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A meeting of the Community Development Block Grant (CDBG) Application Review Work Group was scheduled for 2:00 p.m. on Tuesday, January 24, 2012, in the Business Resource Innovation Center, 108 East Proctor Street, Room A, Carson City, Nevada.

**PRESENT:** Chairperson Jenny Scanland

Member Rob Galloway Member Ronni Hannaman Member Howard Houghton Member Susie Messina Member Angie Smith Member Craig Steele **STAFF:** Lee Plemel, Planning Division Director Janice Brod, CDBG Coordinator Tamar Warren, Recording Secretary

**NOTE:** A recording of these proceedings, the Work Group's agenda, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder's Office, and available for review during regular business hours. The CDBG application materials are on file in the Planning Division, and are available for review during regular business hours.

**CALL TO ORDER** (2:01:02) – Chairperson Scanland called the meeting to order at 2:00 p.m. A quorum was present. She also explained the process by which the applicants would be heard, and the decisions would be made.

#### 1. APPLICANT INTERVIEWS

WNC CHILD DEVELOPMENT CENTER – INITIATIVE FOR CHILD CARE SUBSIDY FOR CARSON CITY COMMUNITY STUDENTS AND JOB SEARCHERS. (2:03:14) – Andrea Doran, Director of Child Development Center at Western Nevada College (WNC) introduced herself and gave background. She explained that in the past, they had received subsidies from the Children's Cabinet, for those unable to pay childcare tuition. She added that the center served job seekers, students, and low income families. Ms. Doran explained that they had lost that revenue, and requested funds to create an in-house ability to subsidize those populations, noting that they could only subsidize two families last summer, whereas in the spring 35 families had received 50 to 100 percent in subsidies. In response to Member Galloway's question, Ms. Doran explained that the cost per child was \$155 per week for pre-school children, with a 25 percent discount for students; and the part-time student rate was \$4.50 per hour, per student. She also noted that the full-time infant rate was \$205 per week, per student. Member Hannaman requested explanation regarding the \$5,000 per student rate, Ms. Doran clarified that they "had more children than those families". Chairperson Scanland inquired about the budget line items titled equipment, maintenance and repair, and Ms. Doran clarified that these expenses were for cribs, mats, snacks, and other classroom supplies. She also responded that she would accept less than the requested amount. In response to Member Smith's question, Ms. Doran explained that the student-family drop from 35 was a natural attrition, as the Children's Cabinet no longer provided for the tuition. She also clarified that they had two other billing agencies, the Washoe Tribe and the military subsidies. Chairperson Scanland inquired whether Ms. Doran would apply for the Carson City Community Services Grant and received confirmation that she would; however, for a different focus. Chairperson Scanland entertained public comments; however, none were forthcoming.

FOOD FOR THOUGHT – SUMMER FOOD BRIDGE FOR HUNGRY CHILDREN. (2:15:30) – Stephanie Gardner, Executive Director for Food for Thought, introduced herself and gave background noting that they provided weekend food to children, through elementary and middle schools. Ms. Gardner noted their focus on Empire Elementary School, which qualified for 100 percent free breakfast and lunch programs. She outlined the need for a summer feeding program, in correlation with the USDA and State child nutrition services. Ms. Gardner noted that they had chosen Empire Elementary to spearhead the program, which would be open to any child between the ages of one to 18, and expected as few as 10 or as many as 300 recipients, adding that they would not know until the first two weeks of the program. She requested funds to employ a cook for an hour a day, at \$20 per hour, five days per week, which would feed 200 to 300

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children per day. In response to Chairperson Scanland's question, Ms. Gardner explained that they could either be a sponsor, by purchasing the meals from the school at \$2.40 per lunch, reimbursable through the USDA, or they could be a site partner, where the school incurs the food costs and is reimbursed from the USDA. Member Steele received confirmation that they will do their best if the requested amount is not approved. Member Hannaman inquired about fundraising and was told they would be "working on it". Member Houghton inquired about the \$2,000 requested for brochures, and was told it was to be used for fundraising. Ms. Gardner explained to Member Hannaman that the rent and utilities request was for three months' rent in a new warehouse with air conditioning for the summer months. She also stated that the program would start at the end of the school year. Chairperson Scanland encouraged Ms. Gardner to apply for the Community Services Grand as well. Chairperson Scanland entertained public comments; however, none were forthcoming.

