### **CALL TO ORDER**

The regular meeting of the Churchill County Social Services Advisory Committee was called to order at 3:04 p.m. on the above date by Gail Bursill.

PRESENT: Pete Olsen, Churchill County Commissioner – Representative for Elected Official

Gail Bursill, Red Cross, Consumer Representative

Craig Mingay, Deputy DA

Pamela Moore, Commissioner Administrative Aide

Shannon Ernst, Director of Churchill County Social Services

Kim Hammer, Project Coordinator Churchill County Social Services

It was verified that the agenda for this meeting was posted in accordance with NRS 241.

## CALL TO ORDER

Based on the Chair and Co-Chair not being present Gail Bursill was nominated to conduct the meeting. The meeting was called to order at 3:05pm.

#### PUBLIC COMMENTS

Gail Bursill inquired if there were any public comments not listed or agenized. There were none.

#### **AGENDA**

Correction to the date not 9/7/2010 it should be 7/14/2010 and #6 there is no chair or co-char. Commissioner Olsen made the motion and to accept the minutes as revised Mrs. Bursill second the motion passed unanimously.

#### **MINUTES**

- 1. Pamela Moore, Commissioner Administrative Aide Administered the oath for Pete Olsen, Churchill County Commissioner and Gail Bursill, Red Cross, Consumer Representative.
- 2. The item was recommended to be tabled at this time based on a representative not to be present for the current meeting and the past. The position of Chair and Co-Chair need to be discussed and filled based on Brad Goetsch Chairman and no longer serving on the Committee and the term is expiring. The review and Adoption of Bi-Laws were brought forward when we formed the committee. We brought this forward, back in July, and were going to move forward to the commissioners. Change in board, commissioner Washburn had appointed Brad to take her position. Now Commissioner Olsen has been elected to sit on the board. At this time we would need to have the by laws looked over by Craig Mingay, representing the DA office, to be approved and see if they had any changes to make. They have been reviewed by Rusty Jardine and Mr. Mingay, approval has been received by DA office. They have also been reviewed by the State when put into place four years ago. We have been relaxed in committee meetings, and Mr. Goetsch felt we should proceed only with meetings as needed. The State has slapped my hands on the last audit stating that we need to have at least quarterly meetings. The advisory committee should be meeting in order to see what we are working on and make the recommendations to the Commissioners on future ventures. CSBG funds a total of three positions in my office and a total match of 7 different programs. At such time that all positions are filled on the Advisory Board we will need to forward the Charter to the Commissioners for final approval.

Ms Ernst brought up that OCS (Office of Community Service) requires two Boards training annually. They gave use a formal audit, we were one of three that had the audit for 2007; the State said every thing looks good. These trainings annually could pertain to Ethics, Community, State, Federal Based, Poverty, Community Service, and Government Issues related or board development. Most of the current board has had ethics training within the last couple of years. I would like to address issues you are interested in and with your help look for those. This is also something we need to track. I have to track all of the trainings in the office. The next board meeting we can do training. Mr. Olsen stated that he is interested in additional training on grants and services provided within the Social Services department.

