

Campbell County CARE Board AGENDA

Regular Monthly Meeting -
Monday, September 13th, 2021 @ 12:00 p.m.
Courthouse Chambers

OUR MISSION:

“Reduce poverty by allocating resources to support human service agencies.”

Meeting Minutes

- Approve August Minutes (Regular Meeting and Special Meeting)

Treasurer's Report

- CSBG Invoices – Jenna
- County 1% Invoices – Jenna
- Review of Special Account – Beth

Programmatic Data

- Customer Satisfaction
- Client/Service Counts

Unfinished Business

- Open Board Positions 1(Elected)
 - Election- Update

New Business

- CSBG Subgrantee Expectations
- Site Visit Process
- Liaison Reports/Expectations

Agency/Committee Updates

- Various Agency Updates
- Election Committee
- Needs Assessment Committee
- Training Committee
 - Training Topic for September Meeting

Upcoming Calendar Dates

- Next Board Meeting is **October 11, 2021, at 12:00 p.m.**

ADJOURN

Campbell County CARE Board (Community, Advocacy, Resources, Education)

Date August 16, 2021

Present

- | | |
|---|--|
| ☒ Commissioner Bell | ☒ Jenna Waldner |
| ☐ Alex Berger | ☐ Crystal Helm |
| ☒ Richard Burton | ☒ Cris Schmitz |
| ☒ Michelle Geffre | ☐ Vacant-Wright Appointed |
| ☒ Sandy Lenz | ☒ Beth Raab, Liaison |

The meeting was called to order by Richard Burton at **12:06 p.m.** in the Commissioner's Conference Room.

Meeting Minutes:	Michelle made a motion to approve the July Meeting Minutes, Jenna seconded the motion, motion passes.
Treasurer's Report:	Council of Community Services (CCS) has requested to move \$2,750 from salaries line item of the budget to the benefits line item of the budget for CSBG funds. CARE Board approved of this budget change request. No other discussion of items or discrepancies noted in the Treasurer's Report given by Beth. Michelle made a motion to approve the July Treasurer's Report, Jenna seconded the motion, motion passes.
	As of today's meeting, Alex Berger (Treasurer) has resigned from the CARE Board effective today, as he is no longer a resident of Wyoming. Discussion was held on filling his vacancy immediately so that we can use FY21 funds to pay for election expenses. Our Bylaws/Election Committee (Jenna, Richard, and Cris) will work together with Beth and CCS to schedule an election, as this is a low-income population vacancy. Treasurer position now open: a vote to fill the position took place. Sandy nominated Jenna to become our next CARE Board Treasurer, Jenna accepted the nomination. Sandy motioned for Jenna to become our next CARE Board Treasurer, and Michelle seconded. Motion passes. THANK YOU, Jenna! 😊
Programmatic Review:	No discussion

Unfinished Business:	
Vacancy:	We still have a Wright Appointed vacancy on the board, which has been vacant for about eight months. Members have been trying to reach out to others who might be interested, but with little luck. We will keep trying or discuss this issue with the State/Campbell County Commissioners on what our next steps will be if we cannot fill the position. There was an interest from an individual in that area within the last month but have not heard anything recently.
New Business:	
Personal Frontiers Update:	CSBG Funding will need to be re-visited at a later date for this agency.
Trainings (CSNOW):	Conference Request from GARF: GARF has requested Jessica Howard to attend the CSNOW Conference, which is now virtual on September 27th-28th. CARE Board has agreed to pay the \$50 fee for Jessica to attend. CSNOW Membership fees were discussed at length on whether the CARE Board should pick up the membership tab again. CSNOW needs support in order to continue providing the services that they provide to CSBG agencies/boards. Beth informed the board that we have around \$4,000 left to spend in our account line item for these types of things. Generally, whatever funds are left over is re-allocated back to the CSBG agencies. Benefits/advantages were discussed of being a member, and found that by becoming a member, we are giving our CSBG agencies a discount for them to become a member with their fees only being \$50. Other benefits are by having support and trainings available to agencies/boards on CSBG matters. Sandy made a motion to pay for the \$650 membership fee for the CARE Board, as well as pay for the membership fee of our sub-grantees (CSBG agencies that we currently have, excluding Personal Frontiers, which leaves 4 agencies) in the amount of \$200, totaling \$850 in support of CSNOW. This membership will give everyone a chance to benefit and use those resources. We will give it a try this year to see if this generates more interest on the board, as well as with our sub-grantees to attend more conferences, trainings, etc. In addition to the membership fee, CSNOW has also graciously volunteered to pay for any of our CARE board members to attend the virtual conference. So far, Beth, Sandy, Michelle and Cris have decided to take advantage of this idea and attend the conference virtually. Beth will try to send out an itinerary. If you would like to also attend, please visit with Beth.

Agency/Committee Update:	Bylaws/Election Committee (Jenna, Richard, and Cris) will meet and work together to fill our low-income population vacancy within the coming days/weeks. ** As a Reminder, please get any volunteer hours worked at the election to Sandy to record. ** Needs Assessment Committee (Jenna, Sandy, and Cris) will meet on Wednesday (August 18th) at 11:00 to start/discuss the RFP process and what needs to happen for this year's needs assessment.
FY22 Policies and Procedures:	Signed new docs, returned to Beth. Please do this ASAP for those of you who couldn't attend today's meeting. See Beth's email dated August 13th for the documents to sign.
FY21 Site Visits:	CSBG/1% Site visits will be discussed at our next board meeting.
Upcoming Calendar Dates:	Our next Board Meeting will be on September 13th, 2021 at 12:00 p.m. in the Commissioner's Conference Room.

The meeting was adjourned at **1:03 p.m.**

Campbell County CARE Board
(Community, Advocacy, Resources, Education)

Date August 26, 2021

Present

- | | |
|---|--|
| ☐ Commissioner Bell | ☒ Jenna Waldner |
| ☐ Vacant | ☐ Crystal Helm |
| ☒ Richard Burton | ☒ Cris Schmitz |
| ☒ Michelle Geffre | ☐ Vacant-Wright Appointed |
| ☒ Sandy Lenz | ☒ Beth Raab, Liaison |

The meeting was called to order by Richard Burton at **10:00 a.m.** in the Commissioner's Conference Room.