BREWERY ARTS CENTER - MOMENTS OF CHANGE. (2:27:37) - John Shelton, Executive Director of the Brewery Arts Center (BAC) introduced himself and Tami Shelton, the Director of Programs. Mr. Shelton explained that he was requesting funds to serve those who can't afford to go to performances or attend classes. In response to a question by Chairperson Scanland, Mr. Shelton elaborated that professional fees were a portion of the payments to artists for services provided, as they were paid based on admissions. Mr. Shelton also explained that organizations that served the low-income children had requested these services, and would identify those who could benefit from the program. In response to a question by Member Galloway, Mr. Shelton anticipated the grant to provide 400 attendees to performances, and 30 students to participate in classes, in addition to "a small administrative fee". In response to Member Galloway's question, Ms. Shelton explained that the attendance estimates would be "developed hand-in-hand with the service organizations". As for transportation, she noted that they would partner with different sponsors. Member Steele received confirmation that the BAC could accomplish some of their plans with fewer funds, if needed. In response to a question by Chairperson Scanland regarding what would be funded with the \$9,000, Ms. Shelton highlighted certain coursework, and noted that the numbers were derived from working with organizations such as CASA. Mr. Shelton also noted that they were applying for the Community Services Grant for other programs. Chairperson Scanland entertained public comments and Ms. Shelton was asked about surveying the children's interests. She responded that surveys would be conducted, and the information would be disseminated through service organizations.

PUBLIC WORKS DEPARTMENT – LONG STREET ADA SIDEWALK IMPROVEMENT PROJECT AND FIBER OPTIC CONNECTION PROJECT. (2:46:24) – Patrick Pittenger, Transportation Manager for Carson City Public Works Department, introduced himself and gave background on the project noting that it was partially approved "two cycles ago". Mr. Pittenger gave success stories of past projects, stating that this year, there were no funds for sidewalks in the Regional Transportation Commission's (RTC) budget. In response to a question by Chairperson Scanland, Mr. Pittenger clarified that conduit would be installed for future use for traffic signals, etc., and the fiber optic cable would be installed for the Senior Center and the Health Department use. In response to a question by Member Steele, Mr. Pittenger explained that a city-wide storm water policy is being implemented, and that every time street work is performed, storm water improvements are included in the project. Mr. Pittenger agreed that they could work with fewer funds, as bids were beginning to come in. He also added that they were using some Federal funds, but they would have to be used for certain roads. Chairperson Scanland entertained public comments; however, none were forthcoming.

RON WOOD FAMILY RESOURCE CENTER – REACH UP! (3:01:59) – Joyce Buckingham, Executive Director of Ron Wood Family Resource Center (RWFRC), introduced herself and gave background information on the organization and the project. She called Reach Up!, a behavioral treatment program, serving children three to 17 years old, in "extreme dysfunctional" family situations. Ms. Buckingham explained that some of the programs, such as grief counseling, are "triage" emergency situations with follow up care, adding that they had served 354 youth with last year's grant. A licensed clinical social worker who accompanied Ms. Buckingham, explained that RWFRC acts as a referral resource to the children and works around long waits to address immediate needs. In response to Chairperson Scanland's question about the difference between RWFRC and the Community Counseling Center, Ms. Buckingham explained that they are able to offer substance abuse counseling if needed; however, she could not speak for the Community Counseling

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Center. In response to Member Galloway's question, Ms. Buckingham noted that they were most likely "a year out" from the five-year sustainability program. She also responded to Member Galloway that they could still serve their clients with fewer funds. Chairperson Scanland entertained public comments; however, none were forthcoming.

#### FRIENDS IN SERVICE HELPING (FISH) – 2012 FISH FACILITY IMPROVEMENT PROJECT.

(3:13:24) – Jim Peckham introduced himself as Executive Director of FISH, adding that they were one of the few non-profit organizations in the City with a mortgage. He requested the funds for infrastructure, to "take care of facilities that have been neglected" and render them safe for volunteers and clients. When asked if he would accept less money, Mr. Peckham responded that the projects were substantial but they were independent from each other. He also added that they were working with organizations to help with weatherization and making their appliances more efficient, however, they were not working with NV Energy. In response to Member Hannaman's questions, Mr. Peckham noted that the project included six houses, and that they would receive bids first. He also informed Member Houghton that the 40-foot long, 16-foot high, and 80-foot deep storage units were for storing old and torn clothing bales. Chairperson Scanland entertained public comments; however, none were forthcoming.