Mrs. Bursill stated she would like to see how the eligibility works. What are the different programs and guidelines for the eligibility for the programs? Mrs. Bursill stated this would be of assistance to me when I speak to the different departments within the communities and I assist in developing policies. Maybe look at community resources, have someone come in and talk. Ms. Ernst was asked to do a State Wide interview for Children's Cabinet on what Churchill County Social Services has as resources, what our office does, and how we dealt with the economy. Ms. Ernst was asked "Do you think Churchill County plays well with others?" She answered "Yes we do, but there is always to room to improve." In this interview DCSF did not know that Children's Cabinet was next door. They are all state agency's that was sad. Ms. Ernst is looking at hoisting a luncheon to bring all of the different resources together to talk about what each agency does and how we can work together. Ms. Ernst would like to host a community event and have the Advisory Committee involved. So the community can see what we have to offer them. Ms. Ernst found out information for homeless youth and having a safe place. If a homeless youth goes to McDonald's, in the state of Nevada, the youth must say that I am homeless, they will call Children's Cabinet, 24 hours a day, and can get lodging; I did not know that was here. Mr. Olsen stated that if you are doing something like that thought the prosecuting domestic violence there is a big push. We were a pilot site for best practice for prosecuting domestic violence. A lot of jurisdictions are trying to compile a list of resources and trainings for officers. When they were looking for different resources the officers were able to give them the resources. There is a lot of money in S.T.O.P. grants. Mr. Olsen just couldn't find any one to administer the grant. S.T.O.P. grants are huge through domestic violence. We put together books and index cards we just ran out of time and money. Mr. Mingay asked, "What is a STOP grant?" Mr. Olsen stated it is a federal grant specifically for domestic violence through the attorney generals office. Ms Ernst stated we utilize Children's Cabinet for our clients in the work force because it pays for day care and it is a great organization. Ms. Ernst stated that we will look at resource training and eligibility training. If you are interested in any other training please let her know.

3. Ms Ernst explains these are the main grants that support Social Services. We don't look at anything out side of Social Services. Welfare set Aside the \$10,000.00 grant was awarded. We have spent year to date, \$7,004.61, which is 70% of grant. Have only drawn down \$90.00, the reason why is the state was behind. We got lax with them, because they were behind and we were waiting on them. We do have a draw request ready for them. Welfare Set Aside is from a transfer tax that we get back to us. This one was actually on the legislature to be swept. This is one I am bringing before the commissioners to sign because the state housing division has decided to allocate this in July. The governors office have given us an agreement to have this funded by January 1. These funds have already been allocated for the state to dropped significantly; \$8,700.00 is what it came at and that would be a total for spending over a 18 month period. This is a significant less amount. In a 18 month period we are going to be looking at not utilizing these funds till July for emergency rent deposits and emergency utilities. CSBG block grant we are on top of this one. We just got reimbursement on this one. These are

fiscal years. The only ones that are not on a fiscal year are HUD, United Way and City of Fallon. ESG difference from expenditures and reimbursements is from the last month, we have not been reimbursed yet. Most of them are quarterly reimbursement. ESG has gone back to a monthly reimbursement. What does ESG stand for Emergency Shelter Grant. United Way and FEMA actually pay us in advance. FEMA sends us a check and if you do not spend it out, all but \$5.00, you have to pay them back. This is a very scary one you write the grant and submit it in January; back date it to November. This year we did not plan on that. The grant we submitted in January the funds haven't been released from the house yet. They are looking at a 50% cut right now. That money is completely spent out and we sill have not been reimbursed yet. We have all of our receipt from the month we spent. They have not given us our final report to complete. HUD this is a direct allocation fund. This is a three year grant we are right on track with them. Sometimes we get a month behind with this one. We got locked out of the system for 2 months. You have to have a commissioner authorize it. Western Nevada Home Consortium, this funds two different grants long term and short term housing program. They are usually only about 60 days behind with reimbursing us. Jennifer is good about submitting this. This one is passed through Lyon County. They are the administrative organization on this grant. These two grants are at \$113,000.00. They fund us very large amounts. We do have matching funds for our HUD. People call us bankers on HUD consortium that Churchill County is just banking their money. We want to make sure that we have our match dollars they can hold that money for up to three years. City of Fallon as you can see, we have no money left. I have made a request for \$35,000.00 more. City of Fallon provides us with funding for their city residents. They have not acknowledged my request at this point. I have a call in to Gary Coordes to see if I need to make a presentation for them. The City of Fallon's utility fund provides emergency assistance for the residents this will provide cash assistance for us. That comes directly from the utility assistance. I asked for \$25,000.00 last year and this year I am asking for \$35,00.00. AARA dollars we received \$131,000.00 is a stabilization program for housing. We can pay back rent and back mortgage. We have to show they had a life changing event. If they lost employment and then gain employment we can show that they are stabilizing. This is only for once in 18 months period. We monitor them in the whole state of Nevada. We have a computer system that can monitor them in the state of Nevada. We are linked thought out the State. If they get a bag of food in Las Vegas we will know.

