



Nevada County
Adult & Family Services Commission Meeting Agenda
April 9, 2019 - 1-2:30 p.m.
Empire Mine Room, Eric Rood Administrative Center

1. Welcome – AFSC Chair - (1 Minute)

2. AFSC Board Business - (10 Minutes) - ACTION ITEMS

- Roll Call & Quorum – 1:05PM
 - i. Douglass Fleming, Lang Waters, Ana Acton, Dena Valin, Jennifer Hershon, Janeth Marroletti
 - ii. Guests: Mary Schlesinger, Jennifer Morrill, Anette,
 - iii. Excused Absence: Nancy Baglietto
 - iv. Application from Jennifer Morrill – lived in NC for last 10 years. Worked for Food Bank, Spirit, and Hospitality House. Wants to join the commission. Will probably replace Nancy Baglioto on the Commission.
- Additions to the Agenda – none
- Approve March 12, 2019, Minutes – Motion to approve with corrected funding amounts for CSBG recipients. Motion made by Lang, seconded by Dena. Abstaining – Jennifer Hershon. So moved.
- AAA4 Advisory Council Appointments – Two vacancies – Commission must have 12 members. We are currently missing 5 members. Two vacant members must also serve on AAA4 Advisory Council or Board – one appointed by BOS and another appointed by Commission. Someone currently on the Commission needs to join the AAA4 Advisory Board and we need to get an additional 5 people on the Commission. Outreach to Senior Services in Truckee. Member flyer will be emailed and sent to Commission for recruitment.

3. Officer's Reports – (5 Minutes)

- Chair – CIF scoring Subcommittee process, concerns expressed by several organizations about the process and scoring. Equity issues. Last round had very tight final scoring. Need to do better explanation of explaining the process. Brown Act requires final scoring to be done in public setting.
- **Recommendation:**
 - a. Improve process by not showing applicants the initial scoring and have the scoring panel go through reconciling large differences in scoring for any single application in a public setting before presenting the final ranking.
 - b. Training to Scoring Sub-committees also needs to be done before scoring the applications.
 - c. Application document and information should include process and important meeting dates.
 - d. Need to clarify how many applicants and minimum funding through CSBG.
 - e. Administrative review of applications needs to be done to ensure they meet minimum qualifications and have submitted all required documents.

- Vice Chair – none
- Correspondence Secretary – none

4. Commission Applications & Resignations – (10 Minutes) - ACTION ITEM

- Nancy Baglietto has decided to step down due to other commitments. Jennifer Morrill has submitted an application to replace her. Motion made by Dena to appoint Jennifer to the commission to represent low income sector, Seconded by Jennifer Hershon. Passed anonymously.
- Dena has to re-apply to stay on the Commission. Application will be provided by Annette. Motion made by Douglass to re-appoint Dena to the Commission, Seconded by Lang. So moved.

5. Standing Items – Rob Choate – (10 Minutes)

- CSBG/CIF Budget/Funding/Program Update
 - a. Received \$30,000 CSBG Capacity Building grant. Recommendation to hire Susie at SILK Consulting at \$19,000 for performance evaluation and training and tools for Commission. Remaining funding to support Rob and member to go to the annual Cal CAPA conference. Remainder used for staff time to work with Susie and Commission. Use Susie to consult on grant application scoring process and best practices. Currently finishing her current contract and next meeting will include a 2 hour training with Susie.
- CSD Single Audit Letter – Letter from CSD (Community Services and Development) with no findings, although outside auditing firm did not complete audit as they should have. Letter includes guidelines for next single audit.
- 2020-2021 CNA & CAP updates – Draft needs assessment has been sent to Commission members. This year’s needs assessment was more analytical. Commission members should review and provide input by next Friday, April 19th. The needs assessment will be used to develop our next CAP.
- May AFSC Training – Next AFSC meeting on May 14th at 1PM.

6. 2019-2020 CIF RFF Scoring Committee Report and Recommendations – (20 Minutes) ACTION ITEM

- The top scorers:
 - i. #1 NSJ Community Center/Gold Country Mountaineers – proposed upgrades to commercial kitchen.
 - ii. #2 Friendship Club – building commercial kitchen in new location. Will pay for some of the equipment for the new kitchen.
 - iii. 7 total applications with 3 applications having components related to commercial kitchens.
 - iv. Motion made by Douglass to approve the top 2 scorers for approval for CIF funding, Seconded by Jennifer Hershon. Dena abstained. So moved.

7. Agency on Aging Area 4 Report – Mary Schleeter – (10 Minutes)

- 400 surveys have been completed.
- Mini-grants are in process of being approved, equipment requests had to go to CDA which held up the process.

- This Friday, Governing Board will announce awards for recent RFP process. Organizations can appeal through the 19th.

8. Request for New Business – (5 Minutes)

9. Public Comment - (3 Minutes)

10. Adjournment - (1 Minute)

*****Times assigned to the above agenda items are strictly estimates, each item will directly follow the previous without break or intermission.*****

Note: Video/teleconferencing available to Eastern/Western county with five (5) business days advance notice, as 72 hours public notice must be provided. Please contact Annette.LeFrancois@co.nevada.ca.us to arrange.