



**DEPARTMENT OF  
HEALTH AND HUMAN  
SERVICES**

DIRECTOR'S OFFICE

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**Draft Minutes of the Thursday, July 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, July 25, 2024, at 1:00 PM.

Agenda and/or Materials: [GMAC Mtgs2024 \(nv.gov\)](https://www.nv.gov/gmac)

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

The meeting was called to order at 1:00 PM by Stacy York, Chair. Ms. York requested Michelle Shuman, Administrative Assistant, Grants Management Unit, to conduct roll call.

**Members Present**

Stacy York  
Tom McCoy  
Alison Caliendo  
Ann Polakowski  
Fernando Serrano  
Andrew (AJ) Feuling  
Samantha D'Ambrosio-Garcia  
Aliza Berlin

**Members Absent**

Leslie Bittleston  
Ellen Richardson-Adams  
Lauren Beattie  
Shayla Holmes

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  
Cathy Robinson, Contractor  
Michelle Shuman, Administrative Assistant III  
Shannon Jenkins, Administrative Assistant II

Stacy York, Chair, welcomed the new Committee members and proceeded to opened the meeting to public comment.

## II. Public Comment

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There was no public comment.

## III. Approval of June 5, 2024, Meeting Minutes (Possible Action Item)

Stacey York, Chair, invited a member to make a motion to approve the June 5, 2024, meeting minutes. Fernando Serrano made the motion to approve the meeting minutes. Tom McCoy seconded. No member opposed.

Action – June 5, 2024, meeting minutes were approved.

## IV. Annual Vote for Chair and Vice Chair (Possible Action Item)

Fernando Serrano made a motion to nominate Stacey York for Chair. Tom McCoy seconded. No member opposed.

Action – Stacey York will serve as Chair.

Tom McCoy made a motion to nominate Fernando Serrano for Vice Chair. Alison Caliendo seconded. No member opposed.

Action – Fernando Serrano will serve as Vice Chair.

## V. Amend the GMAC Bylaws (Possible Action Item)

Stacey York, Chair, shared that the members were all sent the current GMAC bylaws via email, and it was up for discussion to create a subcommittee to review the bylaws. Ms. York stated she didn't see the changes that were made on the bylaws sent.

Kelli Quintero, Grants Management Unit (GMU) Chief, clarified that the bylaws were last amended in 2014, and no changes were made at this time though revisions are necessary to comply with current statute that the Committee may be impacted by.

Ms. York opened the floor to the Committee members to discuss the bylaws. Tom McCoy inquired if it would be best to form a subgroup to review the bylaws on behalf of the full board.

Ms. York stated that forming a subcommittee to review the bylaws is an option to vote on today as possible appointments of GMAC subcommittees are on the agenda.

Fernando Serrano, Vice Chair, agreed with Mr. McCoy's statement and continued to elaborate that if the bylaws were last revised in 2014, then that would be approximately four legislative sessions ago and not reflective of new statutes. Also, it would be advantageous to confirm if there are any updated directives that the Director's Office or DAG may have for the Committee prior to the subcommittee meeting.

Ms. Quintero stated that GMU staff could review the bylaws and consult with the Director's Office or Director Whitley to see if there are any recommendations or directives to present to the Committee or a subcommittee created specifically to review GMAC bylaws.

Mr. Serrano stated that having the bylaws reviewed by the GMU and consulting with the Director's Office prior to the meeting would allow the subcommittee to hit the ground running.

Ms. York concurred that having the subcommittee formed and input from the Director's Office, the bylaws can be reviewed and updated. Ms. York confirmed that she needed to appoint the members of the subcommittee at this time and asked the members if there was any interest in being appointed.

Samantha D'Ambrosio-Garcia stated interested.

Mr. McCoy volunteered and reminded the Committee that subcommittees will also have to meet in accordance with Open Meeting Law.

Ms. York asked if any other members were interested.

Mr. Serrano stated he would be willing to serve but recommended that one of the newly appointed members be appointed to familiarize themselves with GMAC and its purpose.

Aliza Berlin volunteered to serve on the subcommittee.

Ms. York thanked the interested members and requested the motion of the forming of the Bylaw Review Subcommittee consisting of members: Samantha D'Ambrosio-Garcia, Tom McCoy and Eliza Berlin. Mr. Serrano motioned. Alison Caliendo seconded the motion. No member opposed.

