

**COMMUNITY DEVELOPMENT BLOCK GRANT  
COMMUNITY SUPPORT SERVICE GRANT  
APPLICATION REVIEW WORK GROUP MEETING  
Minutes of the February 4, 2015 Meeting  
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A meeting of the Community Development Block Grant (CDBG) and Community Support Service Grant (CSSG) Application Review Work Group was scheduled for 10:30 a.m. on Tuesday, February 4, 2015, in the Business Resource Innovation Center, 108 East Proctor Street, Room A, Carson City, Nevada.

<b>PRESENT:</b>	Chairperson Kris Wickstead	<b>STAFF:</b>	Lee Plemel, Community Development Director
	Member Ale Avila		Janice Keillor, CDBG/CSSG Coordinator
	Member Ronni Hannaman		Tamar Warren, Deputy Clerk
	Member Susie Messina		
	Member Claudia Saavedra		
	Member Angie Smith		
	Member Craig Steel		

**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/CSSG application materials are on file in the Planning Division, and are available for review during regular business hours.

**CALL TO ORDER** – Chairperson Wickstead called the meeting to order at 10:30 a.m. A quorum was present. He explained the process by which the applicants would be heard, and the decisions would be made. He noted that the applicants would have five minutes to present their request and the workgroup members would have a total of five minutes to ask questions to the applicants. All grant request applications are incorporated into the record. All applicants were asked whether they would accept an amount less than what is requested.

**1. APPLICANT INTERVIEWS**

**COMMUNITY COUNSELING CENTER – EVIDENCE-BASED SUBSTANCE ABUSE COUNSELING.** (10:29:10) – Diana Mayoral-Ortiz, Substance Abuse Counselor and Acting Administrator, gave background and presented a request to fund the Evidence-Based Substance Abuse Counseling and Misdemeanor Drug Court Start Up, incorporated into the record. She also introduced Judge Tom Armstrong, in support of the Misdemeanor Drug Court Program.

(10:34:43) – Member Hannaman requested the number of repeat clients within the 152,000 treatments. Judge Armstrong noted that he did not have the detailed numbers; however, he speculated that, like the majority of addictions, a large number had returned for treatment. Ms. Ortiz explained that relapse is much more frequent when the individual is not in treatment. She also clarified that the grants provide counselor salaries as most of their clients receive services based on sliding scale fees. Judge Armstrong offered to answer any member questions in the future, as time had run out.

**CARSON CITY SCHOOL DISTRICT (CCSD)** (10:42:35) – Valerie Dockery, Director of Grants and Special Projects, introduced herself, Richard Stokes, Superintendent, and Mark Korinek, Director of Operations. Ms. Dockery presented her funding request, incorporated into the record, for a portable building to be used as a School-Based Health Center on Musser Street.

(10:48:14) – Based on a question from Chairperson Wickstead, Ms. Dockery noted that the clinic location was chosen based on the low-income rates and homeless population at Carson Middle School, and Bordewich Bray and Fritsch Elementary Schools.

(10:49:50) – Member Steele was informed that any child and student in Carson City would be able to utilize the facility. He also noted that the construction bid seemed “pretty high” and was told the district had to pay federal wages and had to incur permit causes such as a special use permit. Ms. Dockery added that due to

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privacy requirements, a separate entrance would be needed. She also stated that the cost was for a one-time expense to create the space, and the provider would incur the costs afterwards. Member Hannaman questioned why the students could not be transported to the Nevada Health Center and was informed by Ms. Dockery that it was difficult for parents to get to the College Parkway Location. Member Steele explained that he had a calculation error and noticed that the construction costs were not as high after all.

**VENTANA SIERRA – YOUTH HOUSING AND RESOURCE INITIATIVE.** (10:57:00) – John Hopkins, President and Press Liaison, presented his request for \$15,000, incorporated into the record, as a stipend for a full-time house parent. He also noted that they provided transitional living for young adults, homeless or aging out of foster care, and were college-bound.

(10:59:58) – Member Hannaman was informed that 15 out of 21 clients were from “the Carson City area”. Chairperson Wickstead learned that the supervision was done by a full-time house parent, and that the funds were raised by Mr. Hopkins’ wife and through grants. Member Smith inquired about the properties and was told that the organization was looking into purchasing a third home to house the foster care program youth. Member Steele was informed that the average stay was around two years, and Member Messina learned that the teen referrals were done by CASA, the foster care program, juvenile justice, or via their website.

