

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

**DRAFT Meeting Minutes**

**November 1, 2016**

**Meeting Locations (Videoconferenced)**

Division of Public and Behavioral Health, 4150 Technology Way Room 303, Carson City NV  
Aging and Disability Services Division (ADSD), 1820 E Sahara Avenue Suite 201, Las Vegas NV  
ADSD Early Intervention Services, 1020 Ruby Vista Drive Room 102, Elko NV

**Members Present**

Jeff Bargerhuff  
Leslie Bittleston  
Deborah Campbell  
Jeff Fontaine  
Michele Howser  
Minddie Lloyd  
Cindy Roragen  
Diane Thorkildson  
Dan Wold  
Candace  
Young-Richey

**Members Absent**

Dr. Allie Wright

**Staff Present**

Laurie Olson, Chief, DHHS Office of Community Partnerships and Grants (OCPG)  
Pat Petrie, Elena Espinoza, Gloria Sulhoff, Gary Gobelman, Cindy Smith, Jennifer White, DuAne Young,  
Laura Adair, Julieta Mendoza, DHHS OCPG  
Priscilla Colegrove, ASO IV, DHHS Division of Child and Family Services (DCFS)

**Others Present**

Judy Andréson, FRC of Northeastern Nevada  
Polly Bates, St. Rose Health Foundation  
Sarah Beers, Clark County DFS Parenting Project  
Rachel Blinn  
Scott Cooksley, Yvette Myers and Peter Vogel, Catholic Charities of Northern Nevada  
Joi Davis, State of Nevada, Legislative Council Bureau  
Trey Delap, Group Six Partners  
Ileana Delfaus and Ann Taylor, East Valley Family Services  
Tina Drago, First Person Care Centers  
Jennifer Henderson and Korine Viehweg, Northern Nevada RAVE Family Foundation  
Brenda Herbstman, Clark County Social Service  
Brenda Hess, Washoe County School District FRC Coalition  
Michele Johnson, Financial Guidance Center  
Karen Kyger and Aaron Sheets, Hopelink of Southern Nevada  
Linda Lewis, Positively Kids

Lisa Mariani, Boys and Girls Clubs of Southern Nevada FRC  
Amy Rouke, DHHS, Department of Public and Behavioral Health  
Lauren Soulam, Boys and Girls Club of Truckee Meadows  
Adele Solomon, Southern Nevada Health District  
Laura Urban, DHHS, Division of Public and Behavioral Health

### **I. Call to Order, Welcome, Introductions and Announcements**

After roll call was taken and a quorum was confirmed, GMAC Chair Jeff Fontaine called the meeting to order at 8:38 AM. He welcomed the members and asked if there were any announcements.

Laurie Olson, Chief of the Office of Community Partnerships and Grants (OCPG), stated she had notified the GMAC members via email that she would be leaving her position, which she has held since March of 2009. She will be transferring to Aging and Disability Services where she began her State career 19 years ago. Mr. Fontaine responded that both long-term and short-term GMAC members recognize how much Ms. Olson cares about people, and thanked her for everything she has done. She has been a great leader, providing wisdom and guidance to help the GMAC navigate the challenges of meeting so many needs with so few resources.

Ms. Olson introduced Priscilla Colegrove, an Administrative Services Officer (ASO) IV with the Division of Child and Family Services. Ms. Colegrove is the person the new chief will report to. She also introduced new OCPG staff member DuAne Young, who transferred into the Unit three months ago from the Division of Public and Behavioral Health, where he worked with the tobacco grants. He has been assigned as the lead staff for the Fund for a Healthy Nevada (FHN).

### **II. Public Comment**

None

### **III. Approval of the June 9, 2016 GMAC Meeting Minutes.**

After confirming that everyone had read the minutes, Mr. Fontaine asked if there were any corrections or additions. There being none, he called for a motion to approve the minutes.

