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**Minutes of the Thursday, April 25, 2024, Meeting**  
**Department of Health and Human Services (DHHS)**  
**Grants Management Advisory Committee (GMAC)**

The Grants Management Advisory Committee (GMAC) held a public meeting on Thursday, April 25, 2024, beginning at 1:00 PM.

Agenda and/or Materials: [GMAC\\_Mtgs2024 \(nv.gov\)](https://www.nv.gov/gmac)

**I. Call to Order: Welcome, Roll Call, and Announcements.**

The meeting was called to order at 1:02 PM by Stacy York, Chair, requested Michelle Shuman, Administrative Assistant, Grants Management Unit (GMU) to proceed with roll call.

**Members Present**

Ellen Richardson-Adams  
Tom McCoy  
Leslie Bittleston  
Shayla Holmes  
Stacy York  
Fernando Serrano

**Members Absent**

Ali Caliendo  
Ann Polakowski  
Lauren Beattie

A quorum of the GMAC members was confirmed.

**Department of Health and Human Services (DHHS), Grants Management Unit (GMU) staff present:**

Kelli Quintero, Social Services Chief III  
Michelle McNeely, Social Services Program Specialist III  
Tawny Chapman, Social Services Program Specialist III  
Cathy Robinson, Management Analyst IV  
Michelle Shuman, Administrative Assistant III  
Shannon Jenkins, Administrative Assistant II

Stacy York, Chair, opened the meeting to public comment.

## II. Public Comment 1

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There was no public comment.

## III. Nomination and Vote for Vice Chair of the GMAC (Possible Action Item)

Ms. York, Chair, asked members if there were any nominations for the Vice Chair of the GMAC? No nominations were announced. Ms. York asked for any recommendations or suggestions for the Vice Chair. Tom McCoy nominated Fernando Serrano. Ms. York agreed. Mr. Serrano stated that he thought at a previous meeting there was a Vice Chair nominee, but we did not have a quorum. A vote was not taken, and he questioned if anything had transpired, since he had missed the last meeting. Ms. York noted that it was just a vote for the Chair and asked Mr. Serrano if he was willing to volunteer. Mr. Serrano stated he had a lot going on, but he would certainly support the GMAC in the Vice Chair role. She asked if anyone would like to motion for Mr. Serrano to become the Vice Chair of the GMAC. Mr. McCoy made a motion for Mr. Serrano to become Vice Chair. Ms. Richardson-Adams and Ms. Bittleston both second the motion. Ms. York asked if there were any abstentions or anybody against, all in favor say aye? All present members stated aye. No one opposed.

Action – Fernando Serrano voted in as Vice Chair.

## IV. Approval of Meeting Minutes (Possible Action Item)

Ms. York, Chair, asked if all those in favor of approving the meeting minutes from the January 18, 2024, and the January 29, 2024, meetings please say aye.

Members stated aye.

Action – Meeting minutes were approved by Leslie Bittleston and Ellen Richardson-Adams.

## V. GMAC New Member Recruitment

Ms. York gave the floor to Kelli Quintero, Social Services Chief III, GMU. Ms. Quintero thanked the members of the Committee on behalf of the Department of Health and Human Services. She told the members we appreciate all your efforts and support in helping us in our combined mission to promote the health and wellbeing of Nevadans. Ms. Quintero's statement included how the GMU was continuously working on the recruitment of new members for the GMAC, and she thanked Ms. Shuman for working tirelessly on the recruitment of new members. Ms. Quintero informed the Committee that the GMU has

reached out to the Nevada Association of School Superintendents, Aging and Disability Services, and the Commission on Aging. The GMU is also posting vacancies on the DHHS website and social media. Ms. Quintero let it be known that the members are encouraged to offer any new proposed methods of recruitment or any recommendations for prospective members. She added that the current approved documents regarding membership terms had been distributed this week. She continued to state that the GMU would notify any individual(s) of any documents that were still outstanding for DHHS and GMU records. Ms. Quintero shared that the website would be updated to reflect the current membership.

Ms. York opened the floor to questions and comments. Mr. McCoy noted that it is important to periodically look at the purpose, the mission, and make sure that what we're doing matches with what we say we are all about. He stated that he thinks a lot of people don't understand what GMAC is. Ms. Quintero responded that she agrees. She noted that GMU had an internal discussion on who we are and maybe start not only a new membership package, but in the future talk about our combined goals and what GMAC is. Also, to give a broader overview of the Grants Management Unit at DHHS Director's Office.

