

**Department of Health and Human Services (DHHS)
Grants Management Advisory Committee
September 10, 2015**

DRAFT Meeting Minutes

Videoconference Locations

Legislative Building Room 4100, 401 S Carson Street, Carson City
Great Basin College, McMullen Hall Room 102, 1500 College Parkway, Elko
Grant Sawyer Building Room 4412, 555 E Washington Avenue, Las Vegas

Members Present

Jeff Bargerhuff	Marcia O'Malley
Deborah Campbell	Cindy Roragen
Jeff Fontaine	Diane Thorkildson
Michele Howser	Greg Wieman (via teleconference)
Minddie Lloyd	Candace Young-Richey
Dan Musgrove	Allie Wright

Members Absent

Pauline Salla

Others Present

Laurie Olson, DHHS, Grants Management Unit (GMU) Chief
Laura Adair, Elena Espinoza, Gary Gobelman, Toby Hyman, Pat Petrie, Connie Ronning, Cindy Smith, and Gloria Sulhoff, DHHS GMU

Members of the Public in Attendance

Judy Andr son, Family Resource Centers of Northeastern Nevada
Helen Breeden, Emergency Aid of Boulder City/NCG
Debbie Croshaw, Clark County Department of Family Services
Daniele Dreitzer, The Rape Crisis Center
Deborah Finnegan, Emergency Aid of Boulder City
Brenda Hess, Washoe County School District Family Resource Centers
Lynn Hunsinger, Nevada Senior Services
Jenifer Jefferies, Nevadans for Common Good (NCG)
Theatla "Ruthie" Jones, ITPEU
Barbara Link, Senior Center of Boulder City
Pastor Russ Marsh, 34 Pantry
Victoria Mason, Senior Center of Boulder City
Michele Montoya, Community Services Agency
Lindsey Nelson, Boys Town
Marylyn Phillips, Emergency Aid of Boulder City
Kelly Robson, HELP of Southern Nevada
Shannon Simmons, Advocates to End Domestic Violence
Alma Spears, Boys & Girls Clubs of Southern Nevada
Shirley Trummell, Nye County Health and Human Services
Jodi Tyson, Three Square
Korine Viehweg, Northern Nevada RAVE Family Foundation

I. Welcome and Call to Order

Having determined a quorum of committee members present, Committee Chair Jeff Fontaine called the meeting to order at 9:07 AM. He turned the floor over to Laurie Olson, Chief of the Grants Management Unit, for new member introductions. Ms. Olson reported that several new GMAC members were recruited over the summer.

- In the north, Diane Thorkildson is now serving as one of two members with knowledge, skill and experience in the provision of services to persons or families who are disadvantaged or at risk. This seat was previously filled by Al Conklin, who resigned in February. Ms. Thorkildson is Clinic Director of the University Center for Autism and Neurodevelopment and is on faculty at the Nevada Center for Excellence in Disabilities. Previously, she was executive director of the Tru Vista Foundation.
- Participating via telephone was new member Greg Wieman, Superintendent of Eureka County School District. He replaces Jeff Zander, Superintendent of the Elko County School District.
- Pauline Salla changed jobs but still meets the criteria for a representative of a department of juvenile justice services. Formerly Chief of DCFS Juvenile Justice Programs, she is now Director of Juvenile Services in Humboldt County.
- In the south, Ina Dorman resigned due to family issues. She served as a member with knowledge, skill and experience in the provision of services to persons or families who are disadvantaged or at risk. Replacing her is Candace Young-Richey, a private consultant with an extensive background working with states, universities and nonprofits. Ms. Young-Richey helped develop the Family Resource Centers in the 1990s.
- Dr. Allie Wright is filling the seat for a member with knowledge, skill and experience in the provision of health services to children; last filled by Denise Tanata Ashby, who left in 2013. Dr. Wright, a licensed psychologist, is Campus College Chair at University of Phoenix, College of Social Sciences. She also provides treatment both at Oasis Counseling and in private practice.
- Jeff Bargerhuff is filling the seat for a member with knowledge, skill and experience in finance or business, vacated by Arthur de Joya in 2013. Mr. Bargerhuff has a long history in the banking industry and most recently was with Anthem Blue Cross Blue Shield.
- Minddie Lloyd replaced John Thurman as a member representing the Commission on Aging. Ms. Lloyd was recommended by Jane Gruner, Administrator of the Aging and Disability Services Division, DHHS. Ms. Lloyd works with Clark County Courts.
- Michele Howser has been reappointed to another two-year term, serving as a member with knowledge, skill and experience in the provision of services to children.
- Two seats remain vacant: a representative with knowledge, skill and experience in the provision of services to senior citizens, and the director of a local agency which provides services for abused or neglected children, or the director's designee.