- Jeff Bargerhuff moved to approve the minutes of the June 9, 2016 GMAC meeting as presented. Deborah Campbell seconded the motion and it carried unopposed.

### **IV. GMAC business**

#### **GMAC Vacancies and Upcoming Meeting Dates**

- Meeting Schedule. Ms. Olson noted that a 2017 quarterly GMAC meeting schedule was included in the handouts. The videoconference rooms at the Legislative Buildings will not be available until after the next legislative session retires; the members were advised to check each agenda for meeting locations.
- GMAC Vacancies. Ms. Olson reviewed the vacant GMAC seats as shown on the handout. They include:
  - Marcia O'Malley's recently vacated position as a member who possesses knowledge, skill and experience in the provision of services to persons with disabilities. Ms. Olson has received several nominations for this seat that are currently in the vetting stage.
  - The director of a local agency (or designee) which provides services for abused or neglected children.

- A member who possesses knowledge, skill and experience in the provision of services to senior citizens.
- A newly vacated position formerly filled by Dan Musgrove, for a member who possesses knowledge, skill and experience in building partnerships between the public sector and the private sector. Mr. Musgrove did not seek reappointment due to conflicting time commitments.
- A position to be vacated by Deborah Campbell, for a member who possesses knowledge, skill and experience in finance or in business generally. Ms. Campbell declined reappointment due to her business involvements with organizations that may be requesting funding as well as strategic planning services for not for profits that may be required. Due to potential conflicts of interests, she thought it best not to seek reappointment.

Ms. Olson thanked Mr. Musgrove and Ms. Campbell for their service. Both joined the GMAC in 2014 and immediately jumped into leadership roles. Ms. Campbell served on the 2014 Needs Assessment Subcommittee, and chaired both the 2015 Wellness Subcommittee and the 2016 Needs Assessment Subcommittee. This past October, she attended the OCPG staff retreat in Carson City on her own time to provide insight and information on cultural competency. Mr. Musgrove chaired the 2014 Needs Assessment Subcommittee and served on the 2015 Wellness Subcommittee, and since March of 2015 has served as vice chair of the GMAC.

Ms. Olson asked the members to think about the vacant seats and send in recommendations. It would be very helpful to have the vacancies filled prior to the upcoming RFA grant process.

Mr. Fontaine thanked Mr. Musgrove and Ms. Campbell for their significant contributions during their short tenure on the GMAC. He added that Mr. Musgrove's vacancy leaves the office of vice chair open, and although not essential, it would be helpful to elect a new vice chair at this time.

- Election of Vice Chair. Michele Howser volunteered to serve as vice chair of the GMAC. There were no other volunteers or nominations.
  - Minddie Lloyd nominated Michele Howser to fill the vacant office of Vice Chair. Jeff Bargerhuff seconded, and the motion carried unopposed.

## **V. Annual Staff Reports from the Office of Community Partnerships and Grants (OCPG)**

### Overview

Ms. Olson shared highlights from the SFY 2016 Annual Report provided in the handouts and available online at

[http://dhhs.nv.gov/uploadedFiles/dhhsnv.gov/content/Programs/Grants/Reports/SFY16\\_OCPG\\_AnnualReport\\_Final.pdf](http://dhhs.nv.gov/uploadedFiles/dhhsnv.gov/content/Programs/Grants/Reports/SFY16_OCPG_AnnualReport_Final.pdf).

- The Unit changed its name from Grants Management Unit to OCPG, and has its own mission, vision, and guiding principles.
- The Unit awarded and monitored 116 grants and contracts with expenditures of \$26,589,380.
- The Tribal Liaison transferred into the Unit which will assist in improving systems and building partnerships with the State's tribes.
- A statewide needs assessment was conducted, along with research on best practices, which showed that assessments should only be done every four or five years, with yearly evaluations of progress. Priority recommendations from the GMAC and the other two advisory bodies deviated only slightly from the 2014 recommendations.

