

New York State (NYS)
 Department of State (DOS)
 Division of Community Services (DCS)
 Community Services Block Grant (CSBG)

**Advisory Council Meeting
 Meeting Minutes**

Meeting date: **August 18, 2020** at 11:04 am. This meeting was conducted via WebEx Video Conference. Attendance was taken based initially on log-in information and later confirmed by verbal rollcall.

<p><i>Members Present:</i></p>	<p>Dan Maskin Chief Executive Officer, Opportunities for Otsego, Inc.</p> <p>Charles Quinn Chief Executive Officer, Regional Economic Community Action Program, Inc.</p> <p>Alan Jones Chief Executive Officer, Adirondack Community Action Programs, Inc.</p> <p>Denis Wilson Executive Director, Fulmont Community Action Agency, Inc.</p> <p>Maggie Evans Executive Director, Agri-Business Child Development</p>	<p>Jeffrey Lewis Senior Vice President of Direct Services, PathStone Corporation</p> <p>Tina Zerbian Chief Executive Officer, Cattaraugus Community Action, Inc.</p> <p>Laura Rossman Chief Executive Officer, Pro Action of Steuben and Yates, Inc.</p> <p>Andrea Ogunwumi Executive Director, EOP for Chemung & Schuyler Counties</p> <p>David Hahn-Baker</p> <p>Michael Martin Executive Director, Native American Community Service of Erie and Niagara Counties, Inc.</p> <p>Miguel Santos Customer Advocate, National Grid</p>	<p>Mike Bobbitt Assistant Commissioner, NYC Department of Youth and Community Development</p> <p>Yves Vilus</p> <p>Maurice A. Reid President, KenJam Consultants, LLC</p>
<p><i>Guest Present:</i></p>	<p>Ann Black Fulmont Community Action Agency, Inc.</p> <p>Jacqueline Orr Chief Executive Officer, NYSCAA</p>		
<p><i>NYDOS Staff Present:</i></p>	<p>Manuel A. Rosa Director, Division of Community Services</p> <p>Rob Vanderbles Senior Attorney, Office of General Counsel</p> <p>Nancy Pfohl Community Services Program Analyst 3</p> <p>Aimee Kollar Community Services Program Analyst 2</p> <p>Kristopher Niehoff DCS Office Assistant 1</p>		

Quorum present: Total of 15 of 16 members in attendance.

Chairperson's Welcome – Denis Wilson

Mr. Wilson started the meeting noting that purpose of this meeting is to discuss the CSBG CARES Act Supplemental State Plan.

Presentation and Review of the Draft CSBG CARES Act Supplemental State Plan Amendment for NYS

Manuel A. Rosa, DCS Division Director

Mr. Rosa reviewed conference call etiquette, requesting those who wish to speak or ask questions to please introduce themselves before speaking. He also requested that those who are not speaking to mute their lines. Questions or comments can also be added to the chat box made available in this conference format.

To brief stakeholders & participants of the draft CSBG CARES Act Supplemental State Plan Amendment, DOS has posted the plan to the DOS website and distributed a mass email to all eligible entities and key stakeholders on Thursday, August 13, 2020. DOS would like to thank NYSCAA for also posting the draft plan to their website. DOS is encouraging eligible entities and stakeholders to submit to DOS any input or questions on the plan during the 10-day comment period scheduled to end on Wednesday, August 26, 2020. This will allow DOS to include the comments into our amended plan submission. The CSBG CARES Act Supplemental State Plan Amendment must be submitted to the HHS Office of Community Services, no later than September 1, 2020.

Mr. Rosa conducted a review of the Plan (presented via WebEx video along with a reminder that the plan can be viewed on the DOS website) noting the following areas which contained revisions due to the nature of the Coronavirus Aid Relief and Economic Security Act (CARES) and related CSBG Information Memorandums:

- Amendment will include goals to ensure CARES funds are administered to help prepare, prevent and respond to the coronavirus.
- Reviewed eligible entity involvement utilized in the development of the amended State Plan.
- NYS envisions that programs will be administered in accordance to CSBG statutory purposes:
 - Funds will be distributed in a timely matter.
 - Noting no change in that the CSBG Act requires that a comprehensive onsite review of each eligible entity will be conducted at least once every 3 years.
 - Noting no change in training and technical assistance that will be provided to ensure that grantees can increase compliance with federal organizational standards.
 - CSBG funds will be coordinated with governmental and other social services programs to assure effective delivery of services programs. The plan will include IT capacity building and technical assistance to allow agencies to deliver services remotely in situations in which person-to-person contact necessary to limit exposure or spread of the coronavirus.
 - In addition, DOS is working with eligible entities to expand afterschool youth services as well as programs that will facilitate the ability for individuals to return to work.
 - Noting no change as to how reports will be prepared to document the use and outcomes of CSBG funds.
 - Stated that NYS will increase CSBG eligibility to 200% of the FPL in accordance with language in the CARES Act.
- Noted there was no change to the state CSBG formula distribution of 90% of CSBG CARES Act Supplemental funds to the 49 eligible entities as listed in the plan.
- Noted there is no change to NYS retaining 5% for administration.
- The planned distribution of discretionary funds was reviewed with the group based on the information provided in the amended state plan.

- Questions or comments received:
 - Comment:
 - Mr. Santos: Some of the individuals who were formerly incarcerated are now re-entering into rural communities, specifically in Western New York, rather than high-crime neighborhoods like those found in New York City. He asks that we strengthen our relationship with the CAAs in these communities in providing training programs that would improve the ability of these individuals to be absorbed into the rural communities. Mr. Rosa requested that Mr. Santos provide the names of the specific counties in which he referenced to ensure that they are included in the RFA that is under development.
 - Questions:
 - Mrs. Zerbian: Will the Job Readiness be Special Projects or RFAs? Mr. Rosa responded that the job readiness would be a combination of the two. DOS does expect that there will be some RFAs as part of these Special Projects.
 - Mr. Santos: Have we experienced a migration from the larger cities, specifically New York and Yonkers, who are moving into other or more rural communities? Mr. Rosa responded that DOS is working with other agencies to identify where the needs may be. These agencies include: Department of Corrections, Parole, local departments of Social Services, as well as local District Attorney Offices.
 - Unknown/Chat Box: Is this open to just CAAs? Mr. Rosa responded that this would be open to both CAAs and (Community Based Organizations) CBOs.
- Training and Technical Assistance Plan and Budget sections reviewed in detail with group noting that the focus is on the need to prevent, prepare and respond to the coronavirus.
 - Comments:
 - Mr. Santos stated that in Western New York, the coronavirus has affected the migrant-worker population. It was noted in local news that they are looking to reduce the level of contagion within this population. Mr. Rosa responded that when DOS is looking at healthcare disparities, we are aware that those are some of the communities that are hit the hardest. DOS plans to work with several partners to help address this issue.
 - Mr. Lewis provided some input on emergency and support services provided to migrant communities. Trying to bring in more resources, specifically noting Personal Protective Equipment (PPE). His comments were frequently interrupted and unclear due to a poor connection. Mr. Rosa suggested that in moving forward, we will have follow-up discussions to develop best practices on how best to serve these populations. Mr. Rosa mentioned that Mr. Santos and Mr. Lewis' input would be very helpful.
 - Mr. Martin stated that nationally, up to 70% of Native Americans live off native territories. He mentioned that in the past we were looking at some dollars going to services focusing on Natives who live in other areas. He requested that if territories are not participating, that maybe the funds, they would have received be re-allocated to serve underfunded areas.
 - Mr. Martin stated that he notes that the plan includes more evidenced-based Motivational Interviewing. He stated that the plan should include more Trauma Informed Care especially an awareness of racial equity issues and intergenerational traumas across the network.
 - Mr. Rosa responded to Mr. Martin's comments in noting that this is a draft plan and encouraged Mr. Martin, as a member of the Advisory Council, to join us in identifying these pockets that need to be served, either in making them aware of services or getting the services where they are needed.

