



# DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIRECTOR'S OFFICE

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## Meeting Minutes of the Tuesday, April 22, 2025

### Department of Health and Human Services

### Grants Management Advisory Committee

The Grants Management Advisory Committee (GMAC) held a public meeting on Tuesday, April 22, 2025, at 1:00 PM.

Agenda and/or Materials: [GMAC Meetings 2025](#)

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

The meeting was called to order at 1:05 PM by Fernando Serrano, Vice Chair. Mr. Serrano requested Shannon Jenkins, Grants Management Unit (GMU) Management Analyst II, to conduct roll call.

##### Members Present

Ali Caliendo

Tom McCoy

Ann Polakowski

Ellen Richardson-Adams

Aliza Berlin

Fernando Serrano

Samantha D'Ambrosio-Garcia

##### Members Absent

Shayla Holmes - Excused

Stacy York - Excused

Andrew Feuling

Tiana Wright

A quorum was confirmed.

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

Kelli Quintero, Social Services Chief

Michelle McNeely, Social Services Program Specialist III

Tawny Chapman, Social Services Program Specialist III

Shannon Jenkins, Management Analyst II

Cathy Robinson, Contractor

Fernando Serrano, Vice Chair, opened the meeting to public comment.

## **II. Public Comment**

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There was no public comment.

## **III. For possible action: Approval of February 4, 2025, Meeting Minutes**

Fernando Serrano, Vice Chair, invited a member to make a motion to approve the February 4, 2025, meeting minutes. Aliza Berlin made the motion to approve the meeting minutes. Tom McCoy seconded the motion. No member opposed.

**Action** – February 4, 2025, meeting minutes were approved.

## **IV. For possible action: Aging and Disability Services Division (ADSD) Fund for a Healthy Nevada (FHN) Office of Community Living Notice of Funding Opportunity (NOFO) funding recommendations**

Mr. Serrano invited ADSD staff to discuss the FHN NOFO released by the Office of Community Living. No staff was initially present for this agenda item, so it was adjusted to occur after agenda item VII.

Cheyenne Pasquale, Planning Chief I, presented results from the NOFOs released by ADSD. This slide show is available on GMAC website or [here](#). The Prescription Drug Program funded by FHN received eight NOFO applications, and it is recommended to fund Access to Health Care Network who had that highest ranking upon review. Ms. Pasquale also gave a brief overview on other funding with ADSD for the coming biennium.

There were no questions from the Committee.

Mr. Serrano invited the Committee to entertain a motion to approve the funding recommendation as identified in the presentation. Ellen Richardson-Adams motioned to approve the funding recommendations. Tom McCoy seconded the motion.

**Action** – Funding recommendations approved for the Prescription Drug Program as presented by the Office of Community Living.

**V. For possible action: Division of Public and Behavioral Health (DPBH)**  
**FHN Hunger NOFO funding recommendations**

Dillon Winkelman, Food Security and Wellness Evaluator, gave an overview of the FHN Hunger NOFO results which is available on the GMAC website or by clicking [here](#). Currently, FHN Hunger Funds are currently assisting eleven providers. The NOFO for these funds was released in January with the deadline February 20<sup>th</sup>, 2025. A total of eighteen applications were reviewed with twelve qualifying for funding. Six applications were disqualified due to missing application elements.

Nine applications were recommended for funding due to scoring above 90 in evaluation, statewide coverage between agencies, and the variation of services provided.

Amber Hise, Health Program Manager III, continued the presentation detailing an alternative funding recommendation to consolidate awards to only seven agencies forming partnerships between applicants. This would create a primary organization that receives the funding and a secondary organization that is partnered with them.

Ms. Hise opened the floor to the Committee for any questions regarding the information presented.

Aliza Berlin requested clarification regarding partnering organizations for funding, asking if the sub awardee would be the primary organization or would the partner's funding be managed separately.

Ms. Hise indicated that the primary organization would receive the subaward, and the scope of work would be adjusted to include their collaboration with a designated, partnered organization.

Stacey Smith, a member of the public, questioned the logistics of the secondary organization being encouraged to partner with the primary organization, but receive no funding.

Ms. Hise explained that the secondary organization would have the money funneled to them through the primary without having to complete the administrative aspect.

Dr. Winkelman further detailed that the money to the secondary organization wouldn't have a reduction in funds, just that it would receive the funds through the primary organization.

Marlena Porter, member of the public, requested further clarification on the partnerships expectations proposed.

Kelli Quintero, GMU Chief, explained that the opportunity for questions was directed specifically for the Grants Management Advisory Committee members and that public input should be held until the allotted time for public comment. Ms. Quintero also clarified

that any entity which may be awarded funds can ask questions during the negotiation period of a subaward.

Mr. Serrano, Chair, redirected the meeting to elaborate that this was one of the four Notice of Funding Opportunities that the GMAC were to vote on recommendations of funding for and asked the members if there were any questions regarding the information presented on for the FHN Hunger NOFO.