- The Contingency Account for Victims of Human Trafficking has increased to more than \$96,000. A number of emergency assistance requests from agencies were approved to provide help to victims.
- The Differential Response program segued to the Division of Child and Family Services; however, the OCPG still manages the fiscal side.
- The OCPG has been meeting with other grant units within the Department to share information and identify opportunities for collaboration. The OCPG was the first to purchase the agreed-upon grant management software, AmpliFund, and is in the process of implementing the software for use in the upcoming RFA.

#### Community Services Block Grant (CSBG)

CSBG lead staff Gary Gobelman provided information from Section 5 of the Annual Report.

- CSBG is a federal program that helps families and individuals achieve economic stability and self-sufficiency through twelve designated Community Action Agencies (CAAs), one in each county in Nevada. Nevada received \$3.8 million which was allocated to the CAAs based on a State funding formula; because the CAAs collectively manage more than \$45 million in combined state, federal and local resources, the actual impact is much greater.
- The CAAs have three primary goals: to organize resources into a holistic approach to assist families; engage community; and build agency capacity to address the first two goals.
- This year's highlights include:
  - Implementing the national organizational standards, comprised of 58 standards organized into twelve domains.
  - Continuing work on the service delivery model which focuses on maximizing household income. Nevada is the only state in the country that has a statewide model for CSBG services.
  - Working on organizational policy documents and guidelines.

#### Family Resource Centers (FRCs)

Cindy Smith, Statewide FRC Coordinator, reviewed highlights from Section 7A.

- Since taking over the position following Toby Hyman's retirement in January, she has visited most of the 19 FRCs across the State to identify what services they provide, and to learn about the needs in their communities and the collaborative opportunities available to each.
- A Statewide group of directors was formed and is reviewing intake forms, policies, procedures, and training to see what works for each and what can be standardized.
- A new template has been created to report FRC outreach plans and program achievements.
- She is investigating collaborative opportunities with the Aging and Disability Resource Centers and Division of Welfare and Supportive Services.

Ms. Howser asked if increased collaboration will be measured and reported to the GMAC, given that the FRCs are not competitively funded. Ms. Smith replied that progress measurement will need to be individualized for each FRC and she wasn't sure how that would look yet, but she would report back to the GMAC and appreciate feedback from the members.

Mr. Fontaine asked if she had seen any challenges across the state that the FRCs had in common, and whether there were any unique challenges of which the GMAC may be unaware. Ms. Smith replied that when the counties are directly invested in the FRCs, it makes a big difference. In rural areas with health disparities for children, they are working to coordinate county efforts with the FRC and hospitals. This is

the overall theme in Pershing County. Investment in community at the government level is in and out; people are supportive, but it's hard to grow capacity without funding. Churchill County is identifying gaps in the community and directing services to those clients who can't get to the FRC.

#### Nevada 2-1-1

Jennifer White, Statewide 2-1-1 Coordinator, reviewed key activities provided in Section 6B. Financial Guidance Center took over operations July 1, 2015 and has done a remarkable job. The transition was seamless, even though they received twice the number of calls as had been anticipated. Highlights over the past year include:

- Updating the database and redesigning the website. A survey is being developed to gather feedback on the new site.
- Completing a five-year strategic plan and sustainability plan.

New projects include:

- Implementing a pilot project with the Division of Health Care Financing and Policy (DHCFP – Medicaid), creating a basic assessment for potential Medicaid enrollees to see how 2-1-1 can play a bigger role in assessments, and exploring options on what 211 can do.
- Developing a statewide disaster response plan to provide information and referral.
- Implementing a marketing campaign and creating a community ambassador group.
- Working towards national accreditation by AIRS (Alliance of Information and Referral Specialists).
- Playing a bigger role in providing trend data to the community.

