

**Department of Health and Human Services (DHHS)
Grants Management Advisory Committee Meeting
December 11, 2014**

DRAFT Minutes

Meeting Locations

Division of Health Care Financing and Policy, 1100 E Williams Street, 2nd Floor, Carson City NV
ADSD, Early Intervention Services, 1020 Ruby Vista Drive, Suite 102, Elko NV
ADSD, Early Intervention Services, 3811 W Charleston, Suite 112, Las Vegas NV
(A teleconference option was also added due to inclement weather in the Reno area.)

Members Present

Deborah Campbell
Al Conklin
Ina Dorman
Jeff Fontaine
Michele Howser
Dan Musgrove
Marcia O'Malley
John Thurman

Members Absent

Cindy Roragen
Pauline Salla
Jeff Zander

Also Present

Dena Schmidt, Deputy Director of Programs, DHHS Director's Office (DHHS-DO)
Laurie Olson, DHHS, DHHS-DO, Grants Management Unit (GMU)
Angela Owings, DHHS-DO, Office of Food Security
Rique Robb, Cindy Smith, Dana Jones, Pat Petrie, Toby Hyman, Gloria Sulhoff, DHHS-DO, GMU

Members of the Public Present

Las Vegas

Ileana Delfaus, East Valley Family Services
Carol Filburn, Nevada 2-1-1
Valerie Hicks, SAFY
Amanda Habush, NICRP
Linda Lewis, Foundation for Positively Kids
Stephanie Vrsnik, Nevada PEP
Ling Thanthavongsa, Boys & Girls Clubs of Southern NV
Via Telephone
Cathy Berkley, Executive Director, Crisis Call Center

Carson City

Jeannie Byassee, NVHC
Rebecca Le Beau, CAP
Alanna Fitzgerald, WCSO-FRC
Shane Piccinini, Food Bank of N NV
Shannon Simmons, Advocates to End Domestic Violence
Elko
Judy Andréson, Elko FRC
Linell Bollacker, Family Respite of NEN

I. Welcome, Call to Order and Announcements

Committee Chair Jeff Fontaine welcomed the members and called the meeting to order at 9:04 am. He stated that several members were running late and a quorum had not yet been reached, but the meeting would begin and all action items tabled until a quorum was confirmed. Teleconference etiquette reminders were stated for those people calling in to keep background noise to a minimum.

Laurie Olson, Chief of the Grants Management Unit (GMU), had several announcements. She introduced

Dena Schmidt, the new Deputy Director of Programs in the Director's Office of the Department of Health and Human Services (DHHS); informed the members that signature pages for the amended bylaws were being distributed in Carson City and Las Vegas for members' signatures; and reviewed a handout of meeting dates for 2015, noting a change to the schedule as printed. The June 11th quarterly meeting will be replaced with one on May 14th to accommodate the RFA review timeline. Also, subcommittee meetings will be held in conjunction with the FY16-17 RFA and were tentatively planned for April 21-24.

II. Public Comment

There was no public comment offered.

Ms. Olson stated that she received a letter from the Nevada Tobacco Prevention Coalition "urging (the GMAC) to specifically highlight the importance of allocating funds to support tobacco prevention and control programs in our State through today's Agency Item VII – GMAC Letter of Support to Legislature for FHN Spending Plan." The letter was provided at the meeting and posted on website.

Mr. Fontaine asked about the vacant seats on the GMAC. Ms. Olson replied that there were four vacancies and she was looking for candidates to fill the seats for an individual with experience in finance or business, a senior representative, the director of a child welfare agency, and a representative of child and child welfare. She asked the members to forward any recommendations to her.

III. Approval of GMAC Meeting Minutes

Tabled due to lack of quorum present.