CASA OF CARSON CITY – FOSTER KIDS CLOTHING CLOSET. (3:23:03) – Chris Bayer introduced himself, Laurie Nichols, Foster Home Recruiter from the Division of Child and Family Services, and Julia Rhodes, Adoptive Home Recruiter from the Division of Child and Family Services. Mr. Bayer explained that the Foster Kids Clothing Closet program would provide needed items such as coats, shoes, high chairs, mattresses, and cribs. He also added that he would accept less money, adding that if the BAC program were funded, they would require less money. Ms. Nichols called the Closet a valuable resource for foster families, and explained the importance of BAC events to foster children and families. In response to a question by Chairperson Scanland, Mr. Bayer noted that there were 30 CASA volunteers and 66 children in the system, noting that this was an all-time high. He also explained to Member Steele that requisition processes did not work, explaining that they had to be flexible. Chairperson Scanland entertained public comments; however, none were forthcoming.

(3:37:50) – Chairperson Scanland recessed the meeting for 15 minutes.

HEALTH AND HUMAN SERVICES – FAMILY ENRICHMENT PROGRAM. (3:52:57) – Francis Ashley introduced herself as a Case Manager, and stated that they would like to receive a CDBG grant to provide client families one to six months of assistance, stressing that this was not a welfare program. Ms. Ashley showed a video of two clients describing their success stories. In response to an inquiry by Member Galloway on exit strategies, Ms. Ashley explained that a successful completion of the program would mean the clients are self sufficient by being employed and are able to pay their bills. She also responded to Member Hannaman's question by noting that once a client had completed the program, they needed an ally to continue to work with, and Circles of Support provided that assistance to continue to move them forward. Member Hannaman inquired about duplication of effort between non-profit agencies and the State, and Chairperson Scanland inquired about additional funding. Ms. Ashley responded to Member Hannaman's question by noting that they could not operate with less money. Discussion ensued regarding the growing needs and the caseloads of the Case Managers. Ms. Ashley clarified that they had just received a Shelter Plus Grant funding and thanked the Group for informing her of the Community Service Grant opportunity. Chairperson Scanland entertained public comments; however, none were forthcoming.

COMMUNITY COUNSELING CENTER – EVIDENCE-BASED PRACTICES FOR SUBSTANCE ABUSE FOR YOUTH, FAMILIES AND YOUNG ADULTS. (4:13:07) – Mary Bryan introduced herself and gave background on the Community Counseling Center, which provides substance abuse counseling, to those who are not casual drinkers, but can not afford treatment. She explained that alcohol and drug-related crime is on the rise. In response to Chairperson Scanland's question, Ms. Bryan explained that the majority of their clients were "court-ordered", and they paid based on a sliding scale, adding that minors were evaluated and treated for free. In response to Member Galloway's question, Ms. Bryan considered treatments a success when they lasted longer than 30 days and met the legal requirements,

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tested positive "occasionally", were employed, and were integrated within a community. She also explained that they tracked their expenses and clients "to the penny", noting that they had applied for several other grants. Chairperson Scanland entertained public comments; however, none were forthcoming.

**NEVADA HEALTH CENTERS, INC. – SIERRA NEVADA HEALTH CENTER.** (4:22:12) – Sandra Wallace introduce herself and Gayl Fording, a Nurse Practitioner, and gave background information, noting that they served one of every 12 Carson City residents. She explained that they would like to request funds to serve an additional 1,200 children. She stated that the funds would be used to purchase equipment for two additional exam rooms, \$7,500 each, for their new center, to be opened in June 2012. Ms. Wallace responded to Chairperson Scanland that anyone can use the Health Center as they are a federally qualified health center that accepted everyone and provided services on a sliding scale, and would accept insured and uninsured patients. Chairperson Scanland entertained public comments; however, none were forthcoming.

NEVADA RURAL COUNTIES RSVP - HOME RESPITE CARE. (4:36:55) - Janice Ayers, Executive Director, introduced herself and Susan Haas, Program Coordinator. She gave background on Nevada Rural Counties RSVP and stated that this request was only for Carson City, adding that their goal is to maintain seniors in their homes as long as possible, as an alternative to institutional care. She described the program as twofold; one to fund programs such as taking patients to doctor appointments, and the other would entail giving caregivers some respite. She mentioned that 60% of caregivers were dying before the patients, because of the physical and emotional demands placed on them. She described the program as twofold; one to fund programs such as taking patients to doctor appointments. Ms. Haas explained to Member Houghton that the operating costs consisted of supplies. In response to a question by Chairperson Scanland, Ms. Haas explained that the funds would be used to "get the word out about our program" and advertising, adding that training would also be part of operating supplies, as they have been innovative and are using video training as a medium. Member Galloway received clarification from Ms. Avers that her newspaper column, Volunteer Connection, allows her to write about the program, and presentations in senior centers and their web site also bring interest to the program. Ms. Ayers also noted that they had television commercials that generated a response. Member Steele inquired about volunteers and was told there were 500 in Carson City. Ms. Ayers clarified that the requested funds would be used for respite care, and when asked if she would accept less money, she stated they would "do less". Chairperson Scanland entertained public comments; however, none were forthcoming. Ms. Haas provided a PowerPoint presentation printout for the members to read. Chairperson Scanland entertained public comments; however, none were forthcoming.

