CALL TO ORDER

The regular meeting of the Churchill County Social Services Advisory Committee was called to order at 3:35 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 Churchill County

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 3:35pm.

PUBLIC COMMENTS

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

AGENDA

No changes to the agenda were made, accepted as published. Correction to the minutes on 3-4-2011 on #6 dollar sign on 3m. Mrs. Bursill made the motion and to accept the minutes as revised Mr. Olsen second the motion passed unanimously.

MINUTES

- 1. Ms. Ernst explain that per our by law that if a individual has missed 3 consecutive meetings that they would be replaced. We have two options first option try to make contact with this person to see if she would like to resign or stay on the board. Mr. Olsen asked "who is this person?" Ms Ernst stated it is Lori Capurro she was previously with Rogne Realty and know she is with Century 21. Shannon not getting good response from her. Shannon can try to make contact with Lori Capurro again; I have sent e-mails and phone calls but have not gotten contact back with her. Mr. Olsen requested that we send her a letter stating that we are going to replace her and Mrs. Bursill second it. Ms. Ernst stated that the second item was we needed to get a Chair and a Co-Chair on this committee. How you would want to replace those two seats. Gail Bursill has been doing this as acting Chair and if Gail Bursill would like to do it. Nominations for those two positions are needed. Mr. Olsen nominated Gail Bursill as the Chair and Gail Bursill accepted. Gail Bursill nominated Mr. Olsen as the Co-Chair and Mr. Olsen accepted. The new Chair is Mrs. Bursill and the Co-Chair is Mr. Olsen. Ms. Ernst will type up a letter and a list of what we do. John will help put it on the internet.
- 2. Ms Ernst asked that we look at the agency Strategic Plan and Benchmarks hand out. This is how it is actually placed in the grant. It was all put together based on the dates. Not a lot of changes for goal 1. Goal 2 commissioner Olsen felt that the policies and procedures time line was not enough time; moved the date out to March 30, 2012 to implement those. Goal 3 a lot of discussion on engaging the community in order to improve the community response to address the needs of low-income individuals and families. Changes were made to the date November 1, 2011. Easiest thing will be media campaign. Shannon will be working with Wishing Tree and

Holiday Food Basket this is a great time to be working with this. The hardest thing is going to be identifying that spoke person. Moved that date out to January 31, 2012. By June 30, 2012 would be presented to 4 groups. Mr. Olsen agreed. Ms. Ernst asked "if she spread them out enough". Mr. Olsen said "Yes you did". Ms. Ernst stated we went to the ribbon cutting for XL Hospice; they would like to help us plan this. Maybe we could find a leader out of the XL Hospice. Mr. Olsen nominated to accept it and Mrs. Bursill second it. The motion passed unanimously.

- 3. The Community Assessment Outcomes. Ms. Ernst explained that the assessment were handed out in her office, JPO and the Public Health Nurse we had to have a minimum of 100 completed, 111 were received. We need to review this it will be submitted with the grant. Mr. Olsen asked "What grant" Ms. Ernst stated "the CSBG grant for 2012". The assessments were given to the Public Health Nurse and JPO because they are not all low income families, wanted to get that cross section. We have people making over \$40,000.00 a year and we had 10 and what are their basic needs. The five basic needs that were not met were Dental, Utilities, Food, Employment and General Healthcare. Top Housing Barrier was Affordability and Cost. Top Employment Barrier was Education and Training. Mrs. Bursill asked "if we could go back to Employment Barrier was lack of jobs one of the barriers". Ms. Ernst explained "that they could choose Education and Training or they could write in their answer". Mrs. Bursill asked "where their lack of jobs one of the answers" Ms. Ernst stated "it was not the number one, when they go to apply they do not have education or training". Transportation Barrier was gasoline. Childcare barrier was affordability. Healthcare barrier was affordability. Substance Abuse Treatment Barrier was insurance. Mr. Olsen asked "they don't have the insurance to do it" Ms. Ernst stated "yes". This is something we are required every three years to submit. Mr. Olsen asked "who is filling these assessment out at JPO" Ms. Ernst said "the parents of the youth the youth were not filling these out" Mr. Olsen asked "What other department was doing the assessments" Ms. Ernst said "the Public Health Nurse, they are seeing a lot of families and they are not just low income accessing it, because of the immunizations they are seeing such a cross section I though this was a good one". Mrs. Bursill motions to accept the CSBG Application SFY 2012 Needs Assessment Summary Mr. Olsen second it. The motion passed unanimously. Mr. Olsen suggested that we present this to CEDA and the commissioners. Ms. Ernst agreed that they will get a copy of the assessment. Ms. Ernst explained that at the end of the year in June she makes a presentation on all of the grants and what we received.
- 4. Ms. Ernst explained that next item is to complete CSBG grant for FY 2012. The amount is the same as last year and things are not going to change that much. I wanted to give a picture of what she was writing. She will email out the finally application so it can be looked at. Supportive Services/Case Management supports Jennifer. This is our grant match for HUD and Western Nevada Home Consortium. They stated that they want this in bullet point they are not grant writers and they do not want it written in grant form. It is not like a normal grant. The people that read them want you to answer the questions. Next one is Students Succeeding Mentoring Program. If we do not receive cuts this one she would like to see continue. Churchill County Social Service partners with JPO on this one. Jessica Stewart is no longer in charge she has changed jobs. There is someone in mind to take her place for this position. On May 24th will be the awards banquet. Rotary will be sponsoring the banquet; the grant will not pay for food any more. It will be at the museum the kids will be able to go shopping with their mentor. This program teaches the kids manors and how to dress. This is where they shine. Invitations will be sent out. We have a motivational speaker, Alan Kault, is donating his time; he is amazing and does a great job. Shannon would like to keep this event in place. The STEPS —