- 4. Ms. Ernst explains attachment #1 the ROMA report for CSBG this takes hours to prepare. Everyone of our case workers are doing this including Natalie at CEDA. The ROMA report insures that our clients are meeting their goals. We are on target for all of the goals that we have set at the beginning of the year. When you look our clients we put at 78% that would hit the goal. We are at 48% that achieved the goal. We have students succeeding we are tracking this. This goes through Dec 31, 2010. These are people that actually filled out an application and we report to the state. Referral calls are someone calling in and asking for services not just for our services these are our numbers; last quarter was 1,480.00. We have to track this and report it to the state. Mentoring program there is 12 people for the mentoring program with JPO.
- 5. CSBG The house is looking at reducing this up to 50% or a revamp of the funding cycle to a competitive process. What they mean by a competitive process is that maybe there are other agencies that can do the program, so they could make this competitive. On March 18<sup>th</sup> they will announce new guidelines. If they don't announce it they will go forward with the renewal process with this application and look at the poverty guide lines. We are going to do this application. With attachment #2 This is the survey that we are looking at. Need to survey a minimum of 130 people in Churchill County. Last time we went into poverty designated areas and did the surveys. This year they do not want us to do that they want us to use our resources

like using Friends and Family Resource Center and other resources to fill out the surveys at their agencies. The problem with this is we could get duplicated clients filling these out. They stated that is what they want us to do. We have to have a 100 of these surveys completed and gathered. The reason for this is they want to see what our barriers are in our community. What came out in the conference call was that currently these agencies are not grant writers that is a concern for Gary Gobelman. A lot of communities could be at risk if this goes completive. A lot of these have been serving the community for 20 years. Why go competitive? They feel that maybe other agencies in the community could do it or do it better. With ARRA dollars for unemployment Nevada and New York were number one in the nation. Also you are seeing agency receiving cuts of 100% so they could come in and receive these grants. Show us what you are going to do and let's make it a fair fight. If we lose this funding we would lose our housing projects and the food programs. Ms. Ernst looked at seeing if another agency could do the food program but have not found anyone. Our food programs are broke now. We are moving some money in CSBG. Our Backpack program feeds 100 kids a week. The Backpack and Project food could go away. We buy the food for these programs from the Food Bank and Safeway. The food is non perishables items. The Thriving Women from the Lutherans are doing a fund raiser to raise money for the Backpack program. Ms. Ernst explains the surveys are asking what the barriers are in our community is it housing or employment? This is what they are compiling. These are due April 29<sup>th</sup> 2011. We need to complete a Strategic Plan Annual Bench Marks separate from Agency Strategic Plan. They have told us what our bench marks are. We need to come up with our goals. We have our mission. Goal #1 Implement high impact programs designed to move people out of poverty. Goal #2 Strengthen internal agency capacity to achieve improved results. One of the things I am going to do a new evaluation in our office. The county evaluation has satisfactory and if you get below then you need to work on it. I am going to meet with each one in the office for a full day and see what we need to work on. This is how we are going to meet this goal. Then we can develop training. Goal #3 Engage the community to improve the community's response to addressing the needs of lowincome individuals and families. Ms Ernst developed a community response team a couple years ago. This was passed to the Coalition they have a quality of life group, criminal, substance abuse group and quality of health group. They were going to meet on a regular basis. The Coalition is really where this needs to be it is not a Social Service. The community is really not engaged. Most people in the community do not want to be a part of it. Over the next year I need to come with ways to engage the community. We have many issues how do we get the community to raise money. It may be doing a fund raiser for food. I can not require the volunteers to help. We do have volunteers that help each week. We can not require anything if they receive food from the Food Bank. We have in our homeless programs if they are not working they will be required certain amount of hours for community service. This is due April 29 and I need to really come up with something for the 3 goals with actual benchmarks. Social Service has grown a lot in the last 6 years. Social Services are a big community support. We partner with a lot of other agencies in the community. As the committee its here I ask that you take these three as you are over seeing this office what would your ideas be? I am going to take these back to the office and we are going to look at this as an agency. Then look at scheduling a time to come back. I need to ask two things of this committee is to schedule a committee meeting were 2 of you or 1 of you over sees the application. The community surveys our office is going to start doing them. I am going to contact other agencies for the survey next week.