CSBG Application Update:

Beth: Commissioners would like CARE Board recommendation on funding Personal Frontiers, Inc. with CSBG funds, due to their current situation. \$30,207 is allocated to PFI to serve 85 clients, as per the new contract. The board chair wrote a letter to Campbell County requesting to still be considered for CSBG funding. Beth inquired to PFI if staffing was available for these grant funds, as it is a time-consuming grant to maintain. Also, the audit risk needs to be considered for Campbell County. Beth spoke with County's auditors, and that this does not make Campbell County a high-risk entity because compliance was done on our end, however, PFI will need considerable supervision and a "closer eye" on reporting for compliance.

Further discussion amongst the CARE Board members was that we don't want to see the agency close and the clients to be lost in midstream and be abandoned. A CARE board member said that she talked with the agency and people are volunteering and stepping up to the plate to get done what needs done to get cleaned up.

If CARE Board decided to re-allocate these funds to the other four agencies, this would give an additional \$7,500 per agency.

Discussion of pros and cons continued with a motion made from Michelle to go ahead and move forward with the CSBG funding as it is but place stricter rules/stipulations on the grant for PFI. Cris seconded the motion, and vote was unanimously yes. Motion passed.

	Liason Assignment: Michelle volunteered to serve as the liason with Cris. Sandy is now the liason to Senior Center in Michelle's place. Contract will be left "as is" for the Commissioners to sign. Michelle volunteered to present the contract to the Commissioners with Beth in September and will address the requirements put in place for PFI. If for some reason PFI isn't able to utilize the CSBG funds, the funds can still be re-allocated to agencies at a later time throughout the fiscal year.
Upcoming Calendar Dates:	Our next Board Meeting will be on September 13th, 2021 at 12:00 p.m. in the Commissioner's Conference Room.

The meeting was adjourned at **10:31 a.m.**

Campbell County CARE Board 1% Funding 2021-2022

Organization	Award	BUDGET	July	August	September	October	November	December	January	February	March	April	May	June	Year-to-Date Expenditures	Balance
Adult Drug Court	Inv Rec'd Date		N/A	N/A												
	1% Funding	\$15,000.00	\$0.00	\$0.00											\$0.00	\$15,000.00
	Supplemental	\$15,000.00	\$0.00	\$0.00											\$0.00	\$15,000.00
	ATC Total	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00
	Inv Paid Date															
Boys & Girls Club of C.C.	Inv Rec'd Date		N/A	N/A												
	1% Funding	\$37,500.00	\$0.00	\$0.00											\$0.00	\$37,500.00
	Inv Paid Date															
CLJMS Wyoming:	Inv Rec'd Date		9/3/2021	9/3/2021												
	1% Funding	\$20,000.00	\$0.00	\$0.00											\$0.00	\$20,000.00
	Inv Paid Date															
Council of Community Services	Inv Rec'd Date		8/16/2021	N/A												
	1% Funding	\$26,775.00	\$8,071.20	\$0.00											\$8,071.20	\$18,703.80
	Inv Paid Date															
Edible Prairie Project	Inv Rec'd Date		N/A	N/A												
	1% Funding	\$3,000.00	\$0.00	\$0.00											\$0.00	\$3,000.00
	Inv Paid Date															
Juvenile & Family Drug Court	Inv Rec'd Date		N/A	N/A												
	1% Funding	\$30,372.00	\$0.00	\$0.00											\$0.00	\$30,372.00
	Inv Paid Date															
GARF:	Inv Rec'd Date		8/26/2021	8/26/2021												
	1% Funding	\$70,000.00	\$ 5,933.34	\$ 5,833.34											\$11,666.68	\$58,333.32
	Inv Paid Date															
Personal Frontiers	Inv Rec'd Date		N/A	N/A												
	1% Funding	\$25,000.00	\$0.00	\$0.00											\$0.00	\$25,000.00
	Inv Paid Date															
Safely Home Army	Inv Rec'd Date		N/A	N/A												
	1% Funding	\$9,600.00	\$0.00	\$0.00											\$0.00	\$9,600.00
	Inv Paid Date															

Campbell County CARE Board 1% Funding 2021-2022

Organization	Award	BUDGET	July	August	September	October	November	December	January	February	March	April	May	June	Year-to-Date	Balance
Second Chance Ministries	Inv Rec'd Date		9/3/2021	9/3/2021												
	1% Funding	\$16,000.00	\$1,299.35	\$3,369.49											\$4,668.84	\$11,331.16
	Inv Paid Date															
Senior Center	Inv Rec'd Date		N/A	N/A												
	1% Funding	\$283,625.00	\$0.00	\$0.00											\$0.00	\$283,625.00
	Inv Paid Date															
Wright Community Assistance:	Inv Rec'd Date		N/A	N/A												
	1% Funding	\$6,500.00	\$0.00	\$0.00											\$0.00	\$6,500.00
	Inv Paid Date															
Visitation & Advocacy Center:	Inv Rec'd Date		9/2/2021	9/2/2021												
	1% Funding	\$46,800.00	\$2,739.56	\$2,470.03											\$5,209.59	\$41,590.41
	Inv Paid Date															
YES House	Inv Rec'd Date		N/A	N/A												
	1% Funding	\$283,500.00	\$0.00	\$0.00											\$0.00	\$283,500.00
	Inv Paid Date															
TOTAL			\$1,224,297.00	\$20,542.15	\$18,411.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,953.99	\$1,185,343.01