CARSON CITY SCHOOL DISTRICT – CARSON CITY SCHOOL DISTRICT HOMELESS BUILDING SERVICES PROJECT. (4:56:59) – Dr. Steve Pradere, Director of Grants and Special Projects, Carson City School District, introduced himself and gave background on the program. He noted that out of 7,500 students in the District, 458 fell into the homeless or transitional category, anticipating as many as 800 students, or 1 in 10 being considered homeless. Dr. Pradere explained that the District provides research for birth certificates, immunization records, food services, referrals for parents, and other necessary services such as shoe and coat drives. Dr. Pradere explained that the current portable building is old and has connectivity issues. He added that a new building has been identified, with better amenities and is well-equipped; however, the requested funds are needed to remove the portable building, and provide utility hookups for the new location, with a cost of \$50,000, \$15,000 of which would be funded by the District. Member Hannaman wondered if the City could waive the hookup fees and was told it would not. Dr. Pradere also explained that they could not complete the project with less money, and noted that the majority of the students were from Carson City; however, some were from other areas. Member Smith received clarification that the students would receive counseling and other services in this building; however, they would attend school elsewhere. Chairperson Scanland entertained public comments; however, none were forthcoming.

**2. PUBLIC COMMENT** (5:12:03) – Chairperson Scanland entertained public comments once again; however, none were forthcoming.

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Chairperson Scanland recessed the meeting to prepare for the closed session which began at 5:30 p.m. The applications were ranked and prioritized as exhibited on the following page.

The Minutes of the January 24, 2012 Community Development Block Grant Application Review Work Group Meeting are respectfully submitted this 21<sup>st</sup> day of February, 2012.

ALAN	GLOVER, Clerk - Recorder
By:	
3	Tamar Warren, Deputy Clerk/Recording Secretary

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Public Service Project	Requested from CDBG	Recommended from CDBG	Requested from CSSG	Recommended from CSSG	Request Total	Recommended Total
Ron Wood Family Resource Center	\$35,730	\$30,000	\$16,500	\$16,500	\$52,230	\$46,500
Community Counseling Center	\$29,000	\$15,245	\$42,000	\$38,050	\$71,000	\$53,295
Food for Thought	\$12,000	\$8,000	\$10,000	\$5,000	\$22,000	\$13,000
Western Nevada College	\$50,000	\$0	\$13,578	\$0	\$63,578	\$0
Carson City Health & Human Services	\$19,188	\$0	\$0	\$0	\$19,188	\$0
Nevada Rural Counties-RSVP	\$25,000	\$0	\$35,000	\$35,000	\$60,000	\$35,000
CASA of Carson City	\$11,000	\$0	\$25,000	\$25,000	\$36,000	\$25,000
Brewery Arts Center	\$10,000	\$0	\$0	\$0	\$10,000	\$0
Nevada Health Centers, Inc.	\$15,000	\$0	\$0	\$0	\$15,000	\$0
FISH	\$0	\$0	\$14,000	\$14,000	\$14,000	\$14,000
Partnership Carson City	\$0	\$0	\$30,000	\$20,000	\$30,000	\$20,000
Advocates to End Domestic Violence	\$0	\$0	\$9,000	\$9,000	\$9,000	\$9,000
Ormsby Association of Carson City	\$0	\$0	\$13,950	\$13,950	\$13,950	\$13,950
Capital City Circles Initiative	\$0	\$0	\$7,500	\$7,500	\$7,500	\$7,500
Carson Area Wellness Association	\$0	\$0	\$5,000	\$0	\$5,000	\$0
Rural Center for Independent Living-Do Drop In	\$0	\$0	\$3,000	\$1,000	\$3,000	\$1,000

_	CDBG	CDBG	CSSG	CSSG
Totals	\$206,918	\$53,245	\$224,528	\$185,000
Total available	\$53,245	\$53,245	\$185,000	\$185,000

**Public Improvement Projects (CDBG Only)** 

Carson City School District	\$35,000	\$35,000	
Carson City Public Works	\$210,000	\$210,000	
FISH	\$37,975	\$21,732	

	CDBG	CDBG
Totals	\$282,975	\$266,732
Total available*	\$266,732	\$266,732

<sup>\*</sup> Total available includes \$36,000 carryover of unused prior years' administrative funds.