IV. Nevada 2-1-1 Presentation

Ms. Olson reviewed handouts that included a brief history of Nevada 2-1-1's governance and funding, issues that are being addressed, outreach efforts, and next steps. A Request for Proposals (RFP) has been released for 2-1-1 Call Center/s and Data System and is available on the State's purchasing website <http://purchasing.state.nv.us>. Mr. Fontaine asked about 2-1-1 service delivery methods. Ms. Olson stated that Cathy Berkley, executive director of Crisis Call Center, was available on the telephone to answer questions. Ms. Berkley stated that while 2-1-1 is a telephone-based system, the same information is available online and via phone text. While text and online access are becoming more popular, the call volume has not gone down. They have seen an overall increase in service. The average amount of time spent on a call is between five and seven minutes. Operators provide up to five resources on one call.

V. Office of Food Security Report

Angela Owings, Food Security Strategist, reported on activities in the Office of Food Security.

- Many efforts are taking place across the state to increase access to food and participation in federal SNAP, WIC and child nutrition programs.
- The State has applied for a grant through the Hunger Free Kids Act and is one of five finalists.
- The Food Security Council, chaired by First Lady Kathleen Sandoval, has met three times since its inception. They are focusing on increasing the participation rate in school breakfast programs, which has the potential to return \$300 million per month to the State.
- The Department of Agriculture is working on two goals in the Food Security Strategic Plan – developing a comprehensive food asset map and conducting a benefit analysis study of the current Commodity Food delivery system.

- A Food Security annual report will be posted on the DHHS website at the end of January.

When the GMAC was invited to ask questions, Michele Howser referred to a report highlighting activity by hunger grantees during FY14 that was associated with Agenda Item VI. She pointed out that the money spent and the number of meals provided varied greatly among grantees. She had concerns about the disparities. Ms. Olson explained that the disparities are due to variances in program composition. For example, East Valley Family Services conducts a 10-week series of educational classes in addition to providing food. Another program may focus instead on referrals. Work needs to be done to identify the differences among the programs and determine the cost per client vs the cost per meal. Deborah Campbell commented that the data on the spreadsheet was hard to put into context and see the big picture of food security. Ms. Olson clarified that the only providers on the report are GMU grantees. Ms. Howser said it would be helpful to see individual program goals and whether they were met.

Ms. Campbell asked Ms. Owings whether there might be an overall analysis of food security programs throughout the state. Ms. Owings replied affirmatively and described a comprehensive statewide analysis that will include clients served by county, truck routes, whether trucks are full, the kinds of foods provided, school breakfast and lunch participation, senior meal programs and more. When it is complete, the report will be available on the DHHS website.

Mr. Fontaine asked for confirmation that participation in the school breakfast program has the potential to bring millions of dollars into Nevada. Ms. Owings replied affirmatively. Federal tax dollars are allocated for reimbursement to states based on participation in the school breakfast program by children from low-income families. Unfortunately, there are some barriers to participation. Some children get off the bus five minutes before the bell with no time to participate. Allowing these children to go to the cafeteria and eat anyway cuts into instructional time. It is important to determine whether low participation is about demand or about obstacles that the State can address.

Ms. Owings, with subsequent confirmation from Dena Schmidt, also noted that the administrative burden of determining eligibility for the Supplemental Nutrition Assistance Program (SNAP) has contributed to low participation in that program. However, efforts are underway to overcome this problem.

Mr. Fontaine asked what conclusion might be drawn from the fact that unemployment is dropping but hunger is still an issue. Are the jobs that people get not suitable to provide for adequate food? Ms. Owings said that one consideration is whether the jobs are part-time, full-time, temporary or permanent. However, hunger is not related to just one thing. For example, mandated ethanol production using corn caused an unintended rise in food costs. There are hidden things that most people don't know about but that play into the big picture.

By the conclusion of Ms. Owings' report, several more GMAC members had arrived. Roll call was taken and a quorum confirmed. Mr. Fontaine returned to Agenda Item III.

III. Approval of GMAC Meeting Minutes

Mr. Fontaine noted an error in the third paragraph on Page 4 of the June 12, 2014 meeting minutes. Public comment was given by Paula Berkley, not Paula Buckley.

- Ms. Campbell moved to approve the minutes of the GMAC quarterly meeting on June 12, 2014 meeting with the correction as noted. The motion was seconded by Ina Dorman and carried unopposed with one abstention, by Marcia O'Malley, who was not present at the meeting.