Mr. Serrano shared that he spent most of his career in the state juvenile justice system and served on the GMAC in two different stints when he was a Chief Probation Officer. He continued to state his second stint as a member of the GMAC came shortly after retirement. He mentioned this to bring up the fact that there may be a few retired juvenile justice administrators, retired mental health workers, who want to still contribute. Mr. Serrano recommended reaching out to the juvenile justice administrators for a current member. He noted that various organizations, or those types of organizations, might want to contribute to youth and families, and they would bring passion with them by serving.

Ms. Quintero and Ms. York thanked Mr. Serrano for his recommendations. Ms. York communicated to the GMU staff that the Committee appreciates all the work done and that the membership letters have been received. The Chair moved on to item number six on the agenda.

## VI. Discussion Regarding Subcommittees: Information only

Ms. Quintero informed the Committee that the GMU is in the process of updating the GMAC website and making it better. She noted that Alison Caliendo and Leslie Bittleston were previously members of the Needs Assessment Planning Committee. The site was last updated in 2018. Ms. Quintero stated that we would like committee members to entertain reviving the Subcommittee for the SFY26 Needs Assessment. The planning will begin SFY25. Ms. York thanked Ms. Quintero and moved on the agenda item number seven.

Mr. Serrano asked about the subcommittees that were listed on the agenda such as Wellness, Skilled, Respite, and Disability. He shared that he previously served on the Prevention of Child Abuse and Neglect subcommittees and asked if any of the other subcommittees would be revised. Ms. Quintero told the members that the other subcommittees would be revised at the discretion of the Committee and on the vote of the Committee itself. She again stated we are revisiting who we are and what we do, GMAC goals and purpose, and topics for future meetings. Mr. Fernando noted that those topics could be used as a recruitment tool for potential members. Ms. York moved on to the next agenda item.

## VII. Reporting:

Kelli Quintero also took this item agenda for discussion. Ms. Quintero shared that she would be presenting information from three different needs assessments. The presentation would be posted to the GMAC website along with links to the needs assessments used. She stated the reporting is on what the GMU has been funding and what the GMU would like to continue funding for the GMAC to consider for SFY26-27. Ms. Quintero directed all to a shared PowerPoint on a shared screen. Ms. Quintero presented the information that was displayed in the PowerPoint presentation to the Committee. The presentation can be found here [GMAC Mtgs2024 \(nv.gov\)](#) at the DHHS GMU, Grants Management Advisory Committee webpage, along with the links to the needs assessments referenced for the presentation.

Discussion continued and questions asked about the upcoming dates for committee meetings and subcommittee meetings. Ms. Quintero stated that the GMU will work on a timeline for meetings to make sure deadlines are met. She again stated the subcommittee for needs assessment would begin SFY25. This would be a collaboration and the assessment would be presented in SFY26. Ms. Bittleston thanked Ms. Quintero and stated that the Committee needed to figure out the highest priorities for funding to make recommendations moving forward. Mr. Serrano asked about the project on subcommittees. Ms. Shuman shared that a supplemental meeting for June 5<sup>th</sup> would be used for the vote on the GMU recommendations for Funds for Healthy Nevada (FHN) and the next meeting would be the first quarterly meeting for SFY25. Ms. Quintero noted that this meeting would be an opportunity to add an agenda item to talk about subcommittees. Ms. Bittleston requested that the GMU staff add the discussion on subcommittees to the July meeting agenda.

## VIII. Discussion Regarding Future Meeting Dates:

Ms. York invited Ms. Shuman to give an update. Ms. Shuman shared the results of a Doodle Poll that was done for the supplemental meeting. The supplemental meeting for the GMAC to vote on the GMU recommendations on FHN Funding will be scheduled for June 5, 2024, at 3:00 pm. Ms. Richardson-Adams requested the GMU staff to look at the Interim Finance Committee Meeting dates and ensure that the dates do not coincide with the GMAC meeting dates.

Stacy York, Chair, opened the meeting to public comment.

## IX. Public Comment 2

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There was no public comment.

## X. Wrap up and Adjournment.

Chair Stacy York thanked everyone for attending. The meeting was adjourned at 4:21 pm.