CALL TO ORDER

The regular meeting of the Churchill County Social Services Advisory Committee was called to order at 2:02PM on the above date by Gail Bursill.

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

Gail Bursill, Chair, Red Cross Consumer Representative Shannon Ernst, Director of Churchill County Social Services Craig Mingay, Civil Deputy Attorney - Absent Holly Padilla, Office Aide – Churchill County Social Services

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

AGENDA

The agenda was reviewed and Ms. Ernst asked that a change be made to the agenda. Item numbers 9 and 10 would now come before Item number 6. Commissioner Olsen made the motion to accept the agenda as revised. Gail Bursill seconded the motion and it was passed unanimously.

The minutes from 11-4-11 were reviewed. Ms. Ernst explained to the committee that the minutes would now be recorded with a digital recorder. This will allow us to include an audio file on our web site, in addition to the typed minutes that the committee keeps. Gail Bursill made the motion to accept the minutes from 11-4-11 as written, Commissioner Olsen seconded the motion and it was passed unanimously.

PUBLIC COMMENTS

Chair, Gail Bursill, inquired if there were any public comments not listed. Ms. Ernst advised the committee that Social Services has been approached by Joyce Edgemon, previously with Family to Family at the Friends Family Resource Center, to administer the Family Vehicle Safety Program. She is a certified technician. There is a significant need for this service in our community. When a family is stopped and does not have a car seat, or have their child properly restrained in a car seat, they can be fined. These fines can be upwards to \$1,500. When appearing in court, they can be ordered to take an educational class on car seat installation and safety. The cost for this class is \$30. There has been no class in our area for quite some time. The criteria for administering this program is that you must be a government agency or non-profit. While Joyce has been doing an amazing job at doing this on her own, she has come forward with a proposal that Social Services administer this program. Craig Mingay has been reviewing the program and the program contracts, and feels strongly that this is something we should offer to the community. All funds stay within the community, which would allow for promotion and administration of the program. There is currently \$1,100 set aside for the administration of this program. Ms. Ernst explained to the committee that Social Services would order and monitor the inventory of car

seats, the money allotted to program administration, and work with Joyce to see that the educational component is being met. This will fill a gap in our community and allow follow-up here. Currently, judges are making referrals to Lyon County, which doesn't allow for any follow up here. With the approval of the committee, Ms. Ernst will present this proposal to the Commissioners. The committee was in agreeance.

Ms. Ernst discussed with the committee the goal in the CSBG grant to have a Community Resource Roundtable Meeting with various community agencies to initiate conversation about what each agency does, how they are funded, and the services that they provide to the community. The purpose of this meeting is to make everyone aware of what resources are available, how to properly refer someone to a particular agency, and to best serve clients while utilizing agency funding in the most efficient manner throughout the community. This will allow us to take a look at where services are being gapped in the community, where there is duplication of services in the community, and allow us to end duplication and fill gaps. Several possible dates were sent out to the various agencies. There were approximately 54 RSVPs returned. There will be representatives from Federal, State, County, City, and Non-profit agencies. There are representatives coming from Carson City, as well. This meeting will be held from 11AM-2PM on Tuesday, February 14th at the Old Post Office building. This initial meeting is just to open the dialog, and then there will be a series of follow-up meetings to continue dialog, assimilate information, and then present it to the community to educate them on the services available and how to access them. The computer system that we currently use is a free system that could be used by those who issue a formal MOU for a client to work with us; current system enhancements are being put into place that would allow us to track all of our information in one place. This would also allow documents to be filled out online and scanned into the system providing agencies with the ability to see which agencies a client is currently working with.

Item 6 – Churchill County Social Services FY 2013 Budget

Ms. Ernst reviewed the FY 2013 Social Services budget with the committee. Ms. Ernst explained the budget totals and discussed current issues with those totals. The biggest changes in the budget were to deal with the reclassification of the Office Aide position, the Grants to Needy to offset the costs of the Out of Egypt Food Pantry program, and the new categories that have been added for the Mandated Functions. Ms. Ernst explained to the committee that after finishing the budget, she received a phone call informing her that the projections for the Mandated Functions were all incorrect. There was a discussion about Mandated Functions and how they will impact the budget totals; and, about the need to have accurate projections. All inaccurate projections greatly impact the budget and call for revisions to the rest of the budget categories to make up for the shortfall. The Medicaid Match will cost approximately \$680,000 in addition to the projection. This is an 80% under prediction of the category. Ms. Ernst explained to the committee the issue with the Developmental Services projections and how it is impacting the budget. Due to the inability to obtain the