**HOME IMPROVEMENTS FOR SENIORS, INC.** (11:05:19) – Rebecca Brooks introduced herself as an on-site manager for a senior mobile home park in Carson City and presented her funding request, incorporated into the record, to assist low and middle income seniors with their home improvements.

(11:06:55) – Member Hannaman expressed concern that the non-profit status and the board of directors list were still pending. Chairperson Wickstead received confirmation that the seniors served were all Carson City residents. Ms. Brooks also noted that no funding source was currently available, and that her father, a contractor, had been performing the repairs. In response to a question by Chairperson Wickstead, Ms. Brooks explained that should she not receive funding, she would continue to ask local contractors to donate their time and materials. Member Hannaman suggested reaching out to organizations such as the Kiwanis Club.

**BIG BROTHERS BIG SISTERS OF NORTHERN NEVADA** (11:12:15) – Wendy Firestone, Fund Development Director, presented her funding request to support mentor matches. Ms. Firestone indicated that it costs \$1,000 per year to support a match and requested funding, incorporated into the record, to make 20 matches happen. She also cited program success statistics which are incorporated into the record.

(11:15:52) – In response to a question, Ms. Firestone stated that they currently had 20 matches in Carson City. She also outlined the screening process for mentors. Member Hannaman noted that only one member of the Board of Directors was from Carson City and wanted to ensure the CDBG funds stayed in Carson City.

**CASA OF CARSON CITY – GUARDIAN AD LITEM ADVOCACY FOR CHILDREN.** (11:20:34) – Chris Bayer Director, and Ron Knecht, Board Chairperson, presented their request, incorporated into the record, for \$25,000 to supplement recruitment efforts to advocate for abused and neglected children. Mr. Bayer noted that their case load was reduced because of staffing and policy changes in the Division of Child and Family Services and not due to the decline in number of children in need of help.

**ESL IN HOME PROGRAM OF NORTHERN NEVADA – ESL FOR LIFE, WORK AND SCHOOL.** (11:35:45) – Palkin Zed, Communications Director, introduced herself as a volunteer. She also presented a request, incorporated into the record, for \$35,000 to expand ESL learning to 360 students. In response to a question, Ms. Zed stated that there are 13 instruction sites, some of which are at the students’

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homes. She also noted that the Carson City area had a large number of students, adding that most of their students reach them via word-of-mouth. In response to a question by Member Hannaman, Ms. Zed noted that they had worked with United Latino Community last summer.

**NEVADA RURAL COUNTIES RSVP PROGRAM – RESPITE CARE PROGRAM.** (11:45:34) – Susan Haas, Executive Director, introduced herself and presented her request, incorporated into the record, for \$20,000 to support RSVP’s Respite Care Program. Ms. Haas clarified for Chairperson Wickstead that seven additional volunteers could provide respite care for 21 more families, adding that they had 10 families on the waiting list at this time.

**NEVADA RURAL COUNTIES RSVP PROGRAM – SENIOR INDEPENDENT LIVING PROGRAMS.** (11:51:55) – Ms. Haas also requested \$35,000, incorporated into the record, to assist seniors who live in their own homes. She explained that it was more cost effective and beneficial to the seniors to remain in their homes and receive assistance for basic needs such as transportation, especially for medical care, picking up prescriptions, and for other personal needs. Ms. Haas noted that there were 500 volunteers in Carson City.

**UNITED LATINO COMMUNITY – UNITED LATINO COMMUNITY CLIENT ADVOCATES.** (12:00:43) – Yaraseth Anaya-Lugo introduced herself as a volunteer and requested \$24,775 for staffing a Family Advocate, incorporated into the record. In response to a question, Ms. Anaya-Lugo elaborated on the instruction some of their clients receive to obtain a certificate through the Mexican Consulate, in order to complete their education through the Mexican education system. She also clarified that 85 to 90 percent of the clients they served were from Mexico, and the rest from other Latin American countries such as El Salvador, Nicaragua, etc. Ms. Anaya-Lugo also indicated that the organization tracked the reasons for the client visits and would be able to provide them upon the request of the Workgroup.