#### Fund for a Healthy Nevada (FHN) – Food Security (Hunger One-Stop Shops)

Pat Petrie, lead staff for the FHN Wellness Hunger One-Stop Shops, is also the statewide coordinator for Problem Gambling, which is guided by its own Advisory Committee. Mr. Petrie reported on the six grants that support food security across the state. One is a noncompetitive award to the Division of Welfare and Supportive Services (DWSS) to provide Supplemental Nutrition Assistance Program (SNAP) outreach statewide. The five One-Stop Shop projects include a collaborative requirement and each must spend at least 50% of their grant funds towards the purchase of food. In addition to supplying food, they provide case management to identify barriers to becoming self-sufficient and provide referrals to additional services.

- In FY16, the one-stop shops were granted more than \$2,575,000 and spent more than 99% of their awards, filling a big need in the State. They provided more than 5 million meals, a 38% increase over the past year, and of the more than 73,000 unduplicated people who were served, 81% reported they did not skip any meals one month after getting services.
- The quarterly grantee meetings are focusing on increasing collaboration between the grantees to help serve certain areas of the state, and developing tighter collaborations with other community partners.
- He is working with the Governor's Council on Food Security to coordinate the OCPG's food security efforts with their plan.
- The Problem Gambling program, funded by slot machine taxes, supports programs for problem gambling treatment, prevention, workforce development, data collection, and research. The Advisory Council on Problem Gambling approved a three-year strategic plan, replacing the five-year plan that expired at the end of FY16. He is currently working on the RFA for FY18-19.

### Prevention of Child Abuse and Neglect (PCAN)

Elena Espinoza, lead staff for the PCAN programs, reported on Section 4 of the report. PCAN is funded through the Children's Trust Fund (CTF), derived from a \$3 fee on birth and death certificates, and supplemented with federal CBCAP (Community-Based Child Abuse Prevention) funds. PCAN programs include four focus areas: parent education and strategies to prevent abuse; crisis intervention; child self-protection and awareness training; and the Nevada Chapter of Prevent Child Abuse – America, the national model many states use to deliver messaging, resources and technical assistance. She took over the programs in January, following Toby Hyman's retirement, and spent the first half of the year learning the fiscal aspect of grant management. She is now excited to delve into the program side.

- Of the 21 programs, 17 received \$804,073 in CTF/CBCAP funds and five received \$705,084 in SSBG Title XX funds. The programs spent 97% of their total awards; the remaining 3% goes back into the pot for the next RFA.
- Going forward, she will be initiating some ideas to help the agencies grow by offering agency and program capacity building opportunities. Another focus will be to help agencies develop resource accrument, how to get going with webinars, brochures, clearing houses, and national resources. A third focus will be on leadership development to retain staff, motivate and educate. The programs are excited to align their state programs with national models.

### Fund for a Healthy Nevada (FHN) Disability Services

DuAne Young, lead staff for FHN, manages the FHN Wellness – Disability Services grants. In FY 16, \$1.2 million in funding was awarded to six respite programs, five independent living programs, and one program providing positive behavior support.

- Since joining the OCPG, he has met with the grantees and is working to strengthen relationships to provide opportunities for them to learn from each other and ways they can enhance each other. He's also reaching out to agencies, ADSD and the tobacco coalition to identify sustainable funding.
- ADSD is sponsoring a respite training program to certify caregivers and volunteers. The training will be provided to the FHN disability services grantees to standardize the quality of care.
- Focusing on outcomes and evaluations, he revised the program reports after seeing programs reach 50% of their performance goal within the first quarter.

Leslie Bittleston asked Mr. Young to explain voucher and center-based care. Mr. Young explained that center based care, which is no longer funded, are locations where children are dropped off to provide a break for their parents, and are often staffed by volunteers. In the voucher-based system, vouchers of up to \$300 are provided to a caregiver, who can use the cash value in installments or all at once.

Ms. Smith added to Mr. Young's comments on collaboration and sustainable funding. All the grant managers are working with their programs to foster collaboration, serve clients holistically, and blend and braid funding from multiple sources.