RED EQUALS LATE REPORT

Campbell County CARE Board CSBG FY 20/21 Invoice

Tripartite Board Name: Campbell County CARE Board
Contact Person: Bethany Raab

Grant Period: 10/1/19-9/30/20

COST CATEGORY	Budgeted Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YEAR-TO-DATE EXPENSES	% EXPENDED
PERSONNEL SERVICES:															
Salaries & Wages	\$ 77,000.00	\$ 2,459.72	\$ 7,367.26	\$ 1,658.13	\$ 8,828.62	\$ 10,560.46	\$ 6,142.70	\$ 6,429.01	\$ 5,842.11	\$ 6,701.99	\$ 7,880.31	\$ 604.08	\$ -	\$ 64,472.39	
Employer Paid Benefits	\$ 11,690.00	\$ 485.53	\$ 1,198.66	\$ 475.92	\$ 551.73	\$ 2,050.63	\$ 1,084.34	\$ 1,175.00	\$ 3,319.95	\$ 1,359.02	\$ 1,221.35	\$ 47.34	\$ -	\$ 12,969.47	
SUPPORTIVE SERVICES:															
Communications:															
Communication	\$ 2,450.00	\$ -	\$ 255.33	\$ -	\$ 255.33	\$ 566.29	\$ 257.91	\$ 387.41	\$ 262.41	\$ 266.91	\$ 198.41	\$ -	\$ -	\$ 2,450.00	
Postage	\$ 800.00	\$ -	\$ 89.27	\$ -	\$ 55.16	\$ 377.90	\$ 40.00	\$ 169.56	\$ 68.11	\$ -	\$ -	\$ -	\$ -	\$ 800.00	
Travel In-State	\$ 2,450.00	\$ -	\$ 334.34	\$ -	\$ 385.01	\$ 585.41	\$ 340.33	\$ 296.27	\$ 342.90	\$ 165.74	\$ -	\$ -	\$ -	\$ 2,450.00	
Utilities															
Training/Conferences/Staff Develop.															
Supplies:															
Consumables	\$ 1,360.00	\$ 120.70	\$ 132.01	\$ 117.47	\$ 84.43	\$ 86.48	\$ 98.28	\$ 267.63	\$ 201.00	\$ 252.00	\$ -	\$ -	\$ -	\$ 1,360.00	
Commercial Printing														\$ -	
Publications														\$ -	
Equipment Purchases														\$ -	
Real Property Rental														\$ -	
Equipment Rental														\$ -	
GRANTS-IN-AID:	\$ 113,970.00	\$ 2,675.00	\$ 19,303.00	\$ 8,550.00	\$ 16,272.00	\$ 20,360.14	\$ 15,558.00	\$ 3,427.36	\$ 599.00	\$ 6,436.00	\$ 4,211.28	\$ 1,697.94	\$ -	\$ 98,979.72	
CONTRACTUAL:															
DISCRETIONARY															
SUB-TOTAL	\$ 209,720.00	\$ 5,740.95	\$ 28,679.87	\$ 10,801.52	\$ 26,430.28	\$ 34,487.31	\$ 23,521.56	\$ 12,152.24	\$ 10,635.48	\$ 15,171.66	\$ 13,511.35	\$ 2,349.36	\$ -	\$ 183,481.58	86%
OTHER COSTS:															
a. Indirect														\$ -	
b. ADMINISTRATIVE CARE BOARD	\$ 4,418.00						\$ 262.50			\$ 273.01				\$ 535.51	
c. overbill oct GRH					\$ (450.00)									\$ (450.00)	
GRAND TOTAL Expenditures	\$ 214,138.00	\$ 5,740.95	\$ 28,679.87	\$ 10,801.52	\$ 25,980.28	\$ 34,487.31	\$ 23,784.06	\$ 12,152.24	\$ 10,635.48	\$ 15,444.67	\$ 13,511.35	\$ 2,349.36	\$ -	\$ 183,567.09	86%
STATE CSBG PAYMENTS (month of service)		\$ 17,844.83	\$ 16,575.99		\$ 37,231.80	\$ 34,487.31								\$ 106,139.93	

Initial PMT per contract

Notes:

November reimbursement for GARF includes Oct and Nov invoice.
Overbilled CSBG by 450 in October for GRH. Paid \$10050 billed \$10500. Adjusted January.
Added \$10 to March GARF invoice, they misadded in Feb.

Reimbursement Amount \$ 77,427.16

Grant Amount Remaining \$ 30,570.91

Tripartite Board Name: Campbell County CARE Board- Council of Community Services Subgrantee
Contact Person: Bethany Raab

STATE OF TEXAS - 2021-2022															
COST CATEGORY	Budgeted Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YEAR-TO-DATE EXPENSES	% EXPENDED
PERSONNEL SERVICES:															
Salaries & Wages	\$ 56,400.00	\$ 0.00	\$ 5,574.77		\$ 6,868.62	\$ 8,833.37	\$ 4,426.96	\$ 4,018.92	\$ 3,433.22	\$ 4,876.82	\$ 5,638.37			\$ 43,871.05	
Employer Paid Benefits	\$ 6,400.00	\$ 0.00	\$ 776.94			\$ 1,631.43	\$ 648.62	\$ 584.04	\$ 2,635.68	\$ 640.39	\$ 763.71			\$ 7,680.81	
SUPPORTIVE SERVICES:															
Communications:															
Communication	\$ 2,450.00	\$ 0.00	\$ 255.33		\$ 255.33	\$ 566.29	\$ 257.91	\$ 387.41	\$ 262.41	\$ 266.91	\$ 198.41			\$ 2,450.00	
Postage									\$ -	\$ -				\$ -	
Travel In-State	\$ 800.00	\$ 0.00	\$ 89.27		\$ 55.16	\$ 377.90	\$ 40.00	\$ 169.56	\$ 64.11	\$ -				\$ 800.00	
Utilities	\$ 2,450.00	\$ 0.00	\$ 334.34		\$ 385.01	\$ 585.41	\$ 340.33	\$ 296.27	\$ 342.90	\$ 165.74				\$ 2,450.00	
Training/Conferences/Staff Develop.									\$ -					\$ -	
Supplies:															
Consumables	\$ 500.00	\$ 0.00	\$ 55.85				\$ -	\$ 192.15	\$ -	\$ 252.00				\$ 500.00	
Commercial Printing														\$ -	
Publications														\$ -	
Equipment Purchases														\$ -	
Real Property Rental														\$ -	
Equipment Rental														\$ -	
GRANTS-IN-AID:		\$ 0.00			\$ 1,427.00	\$ 7,470.14	\$ 1,424.00	\$ 3,317.36	\$ 599.00	\$ 6,426.00	\$ 4,211.28			\$ 24,874.78	
CONTRACTUAL:														\$ -	
SUB-TOTAL	\$ 96,300.00	\$ 0.00	\$ 7,086.50	\$ -	\$ 8,991.12	\$ 19,464.54	\$ 7,137.82	\$ 8,965.71	\$ 7,341.32	\$ 12,627.86	\$ 11,011.77	\$ -	\$ -	\$ 82,626.64	86%
OTHER COSTS:															
a. Indirect														\$ -	
b.														\$ -	
c.														\$ -	
GRAND TOTAL Expenditures:	\$ 96,300.00	\$ 0.00	\$ 7,086.50	\$ -	\$ 8,991.12	\$ 19,464.54	\$ 7,137.82	\$ 8,965.71	\$ 7,341.32	\$ 12,627.86	\$ 11,011.77	\$ -	\$ -	\$ 82,626.64	
Payments Made to Subgrantee	\$ 82,626.64	\$ 0.00	\$ 7,086.50	\$ -	\$ 8,991.12	\$ 19,464.54	\$ 7,137.82	\$ 8,965.71	\$ 7,341.32	\$ 12,627.86	\$ 11,011.77			\$ 82,626.64	
Invoices Received		N/A	Rec'd 12/14/20	N/A	Rec'd 01/18/21	Rec'd 03/02/21	Rec'd 04/06/21								