The remaining GMAC members introduced themselves.

- Marcia O'Malley fills the seat for a member with knowledge, skill or experience in the provision of services to persons with disabilities.
- Jeff Fontaine, Committee Chair, is a long-time committee member representing the Nevada Association of Counties.
- Dan Musgrove, Committee Vice-Chair, is a business lobbyist and serves as the member with knowledge, skill and experience in building partnerships between public and private sectors.

- Deborah Campbell serves as a member with knowledge, skill and experience in finance or business. She is a business strategy consultant, working mostly with nonprofits and some government agencies, and is a former nonprofit director and television journalist.
- Cindy Roragen has served on the GMAC for three years as a member with knowledge, skill and experience in providing services relating to tobacco use cessation. Ms. Roragen is with the American Cancer Society.

Mr. Fontaine welcomed the new members, acknowledging the wealth of experience and background they and the existing members bring to the committee. He encouraged them to ask questions and actively participate in discussions, and to send Ms. Olson any recommendations they may have for filling the two vacant seats.

II. Public Comment

Carson City: None

Elko: None

Las Vegas:

- Jodi Tyson, Government Affairs Director with Three Square, shared highlights from their 2014 census. The census is conducted every two years to count the number of duplicated and unduplicated people who visit food pantries in Clark County. In October 2013, 137,000 unduplicated people visited pantries and meal programs, a 30% increase from what agencies were reporting. About 32,000 households visited food pantries, with two-thirds visiting only one pantry in the month. Those who access more than one per month have correlating factors such as a larger family size. Ms. Tyson asked the GMAC members to use their influence to reduce the stigma associated with visiting a food pantry, and to learn about the pantries in their neighborhoods, influence their hours of operation, and increase the volume and variety of foods available. The next census will take place this October, and she would like to report those findings to the GMAC when they become available in 2016. The census report is available on Three Square's website at <http://www.threesquare.org/>.
- Daniele Dreitzer, executive director of The Rape Crisis Center, spoke on behalf of her organization and the Child Abuse Prevention Project of Washoe County. Both organizations receive Children's Trust Fund (CTF) funding for child self-protection training programs. SB94 mandates child abuse prevention education for children across the state, but she is encountering barriers getting into the schools in Clark County due to the sex education debate. In Washoe County, parents have to opt in for their children to receive sex education. She asked for support and help from the GMAC in reaching out to the Department of Education and school boards to help assure that child abuse prevention services and education for children stays separate from sex education.

In response, Mr. Fontaine noted that no action could be taken on this item today, but he requested that it be added to the agenda for the December meeting.

- Marylyn Phillips, president of Emergency Aid of Boulder City, described three food assistance programs in Boulder City. Emergency Aid provides food for residents of Boulder City as well as for transient, homeless, and people stranded in town. They also help with gas, rent and utilities, and are open five days a week from 9 am to noon. The senior center has a Meals on Wheels program and a food pantry. 34 Pantry is church affiliated; in addition to a food pantry, they

deliver meals and have incoming clients. Together, the three organizations assist an average of 3,406 persons each month. All pantries are volunteer run programs. She hopes the GMAC understands the need in Boulder City. Their resources are very low and they would appreciate any help they can get.