- Question:
 - Mr. Santos asked with regard to the Native American population, are we providing funds for services for those living off the reservation and agencies within our reservations? Mr. Rosa responded that DOS would work with our tribal organizations and those CAAs that cover these populations on their work plans, trying to be as inclusive as possible.
- State Linkages, Coordination and Communication was reviewed in detail.
 - Comment:
 - Mr. Lewis suggested that DOS might want to include expungement services in the Linkage/Coordination section for those individuals who are working to solicit employment. Mr. Rosa stated he would ask if this was possible to be added to the plan.
- Monitoring, Corrective Action and Fiscal Controls was reviewed, noting the following changes under CARES:
 - DOS will integrate CARES Act Supplemental Fund monitoring into the routine regular CSBG monitoring visits. Separate monitoring reports will be completed for program monitoring. Fiscal will incorporate CARES monitoring into their routine monitoring reports.
 - As a result of the coronavirus, DOS may alter onsite monitoring to include virtual monitoring due to social distancing and other restrictions in various areas of the state to ensure safety of eligible entity personnel and state staff.
 - DOS will separate CSBG CARES Act funding with the use of separate contract numbers. Mr. Rosa reminded group that there may be heightened scrutiny over these dollars. Agencies will need to have pristine records that will account for these funds and are utilized for the purposes outlined for CARES funds specifically to prevent, prepare and respond to the coronavirus.
 - Income Eligibility was reviewed as outline within the amended Plan. This included a revision to the threshold of Income Eligibility to 200% of the federal poverty line as outlined within the CARES Act. The 200% FPL will apply to all CSBG services provided during federal fiscal contract years 2020 and 2021. DOS continues to wait for guidance on FFY 2022. If this remains unchanged, FFY 2022 eligibility will revert back to 125% FPL.
- Review of the Programmatic Assurances noted an adaptation in that DOS has requested that all agencies include within their CSBG CARES Act work plans how activities and services comply with the mandate to help prevent, prepare and or respond to the coronavirus.

Confirmation of Attendance

Verbal Attendance taken at approximately 11:55 am at the request of DOS Council.
 Quorum present: 13 of 16 members in attendance.

<p><i>Members Present:</i></p>	<p>Dan Maskin Chief Executive Officer, Opportunities for Otsego, Inc.</p> <p>Charles Quinn Chief Executive Officer, Regional Economic Community Action Program, Inc.</p> <p>Alan Jones Chief Executive Officer, Adirondack Community Action Programs, Inc.</p> <p>Denis Wilson Executive Director, Fulmont Community Action Agency, Inc.</p>	<p>Jeffrey Lewis Senior Vice President of Direct Services, PathStone Corporation</p> <p>Tina Zerbian Chief Executive Officer, Cattaraugus Community Action, Inc.</p> <p>Laura Rossman Chief Executive Officer, Pro Action of Steuben and Yates, Inc.</p> <p>Andrea Ogunwumi Executive Director,</p>	<p>Mike Bobbitt Assistant Commissioner, NYC Department of Youth and Community Development</p> <p>Yves Vilus</p> <p>Maurice A. Reid President, KenJam Consultants, LLC</p> <p>Michael Martin Executive Director, Native American Community Service of Erie and Niagara Counties, Inc.</p>
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	<p>Maggie Evans Executive Director, Agri-Business Child Development</p>	<p>EOP for Chemung & Schuyler Counties</p>	
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- Additional Comments:
 - Mr. Lewis requested that the PathStone Corp. is identified as a Seasonal and Migrant-Worker entity among the eligible entities listed. Mr. Rosa stated that DOS would ensure that the list is correct.
 - Mr Rosa requested that the group note the DOS Monitoring Guide is referenced in specific areas of the amended Plan. He read to the group areas within the State Plan and Monitoring Guide that were revised to specifically address DOS monitoring, triennial assessments and income eligibility that has been impacted as a result of the coronavirus.
 - Mr. Rosa asked those in attendance to contact his office or their assigned Program Analyst if they have any additional question or comments regarding this amended plan which is to be submitted to Office of Community Services by September 1, 2020.

Chairperson’s Closing Remarks – Denis Wilson

Mr. Wilson noted that he and Mr. Rosa had been discussing the possibility of conducting another Advisory Council meeting in October 2020. Several members voiced agreement with the proposed schedule.

Hearing no further questions or comments, the Chairperson requested a motion to adjourn.

Motion to adjourn by Dan Maskin, seconded by Jeffrey Lewis. Motion carried. Meeting adjourned approximately 12:05 pm.