6. Ms. Ernst explains that the Emergency Food and Shelter Grant were submitted in January, awaiting for the house to approve the program and funding. This is our food money. Funding allocation meeting rescheduled 3 times I hope they stick to this date of April 6<sup>th</sup>. They are talking about cutting 50%. CDBG grant was submitted January, 6<sup>th</sup> applications to support

ADA, technology, Rural Community Assessments, Rural Homeless Assessments, Economic Development. Funding this is scheduled for March 22<sup>nd</sup> and 25<sup>th</sup>. I have been appointed to the governor's advisory committee. This is up to 3m house to cut up to 50%. If this is cut it is about 1m dollars. There are 44 projects to cover this I do not know how we are going to cover this. Western Nevada Home Consortium was submitted January, 2 applications are to support homeless programs. Meeting to be held March 8<sup>th</sup>. House is to cut up to 50% these are our homeless programs. These are very important for our long term housing program. A match of our grant through HUD is to be implement in 2 years through HUD. We submitted our applications and I will present these next week. Mr. Olsen stated that he will be going to this meeting. Ms. Ernst asked if he would like for her to prep him for this meeting. Mr. Olsen stated that he would. Ms. Ernst explained the ESG Emergency Shelter Grant renewal submitted February, shelter and supportive services, funding stable today. We are pending for our continuum of care. We are following the state plan. HUD we are awaiting to hear about NOFA Notice of Funding Announcement release and new HEARTH ACT. I went to Denver in October on behalf of the state to learn what the HEARTH ACT was about. They did not have the regulations when we got there. Great week in Denver hearing what the HEARTH Act might be like. We're still waiting for this it supports our long term housing. We do have to apply for our grant it is going to be up next September. US Bank submit application for Food April. We are a non profit under our community agencies. So we do qualify for food. Nevada Works I am looking at applying for this to support our employment. CSBG could be cut. I will be looking at different grants to support the department.

- 7. In our CDBG grant they said we need to do some branding. We had money left over and it was approved to move forward with this campaign. We have contacted Abby PR. About the publication of a 101 things to do in Nevada. This is a publication that shows what there is to do in that town. I was disappointed to see in Churchill County we really did not have a lot for us. I contacted the publication and ask if we could put some things in for Churchill County. Abby PR wrote the stops for them and this will be coming out in April. Fallon will have a Face Book page it will be up and going by this Monday. Churchill County Face Book page will be about what there is to do in Churchill County not about issues in Churchill County. Our office does a lot more than just grants. To do positive branding of the communities. This is the brand "Don't you think it is time to take a brake from the crowd and come see Churchill County?" Ms. Ernst stated that the Legislative are on the docket to look at Elder abuse and Public Nurse and cutting TANF. It is about \$900,000.00 total a year. They aren't going to do the loan program. The loan program is when you are waiting for your unemployment you can obtain a loan till your unemployment comes in. That was a huge hit because you would not qualify for TANF.
- 8. Scheduling committee Meeting for Strategic Benchmarks April 7<sup>th</sup> at 3:00. Advisory Committee Meeting to go over Goal and approve out comes of surveys April 26<sup>th</sup> 3:30. They both will be held at Churchill County Social Service Conference room.

# **ADJOURNMENT**

There being no further business to come before the Board, a motion to adjourn the meeting was made at 4:55 pm by Gail Bursill and Pete Olsen second the motion to adjourn.

APPROVED:
Gail Bursill, Acting Chair, Advisory Committee