

FIVE COUNTY HUMAN SERVICES COUNCIL
Meeting Minutes
Wednesday, July 8, 2015 - 1:00 p.m.
Southwest Behavioral Health Center
245 East 680 South, Cedar City, Utah

In Attendance:

Beaver County

Commissioner Tammy Pearson

Beaver County Commissioner

Garfield County

Commissioner David Tebbs

Ms. Deon Alvey

Garfield County Commissioner

Garfield County Low Income Representative

Iron County

Commissioner Dale Brinkerhoff

Ms. Christine Derring Yellowitz

Iron County Commissioner Representative

Iron County Low Income Representative

Kane County

Mr. Craig Hansen

Mr. Ron Taylor

Kane County Low Income Representative

Kane County Community Representative

Washington County

Commissioner Victor Iverson

Mr. Ron Alexander

Washington Co. Commissioner Representative

Washington County Low Income Representative

Others in Attendance:

Mr. Clint Cottam

Ms. Diane Lamoreaux

Five County AOG Community Action

Five County Association of Governments

Not In Attendance:

Ms. Debbie Holcomb

Ms. Karen Jensen

Mr. Arthur Cooper

Ms. Donna McNabb

Commissioner Jim Matson

Mr. Kent Heideman

Beaver County Community Representative

Beaver County Low Income Representative

Garfield County Community Representative

Iron County Community Representative

Kane County Commissioner Representative

Washington County Community Representative

I. WELCOME & INTRODUCTIONS

Mr. Craig Hansen, Chair, welcomed those in attendance and asked the introductions be provided around the table.

II. APPROVAL OF MINUTES - MAY 13, 2015

Mr. Craig Hansen, Chair, indicated that a quorum was present to conduct business. He presented minutes of the May 13, 2015 Human Services Council for discussion and consideration.

MOTION WAS MADE BY COMMISSIONER DALE BRINKERHOFF, SECONDED BY COMMISSIONER VICTOR IVERSON, TO APPROVE MINUTES OF THE MAY 13, 2015 MEETING AS PRESENTED. MOTION CARRIED BY UNANIMOUS VOTE.

Mr. Clint Cottam indicated that the provider recognition needed to be delayed until the recipient was present and asked to proceed to Agenda Item #5.

V. JUST SERVE PRESENTATION

Mr. Jim Johnson introduced himself and indicated that he served as the Superintendent of the Iron County School District for 10 years prior to his retirement. He also acknowledged working with the Garfield County School Superintendent Ben Dalton to assist with financial implications resulting from the declining student population. A similar presentation about Just Serve was recently provided at the Leavitt Hangar where a luncheon was sponsored. There were approximately 70 representatives from government, businesses and churches in attendance at that presentation. A handout was provided to Board members outlining the resources provided through Just Serve in connecting volunteers with opportunities that ultimately approve communities. A sheet is also being circulated for those interested in signing up as a volunteer and a card is provided with contact information. The project has been initiated in Washington and Iron Counties to assemble a data base of projects where individuals and/or groups can volunteer their services. The pilot project is being initiated in the southwest portion of the state but it is the intention for statewide implementation eventually. The Just Serve Project has been implemented in other states where it is working well. To date, there have been 87 volunteer job site postings in Washington County and another 25 postings in Iron County. Mr. Johnson reported that it will take a longer period of time to get the program functional in Beaver, Garfield and Kane counties. He indicated that Mr. Clint Cottam has been providing technical assistance and coordination for the Five County Association of Governments. A number of cities in Iron County are currently in the process of posting projects onto the site for potential Eagle Scout projects and/or other groups to participate in volunteer projects. Contact has also been made with the Interfaith Alliance in Iron County to encourage posting of projects. Mr. Johnson encouraged board members to review the information and refer any agencies or organizations that are in need of volunteers to post information on the website.

III. PROVIER RECOGNITION - EDDY JAMES

Ms. Christine Derring Yellowitz, Iron County Low Income Representative, presented a plaque of appreciation to Mr. Eddy James, Pantry Manager at the Iron County Care and Share. She reported that since assuming operation of the pantry, Mr. James has turned operations around and initiated partnerships with businesses and the community. The plaque praised Mr. James for his outstanding work with the Iron County Care & Share and fantastic work in making it a more pleasurable place to work and volunteer. Board members recognized his efforts and congratulated him individually on a job well done.