No submission for October
No submission for December
Dec is Januarys bill
Jan is on Feb's bill

Total Amount Reimbursed	\$	82,626.64
Subsantee Remaining	\$	13,673.36

Campbell County CARE Board CSBG FY 20/21 Invoice

Tripartite Board Name: Campbell County CARE Board- Gillette Abuse Refuge Foundation Subgrantee
 Contact Person: Bethany Raab

Grant Period: 10/1/18-9/30/19															
COST CATEGORY	Budgeted Amount													YEAR-TO-DATE EXPENSES	% EXPENDED
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept		
PERSONNEL SERVICES:															
Salaries & Wages														\$ -	
Employer Paid Benefits														\$ -	
SUPPORTING SERVICES:															
Communications:															
Telephone															
Postage														\$ -	
Travel In-State														\$ -	
Travel Out-of-State														\$ -	
Training/Conferences/Staff Develop.														\$ -	
Supplies:															
Consumables														\$ -	
Commercial Printing														\$ -	
Publications														\$ -	
Equipment Purchases														\$ -	
Real Property Rental														\$ -	
Equipment Rental														\$ -	
GRANTS-IN-AID:	\$ 23,540.00	\$0.00	\$ 4,118.00	\$ 1,575.00	\$ 1,625.00	\$ 1,300.00	\$ 659.00	\$ -	\$ -	\$ -	\$ 2,714.60	\$ 1,697.94		\$ 10,974.94	
CONTRACTUAL:															
SUB-TOTAL	\$ 23,540.00	\$0.00	\$ 4,118.00	\$ 1,575.00	\$ 1,625.00	\$ 1,300.00	\$ 659.00	\$ -	\$ -	\$ -	\$ 2,714.60	\$ 1,697.94	\$ -	\$ 3,223.80	
														\$ 14,298.74	
														61%	
OTHER COSTS:															
a. Indirect														\$ -	
b.														\$ -	
c.														\$ -	
GRAND TOTAL Expenditures	\$ 23,540.00	\$0.00	\$ 4,118.00	\$ 1,575.00	\$ 1,625.00	\$ 1,300.00	\$ 659.00	\$ -	\$ -	\$ -	\$ 2,714.60	\$ 1,697.94	\$ -	\$ 14,298.74	
Payments Made to Subgrantee		\$0.00	\$ 4,118.00	\$ 1,575.00	\$ 1,625.00	\$ 1,300.00	\$ 659.00				\$ 2,714.60			\$ -	
Invoices Received		N/A	Rec'd 12/7/2020	Rec'd 01/04/21	Rec'd 02/01/21	Rec'd 03/01/21	rec'd 04/02/21	rec'd 05/04/21						\$ 12,600.80	

Numbers reimbursement includes Oct and Nov. Submitted after October meeting due to contract timing.

Campbell County CARE Board CSBG FY 20/21 Invoice

Tripartite Board Name: Campbell County CARE Board Subgrantee- Gillette Reproductive Health
 Contact Person: Bethany Raab

Grant Period: 10/1/18-9/30/19

COST CATEGORY	Budgeted Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YEAR-TO-DATE EXPENSES	% EXPENDED
PERSONNEL SERVICES:															
Salaries & Wages														\$ -	
Employer Paid Benefits														\$ -	
SUPPORTIVE SERVICES:															
Communications:															
Telephone														\$ -	
Postage														\$ -	
Travel In-State														\$ -	
Travel Out-of-State														\$ -	
Training/Conference/Staff Develop.														\$ -	
Supplies:															
Consumables														\$ -	
Commercial Printing														\$ -	
Publications														\$ -	
Equipment Purchases														\$ -	
Real Property Rental														\$ -	
Equipment Rental														\$ -	
GRANTS-IN-AID:															
CONTRACTUAL	\$ 29,960.00	\$0.00	\$10,500.00	\$ 3,025.00	\$ 4,850.00	\$ 4,300.00	\$ 7,175.00	\$ 110.00						\$ 29,960.00	
SUB-TOTAL	\$ 29,960.00	\$0.00	\$10,500.00	\$ 3,025.00	\$ 4,850.00	\$ 4,300.00	\$ 7,175.00	\$ 110.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,960.00	100%
OTHER COSTS:															
A. Indirect														\$ -	
B. Overbill in Oct														\$ -	
C.														\$ -	
GRAND TOTAL Expenditures	\$ 29,960.00	\$0.00	\$10,500.00	\$ 3,025.00	\$ 4,850.00	\$ 4,300.00	\$ 7,175.00	\$ 110.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,960.00	
Payments Made to Subgrantee		\$0.00	\$10,050.00	\$ 3,025.00	\$ 5,300.00	\$ 4,300.00	\$ 7,175.00	\$ 110.00						\$ 29,960.00	
Invoices Received		N/A	Rec'd 12/8/20	Rec'd 01/06/21	Rec'd 02/04/21	Rec'd 03/04/2021	\$44,314.00	5/3/2021						\$ 29,960.00	

