



**DEPARTMENT OF
HEALTH AND HUMAN
SERVICES**

DIRECTOR'S OFFICE

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Meeting Minutes of the Wednesday, December 4, 2024

Department of Health and Human Services

Grants Management Advisory Committee

The Grants Management Advisory Committee (GMAC) held a public meeting on Wednesday, December 4, 2024, at 1:00 PM.

Agenda and/or Materials: [GMAC Mtgs 2024](#)

I. Call to Order: Welcome, Introductions, and Roll Call

The meeting was called to order at 1:32 PM by Stacy York, Chair. Ms. York requested Michelle Shuman, Grants Management Unit (GMU) staff, to conduct roll call.

Members Present

Alison Caliendo
Ann Polakowski
Stacy York
Tiana Jones
Shayla Holmes
Ellen Richardson-Adams
Aliza Berlin
Fernando Serrano

Members Absent

Samantha D'Ambrosio-Garcia
Tom McCoy
Andrew Feuling

A quorum was confirmed.

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

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

Stacy York, Chair, emphasized the importance of meeting attendance for the GMAC members as last scheduled meeting was cancelled due to lack of attendance.

Ms. York opened the meeting to public comment.

II. Public Comment

Public Comment will be taken during this agenda item regarding any item appearing on the agenda. In consideration of others, who may also wish to provide public comment, please avoid repetition, and limit your comments to no more than three (3) minutes. No action may be taken on a matter discussed under this item until the matter is included on the agenda as an item on which action may be taken.

Elise Monroy, a member of the public, phoned in confirming that this meeting was public as there were some people still in the Microsoft Teams waiting room attempting to attend.

Ms. York confirmed that this meeting is open to the public and requested that GMU staff confirm there was no awaiting attendees in the waiting room.

Kelli Quintero, GMU Chief, confirmed there were no attendees in the current meeting's waiting room and the ability to phone in is working allowing the meeting to proceed in accordance with Open Meeting Law.

There was no further public comment.

III. Approval of July 25, 2024, Meeting Minutes (Possible Action Item)

Stacey York, Chair, invited a member to make a motion to approve the July 25, 2024, meeting minutes. Aliza Berlin made the motion to approve the meeting minutes. Ali Caliendo seconded the motion. No member opposed. Ellen Richardson-Adams abstained from voting due to not attending the July 25, 2024, meeting.

Action – July 25, 2024, meeting minutes were approved.

IV. Informational only: DHHS GMU SFY24 Family Resource Centers (FRC) Annual Reporting Overview. Michelle McNeely, Social Services Program Specialist III, GMU

Michelle McNeely provided an introduction and summary of the SFY24 FRC Annual Report submitted by the DHHS GMU. There was \$1,429,151 expended by eighteen Family Resource Centers serving 23,450 unduplicated children, adults, and seniors. A link to the report is located on the GMAC website or by clicking [here](#).

V. Informational only: GMAC Subcommittee Bylaws Review Update.

Michelle Shuman, GMU staff, provided a timeline of the creation of the Subcommittee for the review of GMAC bylaws and notified the Members that the bylaws were actively under review by DHHS Public Information Officers and the Deputy Attorney General. A meeting will follow the review. Ms. Shuman mentioned there are four Committee vacancies.

Member Shayla Holmes provided additional information on upcoming Legislative changes, specifically AB 78 as it proposes changes regarding statute pertaining to GMAC.

VI. Informational only: Overview of the GMU Notice of Funding Opportunity (NOFO) released for the Fund for a Healthy Nevada (FHN) FRC and the Community Services Block Grant (CSBG). Kelli Quintero, Social Services Chief III, GMU

Kelli Quintero, GMU Chief, delivered a quick overview of the two NOFOs that were released by the DHHS GMU in August 2024. The NOFOs were a one-time funding opportunity to provide services in areas that were previously covered by Frontier Community Action Agency with FHN and CSBG funds. The process included application submission, evaluations, and consensus that ultimately resulted in the funding decisions. Frontier Community Coalition was offered the full funding for both NOFOs. The NOFOs are posted on the DHHS GMU website.

VII. Information and Discussion: Notification of upcoming special meeting for FHN Tobacco and Hunger NOFOs and the GMAC's role in the Grief Support Trust Account Awards.

Kelli Quintero stated that GMAC Members would be asked to volunteer to work with DHHS Division of Public and Behavioral Health (DPBH) on evaluation committees for submitted applications for the upcoming FHN Tobacco and Hunger NOFOs. Ms. Quintero notified the Committee that a special meeting would be held in March or April 2025. Per NRS, the money awarded from the Account must be reviewed annually by the GMAC. Ms. Quintero indicated future GMAC involvement regarding the Grief Support Trust Account, and we will be addressing this with an upcoming NOFO will be released for this funding.

Eliza Berlin asked for a brief expansion on the eligibility for this funding.

Ms. McNeely elaborated that she oversees the current awards under the Grief Support Trust Account and detailed some of the qualifying requirement's agencies needed such must be a nonprofit organization and provide age-appropriate peer support groups from September to May of each calendar year on a bi-weekly basis. The funding is to support children who lost a parent or parents that have lost a child. Currently, there are two agencies being funded, one in northern Nevada and one in southern Nevada. However, more agencies may now be eligible.

VIII. Public Comment

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A member of the public requested clarification of the Fund for Healthy Nevada, Tobacco Funds and moving it to DPBH, if this was inclusive of the Respite, Disability, and Independent Living.

Ms. Quintero responded stating that a portion of the funding have remained with the DHHS Grants Management Unit. Dates for the NOFO release have been pushed out until January 2025.

The member of the public also inquired regarding the timeline that was mentioned for FHN funding that was supposed to be released in November.

Ms. Quintero clarified that the NOFO has been pushed back due to the budget not being public in November, so the focuses of some of the funds may have shifted, preventing the NOFO release until January.

There was no further public comment.

IX. Wrap up and Adjournment

Ms. York adjourned the meeting at 2:00pm.

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