IV. FIVE COUNTY COMMUNITY ACTION (CAP) FINANCIAL REPORT

Mr. Clint Cottam provided a handout containing financial information and provided a brief update on activities that have been accomplished to date with FY 2015 contract funding as follows:

- A. **Community Services Block Grant (CSBG) FY 2015:** This program is still a little higher in terms of fringe benefits, but is evening out on indirect costs. State staff has authorized transfer of equipment budget funding to cover benefits and indirect costs. Staff will be clamping down on consumable supplies for the remainder of the contract period, but will be supplying some of the providers with file folders needed to comply with state requested file color coding. Financial information included in the handout depicts the latest request for funds with prior expenses at \$136,181 and a balance available of \$127,387.
- B. **Social Services Block Grant (SSBG) FY 2015:** The SSBG program funds have been spent down with the exception of the Beaver County Council on Aging funds that were not drawn down. State staff is much happier with the small amount left to be rolled over.
- C. **Volunteer Income Tax Assistance (VITA):** The VITA grant posed some challenges with an IRS audit that was conducted. This required Ms. Allison McCoy to breakout a number of items into separate ledger accounts, but with these changes the IRS representative was happy. Of the total funding available (\$9,600) all but \$6.32 was expended. The Earn it, Keep It, Save It Grant was very successful as well. A total budget of \$17,000 was available for this effort and all but \$96.00 was expended. The overall performance of these programs was very good throughout the Five County region and there were no audit exceptions as a result of the IRS audit.
- D. **Pamela Atkinson Grant:** As of June 30, 2015, there were 2,042 units of case management provided through direct client services. Two families were assisted from Canyon Creek and another two from Switchpoint.

MOTION WAS MADE BY COMMISSIONER DALE BRINKERHOFF, SECONDED BY COMMISSIONER TAMMY PEARSON, TO ACCEPT THE FIVE COUNTY COMMUNITY ACTION FINANCIAL REPORT AS PRESENTED. MOTION CARRIED BY UNANIMOUS VOTE.

VI. COMMUNITY SERVICES BLOCK GRANT (CSBG) MID-YEAR REPORT

Mr. Clint Cottam provided a mid-year CSBG report handout, but it was noted that not all of the data has been received from subcontractors. To date, this program has provided bus passes to 374 individuals to find and/or keep stable employment. Commissioner Victor Iverson asked for an explanation of the bus voucher program and income eligibility for the CSBG program. Mr. Cottam indicated that a client's income must be below 125% of poverty to receive services. He provided an example of household income and size that would be required for individuals to qualify for this program. Commissioner Iverson mentioned that an effort is currently being made to extend bus service to the Springdale area. He noted that it is very difficult for employees to commute for work in service sector jobs in this area, and the cost of rent is prohibitive with the low wages paid. Parking in Springdale is also a huge issue for those that have available transportation. Mr. Cottam explained that the goal is to move individuals to self-sufficiency and bus passes are a vital part of this process. Providing bus passes also helps to increase rider ship for SunTran and CATS. He noted that it may also be possible to partner with employers to provide

transportation services. In order to develop these partnerships, it would be best to work directly with Fred Davies at SunTran. This is also something that could be discussed at the Five County Mobility Management Council. Emergency services were provided to 244 families falling below the federal poverty guidelines in the form of emergency food. Approximately 202 individuals received case management while obtaining emergency services. An assessment process is followed in order to identify proper needs of these individuals. The provision of rent, food, or other services may not remove the barriers of individuals in moving toward self-sufficiency. It is very important for assessment, delivery and follow-up to occur 30, 60 and 90 days after receiving services. The intent of follow-up is to keep people from regressing backward. Mr. Cottam reported that court ordered community service was moved to Five County Community Action from the Washington County Volunteer Center. This program has been successful in diverting 191 cases and assisting 124 individuals in contributing 90,871 hours back to the community. This program provides a good partnership in keeping people out of incarceration. The Youth Court program has diverted over 30 youth from the juvenile probation through peer mediation and mentor ship. Rapid re-housing assistance was also provided to 50 households consisting of 177 individuals to either avoid or get out of homelessness. This information is provided as a snap shot of the first half of the contract year.