Ellen Richardson-Adams asked if any of the members needed to recuse themselves from voting if they potentially were awarded part of that funding to avoid conflict of interest.

Mr. Serrano requested if any members needed to recuse themselves for potential conflict of interest.

Ms. Berlin elaborated on her previous role working with Catholic Charities of Northern Nevada as drafting the initial application submitted to this NOFO.

Ms. Quintero confirmed that since Ms. Berlin participated in the application process, Ms. Berlin should abstain from this voting item.

Shannon Jenkins confirmed that there was still a quorum present with Aliza recusing herself from voting.

Mr. Serrano invited a member to motion to accept the funding recommendations as presented. Ellen Richardson-Adams motioned to go forward with the recommendations as stated for funding. Tom McCoy seconded the motion. No member opposed.

**Action** – FHN Hunger Funds are recommended to be funded as presented by the Office of Food Security.

During agenda item VII Public Comment, Ms. Hise requested clarification regarding the recommendations for the FHN Hunger Funds as there were two different recommended options for funding – funding seven agencies and forming partnerships or funding nine agencies, returning the Committee to this agenda item.

Mr. Serrano confirmed that this would need to be revoted on by committee members.

Ms. Berlin requested elaboration on the anticipated scope of work if the agencies were made to collaborate in the way suggested and the burden this would have on the agencies.

Ms. Hise explained that funding the seven agencies, and forming agency partnerships, was more of an option if funding the nine recommended was deemed unreasonable.

Ms. Caliendo stated that if the original recommendation is allocating the nine agencies as presented, voting on that option would be preferred as opposed to doing a collaboration since that was not specified in the NOFO, and agencies may not be prepared for such.

Mr. Serrano agreed with how clear and concise the presentation was on funding the nine agencies and invited members to motion to approve this funding decision. Ali Caliendo motioned to move forward with funding the nine providers as outlined in the presented recommendations. Aliza Berlin seconded. No member opposed.

**Action** – FHN Hunger Funds are recommended to be funded as presented by the Office of Food Security to the nine agencies.

Ms. Berlin indicated that she must redact her second as she previously recused herself from the original vote.

Mr. Serrano initiated a revote for the FHN Hunger Funds, inviting members to motion. Ali Caliendo motioned to fund the nine providers. Tom McCoy seconded. No member opposed.

**Action** – FHN Hunger Funds are recommended to be funded as presented by the Office of Food Security to the nine agencies.

## **VI. For possible action: Division of Public and Behavioral Health (DPBH)** **FHN Tobacco NOFO funding recommendations**

Taliman Afroz, Population Health and Wellness Manager, presented on the FHN Tobacco NOFO results which can be found on the GMAC website or by clicking [here](#). There were a total of four applications received – Carson City Health and Human Services, Northern Nevada Public Health, Partnership Douglas County, and Southern Nevada Health District. All of which scored similarly, and funding is recommended to all four agencies with an adjusted funding amount from what was requested to account for the reduction in funds occurring across the board.

Fernando Serrano, Chair, queried if any of the members had any questions regarding the presentation.

Tom McCoy asked how the Quitline will be funded with the challenges faced with federal funding and the indicated funding reduction.

Dr. Afroz stated that a meeting was going to occur soon regarding the Quitline funding going forward.

Mr. Serrano invited a motion to approve the presented funding as recommended or if there were any modifications recommended. Ali Caliendo motioned to fund the partners as recommended by staff. Ellen Richardson-Adams seconded. No Member opposed.

**Action** – FHN Tobacco Funds are recommended to be funded as presented by the Chronic Disease Prevention and Health Promotion.

## **VII. For possible action: Grants Management Unit Grief Support Trust Account NOFO funding recommendations**

Michelle McNeely, Social Services Program Specialist III, presented a summary of Grief Support Trust Account NOFO applications which can be found on the GMAC website or by clicking [here](#). This funding has strict qualifications, and two eligible applications were received for this NOFO – Adam’s Place in Southern Nevada and The Solace Tree in Northern Nevada. It is recommended that both agencies are funded ensuring geographic coverage of services.

Fernando Serrano, Chair, invited members for questions regarding the material presented for the Grief Support Trust Account

Thomas McCoy inquired about rural coverage.

Ms. McNeely explained that The Solace Tree provides services to Washoe County and the surrounding rural counties in Northern Nevada. GMU wants to look for more rural coverage, but this funding is restrictive with its requirements to qualify.

Mr. Serrano invited members of the Committee to put a motion forward to approve the funding as recommended by GMU staff. Tom McCoy motioned to approve the fundings as recommended. Ali Caliendo seconded. No member opposed.

**Action** – Grief Support Trust Account funds are recommended to be funded as presented by GMU.

## **VIII. Public Comment**

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Amber Hise requested clarification on the funding recommendations which brought the Committee to revisit agenda item V.

There was no further public comment.

## **IX. Wrap up and Adjournment**

Fernando Serrano, Chair, adjourned the meeting at 2:09pm.