**BREWERY ARTS CENTER.** (12:15:08) – Gina Lopez Hill, Interim Director, presented her request, incorporated into the record, for \$13,660 to fund a Mobile Arts Program in a donated trailer. In response to a question by Member Hannaman, Ms. Hill stated that the residents had not asked for the program; however, Ms. Hill would introduce it as she worked extensively with the neighborhood and was aware of the need for such a program, because funding and transportation to other venues was a key barrier to the children. Chairperson Wickstead inquired about the instructors and was informed that different instructors would be teaching different classes. Ms. Hill also noted that they would be working with Food for Thought and filling a much needed gap.

**CAPITAL CITY ARTS INITIATIVE (CCAI).** (12:22:55) – Sharon Rosse, Executive Director, introduced herself and presented her request, incorporated into the record, for \$10,000, for the 2015-2016 Season. She also gave background on CCAI and its activities. Chairperson Hannaman asked whether Ms. Rosse would seek Redevelopment funding as well, and Ms. Rosse noted she would inquire with Mr. Plemel. She was also asked whether it was possible to partner with Brewery Arts Center (BAC), and noted that the BAC focused on performing arts while CCAI focused on the visual arts.

Chairperson Wickstead recessed the meeting from 12:32 p.m. – 1:02 p.m.

**FRIENDS IN SERVICE HELPING (FISH) – DENTAL CARE PROGRAM/ID REPLACEMENT SERVICE.** (1:03:09) – Jim Peckham, Executive Director, presented his request, incorporated into the record, for \$10,000 to support the dental extraction program and to provide identification documents for clients. Mr. Peckham also clarified for Chairperson Wickstead that they had chosen not to purchase malpractice insurance for medical and psychiatric purposes and would explore other avenues to provide similar care for their clients. Member Hannaman inquired about the number of unique clients served versus multiple visits, and Mr. Peckham noted that the duplications would be tracked better with the new database they will use. He also noted that 8,600 individuals, on average, would be eating in the dining room annually.

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**CAPITAL CITY CIRCLES INITIATIVE.** (1:17:30) – Brenda Silis, Circles Coordinator, requested \$10,000 to partially fund the salary of Coordinator, David Bash, who will assist in the transitioning of families out of poverty. The request is incorporated into the record. Member Saavedra inquired about the selection process of the participating families, and was informed that the system used is constantly modified; however, their referrals are mostly from sister agencies and participating families. Ms. Silis also stated that the families must go through a vetting process. Shelly Aldean, Board Chairperson, explained that it would be very difficult to offer more than one “get ahead class” without Mr. Bash, a contractor with many years of experience.

**CARSON CITY SENIOR CITIZENS CENTER – MEALS ON WHEELS.** (1:31:18) – Warren Bottino, Social Work Program Manager and Marena Works, Agency Director presented their request, incorporated into the record, for \$16,000 for the Meals on Wheels program that provides nutrition for home-bound seniors. Mr. Bottino also outlined the demand increase in Carson City, adding that it was above the national average. He clarified for Member Steele that they serve 200 daily clients and had 396 unduplicated clients last year, because some may receive meals temporarily, due to illness or while they recuperate from surgery or hospitalization, noting that their tracking system is statewide. In response to a question from Member Hannaman, Mr. Bottino explained that the meals served at the Senior Center have a suggested donation of \$2.25 per meal, and they send donation envelopes with the home-bound meals.

**MILE HIGH JAZZ BAND ASSOCIATION.** (1:40:02) – Elinor Bugli, Treasurer, presented a request, incorporated into the record, for \$8,000 for the Jazz and Beyond summer music festival. In response to a question by Member Hannaman, Ms. Bugli explained that she had received grants from this Workgroup and the Redevelopment Authority Citizens Committee in the past; however, based on feedback she had received, Mile High Jazz Band Association had chosen to request the funds from this Workgroup. She also explained that most of the events would be free, to provide low income residents an opportunity to attend the events.

