

**Department of Health and Human Services (DHHS)  
Director's Office – Grants Management Unit**

**Grants Management Advisory Committee Meeting  
March 12, 2015**

**DRAFT Minutes**

**Meeting Locations (Videoconferenced):**

Division of Public and Behavioral Health (DPBH), 4150 Technology Way, 3<sup>rd</sup> floor, Carson City NV  
Aging and Disability Services Division (ADSD) Early Intervention Services, 3811 W Charleston, Suite 112,  
Las Vegas NV

ADSD Early Intervention Services, 1020 Ruby Vista Drive, Suite 102, Elko NV

A phone-in option was also available for GMAC members

**Members Present**

Deborah Campbell (via phone)  
Ina Dorman  
Jeff Fontaine  
Michele Howser  
Dan Musgrove  
Marcia O'Malley  
Cindy Roragen  
John Thurman (via phone)  
Jeff Zander

**Members Absent**

Pauline Salla

**Others Present**

Laurie Olson, Chief, Grants Management Unit (GMU)  
Toby Hyman, Pat Petrie, Gloria Sulhoff, Cindy Smith and Laura Adair, GMU

**Members of the Public Present**

Carson City

Alanna Fitzgerald and Brenda Hess, Washoe County School District, Family Resource Center  
Shannon Simmons, Advocates to End Domestic Violence  
Kim Young, The Children's Cabinet  
M. W. Merrill and Kelli Quintero, Nevada Department of Employment Training and Rehabilitation  
Shane Piccinini, Food Bank of Northern Nevada

Elko

Judy Andréson, Family Resource Center of Northeastern Nevada  
Martha S. Bernius, Nevada Respite of Northeastern Nevada

Las Vegas

Wendy Richau, RAGE  
Lynn Hunsinger, Nevada Senior Services  
Angela Phillips, Olive Crest

## **I. Welcome and Call to Order**

Committee Chair Jeff Fontaine welcomed the members and called the meeting to order at 9:00 am. Roll call was taken and a quorum was confirmed. Laurie Olson, Chief of the GMU, announced that the Department had a change in leadership. Richard Whitley, Division Administrator for Public and Behavioral Health, has been named Interim Director, replacing Romaine Gilliland.

## **II. Public Comment**

None

## **III. Approval of GMAC Meeting Minutes from December 11, 2014**

Mr. Fontaine called for a motion to approve the minutes of the previous meeting.

- Dan Musgrove moved to approve the minutes of the December 11, 2014 GMAC meeting as presented. The motion was seconded by Ina Dorman and carried unanimously.

## **IV. Election of Officers**

Mr. Fontaine noted that elections, which are to be conducted annually, were last held March 13, 2014. Mr. Musgrove commented on the value of continuity and experience during the grant application process, and asked whether elections could be postponed until the next quarterly meeting; or alternatively, suggested re-electing the current Chair and Vice Chair. Ina Dorman, current Vice-Chair, stated she was unable to continue in her elected role due to family concerns. After further discussion, nominations were made.

- Mr. Musgrove nominated Jeff Fontaine for a one-year term as Chairman of the GMAC. The nomination was seconded by John Thurman and carried unanimously.
- Ms. Dorman nominated Dan Musgrove for a one-year term as Vice-Chairman of the GMAC. Mr. Musgrove considered whether his role as lobbyist would allow him sufficient time to devote to the responsibilities of Vice Chair during the legislative session, but ultimately accepted the nomination. Michele Howser seconded the motion and it carried unanimously.

## **V. Legislative Update**

Ms. Olson reported on three items of interest to the GMAC.

- The Director's Office budget hearing was held. The budget included the proposed spending plan for Fund for a Healthy Nevada (FHN), Social Services Block Grant Title XX (TXX), Children's Trust Fund (CTF), Community Services Block Grant (CSBG) and the Revolving Account for the Prevention and Treatment of Problem Gambling (PG). The Department received some follow up questions, but does not expect another hearing and anticipates the budget will go straight to closing sometime next month.
- Assembly Bill (AB) 156, introduced by Assemblyman Tyrone Thompson, proposes revisions to the statute governing Family Resource Centers (FRCs). His proposal contains three main items – more detail in the definition of an "at-risk community," which may change the funding formula slightly; a requirement that FRCs get input on their action plans from state and local elected officials; and a requirement for a reporting piece on families served. The reporting requirement was subsequently withdrawn because the GMU already captures that data. A hearing was held, and a work session is scheduled for March 13 at 1:30 pm.
- AB214, introduced by Assemblyman Mike Sprinkle, involves the Contingency Account for Victims of Human Trafficking, which was created during the last legislative session and assigned to the GMU for distribution of funds. The bill, as originally written, calls for a competitive solicitation

process in order to distribute the funds. The account currently totals around \$23,000, which is insufficient for distribution. Assemblyman Sprinkle is proposing to be able to use up to \$10,000 or 10% of the amount in the fund, whichever is less, to cover up-front fundraising costs. The account would be reimbursed after the fundraiser. In addition, he would like to eliminate the requirement for a grant application process and instead set up a Victim's Account whereby the Director will be able to authorize direct assistance to victims. The bill also includes fines for perpetrators; a provision that the Attorney General's Office is following.