Oct and Nov LATE

No submission for October

Total Amount Reimbursed \$ 29,960.00

October bill was \$10050, billed grant 10500, Adjusted in January

Subgrantee Remaining \$ -

Campbell County CARE Board CSBG FY 20/21 Invoice

Tripartite Board Name: Campbell County CARE Board- Personal Frontiers Subgrantee
 Contact Person: Bethany Raab

Grant Period: 10/1/18-9/30/19

COST CATEGORY	Budgeted Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YEAR-TO-DATE EXPENSES	% EXPENDED
PERSONAL SERVICES															
Salaries & Wages														\$ -	-
Employer Paid Benefits														\$ -	-
PERSONAL SERVICES															
Communications:														\$ -	-
Postage														\$ -	-
Travel In-State														\$ -	-
Travel Out-of-State														\$ -	-
Training/Conferences/Staff Develop.														\$ -	-
Supplies:														\$ -	-
Consumables														\$ -	-
Commercial Printing														\$ -	-
Publications														\$ -	-
Equipment Purchases														\$ -	-
Real Property Rental														\$ -	-
Equipment Rental														\$ -	-
GRAND TOTAL	\$ 33,170.00	\$ 2,675.00	\$ 4,685.00	\$ 3,950.00	\$ 8,370.00	\$ 7,190.00	\$ 6,300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,170.00	100%
GRAND TOTAL	\$ 33,170.00	\$ 2,675.00	\$ 4,685.00	\$ 3,950.00	\$ 8,370.00	\$ 7,190.00	\$ 6,300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,170.00	100%
OTHER COSTS:														\$ -	-
a. Indirect														\$ -	-
b.														\$ -	-
c.														\$ -	-
GRAND TOTAL Expenditures	\$ 33,170.00	\$ 2,675.00	\$ 4,685.00	\$ 3,950.00	\$ 8,370.00	\$ 7,190.00	\$ 6,300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,170.00	
Payments Made to Subgrantee	\$ -	\$ 2,675.00	\$ 4,685.00	\$ 3,950.00	\$ 8,370.00	\$ 7,190.00	\$ 6,300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,170.00	
Invoices Received			Rec'd 17/04/20	Rec'd 01/05/21	Rec'd 02/03/21	Rec'd 03/05/21	Rec'd 04/05/21							\$ 33,170.00	
Total Amount Reimbursed														\$ 33,170.00	

Subgrantee Remaining \$ -

Contact Person:

Grant Period: 10/1/18-9/30/19

Campbell County CARE Board- YES House Subgrantee

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	52
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[illegible]

Substrate Remaining	\$
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432121 Budget Comparison

Thru Date/Period 06/30/21

Level of Detail. 9

Account Number . 40213
CARE BOARD SPECIAL ACCOUNT

Cum/Period(C/P). C

Subledger. . . . *

(* = All Subledgers)

<u>0</u>	<u>Account Description</u>	<u>Budget Amount</u>	<u>Actual + Encumbrance</u>	<u>Remaining Budget</u>
	ENCUMBERANCE (TEMP LIAB			
	EXPENDITURES	2,640.00	595.00	2,045.00
	CARE BOARD SPECIAL ACCOUN	2,640.00	595.00	2,045.00

Opt: 4=Open Orders 5=Account Ledger 6=Commitment Ledger . . . F24=More Keys

Customer Satisfaction Survey Results CSBG

Agency	Council	GARF	GRH	PFI	YES House
Total Survey's Received	30	14	7	6	26
The Staff Treated me with courtesy and respect	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
The staff was responsive to my needs	1 29	1 13	7	6	1 7 18
The staff helped me make progree towards achieving my goals	30	14	1 6	5	1 5 20
As a result of this services I received, I feel my situation is more stable	1 29	1 1 12	7	2 4	1 6 19
My questions and concerns were addressed in a timely manner	1 29	2 12	7	1 1 4	2 8 16
My overall rating with the services receied is satisfactory	YES NO	YES NO	YES NO	YES NO	YES NO
	30	14	7	6	25
					1

OTHER COMMENTS

PFI: Sometimes when you first come in it's easy to get lost- having to wait for an ASI took a week.

Campbell County CSBG Projects			
Program Name	Estimated Clients to be Served	Amount Funded not to Exceed	Grant End Date
Description			
Council of Community Services	2044	\$96,300.00	9/30/2021
Adult Dental Services; Food Distribution; Doctor Visit Payments; Vision Screening; Prescription Payments.			
Gillette Abuse Refuge Foundation	58	\$23,540.00	9/20/2021
Rent Payments; Rent Deposits; Utility Payments; Utility Deposits; Mortgage Payments.			
Gillette Reproductive Health	130	\$29,960.00	9/30/2021
Doctor Visit Payments; Prescription Payments; Case Management.			
Personal Frontiers, Inc.	103	\$33,170.00	9/30/2021
Substance Abuse Screenings; Substance Abuse Counseling; Coaching			
Youth Emergency Services	27	\$26,750.00	9/30/2021
Substance Abuse Counseling and Mental Health Counseling (youth)			
Campbell County CARE Board	0	\$4,418.00	9/30/2021
Administrative Expenses for CARE Board or CSBG Grantees.			
TOTALS		\$214,138.00	

Campbell County CSBG Projects	
Program Name	Clients Served as of 09/10/2021
Council of Community Services	Food 674+ Medical/ Dental 112 (includes CARES)
Gillette Abuse Refuge Foundation	Housing 18+Utility 7
Gillette Reproductive Health	104
Personal Frontiers, Inc.	24
Youth Emergency Services	22

Campbell County 1% Site Visit Form

The purpose of the Site Visit is to verify expenditures related to the Agency's funding request/award.

Date of Visit:

Agency:

Fiscal Year:

Amount Awarded:

Purpose of Funding:

What is the most recent audit the CARE Board has on file?:

What items have been submitted for reimbursement? (i.e. wages/salaries, equipment, utilities, etc.)