**RON WOOD FAMILY RESOURCE CENTER – COMMUNITY ESSENTIALS EMERGENCY FOOD BANK.** (1:46:10) – Joyce Buckingham, Executive Director, requested \$10,000, incorporated into the record, for the only emergency food bank in the area. In response to a question by Chairperson Wickstead, Ms. Buckingham explained that they serve 5,000 duplicated individuals per month, especially during the last two weeks of the month, as social security funds are depleted. Member Hannaman inquired about the increased need in an improving economy. Ms. Buckingham stated that the increase this year was by 10 percent, much lower than previous years.

**RON WOOD FAMILY RESOURCE CENTER – REACH UP!** (1:59:43) – Joyce Buckingham, Executive Director, requested \$35,000, incorporated into the record, to fund behavioral and grief counseling for youth. In response to a question by Chairperson Wickstead, Ms. Buckingham clarified that the services are performed by a rapid response team comprising doctors, nurses, family advocates, and licensed social workers.

**CARSON CITY PUBLIC WORKS DEPARTMENT – ADA SIDEWALK IMPROVEMENTS – NORTH CARSON CITY.** (2:07:29) – Patrick Pittenger, Carson City Public Works Transportation Manager, presented his request, incorporated into the record, for \$236,000 to replace damaged sidewalks and install ADA-accessible curb ramps in low-income areas. In response to an inquiry by Chairperson Wickstead, Mr. Pittenger explained that the repairs are greatly needed and the residents are very appreciative of them. He also noted that the funds are also used to supplement other grants, adding that a recently-completed survey would now help better prioritize where the repair needs are.

**NORTHERN NEVADA DREAM CENTER (NNDC).** (2:22:32) – Susan Sorenson, Director, presented a request, incorporated into the record, for \$25,500 to provide meals for individuals and families in need. In response to a question, Ms. Sorenson clarified that their referrals come from local agencies such as the Health and Human Services Department or the Senior Center. She also noted that the difference between NNDC and the Bridge Church are that the latter caters to the homeless population. Member Hannaman was informed that the NNDC’s non-profit status had been approved.

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**ORMSBY ASSOCIATION OF CARSON CITY – SELF-SUFFICIENCY FOR THOSE WITH DEVELOPMENTAL DISABILITIES.** (2:32:44) – Mary Winkler, Executive Director, requested \$10,000 to assist in community integration, job training, medication management, etc. for individuals with developmental disabilities. In response to a question, Ms. Winkler explained that six to eight clients work in the thrift store; however, their goal is to provide training for them to work in local industries such as manufacturing, adding that eight clients are doing that and another 10 are “working in the community with the staff”. She also explained that many of their clients have become self-sufficient and are no longer part of the program.

**FOOD FOR THOUGHT – SUMMER FOOD BRIDGE FOR HUNGRY CHILDREN.** (2:42:20) – Marlene Maffei, Executive Director, presented her request, incorporated into the record, for \$12,000 to provide daily weekday lunches to needy children during the summer months. In response to a question by Member Hannaman, Ms. Maffei explained that “for the kitchen staff, it would not work to do volunteers”, calling it a “nightmare to schedule volunteers”. She also stated that the program would serve children ages 2 -18. Workgroup members believed that they had been told the program was staffed by high school student volunteers.

**ADVOCATES TO END DOMESTIC VIOLENCE – EMERGENCY SHELTER.** (2:52:12) – Lisa Lee, Director, presented her request, incorporated into the record, for \$10,000 for the shelter for victims of domestic violence. Member Saavedra inquired and was informed that the shelter housed six women and 14 children at this time; however, that number varied at all times, increasing greatly after the Holiday season. When asked about results, Ms. Lee noted that 93 percent of their clients last year did not re-enter an abusive relationship because of the time they had spent in the shelter, learning new habits and becoming independent, adding that their goal is to break the abuse cycle.

**2. PUBLIC COMMENT – None**

(3:00:45) – Chairperson Wickstead adjourned the meeting to prepare for the closed session which followed immediately. The applications were ranked and prioritized as exhibited on the following page.

The Minutes of the February 4, 2015 Community Development Block Grant and Community Support Service Grant Application Review Work Group Meeting are respectfully submitted this 23<sup>rd</sup> day of February, 2015.

Susan Merriwether, Clerk - Recorder

By: \_\_\_\_\_  
Tamar Warren, Deputy Clerk/Recording Secretary

