

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

December 14, 2017 Meeting Minutes

Approved March 8, 2018 with Revisions

Meeting Locations (Videoconferenced)

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: Aging and Disability Services Division, 1820 E Sahara Avenue, Suite 201

Members Present

Jeff Bargerhuff

Leslie Bittleston

Laura Alison (Ali) Caliendo

Jeff Fontaine

Michele Howser

Steve Kane

Candace Young-Richey

Members Absent

Minddie Lloyd

Susan Lucia-Terry

Cindy Roragen

Diane Thorkildson

Dan Wold

Department Staff Present

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

Cathy Council, Gary Gobelman, Crystal Johnson, Julieta Mendoza, Pat Petrie, and Gloria Sulhoff, OCPG

Jeff Duncan and Cheyenne Pasquale, Aging and Disability Services Division, DHHS

Others Present

Shawna Alto, Renown

Judy Andréson, FRC of Northeastern Nevada

Kelly Boyers, Adam's Place

Anna Clark, Catholic Charities of Southern Nevada

Elena Espinoza, UNLV Nevada Institute for Children's Research and Policy, Prevent Child Abuse-Nevada

Christina O'Flaherty, UNR Nevada Center for Excellence in Disabilities, Positive Behavior Support

Shane Piccinini, Food Bank of Northern Nevada

Jackie Rhea, Advocates to End Domestic Violence

JoVon Sotak, Nevada Dept of Administration, Office of Grant Procurement, Coordination & Management

Caitlin Stapley, Boys Town

Laura Steeps, Olive Crest

Korine Viehweg, Northern Nevada RAVE Family Foundation

Kim Young, The Children's Cabinet

I. Call to Order, Roll Call and Announcements

GMAC Chair Jeff Fontaine called the meeting to order at 9:00 AM. Roll call was taken and a quorum was confirmed.

- Cindy Smith, OCPG Chief, introduced Cathy Council, the new Administrative Assistant in the OCPG's Carson City office.

- Ms. Smith announced progress on the 2018 Needs Assessment. The OCPG is working with Jeff Duncan and Cheyenne Pasquale in the Aging and Disability Services Division (ADSD), Diane Thorkildson and her group, and an intern to cross walk 30-45 different needs assessments all addressing the same social services needs. Preliminary findings show the top five priorities in the GMAC's needs assessments also appear in the top five of ten other assessments. We are looking at diving deeper into the questions we ask, including more statistical and analytical questions that will help identify the root causes and how best to approach the need with the funds that are available. The project will take over a year to complete, but we can put together the preliminary pieces for our needs assessment and go from there. Work will begin in January in order to have the report completed by the statutory deadline of June 30.

Jeff Duncan stated that he and Cheyenne Pasquale, Planning Chief, met with the Governor's Grant Office and their work group. They also received a lot of interest from DHHS sister agencies when reaching out for preliminary information on what they do on an ongoing basis. Mr. Duncan's team is taking the lead on this project and he will continue to provide updates to the GMAC. They are aware of the statutory timeline and hope to have at least a baseline that can be built upon in the future.

Michele Howser asked if any of the feedback received from previous needs assessments could be implemented in 2018. Ms. Smith replied that they are just analyzing the assessments from the past three years. Ms. Pasquale was not aware of any feedback but noted that is something they should look at as they begin standardizing the process. Mr. Duncan stated that much of the feedback they received is provider- and grantee-based. They want to make sure to reach out at the grass roots level to reach families across the state. Ms. Smith thanked Ms. Howser and stated they will take that into consideration as they move forward.

II. Public Comment

Kelly Thomas Boyers, representing the Las Vegas nonprofit Adam's Place, spoke regarding Senate Bill 355 signed into law last July creating the Grief Support Trust Account. Adam's Place has been providing grief support and other services for the last nine years and was part of the group that put forth SB355. She asked when an RFP would be available to apply for funds. Since 10-1 there has been a huge uptick in the need for those services and her organization, as well as others, are very much in need of whatever funds are available. Ms. Smith responded that the plan is to issue an RFP in February.

III. Approve [Minutes of September 14, 2017 GMAC Meeting](#)

Mr. Fontaine called for corrections or comments on the minutes of the previous meeting. Ms. Howser requested an edit to her comments on page five, regarding researching models in relation to the needs assessment, and making sure the terms are defined before asking questions so everyone is using one common definition. Mr. Fontaine corrected the spelling of Dagny Stapleton's name as it appeared in the list of attendees on page one. He also commented on a statement made by Ms. Smith on page six, where she referred to a needs assessment conducted by NACO (Nevada Association of Counties). Mr. Fontaine does not believe that NACO has a needs assessment, but there are individual counties that do.

- Leslie Bittleston moved to approve the minutes of September 14, 2017 GMAC meeting with changes as noted. The motion was seconded by Jeff Bargerhuff and carried unopposed.

IV. Annual Election of Officers

Mr. Fontaine noted that this agenda item was deferred from the last meeting and ceded the floor to Ms. Smith for an update on GMAC membership. Ms. Smith reported that Candace Young-Richey, Dr. Ali Wright, and Susan Lucia-Terry will not be requesting reappointment. Minddie Lloyd is currently on hiatus due to a personal matter. ~~Ms. Howser stated she will be stepping down in June. Ms. Howser's term ended June 30, 2017; however, at Ms. Smith's request, she agreed to stay on until June 2018.~~ Ms. Young-Richey has submitted nominations for two of the vacancies and Ms. Smith will be reaching out to them.