Mr. Fontaine noted that the agency budget request was recently submitted to the Governor's Office for consideration in his biennial budget. He asked whether the DHHS recommendations contained anything that would impact these programs, or that the GMAC may want to support before the legislature. Ms. Olson did not have the budget at hand, but replying from memory stated that all the programs that were just reported on are still in the budget. They might not be funded as high as in this biennium due

to a lack in available funds. She mentioned a few new initiatives in the FHN spending plan:

- \$500,000 has been carved out to address health and mental health. If approved, the funds would support one or two Federally Qualified Health Center (FQHC) incubator projects to get them up and running. It is not intended as ongoing support; instead, the funds would be used to develop more FQHCs. The FQHC model was chosen because they must serve everyone, whether covered by Medicaid, third party insurance, or uninsured. The project is still in the early stages of figuring out what the RFA would look like and identifying collaborative partners.
- There is a Department wide effort to analyze services and determine if any are Medicaid reimbursable. If so, it would free up funds to either help more people in that program or be used for another purpose. We are not a medical model; problem gambling is probably our only medical-related program. There are challenges with reimbursement codes and the need for an on-site medical director, among others, but the Department will be looking at that.
- Ms. Olson called on Joi Davis of the Legislative Council Bureau, Fiscal Analysis Division, for additional comments. Ms. Davis stated that tobacco funds are declining, and early on there was concern that Title XX money might be eliminated or drastically reduced, but that is coming in okay in next two years. She added one other category of funding, which Ms. White mentioned; that is, the Medicaid component that's in the budget. The OCPG funding remains about the same; there are no position changes or anything like that.

#### **VI. Strategies for SFY 2018-19 Request for Applications (RFA)**

Ms. Olson referred the members to the RFA Discussion Points document in the handouts which included responses from the surveys sent to GMAC members and grant applicants during the post-application critiquing process. GMAC discussion included the following:

- The Annual Report provided a big picture review on funding sources and programs. It would be helpful to have reports on the individual programs that are being funded to see if we're getting our money's worth.
- If a grantee is performing below expectations in the deliverables, should they be excluded from the process?
- With a reduction in funds, is this the time to fund new programs?
- Should bonus points be given for clearly demonstrated collaborations and outcomes?
- Should programs be required to utilize evidence-based models?
- Ms. Olson clarified that FHN funding was specified as seed money, and not ongoing support. However, that hasn't been followed because there is not a lot of other funding, and it usually comes with strings attached which can get agencies off mission. But after 20 years, we still talk about how it's seed money and should be used to sustain a program. CSBG and SSBG funds cannot be used for seed money; and by statute, neither can CTF funds. CBCAP is available for start-up funding if the program can demonstrate evidence-based practices and is not currently offered in the state.
- Ms. Bittleston spoke to whether limits should be placed on awards made to public agencies. She oversees grant funding in Juvenile Services, and in their last RFA cycle they received nine applications total; seven from state agencies and only two from providers. State and local agencies do fill gaps in service capacity; she would not want to limit the amount of funds to state agencies as they do good work and fill gaps.
- In addressing the idea of allocating funds by geographical area, there was concern that a low-scoring applicant may be funded just because it is the only program in a geographic location. If there are geographic locations that must be served, it would be helpful to know that ahead of time so the GMAC can take that into consideration.