Regarding the minutes of the special teleconference meeting on June 20, 2014, Ms. O'Malley stated that her name was omitted from the list of members present.

- John Thurman moved to approve the minutes of the June 20, 2014 meeting with the correction noted. The motion was seconded by Ms. O'Malley and carried unanimously.

VI. Grants Management Unit (GMU) SFY 14 Annual Report

Ms. Olson reviewed the GMU's Annual Report for SFY14 that was included in the meeting materials. She explained how to read grantee progress data as she provided highlights of the year's activities.

- Victims of Human Trafficking is a new program area assigned to the GMU by the 2013 Legislature. A small amount of funds have been raised so far; nothing granted out.
- The chart on Page 1 of Section 3 shows the amount of funds for each program area. Problem Gambling money is overseen by an advisory body appointed by the Governor – the Advisory Committee on Problem Gambling.
- Each program area has a section that begins with a narrative and is followed by a report on individual grantee progress. The latter includes the organization name, a project description and up to three outcomes with projected and actual outputs. An unduplicated client is a client that is counted only once regardless of the number of times that person comes back for assistance.
- Almost all grantees met or exceeded their projected goals. A few grantees struggled with new program ramp-up, issues related to providing services in schools and organizational difficulties. For example, a Life Skills program for the blind lost its instructional location part way through the year. In these cases, the GMU works with grantees to ensure they can succeed.
- Section 6 covers Fund for a Healthy Nevada (FHN) programs including projected outcomes and accomplishments for hunger grantees. Individual program descriptions may answer GMAC questions about how the hunger grantees are spending their money and the per client costs. Two years ago, the Request for Applications for hunger one-stop shops was fairly prescriptive but there was still a lot of creativity in the proposals. Requirements included partnerships, meeting a family or individual's immediate needs, and solving the root causes of hunger (e.g., unemployment, lack of child care). The idea was to look at the underlying issues and help clients increase their income, find insurance coverage to decrease medical bills, and generally help them become self-sufficient. Three programs were also funded that just provide additional access points to receive food; no case management is required. They still may be doing that; just not with these funds. Some grantees already were providing food services; some were start-up. They report on whether clients did not have to skip a meal 30 days after receiving services, how many people are referred to services (e.g., SNAP, Commodity Foods, insurance), how many actually received those services, and whether any additional funds were leveraged. There are some challenges related to collecting certain data elements. Overall, 96% of the funds awarded were spent and more than 37,000 unduplicated clients were served.
- Community Services Block Grant (CSBG) is federally driven. The GMAC may serve as a hearing venue for a Community Action Agency (CAA), but the primary value in keeping the GMAC informed is to avoid duplication of work and funding. On the federal level, national standards have been created that function like an accreditation or certification process. The 56 standards cover nine domains such as governance, strategic planning, leadership and financial

management. Organizations must have a systematic approach to collecting and reporting data and reporting to its board, an accountability piece, and a strategic plan approved by its board at least every five years. We are in the design phase, and implementation is in 2016. We have to report on compliance in March of 2017. All 12 CAAs are working together on a state plan. They are far ahead of every other state. The result will be a statewide service delivery model that bundles services like a one-stop shop. The CAAs are also now using a special case management software. Cindy Smith, a GMU staff member who is working with CAAs to fully implement eLogic, commented that it is exciting to see when someone comes in with no job and the software helps track that person's progress toward self-sufficiency. Ms. Howser noted that she was happy to hear about outcome-based client results.

- Differential Response (DR) is an alternative response to low priority reports of child abuse and neglect. It is a partnership involving the GMU, the Division of Child and Family Services (DCFS), Washoe and Clark County child welfare agencies, and Family Resource Centers. This differs from any other program administered by the GMU, with the exception of Problem Gambling, because the GMU does not just issue grants; it is in charge of the program. It came about because DCFS was unable to quickly respond to a federal mandate to develop a DR program. Toby Hyman and Betty Weiser (retired) of the GMU staff had the background necessary, so they stepped in and built the collaborative partnership as a pilot project. DR is far past the pilot stage. It is continuing to evolve. We are continuously working with partners to strengthen the program, offer more and better trainings, and fully implement a bill adopted by the 2013 Legislature that allows DR to deal with children under 5 years of age. In response to a question posed by Mr. Fontaine, Ms. Olson stated that prior to FY13, DR was supported by State General Funds. Since FY13, it has been funded with FHN money. This became possible because the FHN Children's Health provision was broadened by the 2011 Legislature to include programs that improve the health and well-being of all Nevadans. Now called FHN Wellness, this is the source of funds requested to support DR in FY16-17.