Employment Program last year was revamped with CEDA our employer coordinator. Natalie Parish resigned two weeks ago. She is the new Chamber Director. Shannon will be putting on another hat and will be the employer coordinator, till July 1, 2011. No reason to hire someone if the funding is not going to be there. There is \$12,000.00 dollars that needs to be spent by July 30, 2011 and get people employed. There is an employer in Fernley that needs to hire 26 positions. Shannon offered to come in on a Saturday and help screen these people. Some information was discussed concerning geo thermal jobs; contacts were not being made. That is what I am going to be doing getting people hired. This money has been around for a year. She will be taking this on and building these partnerships. If CEDA feels this is a match Shannon would like to keep this if we get the funding. The state is saying you built jobs before please don't let this go away. There was a break down in communication with JOIN and Job Connect. A meeting will be scheduled with them and let them know that we are working with them and not against them. We are going to keep the Child Care with Parks and Recreation it is \$2000.00. They have not spent any of those funds yet to date. They are looking at Sum Fun and that is when they will be spending it. Mrs. Bursill asked "Do you do the Boy's and Girl's Club" Ms. Ernst said "We do not, because the money is so small and we do the mentoring". Next we have the Nutrition Programs-Project Food, Backpack for Youth Food program and Holiday Food Program. We have taken a lot of money from CSBG for this program because it supports the community. The Administration pays for Kim. \$150.00 dollars a month goes to the Volunteer Coordinator to make sure all the food is sorted, it is kept clean, making sure that all the dates are good on the food and all of the volunteers are supervised. This is a program that we are looking as to keep or does it go away? Emergency food and shelter is getting cut tremendously. The Food Bank called and said please fight for this you are the only one that is not faith based that is providing this into the community. The Food Bank stated that they will deliver directly to Churchill County Social Service. Everyone else has to pick up their food. We have about 400 backpacks and 170 Project Food go out a month. Holiday Food Basket unsure if this will be done this year. Last year it was a tremendous amount of work, less donations. If anyone else is doing it, we possibly will not be doing it. It is a lot of work and if we can find other resources we will have them do it. Mr. Olsen asked "You do 400 Backpacks a month what do those cost?" Ms. Ernst said "Our cost is about \$3.50 a piece per child". We get our food from the Food Bank and as long as they do not run out of cereal. If Safeway is used the cost is a lot higher, becoming a problem. Administration is where our advertising cost is at and CSBG will pick this up. Hopefully the grant completed will be tomorrow.

