

**STATE OF NEVADA  
ADVISORY COUNCIL ON FEDERAL ASSISTANCE**

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**MEETING ACTION MINUTES**

**DATE:** December 9<sup>th</sup>, 2015

**LOCATION:** Capital Building, the Guinn Media Room Carson City, NV/Grant Sawyer State Office Bldg, Governor's Conference Room, Las Vegas, NV

**CHAIRMAN:** John Ritter, FOCUS Property Group

**SECRETARY:** Sheila Lambert, Chief, Office of Grant Procurement, Coordination, and Management

**IN ATTENDANCE:** John Ritter, Chairman and CEO, FOCUS Property Group  
Patrick Cates, Director of Administration  
Tim Burch, Director, Clark County Social Services  
Derek Armstrong, Assemblyman  
Jim Wells, Director, Governor's Finance Office  
Sheila Lambert, Chief, Office of Grant Procurement, Coordination and Management  
Zanny Marsh, Executive Director, American Red Cross Northern NV Chapter

**1. DRAFT REGULATION -**

- a. Need to announce bylaws for next agenda to ensure we are meeting open meeting law requirements

**2. COUNCIL ORGANIZATION -**

- a. Sheila Lambert nominated John Ritter as Chairman, Assemblyman Armstrong seconded.
  - i. John Ritter elected as Chairman by unanimous vote
- b. John Ritter nominated Assemblyman Armstrong as Vice Chairman, Zanny Marsh seconded.
  - i. Assemblyman Armstrong elected as Vice Chairman by unanimous vote
- c. Sheila Lambert unanimously elected as Secretary

**3. REPORT FROM THE NEVADA OFFICE OF GRANT PROCUREMENT, COORD, AND MGT**

- a. Eric Mager, Executive Grant Analyst for the Grant Management Office gave an overview of the grant office and how it can assist the Council

- b. Assemblyman Armstrong requested a copy of the strategic plan and recent reports from the Grant Management Office.
- c. Assemblyman Armstrong stated he would like to find ways to increase support from private sector and improve the Grant's office success. He would like to see what other states are doing that are successful in implementing grants. Proposed four legislative points to focus on:
  - i. Addressing IFC issues which can cause delays in the grant procurement process
    - 1. Currently, we can lose the grant money due to the delay in getting IFC approval, which can at times be a lengthy process taking 4-6 months for approval. Some states do not have need IFC approval, and the Grand Office will research these states' processes.
  - ii. Researching ways to improve state's ability to meet matching requirements, which need to be available before the grant is applied for
    - 1. There are no matching appropriations for some agencies and monetary matches are very difficult to fund. Possible fixes include:
      - a. Having legislature identify key priorities to apply for matching funds
      - b. Working with community to team with us for matches and to help strengthen public performance (i.e. Children's Cabinet, Renown, etc.)
      - c. Research how other states address matching issues. Some states pitch projects to the communities to see if there is support they can get there. Grant Office will research if other states have a "matching fund"
      - d. Currently, the return on investment for grants is approximately \$15,000,000
  - iii. Addressing the practice of the legislature reducing agency budgets (general fund) when they are awarded grants. This can be perceived as a penalty for agencies when they receive grant money and can discourage them from applying.
    - 1. Let's once again focus on seeing what other states are doing to incentivize agencies to apply for grants and develop a white paper to identify best practices
    - 2. The Grant Office compares Nevada to other "like" states and views total funding rather than per capita data.
    - 3. Review FFIS to determine what the comparable items are
  - iv. Developing a statewide Grant Management System

1. We currently don't have a "scorecard" to track agency performance

**4. STANDING COMMITTEES –**

- a. No other standing committees are needed at this time

**5. FUTURE MEETING DATES AND AGENDA ITEMS –**

- a. Council agreed to meet every other month.
- b. Next meeting date of February 17, 2016 at 9:00am was agreed upon by council
- c. Discuss in further detail four main items for legislature

**6. CLOSING REMARKS AND ADJOURNMENT**

- a. Patrick Cates offered his assistance with any council member to discuss in detail on how to move forward with meeting agendas, structure, and deadlines.
- b. AG's office has training for boards and commissions
- c. Grant Management Office offers extensive training on grants