- Pastor Marsh from 34 Pantry described this program as unique in that it is one of the only pantries that deliver food. He described their volunteers as mentors and case workers who get involved and build relationships to meet the various needs of their clients. Funding is very important; they receive donations of food, but purchasing food through Three Square provides more buying power per dollar. In addition to the community of Boulder City, they also assist residents from the southern Las Vegas Metro area, and those who work during the day and can only come at night.
- Jennifer Jefferies, representing Boulder City residents and Nevadans for Common Good, spoke to the need in Boulder City. Funds are important to be able to purchase food not received through donations. Previous funding supported a staff person at the Senior Center pantry, who had to be let go. Though a small community, the three pantries are not duplicative. 34 Pantry is open at night for working people. The Senior Center addresses special dietary needs for people with medical requirements. They share excess food and other resources, and together, serve all populations - families, elderly and children. The community supports and trusts them with its funds and thinks they are worthy of support from the GMAC, as well.

There being no further public comment, Mr. Fontaine asked Ms. Olson to provide some background regarding the comments from the representatives from Boulder City.

Ms. Olson explained that one of the funding areas included in the RFA issued in January was Hunger One-Stop Shops, developed in response to a priority identified in the community needs assessment and a strategy cited in the food security strategic plan known as Nevada's Plan for Action. One-Stop Shops provide immediate food and work with people to help them reach their highest possible level of self-sufficiency. They look at the root cause of hunger in the household and provide assistance such as linking them to public benefits, energy assistance programs, and help finding employment. The RFA yielded eight qualified applicants. GMU staff conducted a technical review and GMAC members scored the applications. GMAC subcommittees discussed the applications and made recommendations to the full committee. The full committee adopted recommendations for the Department Director, who made the final decision.

Funding requests greatly exceeded the amount of funds available. The committee recommended fully funding the top five applicants; this did not include Helping Hands of Vegas Valley, Catholic Charities of Southern Nevada, and Senior Center of Boulder City, which ranked last in score. This left about \$128,000 unallocated, and the committee asked staff to contact the funded applicants and ask how they might reach out to four unserved rural counties and two unserved areas of urban counties. Three mini-proposals were received, and review of these proposals is on the agenda for today.

Item III. Approval of Minutes of May 14, 2015 GMAC Meeting

Mr. Fontaine presented the minutes for approval. Ms. O'Malley requested a correction on page three where it indicated she motioned to approve recommendations as presented, and stated she served as Board Chair of Frontier Community Action Agency (FCAA). She doesn't recall whether she made the

motion, but stated she is not affiliated with FCAA. Since none of the other members present were affiliated with FCAA, Mr. Fontaine suggested they wait to adopt the minutes, pending verification, or adopt the minutes and give staff leeway to make changes.

- Dan Musgrove recommended this action item be tabled until the minutes can be corrected. Ms. O'Malley seconded, and there being no further discussion, the recommendation carried unopposed.

Item IV. GMU Reports

- Ms. Olson introduced the staff of the **Grants Management Unit** with an overview of their current work assignments, and reviewed the GMU section of the DHHS Fact Book posted on the website, which was included in the handouts. It listed the GMU funding sources and described the types of programs the funds support. It also included a chart of funding by program category and fiscal year.
- Cindy Smith reported on the **Contingency Fund for Victims of Human Trafficking**. Two fundraisers have been held since its inception two years ago, spearheaded by the Attorney General's office. Ronda Clifton is the current chair of the Human Trafficking Fundraising Committee. The fund balance is less than \$50,000, so there has not been much activity. A policy has been developed and is posted on the GMU website along with a form to request funds for emergency services for victims. New legislation allows up to 10% of the account balance to be used for fundraising, so some funds will be kept on hand as seed money for next year's fundraiser.

Elena Espinoza stated she and Ms. Smith are conducting background research on human trafficking mandates, initiatives and best practices across the county. They are also working on an informal gap analysis, identifying and talking with task forces, child welfare and nonprofits about the work that's being done locally and statewide, and identifying the barriers in Nevada. This will lead to a strategic plan with an intervention strategy to rescue victims, as well as what is feasible for our state to do.

Jeff Bargerhuff commented that he recently completed a term on the Clark County Grand Jury, and this is a problem that's widely underreported; Las Vegas is a major center of activity. He asked when staff might have a report and funding recommendations for the committee. Ms. Olson stated they should be able to provide a preliminary write-up at the December meeting.

