

**Department of Health and Human Services (DHHS)  
Grants Management Advisory Committee (GMAC)**

**DRAFT Meeting Minutes  
December 13, 2018**

**Meeting Locations (Video conferenced)**

Carson City: Division of Public and Behavioral Health, 4150 Technology Way, Room 303

Elko: Aging and Disability Services Division, Early Intervention Services, 1020 Ruby Vista Drive, Suite 102

Las Vegas: Division of Public and Behavioral Health, 4220 S. Maryland Pkwy, Bldg. D Ste. 810

**Members Present**

Amy Kelley  
Dan Wold  
Diane Thorkildson  
Fernando Serrano  
Jeff Bargerhuff  
Jeff Fontaine  
Laura Alison (Ali) Caliendo  
Leslie Bittleston  
Shirley Trummell  
Stacy Gilbert  
Tom McCoy

**Members Absent**

Susan Lucia-Terry

**Department Staff Present**

Andrea Rivers, Chief, Cathy Council, Crystal Johnson, Julieta Mendoza, Lori Follett, Kim Garcia and Shannon Gruening, Office of Community Partnerships and Grants (OCPG), DHHS Director's Office

**Others Present**

Ann Taylor, East Valley Family Services  
Brenda Costello, Washoe County School District  
Caitlin Stapley, Boys Town  
Catherine High, Catholic Charities of Northern Nevada  
Catherine Leon, Awaken  
Candy Tolbert, Advocates to End Domestic Violence  
Christine Frederick, Boys Town  
Daniele Dreitzer, The Rape Crisis Center  
Danita Osborne-Morris, Clark County School District  
Detannya Towner, University Medical Center of Southern Nevada  
Jacky Moses, Children's Cabinet  
Jeannie Byassee, Nevada Health Centers  
Jessica McGee, East Valley Family Services  
Karissa Loper, Division of Public and Behavioral Health  
Korine Viehweg, Northern Nevada Rave  
Karen Vauhest, Catholic Charities  
Laura Steeps, Olive Crest  
Marcella Watson, Washoe County School District  
Michele Johnson, Financial Guidance Center

Polly Bates, St. Rose Dignity Health  
Rebecca Lebean, Child Assault Prevention  
Sandy Wallace, Food Bank of Northern Nevada  
Sarah Goicoeonea, Communities in Schools  
Tara Phebus, University Nevada Las Vegas  
Timothy Taycher, Nevada PEP

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

Andrea Rivers, Office of Community Partnerships and Grants (OCPG) called the Grants Management Advisory Committee (GMAC) meeting to order at 9:05 AM. Ms. Rivers took roll call and a quorum was confirmed.

### **II. Public Comment**

Carson- None  
Elko- None  
Las Vegas- None

### **III. Elect Chair**

Ms. Rivers discussed with the committee that there needs to be an election for chair and co-chair of the GMAC committee; also explained that one position needs to be in Southern Nevada and one in Northern Nevada. Ms. Rivers left the discussion to the GMAC members to discuss who should be chair. Leslie Bittleston nominated Diane Thorkildson as chair stating she is a strong and knowledge leader. Dan Wold 2<sup>nd</sup> the motion, the motion was carried unopposed.

### **IV. Elect Co-Chair**

This item was motioned by Ms. Bittleston to table the election of co-chair until the next meeting. Fernando Serrano 2<sup>nd</sup> and was carried unopposed.

### **V. Approval September 13, 2018 Meeting Minutes**

Dan Wold motioned to approve the [minutes](#) of the June 14, 2018 GMAC meeting as presented. The motion was seconded by Amy Kelly and carried unopposed.

### **VI. Approval of Needs Assessment Subcommittee Letter**

Ms. Bittleston gave a brief overview of two meetings that were held by the Needs Assessment Subcommittee and the [Needs Assessment letter](#) that was approved.

- The first meeting discussed the limitations of The Office of Community Partnerships and Grants (OCPG) and doing a needs assessment based on staffing and resources. The discussion was regards to the low participation for the survey, sent by OCPG staff to gather information needed for the Needs Assessment. A letter was decided upon to Department of Health and Human Services (DHHS) Director, Richard Whitley to request a vendor, contractor, or outside entity to conduct the next Needs Assessment from start to finish for the Needs Assessment due in 2020.
- The second meeting reviewed and approved the letter to Director Whitley requesting funding for OCPG to contract or send out a Request for Proposal (RFP) for an outside entity. No Funding recommendation was in the letter; leaving open for OCPG staff to work with DHHS Director Whitley. The Letter was submitted to GMAC for approval today and for signature by our chair, for consideration to Director Whitley.

