

Community Services Tripartite Advisory Board Meeting  
SEUALG Conference Room, Price, Utah  
July 13, 2023 Time: 10:00 a.m.

<u>Members Present</u> Danny VanWagoner Layne Miller Bill Winfield Terri Yelonek(V) Julie Justice Kellie Criswell(V) Barbara Jones(V) Abby Taylor (V)	<u>Staff</u> Julie Rosier LuEssa Averett Paula Ingram Stefanie Moore	<u>Excused</u> Lanette Denton Lisa Carr  <u>Present</u> Joel Brown
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**Call to Order and Quorum**

The meeting was called to order at 10:07a.m. by Julie Justice. It was verified that a full quorum was in attendance. Board members Lanette Denton and Lisa Carr were excused.

**I. Approval of Meeting Minutes**

A motion was made to approve the Tripartite Board meeting minutes from March 23, 2023. The motion was made by Layne Miller and seconded by Bill Winfield. A vote was called to approve the minutes. The minutes were unanimously approved.

**II. Risk Assessment**

Julie Rosier reviews the CSBG risks . Assessments are scored by numbers 5 is low risk, 1 is high risk.

**Financial Stability-** Doing good on financial

**Board Compliance-** In Compliance, doing great. We have no vacancies on our board. If we do, we have always had quick turnaround, we have always had a quorum.

**Programs & Procedures** - Following all the guidelines and steps, making sure we are servicing the biggest needs. ROMA concept is lower due to needing more training with Clint Cottom through CAP Utah.

**Monitoring** - Every year our grants are monitored except **one grant**. In Compliance, make sure the client file is complete. Last year we received a weakness due to a discussion with the board in July about a single audit and it wasn't until the next December.

**Single Audit Report-** Delays, stuff not complete on the other end which is out of our hands but it is done.

**Leadership and Key Staff-** Moving up is a positive, Key staff lower due to changes in staffing.

**Reporting & Timely Submissions** - Lower due to reimbursements and claims not being submitted in a timely manner.

**Complaints** - Minimal or no complaints

**Scoring-** We are thriving with a score of 272 out of 285.

### **Motion for Approval**

A motion was made to approve the Risk Assessment. The motion was made by Danny VanWagoner and seconded by Abby Taylor. The Risk Assessment was unanimously approved.

### **III. Grants**

#### **(A) Diaper Grant/CAP Utah**

- Receiving the grant, we have enough diapers to supply Carbon-Emery for 6 months.
- Application is online
- Track data in CAP 60
- More diapers are still coming.

#### **(B) FY24 Emergency Food Assistance Grant Award**

- Based on formula \$50,000 base + population.
- Last year Green River food bank disabled so they asked us to run the food bank.
- Able to get \$55,000 to do work along with Emery County.
- Said we wouldn't get what we asked for in the grant and this year yet we were lucky enough to get our entire amount asked for.
- Green River now has space for Vita, Heat, Case management.
- Mobile Pantry drops off once a month.
- Once a week in August from Price.

#### **(C ) UServe Utah \$2,500 Grant -Welcoming Week**

- Grant awarded \$2500 matched.
- Saturday Sept 9th 2023 at our location for our mural on the building.
- Grant uses it for food, fun, swag and groups to come participate.

#### **(D) TANF Financial Capability Grant**

- Beginning of June we received a letter saying the award for the full amount requested.

- **Circles** program with tools and resources for families to reach financial stability.
- **Getting Out While Getting Ahead** program to help incarcerated individuals to help build them up and financial literature help.
- Gives a strong support group.

### **(E) ESG FY24**

- Hotel/Motel Vouchers- Renee applied for a grant and asked for extra was awarded for 2 years.
- Rapid Rehousing- Grant approved, it helps with housing, space cost, receptionist.

### **(F) ACP Outreach Grant CAP Utah**

- Awarded \$44,447.00 for this 2 year grant. This goes to the internet for families that are struggling with not being able to afford the internet to help their children with their schooling.