VII. COMMUNITY SERVICES BLOCK GRANT (CSBG) FY 2016

- A. Program Overview, Purpose and Budget:** Mr. Clint Cottam reported that the CSBG program provides flexibility in the use of funds for various activities. One issue that has surfaced recently is the closing of the Dixie Care & Share Food Pantry. Operations for this organization have merged with the Switchpoint Community Resource Center. Representatives of the Dixie Care & Share board had previously reported that they would be functional for another year. This has left an issue of who will assume services provided in the Hurricane area.
- B. Establish Funding Priorities for Each County:** Mr. Cottam mentioned that the fewest number of subcontractors in decades of operation of this program made application for FY 2016 funding. There were only six applications submitted from subcontractors as follows: **1) Beaver County Food Network-- \$25,500; 2) Dove Center-- \$75,947; 3) Garfield County Care & Share-- \$13,000; 4) Iron County Care & Share-- \$360,000; 5) Kane County Care & Share-- \$25,100; and 6) New Frontiers for Families-- \$34,800.** Mr. Cottam indicated that the amount requested by the Iron County Care & Share is likely in error. The total amount of funding available for FY 2016 is \$292,937 which will not be sufficient to fund all applicants in full.

Mr. Cottam reported that the issue of Dixie Care & Share closing it's doors creates a unique situation in the challenge to provide assistance to families in the Hurricane area. The director of Switchpoint indicated that they did not submit an application for funding because they would prefer that Five County utilize the money to maintain service in the Hurricane area. The Human Services Council needs to discuss this issue and be supportive of any type of solution that can be developed to address needs in this area. One of the main goals in distributing food boxes is the provision of case management to assist in steering people toward self-sufficiency. Taking over the food pantry in Hurricane would be difficult cost-wise because of the large

amount that is being paid for rent and utilities at the current facility. There is also an issue with staffing. If operations were to be absorbed into the CSBG budget, rental costs would be \$9,600 annually which would increase the budget more than double for rent. The utilities at this facility are in excess of \$3,000 each month. Roberta Cameron works as an hourly employee at \$9.00 per hour for 15 hours each week, which was handled under the subcontract with Dixie Care & Share. This rental amount exceeds what Five County pays for space to house CAP staff in Cedar City and St. George. It would be very difficult to fund the Hurricane operations and not take away from other rural partner funding. There is also a small amount of additional funding provided from TEFAP in the amount of \$3,500 and Switchpoint would not be receiving \$6,000 as was previously funded last year.

Commissioner Victor Iverson expressed concern regarding taking over the current facility and noted that there may be a better facility at another location in Hurricane and/or LaVerkin. He noted that the current space is very small and it is located in an industrial park which is not a good location for this type of facility. Ms. Christine Deering Yellowitz suggested that many churches or other social organizations may be willing to provide temporary space for this activity. She indicated that it may be difficult to get Hurricane City to participate with any type of funding because they do not always see or consider the needs of low income people. Mr. Cottam explained that the space requirements for storage, refrigeration, health code etc. are very specific and it would need to be a dedicated space. However, there may be another facility that could accommodate operations better and at a lesser cost.

Mr. Craig Hansen mentioned that there needs to be community buy-in for continuing a Hurricane food pantry site. Hurricane City needs to be contacted to discuss the issue and assist in providing a solution for service to their residents. The community will need to step-up to help fund a food pantry. Because the current facility is not sustainable, other solutions need to be explored. Mr. Ron Taylor agreed that it is important for the community to assist in funding for this program. Mr. Clint Cottam mentioned that Toni lives in LaVerkin and it would be possible that she could assist in providing the case management component for the operation. This would provide tracking of outcomes, budgeting with clients, etc. to promote self-sufficiency. It was also suggested that contact needs to be made with the Hurricane Senior Citizens Center to see if services could be piggy-backed at that location. Mr. Cottam explained that it is the intent of the Dixie Care & Share to limp along at the Hurricane location for a couple of months. Above and beyond the Hurricane facility issues, services provided at the Switchpoint food pantry will increase from approximately 900 food boxes with an additional 1,200 boxes each month. This will present some challenges for that facility as well.

- C. Funding Allocation:** Mr. Clint Cottam reported that a discussion earlier in the week with Tamera Kohler, Interim Director of the Division of Housing and Community Development, was very productive in terms of the possibility of the state providing some discretionary CSBG funding to address the Hurricane food pantry dilemma. Ms. Kohler also suggested that an amount of CSBG funds for FY 2016 could be held in reserve for this type of emergency situation. She also indicated that the emergency situation in Garfield County could warrant additional funds to the Escalante/Boulder area to provide additional services in that area. By setting an amount aside in reserve, this eliminates the need to amend the contract scope of

work and return to the Human Services Council and Steering Committee for approval. It would streamline the process in being able to provide some discretion in funding for emergency type situations. This is something that the Board could consider today when making allocations for FY 2016.

