

A video conference of the Nye County Community Service Block Grant (CSBG) Tripartite Board was held on February 2, 2022 - 9:00 AM

Board members attending via video conference:

The Honorable Judge Sullivan, Vice-Chair (Elected Official)
Shirley Trummell, Member (Community Minded)
DJ Mills, Member (Community Minded)
Scott Gill, Member (Consumer)
Kenneth Oberlin, Member (Consumer)

Also present:

Karyn Smith, Director, Health and Human Services

Absent:

Sandra (Sam) Merlino, Chair (Elected Official)

The meeting was called to order at 9:03 a.m. by Judge Sullivan.

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 – February 2, 2022

There were no revisions presented.

Shirley Trummell made a motion to approve the agenda. Ken Oberlin seconded the motion; all in favor and the motion carried.

3. For Possible Action – Discussion and deliberation for acceptance of minutes from December 1, 2021- Tripartite Board Meeting

There were no revisions presented.

Scott Gill made a motion to accept the December 1, 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 December Monthly Reports (Original, Supplemental and CARES)

Karyn stated that on the Original Base Budget for FY 2022, as of December 21, 2021, we've spent \$5,553.60 of the \$120,884.00. That is only 4.6% of the budget, but we are only 2 months into the new grant year. I've done another budget modification because they brought in the Supplemental monies. For the Supplemental Budget for FY 2022, at this point we have not done any RFRs or spent any money, because we are waiting on the final contract. Once we get that, I will do subrecipient agreements with NyECC and spend some of that money down.

Karyn stated that for the CARES budget for December 2021, we've spent \$58,011.44 of the \$161,968.00. That is only 35.8% of the grant, however this grant goes through until September 30, 2023. We had just spent the original \$40,000 we were originally given with a deadline date of September 30, 2022. We are not seeing as many people as we thought we would, and people are not qualifying for the funding. We are looking at the guidelines and talking with other counties to get ideas on how to expend those monies.

Scott Gill made a motion to accept the December Monthly Reports. Shirley Trummell 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 modification request. It was approved back on December 9, 2021. I had to move monies around in order to make sure the Supplemental monies are spent. Here is the following breakdown:

- Salaries/Fringe – increased by \$5,549, making the balance \$16,686
 - Fund 5 hours a week for the RRH Casework for Christina
 - Franchesca – eLogic Data Inputting
 - Brittany – eLogic Data Inputting

- Travel – reduced by \$556, making the balance \$7,935
 - Travel to attend NCAA/NACHSA meetings
 - \$1,400 – 2022 End Homelessness Conference reduced due to virtual conference
 - 2022 NCAP Conference for 2 staff
 - Las Vegas Homeless Meetings and visits for RRH Caseworker, reduced by \$56
- Operating – remained the same at \$2,660
 - \$920 for Social Service Fairs for June 2022 in Pahrump and July 2022 in Tonopah
 - \$1,140 – cell phone and Jet Pack for RRH Caseworker
 - \$600 – NCAA dues
- Contract/Consultant – reduced by \$2,496, making the balance \$44,219
 - Youth EI – remains the same at \$7,500
 - Adult EI – increased to \$2,500
 - Nutrition Services – remains the same at \$11,000
 - Community Coalition – remains the same at \$15,500
 - Early Childhood – remains the same at \$7,719
- Training – reduced by \$325, making the balance \$1,950
 - Registration for 2 staff members to attend the 2022 NCAP Conference remained the same at \$1,650
 - Registration for End Homelessness National Conference for 1 staff member reduced to \$300
- Other – reduced by \$2,172, making the balance \$47,434
 - Adult EI Direct Assistance – increased to \$6,000
 - Capacity Building Direct Assistance – remained the same at \$1,500
 - Transitional Housing – reduced to \$527
 - Childcare Subsidy – remained the same at \$1,000
 - Basic Services – reduced to \$38,407

Karyn stated that the Supplemental Budget of \$13,268 was approved in January, but we received an additional \$1,255, bringing the new budget to \$14,523. I have to submit another amendment to the BOCC for them to sign with the new budget amount on February 19, 2022. The following is the breakdown for the \$14,523 Supplemental Budget:

- Basic Services
 - Hygiene Kits - \$6,000
- Capacity Building
 - Car Seat Installer Travel - \$1,198 – per diem, hotels, gas to travel in Nye County, etc.
 - Car Seats – increased to \$4,350 – 75 car seats
 - Back to School Fair Supplies – increased to \$2,975

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 we did a budget modification, but had to move more than 10% around, due to not getting as many clients. It is now a Subaward amendment that was approved at the January 19, 2022 BOCC meeting. I am just waiting for the fully executed contract. I moved monies over to the temporary part time Covid employee to fund the position for an extra 6 months. Crystal was needing the help at the Health Nurse office running the Covid pods every Tuesday. They also go out to Amargosa and Beatty to do the Covid pods out there. She works 20 hours a week, and we do a subrecipient agreement with NyECC.