needed information from the State, Ms. Ernst was advised to cap the budget for this category. This was done to the total of \$18,912, or 200% of poverty level, which was spent out by November. The original projection for this budget was \$42,000. This was then cut back to \$18,000 by the State, and will now be about \$48,000. The decision then comes to be whether or not to continue services. Per Craig Mingay's advice, no services will be cut, we will continue to allow services, and this item will be reviewed by the Commissioners on March 1, 2012. There will be no one added at the present time without County approval. There will be approval for all additional items needed – no open checkbook. Establishing eligibility will be key. Case by case evaluations will be made. If not eligible for long-term commitment now, they will be placed on a waiting list. There was also a discussion about the need to look at funding for services and make that consistent across the counties within the State. Ms. Ernst explained to the committee the reason for this is that individuals will move from location to location and shop counties to see where they can receive the most assistance. Ms. Ernst explained to the committee that when writing grants for the upcoming year, they would be written based on what we need to assist our community in ways that will bring about change and stabilize individuals. We are seeing way too many people who come to the window for assistance and then return one to two months later, in need of assistance again. Unfortunately, most individuals are not seeking the hand up, but the hand out. We are redefining the way we operate by holding an Office Retreat in March. The purpose of this retreat will be to look at what we do, questions that we ask and what questions we need to be asking, the documentation that we require and whether modifications need to be made to that list, and the resources available to refer clients to so that they can get assistance in returning to work. We have issues with people who are just expecting to live off of their unemployment, TANF, and other benefits; thinking that work is simply an option. We are working with ABA Training. They have come and prepared a Workforce Training Program to replace the Workforce Academy lost at WNC. This is a 3-day workshop that people will be taking to gain the skills necessary to secure employment. This will be available to our clients and mandated for some based on the programs they are currently in. ABA has been great to work with and will be able to customize programs to meet our needs. Commissioner Olsen inquired as to whether when determining poverty level, all programs being accessed are included to get them to that level. Ms. Ernst advised him that that cannot be done and that each program accessed is a stand-alone program. They only way these can be counted, is if someone is receiving a cash benefit that comes directly to them; then, it is counted as income. Utility allowances count as income when living in subsidized housing. Ms. Ernst explained the poverty level, how it works, and how people can utilize various programs. To access programs through Social Services, one must be at 125% of poverty level or below. The total Social Services budget is a \$2.3 million dollar budget including grants.

Item 7 – 2nd Quarter Financial Report

Ms. Ernst reviewed the 2nd Quarter Financial Report with the committee. This report shows the disbursement of funds and is turned in quarterly to the

Commissioners. Ms. Ernst explained the report provides a view of where we are with spending. Currently, everything is on target. This report is also broken down by each category and shows funds dispersed within those categories. The area where we have over expended has been with our media. This is due to helping out with the Lights of Christmas and Wishing Tree programs and our waiting for reimbursements. Ms. Ernst also explained to the committee that when funds have been over expended and we haven't received our reimbursements from organizations, transfers are made between accounts and that this was addressed on the first page of the report. Gail Bursill inquired about the 50/50 match account. Ms. Ernst explained that this is for the county residents who are between 156-300% of poverty level and that we are mandated to pay 50% of their Medicaid expenses. We utilize an Excel spreadsheet in the office to input information as we receive the bills, so we know on a daily basis where we are with our funding; not only with our grants, but with our County budget, as well.

Item $8-2^{nd}$ Quarter Commissioners Consumer Utilization Report Ms. Ernst reviewed the 2nd Quarter Commissioners Consumer Utilization Report with the committee. This report shows all the areas in which we have provided assistance, to which demographic groups the assistance has been provided, the number of volunteers that we have, etc. This is a valuable tool to show exactly what services Social Services have provided for the given quarter. Ms. Ernst explained to the committee the various service request cycles for the Social Services Department and when they will see the peaks and lulls in this reporting tool.

Item 9 – Re-Classification of Office Aide Position

Ms. Ernst explained to the committee that she had presented a proposal before the Commissioners to reclassify the Office Aide position. The form from the budget packet outlining this reclassification was shown to the committee members. The current staffing is comprised of Jennifer Jonte, Transitional Housing Casework, Manny Lopez, Wrap Around Services Coordinator, Shannon Works, Clerical Specialist, Project Coordinator Intern – currently gapped, and Holly Padilla, Office Aide. The Office Aide position is responsible for mainly data collection and entry. This is a casual position that is to be done away with when our funding is expended. However, this position has the potential to be able to provide so much more for the office. Currently the position is maxed at 19 hours per week. The proposal would allow the position to be reclassified with a change in title from Office Aide to Project Coordinator. The maximum hours for this position would now be 24-29 hours per week. This would require the paying of PERS, but not insurance benefits. The increase in cost would amount to an extra \$1,500 per year. The reclassification of this position would allow us to revise the currently gapped position of Project Coordinator Intern and the Office Aide position to create one new position. This position would then be responsible for not only data collection and entry, but would work closely with the Director in the coordination of the Advisory Committee meetings, Community Action Committee meetings, and other various projects within the scope of Social Services. This would increase morale, training potential, and efficiency within a very cohesive

team; as well as, more efficiently utilize the office space currently available. Ms. Ernst advised the committee that this proposal was presented at the budget hearing and was being presented to them in an informative purpose to advise them of the potential revision of current office staffing assignments.