- Cindy Smith provided an update on **Respite** services. RAVE, a long time grantee and predominate organization providing respite vouchers in the rural communities, did not score as high during the FY16 application process as in the past. Consequently, their award was rather small, and they reduced their voucher amount to less than half. This created a gap in service in the rurals. Ms. Smith brought together the other three funded agencies serving the rural communities – Easter Seals, Olive Crest, and Nevada Rural Counties RSVP – and they all stepped up and agreed to take on some of RAVE's clients, if need be, to ensure those families would continue to be served.
- Pat Petrie described the **Problem Gambling** program, which was established by Senate Bill (SB) 357 in 2005 with the creation of an Advisory Committee on Problem Gambling (ACPG) and a

fund to support treatment and prevention programs. The program operates within a five-year strategic plan which is now in its fifth year and due for an update. The main challenge is in growing the program. Funding is stagnant, set by legislation diverting slot machine fees from the State General Fund. FY16 funding includes 14 grants and one contracted service totaling \$1.4 million in awards for the following:

- Five treatment providers, which are paid on a fee-for-service basis, including two residential centers (one located in the north and one in rural Nevada).
- Five program enhancement grants awarded to treatment providers to cover staff training, client services and other costs that benefit the program.
- Two prevention programs and one workforce development program.
- One grant to provide data collection and conduct follow-up research.
- One contracted technical expert, who provides counsel on best practices and treatment strategies to ensure Nevada's program is up to national standards.

Mr. Petrie asked for assistance in filling a vacancy on the ACPG. They are seeking an individual with experience working with veterans. He asked the GMAC members for suggestions of anyone they know who fits that role. Greg Wieman asked about measuring success, whether recidivism is being tracked as a way of determining how well the program is working. Mr. Petrie stated that UNLV conducts follow up interviews with clients at 30 days, 90 days, and one year after treatment to see how they're doing. Not a lot of hard data has been collected yet; the follow up research was curtailed when funding was cut, and was only reinstated in 2014. He believed the success rate to be in the 60% range.

- Gary Gobelman gave an overview of the federal **Community Services Block Grant (CSBG)** program, enacted in 1965 as part of the War on Poverty to help families and individuals achieve self-sufficiency. Non-competitive funding is awarded to 12 Community Action Agencies throughout the state, which collectively manage over \$40 million in federal, state and local resources in addition to the \$3.5 million from CSBG. Recently, the national CSBG network established 58 organizational standards for local agencies covering nine domains including governance, leadership, fiscal management, and strategic planning. Staff worked with the agencies on the criteria and determining what constitutes compliance, developed a tool kit, and helped to develop a more collaborative network. The challenge will be in developing a database and storage system for collecting and reviewing the hundreds of documents to be submitted, developing a system to manage that information, and providing technical assistance to help with compliance.
- Toby Hyman reviewed the history of the **Family Resource Centers (FRCs)** and programs funded by the Children's Trust Fund (CTF). Established in 1995 under Nevada Revised Statute (NRS) 430A, 21 FRCs located throughout the state provide information and referral, case management, and support to at-risk individuals and families. The **Differential Response (DR)** program began in 2007 at nine of the FRCs. Specially trained staff work with families on screened-in reports of child abuse and neglect. CTF receives its funds from birth and death certificates and Community-Based Child Abuse Prevention (CBCAP) federal funding for primary and secondary child abuse prevention efforts. The funds support parent training, child self-protection training and crisis intervention programs. A list of FRCs was included in the handouts and is available on the DHHS website.

- Ms. Olson concluded by mentioning some upcoming projects, including a review and revision of GMU fiscal rules to match the Code of Federal Regulations' updated Uniform Guidance; completion of the GMU's 2015 annual report, due to the Legislature by the end of September; and planning the 2016 needs assessment, which is conducted every other year per legislative mandate. The GMU will be discussing the needs assessment during its annual staff retreat in October and will bring suggestions to the GMAC in December.

Item V. Review of Request for Applications Process

Mr. Fontaine suggested jumping to agenda item VI to ensure ample time for discussion, and time permitting, return to agenda item V.