- 5. Ms. Ernst explained about the County Tentative Budget meeting. We received our tentative budget and will have a couple of changes. We are operating with direct supply \$16,000.00 with out staffing there is not a lot to play with. Mr. Olsen asked "So your overhead is \$16,000.00 to run the office" Ms. Ernst said "Yes". My budget is \$2m dollars to mandated services and grants. We will see our final budget in May. There is a concern with the unfunded mandates about \$900,000.00 to \$1m. We are looking at where we can save and not have to lay anyone off; if they ask us to cut \$50,000.00 to \$100,000.00 in our department.
- 6. The Administrative Guide that was emailed was handed out to all of the legislatures and is on line. Lyon County printed theirs and sent them out. Mineral County made some revisions and released it. This is a great education tool. Social Service does more than hand out vouchers or we are here to do mandated services. We are picking up all of the safety net.
- 7. Ms. Ernst explained about the Adoption of Churchill County Homeless Person Discharge Plan. This is something that has been worked on for over 2 years. I want to thank Craig Mingay and Robert Erquiaga for this. This is a discharge plan to not put homeless people on the streets and is mandated by HUD. It would state that any one in our county, from the jail, to probation and shelter that if they are homeless that they would not discharge someone to the streets. That they

- would have a housing program. So we told them that we have a housing program and we would try to get them where they came from or to Reno but, do not put them on the street. None of the other county's knew how they were going to do this. We had a meeting in Las Vegas on how this was going to be done. The prison systems were going to do this. No one wanted to do this. State of Nevada Housing decided that Churchill is going to be the first one to do this. We have a meeting scheduled for May 6th at 11:30 at Churchill County Social Service Meeting room, lunch provided. All of the different agencies are coming, we will explain how this is going to work. No one will be discharged to the streets. Mrs. Bursill ask "How do they prove their residency if they have no ID" Ms. Ernst said "You do not have to have ID if you have the intent to reside here then you have residency, If you have been in the jail you have residency or if you have a lease". There are many ways to prove residency. Mrs. Bursill asked "if they are not a resident then what" Ms. Ernst said "Then we give them a bus ticket back to their residency". Ms Ernst explains that they may be going to the jails or shelters and doing assessments to determine if they are going into the housing programs or other programs. We send over an application they fill it out and send it back and then we meet with them. To see if they need treatment, housing program or shelter. We would rather be planning this then have someone on the streets.
- 8. Ms. Ernst explained we had a monitoring visit from Nevada State Housing Division. It went well they had some recommendations. Had no findings which were great. This memo is not required, but felt warranted based on the recommendations. This is going to be how we are going to correct the recommendations and apply them. I will be summiting a copy of this to the commissioners. Mrs. Bursill asked "If have a lot more people then you had planned on, it happen with the Red Cross we had so many things that we ran out of budget money that we cut back services to everyone is that what you do?" Ms. Ernst replied "we have waiting list all of the time" With HPRP if we can show someone had a change in a situation we can help them. If we run out of money we can actually go to the State and ask for money that the other states have not spent. Mrs. Bursill asked "if they lost their job or something?" Ms. Ernst explains "Then we can put them in to HPRP." If people get behind on rent send them in. Do not let them get too far behind in rent. If they get too far behind then we can not get them caught up. I am going to hand this meeting over to Mr. Craig Mingay. The two of our leases have expired on our PATH rooms. I have run into some problems. Mrs. Bursill asked "If we bought a house" Ms. Ernst stated "we did not buy a house" Mr. Mingay stated "my recommendation to Ms. Ernst is that the price of this is under the price that would require a full on bid. I recommended to Ms. Ernst that we send out our bid to Real Estate agencies to give us your best price and see what we get. Ms. Ernst will be taking this to the board. The members of this board can not bid on this. Mrs. Bursill asked "why only Real Estate agencies and not out to the public?" Mr. Mingay stated "we could put it out to the public but the publishing cost, on a contract that is not over \$25,000.00 we are not required to do that but we can" The cost to publish this is about \$400.00. We could get a list of landlords and mail it out to them. When it is under that \$25,000.00 threshold we get a few people to bind on it. Mrs. Bursill stated "she would rather use the \$400.00 dollars to help people then use it on ads" Ms. Ernst said we could look at a mass emailing. Mrs. Bursill asked "how long do people stay in these houses?" Ms. Ernst said "they stay in the house 2 weeks" We will have to give a 30 day notice to vacate there. Mr. Mingay said "we will go to the commissioner and get direction from them on how they want to handle this." Ms. Ernst stated that they want to look at the PATH rooms. When they did the census they wanted to question any of our clients. I received that notice so I need to circulate it. We will participate when they call. It is just a survey.
- 9. Scheduling next committee Meeting is May 19, 2011 at 3:00pm will be held at Churchill

County Social Service Conference room.

ADJOUR	NMENT
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There being no further business to come before the Board, a motion to adjourn the meeting was made at 4:41 pm by Gail Bursill and Pete Olsen second the motion to adjourn.

APPROVED	:
	Gail Bursill, Chair, Advisory Committee