

COMMUNITY ACTION ADVISORY BOARD MEETING MINUTES

Hybrid Meeting: in-person at Center for Community Health and through Webex online platform
 January 17, 2025

<u>PRESENT</u>	<u>EXCUSED</u>	<u>ABSENT</u>	<u>STAFF</u>
Rob Perkins, Chair	Ernie Suggs	Diana Perez	Abby Molloy
Melanie Green, Vice Chair			Nooreen Ebrahim
Amy Roark, Secretary			
Sandra Zavala-Ortega			
Clover Spears			
Brittini Lasseigne			
Lilly Pidhainyi			
Nickeia Hunter			
Megan Mulsoff			
Faye Solomone			
Brondalyn Clark			

Guests: Kayla Renee-Williams (Clark County Community Services)

I. Welcome/Introductions

II. General RFA Overview

Clark County accepts applications for Community Action Programs (CAP) and Homeless Crisis Response System (HCRS) programs. The goal of these applications is to meet the needs of the different action plans that are adopted by the Clark County Council. CAP applications will be serving programs that support physical health, income and asset building, and transportation assistance. Approximately \$284,000 available for the CAP programs in the fiscal year. HCRS has approximately \$4,000,000 available per fiscal year, and there are six program types that can be funded, including homeless prevention, street outreach, and rapid re-housing. These programs assist those that are homeless.

Currently funded programs were outlined and include Lord’s Gym which provides food assistance and Clark County Volunteer Lawyers Program which provides legal assistance to LMI Clark County residents.

A timeline of the application process was outlined, which begins with applications being open on October 1, 2024, and ends at the two-year contract period which begins on July 1, 2025 that has an option for a third year. CAAB members will be reviewing applications February-April 25th, 2025, and will view presentations from applicants March 5th and April 2nd. CAAB recommendations will be presented on May 7, 2025.

Scoring guides for CAP and HCRS are available on the Clark County website, Bonfire, and have been emailed to CAAB members.

Questions and Comments:

Q: How are applicants sure that the funding they request in October is still enough when/if programs are funded?

A: The agencies that the County works with are large agencies that have worked with this type of funding in the past and are familiar with how much is needed to successfully implement their program.

Q: How will presentations interact with scoring, since scoring opens prior to presentations?

A: Staff recommends that CAAB members review applications prior to presentations so members have questions prepared

Q: Can CAAB members ask questions to presenters that they are not scoring for?

A: While the time allotted for questions is short, all members are allowed to ask questions and

to score applications that members do not have a conflict of interest for.

Q: Are presentations a state requirement for funding?

A: No, the county has given agencies the option to present on their programs.

Q: Can the CAAB discuss if the presentations are necessary for scoring or if they are seen as more performative?

A: Yes, staff will add an item to reflect on this in the May meeting.

Q: How much time is allowed for questions for each program?

A: Five minutes for questions is allotted to each agency after their five-minute presentation. Staff recommends that questions are prepared prior to presentations.

Q: Are applications open after presentations?

A: Yes, they are.

Comment:

Printing out a copy of the scoring guide or requesting a copy from staff is very helpful when scoring applications.

III. Bonfire Scoring and Instructions

Abby Molloy- Clark County Community Services Program Coordinator

- Board members were encouraged to watch a short video on how to use Bonfire as an evaluator.
- Where to find applications in Bonfire was outlined, and how to access attached public files. It was recommended that the CAAB view the files labeled Best and Emerging Practices for CAP programs, Definitions for CAPs, and the Community Needs Assessment.
- Staff can remove administrative documents if CAAB members find the number of documents overwhelming. A guide of which documents board members need to view will be given.
- The most important document for CAAB members to view is the full application questionnaire.
- Scoring groups were shown to the board. They were made to take into consideration any conflicts of interest board members may have.
- Encouraged board members to sign into Bonfire early into the RFA process to work out any technical issues and reminded board that application scores are due on April 25th.
- Subjective questions are scored by the CAAB, and objective questions are scored by Community Services Department staff.

Questions and Comments

Q: Have any major changes been made to Bonfire since the CAAB last used the program?

A: No, only minor changes.

Q: How can board members that do not have Excel access Excel documents?

A: Staff will provide Excel documents in printed form and mail them to necessary CAAB members.

Q: How does it work when there is an agency that is based in an external county that wants to serve Clark County residents?

A: Programs that are funded by Clark County can only serve Clark County residents. While these agencies may originate from other areas, they will set up bases at/near Clark County to best serve the county's population.

Chair Perkins commented that it would benefit the board to see administrative documents so they can verify they were provided. Megan Mulsoff stated she would prefer to not have the administrative documents provided.

Staff shared that if the documents are removed from the drop-down tab in Bonfire, they will still be accessible in the attached public files.

IV. Scoring Through an Equity Lens

Key aspects to consider when scoring, which included using a data driven approach, were discussed. Staff went over scoring bias, types of which are not comparing applications against each other and viewing each application individually. Six different types of bias were defined, including affinity bias, recency bias, and the central tendency bias. Different ways to avoid biases were presented. There are several ways in which the CAAB avoids scoring bias, two of which are having members sign conflict of interest forms and having diverse board members.