Karyn stated that she is awaiting the amendment due to the fact that they decided the position needs to be budgeted under Contractual, instead of Personnel/Fringe. They are working on moving the remaining monies over. We are looking at revamping our policies on Rent/Utilities/Essential Services. Our policies require there to be a Covid reduction in hours/employment and nobody is qualifying. We also didn't want the Covid reduction to be back from 2020, because we are getting the same clients over and over. We have to find that happy medium where we can assist clients more. We are talking to other agencies around Nevada to see how they are spending their funds. I am open to any suggestions anyone might have.

Shirley asked if people in Pahrump and Tonopah were still aware that we have monies in CSBG CARES. Karyn stated that we were giving out flyers for the program, but we will have to look into it and get the word out. Our biggest issue is that the people that do contact us and have been affected by Covid, don't fall within our grant policies and haven't been affected in the last 30 days. Shirley suggested that maybe we can put out another article in

the paper letting people know that we have the funds available still. Karyn stated that is a great idea and we do need to get the word out to everyone.

No action needed.

7. Discussion regarding updated schedule of the Board Meetings for 2021-2022 Fiscal Year

Karyn stated that Franchesca included the updated schedule in the backup outlining the dates for the 2021-2022 CSBG grant year. Karyn asked if any concerns with those dates. We can change the schedule as needed to fit everyone's schedule as the dates get closer. Everyone agreed that the dates looked good.

No action needed.

8. For Possible Action – Discussion and review regarding the Bylaws of the Tripartite Board of Nye County, Nevada

Karyn stated that under the Organized Standards, I believe this is a requirement to review the Bylaws every year. They haven't been changed since 2019, however we have to review and discuss every year. I know that we discussed the Mission Statement before and asked if anyone had any changes or amendments to the Bylaws. Everyone agreed that the Bylaws look good to them.

Scott Gill made a motion to accept the Bylaws of the Tripartite Board of Nye County, Nevada. Kenneth Oberlin seconded the motion; all in favor and the motion carried.

9. Discussion regarding CSBG Community Action Plan for SFY 2021-2022, including the Annual Goal Progress Report

Karyn stated that in the backup, she included the scope of work for the Base, Supplemental and CARES grants, to show what we submitted in the Action Plan for this year on what our goals are. The goals for the BASE grant are:

- Goal 1 - Barriers hindering long-term employment will be addressed and/or removed

- Katie currently has 26 clients and has 3 of them employed that she is working with. We are just only a couple months into the grant year, so hopefully she will be able to assist in getting more employed soon
- Goal 2 – Barriers hindering stabilized housing will be addressed and/or removed
 - Through the Rapid Rehousing Program, along with the help of the CSBG grant, Christina has been able to assist 3 clients to get them fully housed and connected with other services, case managing, etc. A few of them are connected with Katie through the Employment Incentive program
- Goal 3 – Allocate more time and resources to data entry into eLogic
 - Franchesca and Brittany input into eLogic and our Clarity databases, getting all of our data into one spot for us to be able to run reports and get information

Karyn stated that the goals for the Supplemental Grant are:

- Goal 1 – Individuals in Nye County will gain access to basic personal care items
- Goal 2 – Students will receive basic supplies needed for success in school
- Goal 3 – Individuals and families will receive car seats and installation training

We have not yet met any of the Scope of Work, due to the fact that we have not spent any monies because we are waiting on the signed contract. Once the contract is signed, we will be able to move forward and meet those goals.

Karyn stated that our CARES Grant, that includes our Transportation gift cards which can assist with medical or anything related to Covid. We were giving our Food gift cards to clients, and we aren't seeing the return of clients to come back each quarter to get the new gift cards. A lot of them are turning down the cleaning supply gift cards. Nobody is really qualifying for the grant anymore to expend the Rent/Utility assistance, so we are taking a look at it. We've used a lot of the monies to put the kiosks in Pahrump and Tonopah, purchased laptops, PPE supplies, printers, etc. \$23,553 will be used to fund the part time position to assist with the Covid pods.