Mr. Wold moved to approve the letter, Fernando Serrano 2<sup>nd</sup>, motion carried unopposed.

## **VII. Request for Application (RFA) Timeline**

Ms. Rivers gave a brief overview of the Request for Application ([RFA\) Timeline](#). Ms. Rivers asked if there were any questions regarding the RFA?

- Amy Kelley asked if agencies can attend the orientation class remotely?
  - Ms. Rivers stated that it is a web-based webinar, anyone can attend.

## **VIII. Designate Request for Application (RFA) Subcommittee Chairs**

Ms. Thorkildson went over the [member roster](#) for the Request for Application (RFA) Subcommittees and election of Subcommittee chairs.

- Ms. Bittleston nominated herself as the chair for Fund for Healthy Nevada, Disability Subcommittee
- Ms. Thorkildson nominated herself as the chair for Fund for Healthy Nevada, Wellness Subcommittee
- Mr. Serrano nominated himself as the chair for the Prevention Child Abuse and Neglect Subcommittee

The motion to approve all three chairs was made by Ms. Kelley and seconded by Mr. Wold. The motion was carried unopposed.

## **IX. Make Recommendation to the Director for Approval of Funding Request for Awaken**

Lori Follett, OCPG, spoke on the Human Trafficking (HT) funds and stated all funds received are through donations and will rollover if not used.

- The funds are administrated pursuant to AB311 and NRS217, coordination statewide with State Attorney General's Office, Office of Community Partnerships and Grants (OCPG), Soroptimist International, and several other community partners.
- Emergency services are provided to victims of Human Trafficking, housing, food, and transportation to out-of-state families.
- Approximately \$198,000 in the HT account. Last Fiscal year \$16,000 was spent and the year before that was about \$49,000. We work with agencies to coordinate mini-grants for the victims needing caseworkers and psychologists. Two current requests amount to \$35,000 each.
- Ms. Kelley asked Catherine Leon, Awaken, what organization is being used regarding the model that is being mentioned in the [proposal letter](#) submitted?
  - Ms. Leon stated it was Thistle Farms, the program will serve from 3-5 women for 18-24 months. This fund will provide 95 individual and group sessions for the house residents with a full-time house manager.

Mr. Serrano asked for overview of Awaken. Ms. Leon explained that Awaken is a non-profit providing housing for restoration of its victims, case management, financial assistance, and education assistance. Awaken includes prevention by going into schools and talking with students, by teaching identifiers. Workshops are conducted to help Law Enforcement, schools, social service agencies, and hospitals to recognize the signs of Human Trafficking.

Ms. Bittleston motioned to approve funding, Ms. Kelley seconded the motion and it was carried unopposed.

## **X. Make Recommendation to the Director for Approval of Funding Request for Destiny's House**

Linda Lewis, Destiny's House, gave an overview of the [proposal](#) that was submitted and the organization.

- Ms. Lewis stated that Destiny's House is a non-profit faith base safe house for women 18-50 years old. With funding, it will guarantee two case workers at Destiny's House, provide emergency services for housing, education, health care, food, clothing, and transportation. The organization serves approximately 30 women.

Mr. Wold motioned to approve funding, Ms. Bittleston seconded the motion and it was carried unopposed.

## **XI. Office of Community Partnerships and Grants Annual Report**

Ms. Rivers stated the [annual report](#) was conducted by each grant manager and their programs. Ms. Rivers asked if anyone had a chance to read the report and if there were any questions?

- Ms. Kelly asked if an overview of section 3 page 1, this chart was done with the Chief and staff was the money going out with the RFA process? Ms. Rivers stated the chart was done by Cindy Smith based on the money coming in and going out to the RFA process.
- Ms. Rivers reminded everyone they can always call her or her staff with questions.

## **XII. Public Comment #2**

Elko- None

Las Vegas – Tara Phebus, Nevada Institute for Children to Prevent Child Abuse, under the Child Abuse and Prevention funding to encourage the committee to consider training beyond just parent training there is a need for training for professional to ensure they have the correct information to disseminate to the parents they work with and training in recognizing child maltreatment and how to report it. Daniel Dreitzer, Rape Crisis Center, would like to second what Tara said, Prevent Child Abuse Nevada and Rape Crisis Center work together in the Enough Campaign which focuses disseminating child sex abuse prevention information and teaching professionals and others that have impact on teaching parents which is lacking in many situations.

Carson - None

## **XIII. Additional Announcements and Adjournment.**

Ms. Thorkildson moved to adjourn. Mr. Wold seconded, Ms. Bittleston 2<sup>nd</sup> with no objections.