Mr. Fontaine stated that pursuant to the bylaws, the Chair and Vice Chair cannot be from same geographic region, meaning north, south and rural. He called for nominations for the Chair of the GMAC effective this meeting.

- Steve Kane volunteered to serve as Chair. The nomination was seconded by Leslie Bittleston. There being no further nominations or volunteers, Mr. Fontaine closed the floor to nominations. A vote was taken and the nomination carried unopposed.

Ms. Smith thanked Mr. Fontaine for his extended service as Chair of the GMAC. She noted that he will continue serving on the GMAC representing the Nevada Association of Counties (NACO) and was glad to have his continued knowledge and history. Mr. Kane remarked that the GMAC is recognized as a well-run advisory committee of the State, thanks to Mr. Fontaine's leadership and decorum, and led the group in a round of applause for Mr. Fontaine.

Mr. Fontaine called for nominations for the office of Vice Chair, noting that the Vice Chair may not be from the northern part of the state.

- Jeff Bargerhuff volunteered for the Vice Chair position. The nomination was seconded by Candace Young-Richey. There being no other nominations or volunteers, a vote was taken and the nomination carried unopposed.

V. Annual Report SFY17: [Community Services Block Grant \(CSBG\) Amendment](#)

Gary Gobelman, CSBG State Lead, reported on the CSBG annual report included in the handouts as an addendum to the OCPG's annual report that went to the Legislative Council Bureau (LCB) on June 30. The report represents the service delivery model that has been developed over the past four years.

- All twelve Community Action Agencies (CAAs) use the scales shown on the first page to capture client status at intake. The scales were selected by the CAAs and are considered the building blocks for family economic security, which is the focus for the program statewide. This report is the statewide summary across all scales, based on a comparison of client status at intake and then at reassessment, which is performed every 90 days to measure client progress. Scales range from "in-crisis" to "thriving". The prevention line separates negative and positive states, and page 7 measures how many moved from below the prevention line to above the line following delivery of services.
- Staff is now diving into data analysis and looking at how missing data impacts results, why there is such a wide variation of results, and which services are linked to the highest results achieved, and running results based on various demographics. They can also run a needs assessment report using the status of the clients at intake as the baseline. Ms. Smith is planning to use the statewide CSBG data for the assessment she's working on now.

- The service delivery model used by the CAAs is a major step forward to provide a high quality of service and the ability to document results. It is similar to the medical model of collecting patient history, providing diagnosis, providing treatment, and following up on results. The process includes a standardized workflow to help clients navigate through the system and a quality assurance piece to identify gaps in data quality, missing data or assessments, resulting in uniformity across all CSBG data. No other CSBG network in the nation is doing this on a statewide basis; Nevada is recognized nationally as being way ahead of everyone else in this field. The results demonstrate the CAAs are proving an incredible amount of services, and we are beginning to explore how this model can be adapted to other program areas. Mr. Gobelman offered to provide a presentation at another meeting to explain the model and demonstrate how the software works to implement the model.

GMAC members expressed considerable interest in the software and delivery model, and posed several questions. They requested more information including whether the data is being used holistically; the percentage of missing data; and the number of clients refusing additional services. Ms. Smith offered to set up a demonstration of the system with the software developers in attendance. They also commented on the report itself, asking for a listing of the benchmarks and definitions of the different categories, and what the percentages on page 3 represent. They noted that the report did not explain the information well enough for them to interpret the data. Had this report required committee approval, they would need to know more about the data to make an informed decision.

In the interest of time, Mr. Kane encouraged everyone to read the [OCPG Annual Report](#), which details achievements in 2017 and plans for 2018. Ms. Smith added that the report includes outcomes on every dollar granted out; the report goes to legislature and they do read it and ask questions. There will be some changes next time, including more detailed outcomes for CSBG and the Children's Trust Fund (CTF).

VI. Unobligated Funds - Disability Services (Respite)

Ms. Smith reported that during the last grant award cycle, about \$194,000 in respite funds were left unallocated. An application was sent to the current respite grant recipients RAVE, Positively Kids, Nevada Rural Counties RSVP, and Olive Crest. The application consisted of three questions based on expansion of services, and responses are due in early January. Julieta Mendoza, grant manager for the FHN Disability Services grant awards, explained that the questions focused on service delivery gaps for individuals ages 19-59 and asked the agencies to describe their demographic, explain their service area, and, if they were able to identify and fill in gaps for unserved populations, to expand on that.

Ms. Bittleston, who served on the Disability Services Subcommittee, asked if the subcommittee or GMAC would be reviewing or approving the applications. Mr. Fontaine recalled when the SFY18-19 funding recommendations were made, GMAC left it to the discretion of staff how to allocate the residual funds. Staff recommendations will need approval by the Director, and as the GMAC is an advisory body to the Director, he was comfortable with the process. Ms. Bittleston requested a one page overview of each one and what they propose to spend the money on as a matter of due diligence. Ms. Smith stated she would provide information at the next GMAC meeting.

VII. Public Comment

None

VIII. Additional Announcements and Adjournment

Ms. Smith thanked Mr. Kane and Mr. Bargerhuff for stepping up as Chair and Vice Chair, stating she appreciates their leadership and looks forward to working with them. Mr. Kane thanked the committee and adjourned the meeting at 10:14 AM.