Chairman Fontaine asked about the budget hearing and whether the legislators provided any feedback to the GMAC's letter of support. Ms. Olson responded that there were no questions regarding the letter. She thanked Mr. Fontaine for attending the session to personally read the letter into the record.

#### **VI. Guidelines for Proposal Evaluation in the Request for Applications (RFA) Process for SFY16-17**

Ms. Olson presented an Orientation to Evaluating Proposals, which was provided via an on-screen slide presentation with a hard copy provided in the handouts. Key points included the following.

- Available funding for FHN Wellness, FHN Disability Services, CTF and SSBG-Title XX, subject to legislative approval.
- Funding priorities of hunger relief; support for families; disability services programs including respite care, independent living, and positive behavior support; and prevention of child abuse and neglect, as determined by the most current community needs assessments.
- A new mission-driven philosophy reflecting current best-practices in grantmaking to produce a collective impact, maximizing resources to help people reach their highest level of self-sufficiency.
- Statewide goals for each program area; the proposals we want will work towards achieving these goals. In addition to providing services funded through the grant, organizations will be expected to track the most often requested additional services needed by their clients, and to provide those services either directly or through referrals.
- Applicants were instructed to develop a budget that will reasonably support their project; correlate funding to service projections in order to scale back services if their award is lower than their request; and be assured that any funding reductions will not be arbitrary, but based on an equitable formula linked to scores. The higher the score, the higher percentage of final award.
- GMU staff will perform a technical review and qualitative review of the applications received. They will also compile a list of strengths and weaknesses for each. Applications receiving a score of less than 60 will be rejected. Those scoring 60 or more will qualify as proposals and be passed on to GMAC subcommittees for review, along with strengths and weaknesses. Staff scores will not be provided.
- GMAC Subcommittees include Wellness (reviewing hunger relief programs), Disability Services, and Prevention of Child Abuse and Neglect. Scoring categories were explained and a detailed explanation of awarding points and scoring was provided. GMAC members were asked to be consistent in their scoring.
- GMAC Subcommittees will hold public meetings to discuss their individual evaluations. A deviation in procedure this cycle is that there will be no interaction between evaluators and applicants; requests must stand on their own merit. The Subcommittee recommendations will go to the full GMAC on May 14 for review and final recommendations to be presented to the DHHS Director.

- DHHS Director's final decisions are based on recommendations of the GMAC; reasonable distribution of funds across the state; conflicts or redundancy with other publicly funded programs or substitution of existing funding; and availability of funds. Funding decisions made by the Director are final and there is no appeals process.

#### Subcommittee Appointments

Ms. Olson reviewed the subcommittee membership of the GMAC members for the SFY14-15 RFA and suggested appointments for the newer members as suggested follows.

Disability Services: Cindy Roragen, Marcia O'Malley, and Michele Howser (current), and John Thurman (suggested)

Wellness (Hunger): Jeff Fontaine (current) and Deborah Campbell and Dan Musgrove (suggested)

Preventing Child Abuse and Neglect: Ina Dorman and Pauline Salla (current), and Jeff Zander (suggested)

The committee discussed Ms. Olson's comment that additional ad-hoc members with subject expertise could be added to those subcommittees with only three members, but decided against doing so.

- Dan Musgrove motioned to approve the evaluation guidelines and the subcommittee appointments as outlined. The motion was seconded by Marcia O'Malley and carried unopposed.

#### **VII. Public Comment**

- Judy Andréson, Executive Director of the FRC of Northeastern Nevada, gave kudos to the GMU staff and application process. She felt it has been streamlined and appreciates knowing how the scoring will be done.

#### **VIII. Additional Comments and Adjourn**

- Dan Musgrove thanked Ms. Olson for the RFA orientation, which helped him to understand his role in the process. He is looking forward to it.
- Ina Dorman also thanked Ms. Olson, stating that she has been through the RFA process a few times, and this review was the best yet.

There being no further business or comments, Mr. Fontaine adjourned the meeting at 11:02 am.