Item 10 - Backpack for Youth and Project Food Restructured

Ms. Ernst reviewed the proposed changes to the Backpack for Youth and Project Food programs. She had a meeting with Pastor Paul from Out of Egypt Food Pantry, to review the various food programs available within the County. Currently, there are many food programs in the county. The main focus of concern is the Backpack for Youth program. Pastor Paul has submitted a proposal for the administration of this program in the future. Currently, we serve about 100 children. His proposal starts out with 50 and will go up from there. This would ensure that the children most at risk for not having food would be served. Pastor Paul would continue with our policy of allowing children to pick up the food if a parent is not able to come. It is our feeling that the food is for the children, so a parent's schedule should not keep them from getting the food that has been made available. Pastor Paul would also continue with the current policy of rotating everyone out after six months of service and maintaining a waiting list for those eligible. Commissioner Olsen inquired about the program cutting back to 50 children and wanted to know why. Ms. Ernst explained that, although, we currently serve about 100 children, we consistently have a number of families that do not show up to pick up their food, or call to make other arrangements. Also, Pastor Paul is concerned about funding and does not want to commit to something and not be able to fulfill that commitment. The biggest issue for Pastor Paul is that his funding is not stable. Ms. Ernst has gone over several different aspects of food acquisition with Pastor Paul to ensure that he is getting the most out of his food shopping dollars. Ms. Ernst explained how the allotments with the Food Bank work and that she wants to meet with them to see if Pastor Paul could increase his by essentially taking our allotment. The County would be able to use grant funds to make a donation of \$1,000 per month to Out of Egypt Food Pantry/Backpack For Youth to offset the costs of procuring food. By starting out with 50, this would allow the program to transition, stabilize, and be built up. Ms. Ernst would work with Pastor Paul to oversee the transition of this program. Ms. Ernst will also be working with Pastor Paul to obtain the CDBG grant funding needed to build the new facility for food storage. He currently has \$25,000 cash match. Ms. Ernst will be overseeing the project, as per CDBG Grant Funder concerns. This is due to the fact that Pastor Paul and Out of Egypt Food Pantry are a non-profit who have never utilized grant funds before. Ms. Ernst will also ensure that an architect, who is CDBG grant guideline savvy, will be awarded the contract. While it will take some time to facilitate the securing of funds and build the building, the estimation for doing away with food programs through the county is somewhere around April 2012. Gail Bursill inquired as to how big the new building will be. Ms. Ernst advised that the 1st phase would be 5,000 square feet to include storage and restrooms, with an additional phase that would allow for a couple of emergency shelter rooms and a warm-up kitchen. Eventually, there would be a Community Center in the upstairs level that would be available

for AA and NA meetings. Often times, the only place for these meetings to be held is at the treatment center itself, and that is a deterrent for some. The budget for the grant was done in very specific detail, so that if any cuts need to be made, there are areas that could be cut now and those items could be added later with the assistance of volunteers. The County is not putting any money into this pr oject; they are just authorizing Ms. Ernst to provide grant administration and to serve as an advisory resource for the project. The Project Food program would also be eliminated from the county. The food needs that Project Food currently serve would easily be met by the other food pantries in the county. The various programs were discussed with the committee. It was also mentioned that the commodities program is currently administered through the American Legion and serves seniors and children not covered by WIC. After the committee approves the proposal, Ms. Ernst will meet with the volunteers to make them aware of the changes that are coming with the Food Program. After meeting with the volunteers, Ms. Ernst will then make the presentation of the proposal to the Commissioners. Gail Bursill made a motion to accept the proposal. Commissioner Olsen seconded the motion and it passed unanimously.

Item 11 – VITA - Volunteer Income Tax Assistance Program

Ms. Ernst discussed the VITA (Volunteer Income Tax Assistance) Program with the committee. Social Services is working with the IRS to provide this tax assistance program for low-income individuals. There is no cost for this service. It is staffed with volunteers who attend a one day training that lasts approximately four hours. The volunteers would serve one day a week for a couple of hours providing tax assistance and preparing returns. Anyone can volunteer to be trained for this program. Ms. Ernst explained to the committee that there has not been a great volunteer response. There were only two individuals signed up for the class. There will be a couple of student volunteers from Churchill County High School Advanced Math classes attending the next training at the end of February. Commissioner Olsen will check with the High School to try and obtain a few more Advanced Math students to volunteer for this program. Gail Bursill inquired about tax assistance for our senior population. Ms. Ernst informed her that there is also an AARP tax assistance program available for seniors and that this program is conducted at the Library.

Item 12 – Schedule of Next Meeting

The next meeting of the Board will be held on April 2nd at 2:00PM.

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn the meeting was made at 3:00PM by Commissioner Olsen. Gail Bursill seconded the motion and it was passed unanimously.

| APPROVED: | |
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| Gail Bursill, Chair, Advisory Committee | e |