Item VI. Hunger One-Stop Shop Expansion Proposals

Ms. Olson stated that upon completion of the award process for FY16, there remained \$128,569 in unallocated FHN Wellness funds. GMAC asked GMU staff to contact the funded grantees for mini-proposals to expand services in Storey, White Pine, Mineral, Carson, Rural Washoe and Rural Clark Counties. Proposals were received from Catholic Charities of Northern Nevada, NyE Communities Coalition, and East Valley Family Services. Ms. Olson reviewed a handout that compared key elements of the proposals, including geographic area to be served, total funding requested, percent of request to be spent on food, and outcome estimates. Handouts also included copies of all the mini-proposals including the budgets. Staff reviewed the applications, identified areas of highest need, compared population and poverty levels, and developed the following recommendations.

- East Valley Family Services (EVFS) requested 50% of available funds to expand in Laughlin and Boulder City; recommend awarding full request.
- Catholic Charities of Northern Nevada (CCNN) requested full amount available to expand in unserved areas; recommend awarding them the remainder of the funds.
- NyE Communities Coalition (NyECC) is not recommended because they proposed expanding to areas already covered by Catholic Charities of Northern Nevada.

The GMAC discussed the proposals and posed several questions, concerned with the wide disparity in per-person cost of service. Ms. Olson explained that the funding requirements of One-Stop Shops are being met through several different delivery models, and there is no effective method to determine an apples-to-apples cost comparison.

GMAC members also discussed the possibility of a partnership between EVFS and the three pantries in Boulder City, whether they would be serving the same demographics, where the program would be provided, and if the model was appropriate for the new service area.

Mr. Fontaine asked how the needs in Mineral County were being met. Ms. Olson replied that through this money, CCNN is the only one addressing this need. Mineral County did submit an application in response to the original RFA, but it did not make the first cut. They proposed providing delivery of food only and not the extra requirements of One-Stop Shops. There are services helping people in that community such as Consolidated Agencies of Human Services (CAHS), which has a food pantry supported through CSBG and FRC money.

- Greg Wieman moved to accept the staff recommendations as presented: \$64,000 to East Valley Family Services and \$64,569 to Catholic Charities of Northern Nevada. Ms. Olson added that the

staff recommendation also includes that staff work with Catholic Charities of Northern Nevada to adjust their projections because they won't be getting as much as requested. The motion with Ms. Olson's addition was seconded by Ms. O'Malley. There was no further discussion, and the motion carried unopposed.

Item V. Review of Request for Applications Process

Ms. Olson noted this agenda item was indicated as a possible action item so the GMAC could adopt recommendations for process improvements if they chose, but there may not be enough time to allow for ample discussion, in which case she will include the topic on the agenda for December. Separate surveys were conducted for GMAC members and applicants.

GMAC response highlights:

- Seven members responded, including at least two from each subcommittee.
- Six respondents agreed that proposals should stand on their own merit; however, only one disagreed to the suggestion of including a question and answer session.
- Helpful comments included clarifying language in the questions on collaboration and on outcomes/outcome measures.
- Another comment suggested providing information to the committee about prior funding and shifting or combining proposals. GMAC may wish to discuss this.

Applicant response highlights:

- Of the 52 respondents, 41 applied for funds. Of these, 28 respondents indicated their proposals were funded and 11 were not. Funding questions elicited the most discontent, from both funded and non-funded applicants.
- Most agreed that proposals should stand on their own merit, but there was strong support for including a question and answer period. This is something the GMAC may want to discuss.
- All were in agreement that the questions regarding outcomes need refining.
- Comments included giving more weight to established organizations and giving more weight to new organizations. Setting funding caps and limits are mentioned twice and probably should be discussed. Determining funding amounts was the biggest point of debate; who and how much.

Ms. Howser asked that the GMU's research on best practices in grantmaking be provided in December. Ms. O'Malley commented that the needs assessment results play into the next RFA and suggested some of that be presented for the benefit of the new members.

VII. Public Comment

Carson City: None

Elko: None

Las Vegas: None

VIII. Additional Announcements and Adjourn

Mr. Fontaine again welcomed the new members and thanked everyone for their involvement. There being no further announcements, Mr. Fontaine adjourned the meeting at 11:47 AM.