- Ms. Olson confirmed that the RFA would include a scoring matrix as it did previously. Additionally, the GMAC review teams will be able to do all evaluations, comments, and scoring online. Ms. Howser suggested training for the newer GMAC members to cover the RFA, application review, and scoring procedures. In response to a question, Ms. Olson stated that it is possible for the GMAC to meet together in the same location. It involves some financial expense, but with five new members coming on in the near future, it would be a good idea if the funds are available. As far as preparing for the FY18-19 RFA, there is a time crunch as we are already building out the RFA, but if the GMAC wants to meet in person, perhaps Ms. Cosgrove can look into that.
- Regarding criteria for performance measures, Ms. Olson stated that there is one standard performance indicator in place, that a certain percentage of grantees meet at least 80% of their goals. That information could be brought to the December meeting. The grantees report quarterly, but there can be extenuating circumstances for not meeting performance goals that should be taken into account. For instance, school based programs have no statistics the first quarter, there can be delays if a collaborative partner drops out, or brand new programs may be guessing on their projections.
- Ms. Howser would like to see the process move towards alignment with national standards, and require evidence-informed or evidence-based practices with outcomes that are aligned with what the program sets out to achieve. Ms. Olson suggested it be phrased as a “preference” rather than a “requirement” so as not to get boxed in a corner. If none come forward, they could then ask how the applicant would move forward toward evidence-based practices within the first year of grant.
- Collaboration was low scoring in the last cycle and it was determined that the definition of expectations wasn’t made clear to applicants. The Unit is planning to improve this section of the RFA and cover it more thoroughly during the mandatory orientation for applicants .

Mr. Fontaine narrowed down discussion points for the December 8 meeting as follows:

- Evidence-informed/evidenced-based practices
- Scoring elements
- Consideration of a geographic funding model
- Bonus points based on past performance

He added that geographic distribution of funding can be somewhat problematic and lead to awarding grants to lower scoring applicants. He suggested that the group think about recommendations they can make to the Director about building capacity to those who scored low in the past. Needs are prevalent across the state, but unless we find way to build capacity in the Rurals we will continue to do business the same way. In response, Ms. Olson said the Department currently uses funding formulas for CSBG, DR and FRC noncompetitive grants, so there are already tools that can be used to provide base funding. Additional funds are granted based on population, poverty levels, and demographics.

GMAC members preferred to have staff develop a list of policy recommendations for their review at the next meeting. They also requested data that might assist them in their next discussion, including needs data by county, poverty levels, median household incomes, or any other information that may be useful.

Ms. Olson stated that staff will send out a summary of topics to review in December and along with any information that has been requested. The GMAC members can then respond with additional requests or volunteer to conduct their own research. She believed that our community partners will likely have a lot



to say, and suggested that public comment periods be embedded within the recommendations agenda items. Until a new OCPG Chief is identified, the point of contact for the GMAC will be Cindy Smith ([CRSmith@dhhs.nv.gov](mailto:CRSmith@dhhs.nv.gov)).

Mr. Fontaine reopened agenda Item IV, GMAC Business, to address a concern raised by Diane Thorkildson regarding her current employment as it relates to her ability to serve on the GMAC.

Ms. Thorkildson explained that she works for the Nevada Center for Excellence in Disabilities (NCED) at UNR, which receives GMAC funds for positive behavior support and assistive technology disability programs. She does not work directly for any program that receives GMAC funding, but she does work for the grantee organization, NCED.

Following discussion, it was generally agreed that as long as Ms. Thorkildson did not sit on the Disabilities Subcommittee or participate in votes for funding recommendations of disabilities, there would be no conflict of interest. Regarding discussion, it is up to the individual to disclose any conflict and abstain. Ms. Olson confirmed there is nothing in statute or the GMAC bylaws regarding conflict of interest, other than a GMAC member cannot be employed by an agency that applies for funding. Since Ms. Thorkildson made it clear that she works under the big umbrella of the University, but does not have anything to do with the funded agency, Ms. Olson did not see a need for her to step down from the GMAC. She added that the GMAC can't take action or vote on this today, but if it was deemed necessary, it can be included as an action item on the December 8. Ms. Thorkildson stated that while she currently works in the field of disabilities, she has previous experience in other areas that she could bring to the table in other subcommittees.

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

None

#### **VIII. Adjournment**

Having concluded all business, Mr. Fontaine adjourned the meeting at 10:54 AM.