During the visit, pick at least 2 monthly reports with expenses that were submitted for reimbursement during the fiscal year. Please do not tell the agency prior to going to their location what months you are picking. The following months were picked:

You must review the following at site visit and submit copies with this form:

- * Copy of reconciliation of invoice (ask to see check, quickbooks or accounting printouts).***
- * A copy of board meeting minutes approving the expense.***

Please provide a brief description of what 1% funds were utilized for for the months you picked during your inspection:

Comments or Recommendations:

CARE Board Member

Agency Director

CARE Board Member (if applicable)

Agency Board Member

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Community Services Program
Community Services Block Grant (CSBG)
Sub-Grantee Monitoring Tool

Agency:

Date(s) of Monitoring:

Director/Grant Coordinator:

Monitor(s):

How are CSBG funds allocated? ☐ Sub-contracted ☐ On-site ☐ # of Service Providers

ADMINISTRATIVE REVIEW		YES	NO	N/A	DOCUMENTATION/VERIFICATION & COMMENTS
Does the agency have written Personnel Policies and Procedures?					
Do the procedures include Equal Opportunity Employer Certification (non-discrimination provisions)?					
Do the Policies and Procedures contain the following:					
A. Leave policies (annual, sick, compensatory, etc.)					
B. Family Medical Leave Act					
C. Hiring/Firing Policy					
D. Sexual Harassment Policy					
E. Conflict of Interest Policy					
F. Drug and Alcohol Policy					
G. Americans with Disabilities Act and Reasonable Accommodations					
H. Work-related Injuries (Worker's Compensation) Procedures					
I. Employee Grievance Policy					
J. Evaluation/Performance Review Policy					
K. Travel/Per Diem					
L. Whistleblower Protection					
Is there a provision to prohibit political activity or lobbying?					
Are time and attendance records maintained for all staff charged to the CSBG contract?					
Do time sheets for multi-source positions accurately reflect total hours worked each day in each program?					
Have employees been trained on the personnel policies and procedures?					
Has the agency experienced recent turnover in staff assigned to administer the CSBG program?					
Are policies and procedures available to all staff?					
Are the employees informed of the policies and procedures through:					
A. New Staff Orientation					
B. Agency Packet					
C. Training					
D. Other					
Have personnel files been prepared for each staff member?					
Are the following required Federal Notices displayed:					
A. Equal Employment Opportunity Act					
B. Occupational Safety and Health Administration, Job, Health, and Safety Poster					

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Community Services Block Grant (CSBG)
Sub-Grantee Monitoring Tool

C. American Disabilities Act						
D. Child Labor Laws						
E. Age Discrimination in Employment Act						
F. Employee Polygraph Protection Act						
G. Federal Minimum Wage (English and Spanish)						
H. Office of Inspector General Fraud Hotline Poster						
BOARD OF DIRECTORS	YES	NO	N/A	DOCUMENTATION/VERIFICATION & COMMENTS		
Do Minutes indicate that Board members are aware of their roles and responsibilities in regards to the CSBG program?						
Do the Minutes indicate that the agency's Board fully participates in the planning, application development, implementation, and evaluation of the CSBG program?						
Does the Board monitor program performance by comparing outcome goals to outcomes achieved?						
PROGRAM ADMINISTRATION	YES	NO	N/A	DOCUMENTATION/VERIFICATION & COMMENTS		
Do the following employees have access to the CSBG Policies and Procedures:						
A. Fiscal Director						
B. Executive Director						
Has the agency established linkages to other service providers in achieving self-sufficiency to ensure effective service delivery of services of low-income persons, and to avoid duplication of efforts?						
<i>If yes, please share some examples of how your agency coordinates or links the agency services with the following:</i> A. Local Departments of Social Services: B. Workforce Innovation Opportunity Act (One-Stop Programs): C. Faith-based Organizations: D. Other Service Providers:						
How does the agency determine whether programs are effective?						
Has the agency lost any program funding over the last two years? <i>If so, what funding and why/how was it lost?</i>						
Describe the agency's procedures for referrals, intake, etc.						
How is information on child support enforcement services made available?						
Briefly describe the mission and vision of the agency:						

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Community Services Block Grant (CSBG)
Sub-Grantee Monitoring Tool

	YES	NO	N/A	DOCUMENTATION/VERIFICATION & COMMENTS
Is the mission statement posted in a public area of the agency?				
COMMUNITY ACTION PLAN				
Is the agency operating under a Community Action Plan that has been updated within the past three (3) years?				
<i>Date of most recent plan:</i>				
Does the Community Action Plan possess an understanding and application of the national ROMA goals and measures?				
Was a staff member that was trained in ROMA involved in the development of the Community Action Plan?				
Is the Community Action Plan reviewed and/or revised/improved annually?				
In developing the Community Action Plan, which of the following was involved:				
A. Appropriate goals and outcome measures are met				
B. Customers/recipient of services				
C. Community forums or focus groups				
D. The Board of Directors				
E. Agency staff				
F. Community partners				
G. Funding				
How is the Community Action Plan used to guide services and activities of the agency?				
Is it evident in the ROMA Plan?				
Has your agency read and reviewed the County CSBG Community Needs Assessment?				
Do key agency leaders and managers meet regularly to review the Community Action Plans, program performance, and resource needs?				
How is the County CSBG Community Needs Assessment utilized in your agency's planning system?				
How do the agency's service priorities reflect the findings of the Community Needs Assessment?				
Is the agency gathering and tracking all information needed to complete the CSBG program reports?				
Are program outcomes sufficiently documented?				
Is the agency on track to meet the goals and objectives stated in the application and Scope of Work by the end of the contract period?				
Is the agency utilizing all of its current year Performance Measures in its service delivery area to measure outcomes?				
How often does the Board conduct an agency-wide Risk Assessment?				