Item VII. SFY16-17 Grants Management Unit Budget Overview

Ms. Olson reported that the Governor's Recommended Budget will be released in January when Governor Sandoval gives his State of the State address. The budget then goes to the Legislature for debate and testimony. The budget gives us the authority to spend, but it doesn't guarantee revenue. She referred to handouts that listed the annual program amounts in the Agency Request Budget.

- \$1.3 million for Problem Gambling (slot tax revenue)
- \$2.5 million in FHN Wellness funds for Food Security (a requested increase of \$200,000)
- \$700,000 in FHN Wellness funds for Nevada 2-1-1 (a requested increase of \$200,000)
- \$675,000 in FHN Disability funds for Respite for persons with disabilities and their caregivers (a requested increase of \$25,000)
- \$579,672 in FHN Disability funds for Independent Living programs for persons with disabilities (a requested increase of \$254,672)
- \$340,000 in FHN Disability funds for Positive Behavior Support (PBS) for persons with disabilities (a requested increase of \$15,000)

Ms. Olson stopped to explain that the total requested for Disability Services (including Respite, Independent Living and PBS) is comparable to the average that this program area has received over the past 10 years. The subcategories are also up. The Commission on Services for Persons with Disabilities (CSPD) recommended that funding in these three areas be equalized. However, needs assessments and

an extensive report on waiting lists conducted by the Aging and Disability Services Division (ADSD) indicated that Independent Living and Respite are in greater need of funds. In addition, ADSD also grants \$100,000 to PBS for essentially the same purpose as the GMU.

- \$807,444 for Children's Trust Fund, which includes birth and death certificate fees and federally leveraged funds to support the prevention of child abuse and neglect
- \$1,061,410 for Social Services Block Grants (SSBG-Title XX) to support activities of community partners
- \$3.5 million in CSBG funds to be allocated to 12 designated CAAs
- \$1.4 million in FHN funds to be allocated to 21 designated Family Resource Centers (FRCs)
- \$1.4 million in FHN funds to be allocated to DR programs statewide

Ms. Olson noted that almost all of the requested increases are intended to restore funding to programs that have been cut in the past. Food Security is an exception. Also, Nevada 2-1-1 has lost funding from other sources.

Ms. Olson referred GMAC members to the last page of the handout, a reconciliation of Tobacco Settlement (aka FHN) money. Members had requested this information to determine how recent allocations to State mental health programs would affect the fund going forward. Ms. Olson walked members through the document and noted that, at the end of FY18, \$24.7 million would be available for the next fiscal year. She cited several factors that have and will impact the amount of money available.

- Steady decreases in settlement payments from tobacco companies
- A large, long-term decrease in settlement payments beginning in 2018
- Elimination of mandated funding percentages for programs in the FHN statute
- Opening Children's Health up to other kinds of Wellness programs

Ms. Olson explained that this agenda item was identified for possible action so that the GMAC could decide whether to send a letter of support about the FHN spending plan to the Legislature. Two years ago, a special meeting was called for this purpose. Ms. Olson provided a copy of the 2013 letter and a draft for the potential 2015 letter.

Ms. O'Malley asked how the letter submitted by the Nevada Tobacco Prevention Coalition related to the budget and the potential letter of support. Ms. Olson explained that the coalition hoped the GMAC would include tobacco use prevention efforts in its letter of support along with programs that fall under the purview of the GMU. She noted that the GMU formerly administered the tobacco use prevention money but it was transferred to the Division of Public and Behavioral Health a few years back.