Action – Subcommittee for the GMAC bylaw review was formed with Samantha D'Ambrosio-Garcia, Tom McCoy and Eliza Berlin.

## VI. Overview of GMAC Member Roles and Responsibilities (Information and Discussion)

Stacey York, Chair, stated that a packet of member roles and responsibilities was emailed out by Michelle Shuman. Ms. York stated that it may be possible for the newly appointed subcommittee to review this and see if additions needed to be made.

Tom McCoy stated that there may be revisions needed to the roles and responsibilities which can be reviewed while the bylaw review occurs.

Kelli Quintero, GMU Chief, stated that it may be ideal to create a PowerPoint or training on the bylaws, as well as the roles and responsibilities, to help define GMAC, who they are and how they wish to move forward.

Ms. York supported this idea and suggested that this would be something to add to the new member packet.

Fernando Serrano and Tom McCoy agreed on the benefit that this PowerPoint could have with both members of the Committee and the public for understanding what GMAC's role is.

Ms. Quintero stated that the members received information on what we currently have for GMAC and after the bylaws are reviewed, a more thorough presentation can be made. Also, a link to the state training on Open Meeting Law would be valuable to help navigate Open Meeting Law. Ms. Quintero also noted that more information on subcommittees can be found in Article 7 in the bylaws.

Ms. York recollected that during her time on the Committee there was a period where the committee was stagnant, and now going forward, it will be refreshing to be on the same page with mutual goals. Ms. York thanked everyone for taking time and organizing everything.

## VII. GMAC Subcommittees (Information and Discussion)

Stacey York, Chair, indicated previous subcommittees formed were Needs Assessment, Fund for a Healthy Nevada, Respite, Disabilities and Wellness. Ms. York inquired if there was need for another subcommittee to be formed at this time.

Mr. McCoy recommended reviewing what those previous subcommittees did for the new members such as reviewing applications and setting up parameters for funding.

Ms. York stated aside from grant review that she was unsure what the previous subcommittees consisted of and deferred the answer to Ms. Quintero and Ms. Shuman.

Michelle Shuman stated that subcommittees in the past were formed to review the allocations of funds from different funding sources.

Mr. Serrano indicated that he participated on the review committees for Notice of Funding Opportunity (NOFO) applications. Mr. Serrano continued to state that having the bylaws updated, along with the composed presentation, would lay a foundation prior to forming another subcommittee. Mr. Serrano also inquired if there were any upcoming funding deadlines that would require the amending bylaws to be expedited.

Kelli Quintero, GMU Chief, explained that current funding goes through the State Fiscal Year 2025 and a NOFO will release in November with award start of July 1, 2025; thus allowing members to become familiar with their roles and to form subcommittees in the future.

Samantha D'Ambrosio-Garcia requested clarification on how specific subcommittees were chosen in the past.

Ms. York recalled that it was related to the member's profession but referred to Mr. McCoy as they served on the same subcommittee in previous years.

Mr. McCoy recalled that subcommittees were formed to split up the responsibilities of reviewing the allocation of funding based on specific areas of assistance and due to the quantity of submissions. The subcommittee would review and then present findings to the Committee as a whole for final approval.

Ms. Quintero stated that GMAC is composed of diverse members and it's appropriate for those members that have interest or knowledge in reviewing applications for a certain funding be assigned to that specific funding stream.

Ms. D'Ambrosio-Garcia clarified that her question was in terms of the specific subcommittees themselves, such as Fund for a Health Nevada and so forth or was it consistently only the mentioned three.

Ms. Shuman asked if Ms. D'Ambrosio-Garcia was inquiring if the subcommittees would change with the funding sources.

Ms. D'Ambrosio-Garcia confirmed that was her inquiry, whether it is consistently the same group of people that the subcommittee is reviewing, or if it changed very year with different funding streams.

Ms. Shuman confirmed the subcommittees would change with each funding.

Ms. York thanked Ms. Shuman and Ms. D'Ambrosio-Garcia for the clarification and opened the floor for any further discussion on GMAC subcommittees to which there was not further discussion. The floor was then opened for public comment.

## VIII. Public Comment

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There was no public comment.

## IX. Wrap up and Adjournment

Ms. York thanked everyone for attending. The meeting was adjourned at 1:28 PM.