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Describe the Board's procedure for completing the Risk Assessment.					
Have the agency staff received outcome/ROMA Training from the State CSP?					
CLIENT FILES/ELIGIBILITY	YES	NO	N/A	DOCUMENTATION/VERIFICATION & COMMENTS	
Does the agency link with other programs in the community when services required are beyond the agency's scope?					
Is a client file maintained for each person served?					
Does the form used for determining client eligibility identify all eligibility criteria and the documentation used in making the determination?					
Does the form used for determining client eligibility include a self-declaration for zero income?					
For clients receiving direct services, is income documented for all members of the household 18 years or older?					
Is there evidence in the client files reviewed that the agency has procedures in place to verify income amounts and family size as stated in the application?					
Is the agency using the appropriate HHS poverty guidelines to determine eligibility?					
Does the agency limit eligibility to clients at or below 125% of the HHS poverty guidelines?					
Do intake forms include client characteristics necessary for the agency to files accurate demographic reports?					
Does the client signature section of the intake form include a self-declaration statement that the information provided is true and correct, to the best of the applicant's knowledge?					
Do client files contain a log describing the nature of the service(s) provided, including the date and amount of such services?					
Are proper procedures in place for case management, and is adequate client information and follow-up documented?					
Does the agency have in place an effective system for tracking and reporting the number of clients transferring out of poverty as a result of the services provided by the agency?					
Are referrals documented/logged in the client files and/or CAP60?					
Did the agency document follow-up activities? If so, where?					
Does the agency conduct a new intake once each contract year, including income eligibility and verification?					
<i>If no, how does the agency ensure on-going eligibility?</i>					
Is documentation such as a bill, voucher, and/or copy of the check retained in the client file for services provided?					
CASE MANAGEMENT	YES	NO	N/A	DOCUMENTATION/VERIFICATION & COMMENTS	
Are person first-time served and service units being documented and counted correctly?					
Were detailed case management activities thoroughly documented in the client files?					

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Were client goals mutually agreed to and documented?					
Were efforts to achieve goals documented?					
Are the services provided consistent with the program narrative and Scope of Work?					
Is the agency taking appropriate steps to ensure privacy and confidentiality of client information, such as secure files, confidentiality policies, private consultation space, etc.?					
Are client records maintained for at least three (3) years?					
PARTNERSHIPS AND VOLUNTEERS/BOARD MEMBERS	YES	NO	N/A	DOCUMENTATION/VERIFICATION & COMMENTS	
What procedures are in place for the recruitment and retention of volunteers?					
Do the Personnel Policies and Procedures include information on the use of volunteers?					
Who is responsible for training and supervision of volunteers?					
How are volunteers compensated and recognized?					
What process is used to assess the value of time contributed by volunteers?					
Do Board members volunteer in the programs operated by the agency?					
Describe the process used to check references and background checks of volunteers who work with children.					
FISCAL MONITORING	YES	NO	N/A	DOCUMENTATION/VERIFICATION & COMMENTS	
Does the agency maintain all issuances and memoranda regarding CSBG funding in a centralized file or notebook?					
Does agency staff have access to CSBG guidelines?					
Does the agency have formal, written accounting procedures to determine whether costs are allowable, allocable, and reasonable, and that costs are charged during the appropriate funding period?					
Do the written procedures reflect current practice?					
Does the agency have an operational Budget?					
Has the CSBG budget been amended or modified since the original encumbrance?					
Does the agency frequently compare actual versus budgeted costs?					
For the term of the contract, were expenditures claimed within the CSBG Contract budget?					
Can the amount of funds released by the State CSP be traced to amounts posted in the Cash Receipts Journal?					
Can the amounts posted to the Cash Receipts Journal be traced to bank deposit receipts and/or deposits on the sub-recipient's bank statement(s)?					
Can General Ledger postings be traced on the original books of entry?					

Sub-Grantee Monitoring Tool

Is the supporting documentation adequate?					
Is there evidence of proper authorization by appropriate agency staff for purchase orders and requisitions?					
Are all general ledger entries traceable to source documentation?					
Do any of the expenditures examined appear to be non-allowable under CSBG rules and regulations?					
Can the amounts posted to the Cash Disbursements Journal be traced to cancelled checks/digital images or debits posted to the agency's account by the bank?					
Are the amounts and dates of checks processed by the bank consistent with the postings to the agency's Cash Disbursements Journal?					
Were any checks written payable to "Cash" as payee?					
Are at least two signatures required on all checks?					
Are allocated administrative costs and indirect costs posted to the general ledger on a timely basis?					
Is there a system of control for the accounting of gas vouchers, motel vouchers, bus tickets and other direct services provided with CSBG funds?					
Overall, is there a clear audit trail for all expenditures charged to the CSBG grant?					
Does the agency have procedures in effect regarding retention of their records for a period of three years?					
Was a fully executed contract in place for all of the agency's sub-grantees?					
Does your agency have Board of Directors insurance?					
REVIEW OF AUDITED FINANCIAL STATEMENTS					
Is the agency subject to the single-audit provisions of the Uniform Guidance?					
Was CSBG selected as a major program?					
Have audit findings, if any, been discussed with the Board of Directors and with sub-recipients' staff?					
<i>Methodology: Discuss findings and note in Monitoring Report.</i>					
Has the audit certification letter, if required, been submitted to the State CSP?					
Has the agency submitted the most current audit report to the State CSP?					
<i>If not, when is/was the due date?</i>					
Are there any unresolved audit findings?					
<i>If yes, what is the status of these findings?</i>					
Have funds from the CSBG contract been allocated to pay for an audit?					
Has the audit expense been contractually charged to administration for CSBG?					
Has the grantee used a comprehensive solicitation process in the last four years to procure audit services?					
Is there an individual designated the responsibility for posting and balancing ledgers and journals?					