Mr. Clint Cottam reviewed an overhead spreadsheet outlining FY 2015 funding and FY 2016 funding requests that were submitted by subcontractors. Committee members discussed funding amounts for the various requests, funding to Five County AOG for direct client services, and other line items that could be reduced. Some funding reductions to Five County were discussed including the following: **1) Travel--** Proposed reduction from \$7,000 to \$4,000; **2) Memberships & Dues--** A reduction from \$6,800 to \$5,500; **3) Consumable Supplies--** - Reduced in the amount of \$1,500; and **4) Equipment--** - Reduction of \$500. These reductions will help to offset increases in salaries, fringe benefits and indirect costs. Ms. Christine Derring Yellowitz suggested that perhaps some of the required paperwork could be streamlined to save money. Another thing that may be worth considering is utilizing college students to assist with computer programs to make modifications to specific data bases. Mr. Cottam explained that unfortunately funding sources vary and more than one data base is required depending upon which funds are being utilized. However, he committed to providing better technical assistance to subcontractors and the examination of utilizing college students to assist with computer programming needs as appropriate. Mr. Cottam also reminded Board members that a commitment was made to Beaver County to provide increased funding to compensate for some of their recent losses in funding.

Board members plugged in proposed FY 2016 funding allocations for subcontractors as follows: **1) Beaver County Food Network--** \$18,000; **2) Iron County Care & Share--** \$17,500; **3) Kane County Care & Share--** \$15,000; **4) New Frontiers for Families--** \$9,000; **5) Garfield County Care & Share--** \$15,000; and **6) Dove Center--** \$6,000. The subcontract funding total would be \$80,500. Mr. Cottam reported that the state staff has requested that the Five County CAP partner with the Dove Center to provide rapid re-housing to target eligible families with 1-2 months of rent to move those families closer to self-reliance. It would be difficult for the Dove Center to make application without partnering with Five County because they would also need to target non-domestic violence clients. The proposed CSBG allocation of \$6,000 to Dove Center will likely be used as match for the HUD rapid re-housing grant. This will leverage some additional funds into Washington County. There are other programs, such as the court ordered community service, that also provide more service to recipients in Washington County. Cindy Rose will provide ½ of her time for case management out of Cedar City and this will help to decrease required travel from St. George.

Mr. Cottam reviewed unclassified other items for Five County (applicant agency) for Direct Client Services as follows: **1) Beaver County--** \$2,000; **2) Garfield County--** \$2,000; **3) Iron County--** \$7,000; **4) Kane County--** \$2,000 and **5) Washington County--** \$7,000. This would leave a balance of \$6,120 that would be held in reserve to address any type of emergency situation. He reported that CSBG contracts cover an 18 month period of time. The total allocation of CSBG funds is \$292,937.28. There is also a slight possibility that a small amount of funding will be provided which could also roll over into the reserve.

MOTION WAS MADE BY MS. CHRISTINE DERRING YELLOWITZ, SECONDED BY COMMISSIONER DALE BRINKERHOFF, TO APPROVE FY 2016 COMMUNITY SERVICES BLOCK GRANT FUNDING IN THE AMOUNT OF \$292,937.28 AS ALLOCATED BY THE COUNCIL AND ATTACHED TO THE MINUTES AS A SPREADSHEET. MOTION CARRIED BY UNANIMOUS VOTE.

Mr. Clint Cottam indicated that he would work with Commissioner Victor Iverson to schedule a meeting with Hurricane City elected officials to discuss the future of a pantry site as well as to receive community buy-in with the provision of services in this area. Clint will work to determine the needed square footage, cooling, electrical requirements, etc. prior to meeting with the city.

VIII. BOARD UNMET NEED UPDATE

No response from Board members.

IX. PUBLIC COMMENT

Commissioner Dale Brinkerhoff expressed his appreciation to Board members for their effort and time spent serving on the Human Services Council in working with programs to assist those in need. He also expressed his appreciation to Mr. Clint Cottam for the manner in which he conducts business, provides leadership and keeps in contact with Board members regarding any issues that need their attention.

XI. OTHER

The next scheduled meeting of the Human Services Council will be held on Wednesday, September 9, 2015 in Beaver beginning at 1:00 p.m. An update regarding discussion of the Hurricane food pantry will be provided at that time.

MOTION TO ADJOURN WAS MADE BY COMMISSIONER DALE BRINKERHOFF AND SECONDED BY MS. CHRISTINE DERRING YELLOWITZ. MOTION CARRIED BY UNANIMOUS VOTE.

The meeting adjourned at 2:35 p.m.