Mr. Fontaine asked about the source of the funds to restore programs, whether other programs had to be reduced to accommodate the restoration, and whether there was an intention to raise the level of support for the programs that were in the original FHN statute. Ms. Olson responded that the restoration would all come from FHN (no State General Funds were requested), confirmed that some programs on the FHN list were reduced during agency budget development, and indicated that her own intent in budget negotiations was to restore the original FHN programs to the extent possible.

Mr. Fontaine suggested to the GMAC that a letter of support for the FHN spending plan include a statement about supporting restoration of the original programs to a more reasonable level. Discussion

ensued regarding whether a letter would actually help support the budget request, the need to support the results of the Statewide Community Needs Assessment conducted by the GMU on behalf of the GMAC, and the relative need to support programs not in the original statute (e.g., mental health programs).

- Ms. O'Malley moved to approve the draft letter provided by Ms. Olson and authorizing Ms. Olson to insert additional language to include the GMAC member's acknowledgement of the challenges of the budget process, and to the degree possible, their support to restore FHN funding for programs as originally intended by statute, and include a copy of the spending plan for reference. The motion was seconded by Ms. Howser and carried unopposed.

VIII. SFY16-17 Request for Applications (RFA)

Ms. Olson reported that GMU staff was in the process of developing the Request for Applications (RFA) for the SFY16-17 biennium. She referenced a draft timeline so that applicants and GMAC members could plan ahead for deadlines and meetings. The June meeting of the GMAC was moved to May. Applicants need to clear their schedules for orientations, and subcommittee meetings are scheduled for award recommendations. The timeline begins January 23rd with publication of the RFA and ends May 14th with the full GMAC meeting. The full GMAC's recommendations go to the DHHS Director for final decisions. Staff then has six weeks to finalize awards.

Ms. Olson said that the RFA will not be business as usual. GMU staff has been researching best practices in grantmaking to draw out the kind of proposals desired. The RFA will be mission-driven and include long-term goals. The purpose is to move the dial on issues instead of funding isolated programs. We all need to be moving toward the same destination. Programs need to be outcome-based and person-centered. We have to link services and outcomes to a human being.

IX. Public Comment

- Amanda Habush, Nevada Institute for Children's Research and Policy and Prevent Child Abuse Nevada at UNLV, spoke in support of full funding and functionality of Nevada 2-1-1. She commented that she had submitted her program information to 2-1-1 several times over the past few years but it was never posted to the website. If grantees are required to update information but it never makes it to website, it won't be as useful a service as it could be. She also reported that the Institute had received three federal grants to expand quality early childhood education in Nevada.
- Ms. O'Malley acknowledged Kathy Jacobs, long-time executive director of the Crisis Call Center, one of the two call centers associated with Nevada 2-1-1. She passed away last year but left a great legacy. She worked tirelessly on the program, and Ms. O'Malley wanted to put her personal thanks on the record.
- Alanna Fitzgerald, Washoe County School District FRC, thanked the Department staff for their support over the years for FRCs. Prior to the economic downturn, FRCs had not seen any increase in State funding for at least nine years and other sources of funding declined or disappeared. Nevertheless, FRCs have taken on the DR program and have responded to an increasing need for services. The effort to restore funds to FRCs is welcomed.
- Cathy Berkley, executive director of the Crisis Call Center, thanked Ms. O'Malley for her kind words about 2-1-1 and Kathy Jacobs. She commented that the meeting was easy to follow even though the Center lost power 30 seconds into the meeting and had no access to electronic documents.

- Don Jackson, University of Nevada Reno (UNR) Center for Excellence in Disabilities, commented that restoration of FHN funding for PBS was marginal and that the \$100,000 provided by ADSD is not certain.
- Ms. Dorman stated that, due to her late arrival, she missed the 2-1-1 presentation and had a question regarding outreach efforts. She wondered if outreach consists of networking or physical outreach. Ms. Olson responded that the 2-1-1 Statewide Coordinator (Jennifer White) was hired partly with the intent of working on outreach, but she has had to deal with basic issues first. Once the foundational issues are resolved, outreach can be addressed.

X. Adjournment

Mr. Fontaine wished everyone a happy holiday season and adjourned the meeting at 11:40 am.