



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: January 15, 2019

DATE: Thursday, January 10, 2019

TO: Board of County Commissioners

FROM: Amber Howell, Director, Human Services Agency
775-785-8600, ahowell@washoecounty.us

THROUGH: Kate Thomas, Assistant County Manager

SUBJECT: Recommendation to accept a subaward from the State of Nevada Department of Health and Human Services, Division of Welfare and Supportive Services, Child Care Licensing in the amount of [\$324,907; no County match] retroactive to July 1, 2018 through June 30, 2019 to provide child care licensing and monitoring within Washoe County; authorize the creation of 1.0 FTE Human Services Coordinator position and 2.0 FTE Human Service Case Worker III positions (effective and contingent on JEC review and approval) funded 100% by the DWSS Child Care Licensing grant award, and as such, if grant funding is reduced or eliminated, the positions hours will be reduced and/or the positions will be abolished accordingly; direct the Human Resources Department to make the necessary staffing adjustments as evaluated by the Job Evaluation Committee; authorize the Director of the Human Services Agency to execute the subaward documents; and direct the Comptroller's Office to make the necessary budget amendments. (All Commission Districts)

SUMMARY

The Agency is requesting the Board accept a subaward from the State of Nevada Department of Health and Human Services, Division of Welfare and Supportive Services, Child Care Licensing in the amount of [\$324,907; no County match] retroactive to July 1, 2018 through June 30, 2019 to provide child care licensing and monitoring within Washoe County; authorize the creation of 1.0 FTE Human Services Coordinator position and 2.0 FTE Human Service Case Worker III positions (effective and contingent on JEC review and approval) funded 100% by the DWSS Child Care Licensing grant award, and as such, if grant funding is reduced or eliminated, the positions hours will be reduced and/or the positions will be abolished accordingly; direct the Human Resources Department to make the necessary staffing adjustments as evaluated by the Job Evaluation Committee.

County Priority/Goal supported by this item: Safe, Secure and Healthy Communities

AGENDA ITEM # _____

PREVIOUS ACTION

No previous action by the Board of County Commissioners, this is a new grant award.

BACKGROUND

Retroactive approval is requested due to the Agency receiving the Notice of Subaward November 27, 2018.

The Washoe County Human Services Agency (HSA) is responsible for licensing and monitoring child care facilities in Washoe County. HSA Child Care Licensing has responsibility to reduce the risk of harm to children placed in care outside of their home, through initial licensing, continued monitoring, and providing technical assistance to child care facilities caring for five or more children not licensed by local entities. Facilities include child care centers, on-site centers, facilities that provide care for ill children, special needs centers, pre-schools, nurseries for infants and toddlers, accommodation facilities, family care homes, group care homes, institutions, and outdoor youth programs. All areas are also monitored for illegal, unlicensed child care operations and complaints are investigated with resolutions set to bring facilities into compliance with state laws. In addition, Washoe County Child Care Licensing is required to provide criminal background checks on all licensed child care providers and their staff members, including child care staff members who don't care directly for children but have unsupervised access to children.

GRANT AWARD SUMMARY

Project/Program Name: Washoe County Human Services Agency
Child Care Licensing

Scope of the Project: Provide Child Care Licensing activities in accordance with the Child Care and Development Block Grant Act (CCDBG) through initial licensing, ongoing monitoring, inspections, and complaint investigations for all providers in the Washoe County area, as well as facilitating comprehensive background checks for licensed child care staff members and care providers.

Benefit to Washoe County Residents: The award will benefit Washoe County residents by providing increased monitoring of facilities and allowing for an internal separation of duties between conducting investigations and inspections. The grant provides funding to expand capacity of existing HSA Child Care Licensing activities. Additionally, Washoe County is projected to have a 10% increase in cohorts aged 0-9 over the next six years; information obtained from a market study that will be conducted during the granting period will allow WCHSA to proactively plan ahead to ensure that the community can meet this emerging need.

On-Going Program Support: HSA will seek on-going funding support through the Child Care and Development Block Grant managed by the State of Nevada's Division of Welfare and Supportive Services.

Award Amount: \$324,907.00

Grant Period: July 1, 2018 through June 30, 2019

Funding Source: Administration for Children & Families, Child Care Development Block

Pass Through Entity: State of Nevada Division of Welfare and Supportive Services

CFDA Number: 93.575

Grant ID Number: 2018G996005

Match Amount and Type: No Match Required

Sub-Awards and Contracts: HSA will contract through a competitive bid process for a market study to determine market demand, highest need areas, and strategies to increase the number of licensed child care facilities in Washoe County. Procurement activities will comply with the established Washoe County Procurement Policy , Grants Manual and with 2 CFR 200.

FISCAL IMPACT

Should the board accept this grant award and approve these amendments, the Human Services Agency's FY19 adopted budget will be amended as follows:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
IO 11542 -431100	Federal Grants	\$ 309,435
-431105	Federal Grants - Indirect	\$ 15,472
	Total Revenue	\$ 324,907
IO 11542 -701412	Salary Adjustment	\$ 167,661
-705360	Benefit Adjustment	\$ 111,774
-710100	Professional Services	\$ 25,000
-710350	Office Supplies	\$ 900
-710503	Licenses & Permits	\$ 300
-710507	Network & Data Lines	\$ 920
-710508	Telephone Landlines	\$ 1,080
-710519	Cellular Phones	\$ 1,800
	Total Expenditures	\$ 324,907

If the grant award is discontinued or not renewed, the Agency will seek to fund or eliminate the positions.

RECOMMENDATION

It is recommended that the Board of County Commissioners to accept a subaward from the State of Nevada Department of Health and Human Services, Division of Welfare and Supportive Services, Child Care Licensing in the amount of [\$324,907; no County match] retroactive to July 1, 2018 through June 30, 2019 to provide child care licensing and monitoring within Washoe County; authorize the creation of 1.0 FTE Human Services Coordinator position and 2.0 FTE Human Service Case Worker III positions (effective and contingent on JEC review and approval) funded 100% by the DWSS Child Care Licensing grant award, and as such, if grant funding is reduced or eliminated, the positions hours will be reduced and/or the positions will be abolished accordingly; direct the Human Resources Department to make the necessary staffing adjustments as evaluated by the Job Evaluation Committee; authorize the Director of the Human Services Agency to execute the subaward documents; and direct the Comptroller's Office to make the necessary budget amendments.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to accept a subaward from the State of Nevada Department of Health and Human Services, Division of Welfare and Supportive Services, Child Care Licensing in the amount of [\$324,907; no County match] retroactive to July 1, 2018 through June 30, 2019 to provide child care licensing and monitoring within Washoe County; authorize the creation of 1.0 FTE Human Services Coordinator position and 2.0 FTE Human Service Case Worker III positions (effective and contingent on JEC review and approval) funded 100% by the DWSS Child Care Licensing grant award, and as such, if grant funding is reduced or eliminated, the positions hours will be reduced and/or the positions will be abolished accordingly; direct the Human Resources Department to make the necessary staffing adjustments as evaluated by the Job Evaluation Committee; authorize the Director of the Human Services Agency to execute the subaward documents; and direct the Comptroller's Office to make the necessary budget amendments.."