DJ asked Karyn if she identified the reason on the lack of requests for the CSBG CARES assistance. Is it barriers towards the application and criteria, or is it just no interest? Karyn stated that it is both, but mostly because clients are not qualifying. In the beginning when we got the funding, the qualifications were so low that it was so easy to get it and we were just paying the same client's monthly bills over and over. We worked with CSBG along with other counties, and we agreed that it should not be so open ended. Based on how other agencies were running their grants, we tightened up the guidelines so that we are not continuing to support all of client's monthly bills, and they don't go out looking for a job.

We changed the guidelines to have a Covid loss within the last 30 days, and we are finding that those are too tight, and nobody really qualifies. We are looking at the policies and procedures, to expand the Covid loss to the last 3-6 months instead. Also, people are just not coming in for the assistance, and we are finding that they aren't really being financially affected by Covid anymore. The Covid restrictions have eased up, therefore people are not seeing as much of a loss of income due to Covid, as they were in 2020.

No action needed.

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

Karyn stated that the backup has one of the reports out of eLogic. I think it is a good reference to show what we are reporting in eLogic, how many clients we are serving, etc. All of these questions came off of our Strategic Plan and the services and programs we offer. It gives a percentage of what we are seeing with our clients. We are increasing our client base and have been a lot busier, which is a good sign.

No action needed.

11. Discussion regarding submission of Organized Standards

Karyn stated that every year, we have to submit responses for 52 Organized Standards. Luckily, we don't have to submit all 52 anymore, but we still have to go in and answer all of the questions and let them know whether we do or do not have it. CSBG then chooses a percentage of items we have to

submit for review, this year it was 9 items. Franchesca assists me with the Organized Standards and keeps them organized and stays on top of it, so it was very easy to submit those 9 items. Due to that fact, we hit 100% for the second year in a row, and I wanted to give Franchesca kudos for that. We are the only agency in Nevada that has hit a 100% on the Organized Standards, not once, but twice. Lyon County received 100% for the first time this year, and all the other counties want to hire Franchesca to keep their Organized Standards organized. We do such a fantastic job because she came up with a checklist and makes sure we stay on top of things for each meeting and keeps record of everything. Judge Sullivan stated that we really appreciate it. Karyn stated that she also appreciates it because she makes it easier for me. Shirley stated that she remembers how difficult it can be and congratulations to Karyn and Franchesca for doing such a good job.

No action needed.

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

Karyn stated that this is part of the Organized Standards, so we have to keep track of all the training and time spent on meetings. Through NCAA, which is one of the associations through CSBG I belong on. Our agency was invited to participate in a Trauma Informed training, which is every Friday and helps us as agency staff to recognize burnout or how clients affect our attitudes and a lot of great information. That training will also count towards our Organized Standards. NCAA is also funding for us to do a Cultural Competence Training for any staff that wants to take on February 8. I will also be looking at sending out more trainings for the board to meet the Standards.

Judge – 30 minutes

Shirley – 30 minutes

DJ – 30 minutes

Scott – 20 minutes

Ken – 30 minutes

No action needed.

13. Presentation regarding the Customer Satisfaction Survey results for October 1, 2021 through December 31, 2021

Karyn stated that the results are in the backup. The staff is still running high on a 4.93, and a couple of areas have gone down a little bit. Wait time has slightly dropped because we are seeing more clients, and right now they are having to wait a little longer than they are used to. All the staff is doing a fantastic job and immediately acknowledging that the clients are there, letting them know we will be right with them. The comments were all good, very grateful, excellent service, very positive, etc.

There was one survey that said “Katie has been very kind and helpful. The other two times I called for help, they were mean and wouldn’t help me.” I did talk with our staff on that, and we are not sure who even wrote that. Karyn stated that lately, we are having a lot of issues with clients who don’t immediately receive the service they want, they start lashing out at us. It has been a little rough because it seems that Covid has brought out a little bit of an Entitlement attitude within some of our clients. We will continue to treat them all the same, stay positive and move forward.

No action needed.

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

Karyn stated that Franchesca asked that she remind Shirley, DJ, and Judge Sullivan to return the Conflict-of-Interest statements she sent out at the last meeting. Everyone stated that they will get them in as soon as possible.

15. Adjournment

The meeting was adjourned at 9:37 a.m.

The next meeting is scheduled for May 4, 2022.