### **(G) FY21 & FY22 ESG Monitoring**

- SEUALG – CARES Prevention (ESG-CV)
- SEUALG – CARES Rapid Rehousing (ESG-CV)
- SEUALG – Hotel/Motel ES (ESG-CV)
- SEUALG – Hotel/Motel ES (ESG)
- SEUALG – Unified Funding Rapid Rehousing (ESG)

**Recommendation 1: Make policies and procedures more robust to include all the necessary components under ESG funding.** Added to the policies

**Recommendation 2: Create an agency-specific release of information (ROI) between client and SEUALG in client file.** Added a release of information form.

**Recommendation 3: Make existing intake paperwork accurately assess needs.** We will immediately start using appendix B

**Concern 1: Create an income verification form and include a completed form in each client's file.** Added a self declaration of income to sign.

**Concern 2: Duplicate ESG-CV Homeless Prevention enrollments.** Email was sent to remove the incorrect enrollment for the client.

**Concern 3: Inconsistent evidence of an executed lease between a Rapid Rehousing and Homeless Prevention client and their landlord.** The client's lease did not upload.

**Concern 4: Varying exit destinations between client file and HMIS.** Client appears to not be one of SEUALG clients.

**Concern 5: Inconsistent evidence of homeless certifications, case notes, and income documentation.**

Continue to use the PAHTF Self-Declaration of housing.

**Finding 1: No evidence of required rental and inspection documents in Rapid Rehousing and Homeless Prevention client files.** Will keep a fair market comparisons, inspection checklist, and rental agreement in each client file.

**Finding 2: No evidence of a memorandum of understanding between Moab Valley Multicultural Center and SEUALG.** The assigned Program Manager is collaborating with MVMC on a MOU for the FY24 contract year.

Danny VanWagoner requested to have Appendix A sent to him.

#### **IV. Community Action Plan**

- Community assessment gives us a clear link between needs and actions.
- Mental Health
- Housing
- Lack of jobs paying self- sufficient wages.
- Homelessness.

## **V. Fiscal Reports**

### **(A)UHAF- \$14,353.68**

- Didn't pay mortgage assistance, not just rent for someone affected by COVID-19. When someone is assisted the state cuts the check, pays the salary, transportation, space cost.

### **(B) EITC \$24,307.00**

- Vita program
- Salary
- Fringe
- Space cost
- Travel

### **(C) HEAT- \$709,560.00 was awarded for a 15 month budget.**

- Money left for supplies for this 15 month budget
- State pays when the client qualifies for heat it pays the utility company, not us.
- Crisis- Emergency assistance for clients with shut off notices.
- \$30,000 that was carried over and we actually reached out to the state for more emergency funds.

### **(D) TANF Family Housing Grant**

- Received a little over a million dollars for this grant.
- \$20.00 was left in the emergency assistance fund.
- TANF hired an assistant.

- **TANF III** just ended, a new contract is on its way. We overspent but we can do a line item adjustment for space cost- salary adjustment.

**(E) FY23 EFA \$94,496.00**

- Indirects
- Space/rent
- Staff Travel
- Salary

**(F) CSBG Cares \$97,309.00**

- Emergency motel/ hotel vouchers
- Salaries
- Space cost
- Crisis funds
- Has to be spent out

**(G) CSBG 23 \$133,929.00**

- Ends in March of 2024
- Salaries
- Indirects
- Travel
- Space cost
- Contracted services

**(H) CSBG Cares \$40,592.00**

- Employee training
- Conferences
- Travel cost
- Swag for Welcoming Week
- Ends Sept. 30 2023

**VI. Motion for Approval**

A motion was made to approve the Fiscal Reports as presented. The motion was made by Danny VanWagoner and seconded by Bill Winfield. The Fiscal Reports were unanimously approved.

**VII. Motion to Adjourn**

Julie Justice made a call for a motion to adjourn the meeting. A motion was made by Bill Winfield to adjourn the meeting. The motion was seconded by Danny VanWagoner a vote was called to approve the adjournment of the meeting and was passed unanimously. Meeting adjourned at 12:08pm

Preparer

Chairman

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