

**Department of Health and Human Services (DHHS)  
Grants Management Advisory Committee (GMAC)  
Needs Assessment Planning Subcommittee**

**DRAFT Meeting Minutes  
August 1, 2018**

**Meeting Locations (Video conferenced)**

Held via teleconference with physical location of 4126 Technology Way, Suite 102, Carson City, NV

**Members Present**

Jeff Fontaine  
Leslie Bittleston  
Steve Kane

**Members Absent**

Laura Alison (Ali) Caliendo

**Department Staff Present**

Cindy Smith, Chief, Office of Community Partnerships and Grants (OCPG), DHHS Director's Office  
Cathy Council, OCPG

**Others Present**

Cheyenne Pasquale, Aging and Disability Services Division

**I. Call to Order, Roll Call and Announcements.**

Chair, Steve Kane called the Grants Management Needs Assessment Subcommittee meeting to order at 9:00 AM. Cindy Smith took roll call and a quorum was not confirmed. Mr. Kane suggested Ms. Smith to give an outline for discussion for a few minutes to see if a quorum could be attained. Mr. Kane called the meeting back to order at 9:11 AM as Jeff Fontaine phoned in to complete the quorum.

Ms. Smith outlined the previous Grants Management Advisory Committee (GMAC) Meeting held on June 14, 2018 and why the subcommittee was formed.

- Ms. Smith stated that topics regarding the Needs Assessment included using national research and creating a subcommittee to brain storm on how to get more feedback from the communities, collect more data efficiently and have more interaction with providers was needed and thus the Subcommittee was formed to help formulate a plan.
- Mr. Kane noted that he is now the Board Chair for Food Bank of Northern Nevada (FBNN). He wanted to be transparent in letting everyone know his new position and that it will not affect him being on the GMAC Committee or Subcommittee.

**II. Public Comment**

A group discussion was formed on the Needs Assessment planning and purpose of the Subcommittee.

- Cheyenne Pasquale, Aging and Disability Services Division (ADSD), made a comment thanking Ms. Smith and her staff for the hard work in doing the Needs Assessment; she would like to continue working in collaboration with Ms. Smith and the subcommittee to come up with a more efficient way to do the needs assessments.
- Jeff Fontaine, Nevada Association of Counties, remarked that his purpose of this subcommittee was to have the priorities in line to get better participation for the Needs Assessment. The

survey is meant to be a state-wide survey, but it would be helpful to know within the geographic areas how much do they vary across the geographic regions from Northern to Southern areas.

- Ms. Smith's response to Mr. Fontaine's statement is most the responses are from the South.
- Mr. Fontaine requested information on the analysis and how it was done.
- Ms. Smith stated that Diane Thorkildson's team helped with the needs assessment; which were mostly state-wide and some service specific.

### **III. Approve Statements of the Basis for Establishment and Mission of the Committee**

A group discussion regarding the mission of the committee was ensued.

- Leslie Bittleston, Division Child Family Services (DCFS) recommended the mission would be to establish a process to evaluate health needs of the residents of Nevada. The funds are not there to do the full Needs Assessment. The purpose of the committee is to establish the process and what the process would look like.
- Mr. Fontaine had two suggestions with the mission of the committee.
  - I. What can we do with the existing resources
  - II. Design a process that is greater with the existing resources and to include budget recommendations to Department of Health and Human Services (DHHS) director.

Steve Kane inquired the probability of requesting more resources from the Governors Office or DHHS.

- Ms. Smith replied that she would take recommendations for increase funding to the director of DHHS. The process would be:
  - I. To get a recommendation from the full GMAC Committee.
  - II. The GMAC Committee approves the recommendation.
  - III. Write a recommendation to the director of DHHS.
  - IV. The Director decides on the approval of the recommendation.

Ms. Bittleston suggested to look at all the state agencies that utilize the needs assessment and combine them for the recommendation; to streamline all the agencies to use the same needs assessment process and have one-body within DHHS that is responsible for the needs assessment that all the state agencies can use instead of different staff members that are doing their own; which requires comparison.

- Mr. Kane asked Ms. Smith if she meets with other agency members to discuss streamlining and working together regarding the needs assessment.
  - Ms. Smith responded that she does work with other agencies within DHHS to include ADSD, but the federal guidelines are a restraint in trying to collaborate. This is a topic that can be discussed for the next GMAC meeting in September.
  - Mr. Kane would like an overview of the process on streamlining a complete departmental method to give to the GMAC Committee.
  - Ms. Smith would like to see a coordination of efforts and would like help from the GMAC to bring that together.
  - Mr. Fontaine commented that having a more coordinated effort; it will bring more attention to the issues.

### **IV. Establish Specific Outcomes and Target Timelines for Committee Work**

A discussion between Mr. Kane and Mr. Fontaine suggesting the outcomes which would be to increase participation in the needs survey and streamline the needs assessment process.

**V. Public Comment #2**

None

**VI. Additional Announcements and Adjournment**

Chair Kane adjourned at 10:16 a.m.