryover monies for next year. She will be looking for suggestions and options on what we can do with those monies. Karyn was thinking we could help fund one of the Mobile Dental Van trips with gas, per diem for employees, etc. She did talk to Crystal Johnson, who is the new CSBG Grantee. She thought it was a great idea and it is right where they want it to be since we will be partnering with other agencies. Karyn however is unsure if the Dental Van will even be running, as she got an email from Dr. Capurro talking about the numbers asking people to send out emails because they didn't get the grant. Karyn will double check and is hoping we can try and help fund a trip and collaborate with other agencies who want to help fund the Mobile Dental Van as well. That's what we are looking at for carryover monies

As for our goals for 2018: Karyn said that the Household Budgeting goal didn't take off. We had one person sign up, and he never showed up. We had another person who didn't sign up, however she saw our flyers and went to the training. They have been running the Budgeting at NyECC, and we will continue to keep the signup sheets if there are any more inquiries so that it is available for them. During our needs assessment, clients said that was one of their biggest needs, but it's almost impossible to get them to show up for classes. The second goal we were looking at is getting the Early Head Start Childhood Education program in Pahrump. We were supposed to start with surveys, interview 25% of the clients who did surveys, then collaborate on how we can get the program up and running. It took us a little longer than we planned to get the amount of surveys we needed done through HHS and WIC. We extended it out to the Kindergarten Roundup and another fair and now have about 48 surveys which are enough to move forward and start talking about doing interviews. Karyn said that we will be carrying this goal into the next year.

No action needed.

6. For Possible Action – Discussion and deliberation regarding the CSBG Grant for SFY 2018-2019, including a report on the programs for the upcoming year

Karyn mentioned that we received the Notice of Sub-Award- they changed the verbiage from Grant Award to Sub Award. It's on tomorrow's BOCC agenda for approval. We were awarded \$125,300, which is the same as what we started out last year as well. Karyn included the copy of the breakdown for the upcoming year in the back-up. She said that we added dental assistance again, which we had in the past. It is to help with the follow-ups with the Dental Van and the RAM

events on emergency dental services. We only put in \$8,000 in that category; however it is a good way to collaborate with the RAM and Mobile Dental Van events. A lot of times they find things at these events, but aren't able to help them with those issues right then, so this is going to help those people with up to \$1000 for an emergency situation.

We added monies towards Transportation because we now have a system set up with the Pahrump Public Transit where the clients can take the bus for local medical appointments and also to Las Vegas. It's \$3.00 one way for Pahrump appointments, and \$20.00 round trip for Las Vegas appointments. We set up a system where the client would have to call and set up their appointment, they'd call us and we can fax the forms over to the office to set up their ride. They have to call at least 48-72 hours in advance since they are so busy now and they have 7 buses going now. The bus system now runs from 7am-7pm, 7 days a week. If they are on CSBG and they have full Medicaid, they wouldn't be able to use this program because they have a program called MTM for transportation to Medicaid services. Karyn stated that we also added more gift cards in the food pantry, so clients can buy fresh/frozen fruits & vegetables AND/OR fresh/frozen meats. We give them a list of what meats are acceptable to purchase that don't include breaded, marinated, rotisserie and meats with preservatives.

For Katherine's time, we are still accounting for up to 50% of her time doing Employment Incentive up in Tonopah and Pahrump. If it is less than 50%, we will adjust it accordingly. Tonopah held their Annual Social Service Fair Friday, July 27. They had 34 vendors including the Mobile Dental Van, HIV testing, Social Security, Nevada State Welfare, along with a lot of other really good vendors. 65 participants were seen and came through the fair. The Mobile Dental Van helped over 14 people with sealants, cleanings, and screenings. They did a couple tests for HIV. Social Security was pretty busy as well as Nevada Legal Services. Karyn stated that it was a successful fair and Ashley did such a great job. Both fairs in Pahrump and Tonopah are getting bigger and better each year with more vendors and more participants. Irene Dunlap runs the one in Pahrump and she already booked NyECC for our next one in January. Ashley is going to book the Convention Center in Tonopah for next July.

Karyn mentioned that she and Irene Dunlap are going through an extensive ROMA E-Course (Results Oriented Management and Accountability). ROMA is the big thing they are pushing to hopefully make sure all your goals and monies are being spent in programs that are needed and not ones that are stagnant and not going anywhere. For the first time ever they decided to offer it to Directors and Managers of different departments, and they were paying for it. Karyn decided to

do it so she can help with Strategic Planning, Need Assessment, etc. Irene does eLogic and sits in on every version of eLogic trainings and it all ties together since we use the eLogic database to help. Karyn stated that they were unaware of how rough this program was going to be and that she worked and finished Module 4 & 5 and was in the office on Sunday for 5 hours. They want your mission statements to match what your goals are, and then you go to achievements and outcomes. It's a good program that involves 6 modules and an all day classroom session in Reno on August 14. The course covers the history, purpose and perspective of CSBG. The learning objective is to write a comprehensive and working mission statement, identifying problems, needs, outcomes, and measuring and using results. Karyn said that when they complete this course, they will become a Nationally Certified ROMA Implementer. They can also do ROMA training which they don't think they will be volunteering for that. Karyn stated that she thinks this will help her and Irene in the department, what we do with our CSBG funds, and understand the purpose a lot more.

Geneva Hollis made the motion to approve the CSBG Grant for SFY 2018-2019. Scott Gill seconded the motion; all in favor and the motion carried.

7. Discussion Pursuant to Organizational Standards, where the Nye County Audit can be found.

Karyn stated that the county still has the audit for 2017 on the website since they haven't done one for 2018. She mentioned that she will have things like this periodically required for the Organized Standards that need to be discussed so we stay compliant. Franchesca worked up a check list on what's required of each standard, and when they are due. She will take a copy of the agenda and minutes where each item is discussed and highlight them. In November/December, Karyn will have to send them off to CSBG. They said at some point they will be uploaded into a system to stream line the process; however last year she had to email them all.

Karyn stated it's something we have to put on once a year so that everyone understands where they can find the whole Nye County audit, to stay in compliance. The website is:

<http://nv-nyecounty.civicplus.com/index.aspx?NID=595>

No action needed

8. Presentation regarding the Customer Satisfaction Survey results for April 1, 2018 through June 30, 2018.

Karyn mentioned that in Tonopah the surveys dropped by 2 from last time making it 14 surveys total. In Pahrump we had 4 more surveys than last time making the total received 30. All the ratings are still very good. Tonopah received 4 comments stating the staff was helpful, knowledgeable, courteous, they helped without passing judgment, they're grateful, very comfortable, nice, relaxed, great people, and that it's a great place to come for assistance. Pahrump received 16 comments ranging from everything's great, it's a great place and people, they have helped with many important matters, good service, pleasant, helpful, courteous, compassionate, friendly, very positive, always great, quick and easy, very helpful in a difficult time, rapid assistance, great staff, and everyone worked together and were wonderful. One client asked for healthier foods like cold pressed olive oil, cinnamon and raw cider vinegar. We are still staying in the high 4.8 & 4.9 ranges. Franchesca still calls clients back if they leave a phone number to see if they have any concerns or need any more assistance.

No action needed.

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

No public comment.

10. Adjournment

The meeting was adjourned at 10:23am.

The next meeting is scheduled for November 19, 2018. This meeting will be a video conference unless otherwise notified.