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Sub-Grantee Monitoring Tool

Is the cash receipts log (register) maintained by someone not responsible for accounting records?				
Are administrative costs and indirect costs posted to the general ledger on a timely basis?				
Do administrative and indirect costs charged to the program have supporting documentation to form the basis for the amounts charged to the program?				
TIME AND ATTENDANCE RECORDS				
Do the timesheets substantiate expenditures charged to CSBG program?				
Do time and attendance records reflect the percentage of time charged to the program as indicated in the contract?				
Are positions charged to the correct categories (Case Management, Direct Services Support, and Admin)?				
Are timesheets signed by an appropriate supervisor or designated authority?				
TRAVEL POLICIES				
Does the agency follow either a Board approved travel policy or State CSP policy?				
Are travel reconciliations (specifically advances) submitted in a timely manner in accordance with the sub-recipient's policy?				
Are the travel expenditures allowable?				
Is the supporting documentation adequate, including appropriate justification for travel costs incurred?				
Does the agency maintain documentation on employee mileage reimbursements?				
Are travel expenses charged to the correct categories (Case Management, Direct Services Support, Admin)?				
RELATED PARTIES AND CONFLICTS OF INTEREST				
During the on-site monitoring review, were there any instance noted where the agency made any payments for goods, services, facilities, salaries/wages, professional fees, lease, etc., to related parties for expenditures charged to the CSBG contract without the prior written consent of the Grantee?				
Briefly describe any related party transactions and/or conflicts of interest situations noted during the on-site review.				
SUMMARY OF REVIEW OF CLIENT FILES				
Did the review of the client files sampled indicate that all clients provided services were eligible?				
<i>If not, indicate the number of clients determined ineligible and/or unverified in each service category.</i>				
Did the review of the documentation indicate that the services have impacted on client self-sufficiency?				

CSBG/COUNTY 1% Board Liaison Report Form

Needs to be completed at least quarterly, if not monthly.

Board Member Name: _____

Agency Name: _____

Agency Employee Name: _____

Timeframe Reporting: _____

Questions to Ask:

What is one success the agency has had? _____

What is one challenge the agency has faced? _____

Has the agency had any client needs that they cannot assist with? What was it and why couldn't you assist? Did you refer them elsewhere? _____

Anything else you want to share? _____

Be prepared to share this information at the next CARE Board meeting.

Bethany L. Raab

From: Crystal O'Bryan <c-mobryan@hotmail.com>
Sent: Monday, August 16, 2021 10:03 PM
To: Bethany L. Raab
Subject: Wright Community Assistance
Attachments: Wright Community Assistance.docx.pdf

Please be cautious.

This email originated from outside the County organization. If you believe this email is suspicious, report it using the Phish Alert button. Do not forward suspicious emails.

Dear CARE Board,

There have been some issues with Wright Community Assistance during the past year. I have tried repeatedly to bring the issues up to the board for Wright Community Assistance, however my concerns have been brushed off. This brings me to you. I do not want this organization to lose funding, however a change is needed. I am the Outreach Coordinator for St. Francis on the Prairie Episcopal Church and have worked closely with Wright Community Assistance in the past to meet the needs of those in Southern Campbell County. At the end of May this year, I made the very difficult discission to stop working with Wright Community Assistance. Instead, anyone who requests help, are sent to Gillette now for anything we, at St. Francis Church cannot help with. I have included the letter that I sent to the board of St. Francis Church and they have decided to no longer support Wright Community Assistance in any way. I am requesting that you, as the CARE board, see if you can help.

Thank you.

Crystal O'Bryan
605-892-5941

June 1st, 2021

To St. Francis on the Prairie Vestry Board,

RE: Wright Community Assistance

St. Francis on the Prairie has been an active donor and supporter of Wright Community Assistance since it first opened its doors, over 30 years ago. Nine years ago, I took over as the Outreach Coordinator for St. Francis Church and continued working with the, then director Vicky Schlidt, as well as the current director Wayne Vaughn. Several new programs were instigated between this partnerships, such as bringing the mobile food bank twice a year in correlation with the Clothing Exchange and the school supplies handout. The Church has also continued its financial support, with an average of \$6,800.00 a year.

During the past year, the relationship between myself and Wright Community Assistance has become strained. Typically, when people reach out to me or help, I send them to Wright Community Assistance first, and then speak with Wayne to find out where St. Francis is needed to fill in the gaps. Over the course of this past year, I have received numerous complaints about how Wayne makes them feel awful for needing the help and was often described as "Degrading". I was also hearing back from those who called asking questions that Wayne never called them back.

After several personal attempts to reach out to him to find out what was happening and being ignored, I asked my husband Matt to speak with him. Matt is also on the Wright Community Assistance Board. Matt did so, and it seemed to help for a bit, but things blew up big time again, once Christmas rolled around.

Wayne put an end date for those needing assistance for the Adopt a Family Christmas Program. Which is fine, however no one knew about expect those who came in asking about Thanksgiving baskets. This lead to a lot of confusion when I would send people to him for Christmas help and they would come back saying that Wayne wouldn't help them. Matt, who is on the board for Wright Community Assistance, did not even know of this deadline.

This resulted in dozens of people messaging me and even cornering me in public to complain about the problem. Matt was with me during some of the confrontations and tried to help deescalate as best as he could. This lead Matt and I into creating a Facebook Page for Wright Community Assistance.

The page was created to share low income information to the community. Most of it was sections of their actual handout retyped in and put with an eye catching graphic. These were on a rotating schedule each week. I also shared other services and events that could benefit those in the community, such as the Covid Shots. By May, there was 110 followers and the page was viewed an average of 15,000 a month. Every board meeting for Wright Community Assistance, I told Matt how it was going, popular questions and asked for board members to be on the administration. None were willing to be on the admin for the page.

At the end of May, I received an email from Wayne asking me to bring down the page. I emailed the board members asking if this is really what they wanted, but did not hear back, so I put the page on silent, so it is not publically seen.

Due to all of these issues, I am officially turning in my notice for working with Wright Community Assistance. If anyone else feels the call to do so, they have my blessing. Here is what I expect to see happen before I will recommend Wright Community Assistance to anyone for any reason:

- Treating of patrons who go to Wright Community Assistance with kindness and compassion.
- The returning of all phone calls and emails in a timely manner.
- Clear, consistent communication with the residents of Wright and its surrounding area.
- An online presence, showcasing who they are and what they do, can be individual website or social media.

As I have tried reaching out to the board members concerning these issues, and only Matt is willing to attempt to address them, I am walking away from the whole organization. Currently, I am sending everyone to Gillette for services.

Sincerely,

Crystal O'Bryan