V. Break

A 10-minute recess was taken at 10:23 a.m. and the board reconvened at 10:33 a.m.

VI. Community Action Program Questions

An overview of the seven CAP applications that were received was given. CAAB was made aware that there only one application each in Income and Asset Building and Transportation, and that funding will either be fully awarded for these programs or reallocated to the Public Health applicants. Important documents were outlined. The CAP application questionnaire was discussed, with 100 total points being available to each application. Administrative documents were shown, and board members were instructed to view the Proposed Budget Table and Letters of Collaboration attached to each application.

Staff went over all questions in CAP applications in all 4 question categories and discussed the criteria that would be met for a program to be high scoring, mid-range, or low scoring. There will be a need for board members to reference documents such as the Community Needs Assessment and Best & Emerging Practices while scoring certain questions. Questions that will be scored by Clark County Community Services staff were noted, as well as questions that will not be scored.

The differences between outcomes and outputs were shared with the board. Outcomes are long term and have lasting change on those that were served, Output is what is done to meet program outcomes. (i.e. A dental program completes treatment (output) and the patient's health improved by 80% (outcome)).

CAP scorers should note that several CAP categories are not required to use HMIS. If they do not use HMIS to implement their program, they will still receive a high score for question 3.0.2. If there are funds requested for the direct supportive services category, the program will need to input data into HMIS.

Questions and Comments:

Q: What if there are references and data but the impact is low or vice versa.

A: This would likely result in a mid-level score as they are only meeting half of the questions requirements.

Q: How are new agencies to Clark County supposed to answer question 2.0.1?

A: As these agencies may be new to providing services to Clark County, they are not necessarily new programs. All applications that were received for CAP programs were from agencies that have been operating for at least 3 years.

Q: Do gift cards need to be input into HMIS since gas cards and laundry vouchers are recorded?

A: Gift cards are not eligible for HMIS as they are a high audit risk. Items that are input into HMIS are rent, groceries and essential needs items, and utilities.

VII. Break

A 5-minute recess was taken at 11:10 a.m. and the board reconvened at 11:15 a.m.

VIII. Homeless Crisis Response System Best Practices

Kayla Renee-Williams, Clark County Community Services Department Program Coordinator

Applications for HCRS programs were detailed. Staff noted that Outsider's Inn will be going through the

RFA process for the St. Paul Men’s Shelter as this is their first time applying for Clark County funds. After this round, they will not need to go through the RFA process if they are seen fit to run. Administrative documents were reviewed. Board members were given a brief introduction to the Clark County Homeless Action Plan, HCRS definitions, best and emerging practices, and SDG guidelines. Staff encourages that reviewers use these documents when scoring applications.

Staff gave a brief overview of rapid re-housing, permanent supportive housing, street outreach, homeless prevention, emergency shelter, transitional housing, and SSI/SSDI outreach, access, and recovery, explaining how each of these programs differ.

IX. Homeless Crisis Response System Questions

Kayla Renee-Williams, Clark County Community Services Department Program Coordinator

Questions were outlined for each program, and the criteria for high, mid-range and low-level scoring was discussed. Questions that county staff will be scoring were shown to the CAAB. While new programs are accepted during the RFA, current programs are provided points as they are already providing services to community members. The goal is to prioritize programs that are running well and ensuring they continue to do so.

The application review deadline of April 25, 2025, was stressed to the board, and members were encouraged to reach out to staff if technical assistance is needed. Applications are not yet available to score in Bonfire, but an email will be sent out by staff soon.

Q: Should reviewers be concerned with the caseloads per FTE in relation to the rapid re-housing definition?

A: Staff will confirm this on behalf of the CAAB.

Q: Are agencies allowed to put an end date on services?

A: No, a strict time period should not be instated on program participants. As there are varying amounts of need for each participant, it is not viable to put hard end dates to services.

Q: What are examples for subtracting points for question 1.0.13?

A: An example could be clients needing a mailing address to access a program. By and for organizations could be seen to be in this category but would not be deducted points.

Q: Why is 1.0.20 a CAAB answered question when in the CAP application it is scored by DCS staff?

A: The context of the question in this instance has changed from an objective to a subjective question.

X. Break

The board took a 15-minute recess and reconvened at 10:50 a.m.

XI. July-September 2024 Outcome Report- Abby Molloy Presenting

- Programs that have spent their current funds, have rollover funds, and programs that are restructuring were shared.
- Information such as volunteer hours, agency grievances, and service demographics were displayed.

Questions and Comments:

Q: Why is there a column that says 2023-2025?

A: The annual report period in June 2024-June 2025, with contracts extending from June 2023-June 2025. A correction will be made to this page as the portion in question should state 2024-2025.

XII. Other Business

- Next Meeting: March 5, 2025, 9 a.m.-12:30 p.m.
- Next Equity Meeting: February 5, 2025, 9 a.m.-10:30 a.m.

- March and April meetings are extended to 9:00 a.m.-12:30 p.m. to accommodate for RFA presentations.

Adjourned at 12:16 p.m.



Amy Roark, Board Secretary

03/05/25

Amy Roark, Board Secretary