



State of Nevada - Advisory Council on Federal Assistance

Meeting Minutes

Prepared by the Nevada Office of Grant Procurement, Coordination, and Management (Grant Office)
406 E. 2nd St. Carson City NV 89701 | 775-684-0156 | <http://grant.nv.gov>

January 29, 2020 at 1:00 pm
By Videoconference

From:
Legislative Council Bureau Building
Room 2135
401 S. Carson St.
Carson City NV

To:
Grant Sawyer Building
Room 4412
555 E. Washington Ave.
Las Vegas NV

1. Call to Order (*For Possible Action*)

John Ritter called the meeting to order at 1:00 pm.

2. Roll Call

In Attendance -

Las Vegas

John Ritter, Chairman
Assemblywoman Shea Backus
Senator David Parks

Carson City

Zanny Marsh
JoVon Sotak, Secretary
Susan Brown, Governor's Finance Office

Absent

Kathi Thomas-Gibson, Vice Chair

Also in Attendance

Laena St-Jules, Attorney General's Office
Kurt Schlicker, Eide Bailly
Tisa Coons, Grant Office
Samantha Hill-Cruz, Emergency Management
Catherine Byrne, State Controller's Office
Erin Hasty, Grant Office
Jessica Sanders, Governor's Office of Economic Development
Kelsey McCann-Navarro, Division of Child and Family Services

Michael Guss, Private Citizen
Sharon Usher, Grant Office

3. Public Comment

A. None

4. Approval of Minutes (*For Possible Action*)

Senator David Parks: **Motion** to approve 12/27/2019 minutes. Assemblywoman Shea Backus: **Seconded. Carried.**

5. Agenda Topic (*For Possible Action*)

A. Introduction of new council members (John Ritter)

John Ritter introduced the newest council member Assemblywoman Shea Backus.

B. Election of officers (John Ritter)

Per Bylaws and NRS 358.030(1) at the first meeting of each calendar year, the council shall elect from its members a Chair, Vice Chair and Secretary and put those nominations to a vote.

i. John Ritter: **Called for nominations** for Chair. Zanny Marsh **nominated** John Ritter for Chair. Senator David Parks: **Seconded. Carried.**

ii. John Ritter: **Called for nominations** for Vice Chair. Senator David Parks **nominated** Kathi Thomas-Gibson. Assemblywoman Shea Backus: **Seconded.** Motion was stopped by Laena St-Jules stating that Kathi Thomas-Gibson would have to be present to accept. Zanny Marsh: **Motion** to table the nomination for Vice Chair. Senator David Parks: **Seconded. Carried.**

iii. John Ritter: **Called for nominations** for Secretary. Zanny Marsh **nominated** JoVon. Senator David Parks: **Seconded. Carried.**

C. Bylaws review (JoVon Sotak)

The bylaws must be updated every two years and the last update was November of 2017. The only suggested change was the approval and revision date on page seven item D and the footer, changed from November 01, 2017 to January 29, 2020. JoVon ask for any additions or changes that need to be considered in the bylaws. No changes suggested. Zanny Marsh: **Motion** to approve the bylaws as revised. Senator David Parks: **Seconded. Carried.**

D. Amend council priorities: eliminate budgetary disincentives (JoVon Sotak)

Section seven of the authorized expenditure act became section ten, but the priorities that were presented at the State of Nevada – Advisory Council on Federal Assistance Meeting on September 18, 2019 refers to section seven, not ten. JoVon Sotak recommended amending the council's 2019-2021 biennial

priorities and any documentation including those priorities. Chairman Ritter called for a motion to amend the council priorities regarding eliminating budgetary disincentives referring to section seven of the 2017 of the authorized expenditure act to be changed to section ten in the 2019 authorized expenditure act. Senator David Parks: **Motion** to approve the amendment. Zanny Marsh: **Seconded. Carried.**

6. Future Meeting Dates and Agenda Items *(For Possible Action)*

This agenda item, number seven, was taken out of order due to running ahead of schedule and the presenter being unavailable. During the December meeting the council discussed having three more meetings in 2020, in addition to the current one. Chairman Ritter proposed to have the theme-specific meetings to discuss the council's recommendations from the 2019 Annual Report.

- i. Meeting to be held in March to discuss streamlining the review and authorization process for grant work programs by Interim Finance Committee, which is recommendation two of the 2019 Annual Report.
- ii. The June meeting will be to discuss recommendation number three, eliminate budgetary disincentives.
- iii. The September meeting will handle two recommendations, numbers five and six: expand technical assistance, training, capacity building and coordination related to federal grants and standardize Nevada's many policies and procedures related to federal grants.
- iv. The December meeting will be to approve the council's annual report and talk about council priorities for the legislative session. Chairman Ritter also wishes to discuss the concept that the council came up with in another meeting regarding legislation to mandate that Nevada's federal grant applicants submit information to the future grant management system.
- v. Date was set by council members to have the meeting on Wednesday, March 11, 2020.
- vi. Date was set by council members to have the meeting on Tuesday, June 23, 2020 or Thursday, June 25, 2020.
- vii. Zanny Marsh: **Motion** to convene the council, with preference being March 11, 2020 or another day that will work with the council members' schedules. The topic being streamlining the review and authorization process for grant work program approval. Senator David Parks: **Seconded. Carried.**
- viii. Shea Backus: **Motion** to discuss item number three at the June meeting, with preference being either Tuesday, June 23, 2020 or Thursday, June 25, 2020 at 1:00 pm or another date that accommodates the members of this council. Items five and six of the annual report to be discussed at the September meeting, to expand

technical assistance, training, capacity building and coordination related to federal grants and standardize Nevada's many policies and procedures related to federal grants. The date of meeting is to be determined. The December meeting will be to discuss the approval of the council's 2020 Annual Report and talk about the council's priorities for the 2021 legislative session. The date of this meeting is to be determined. Zanny Marsh: **Seconded. Carried.**

7. Presentations (*For Possible Action*)

This agenda item, number 6, was taken out of order.

A. Illinois Grant Accountability and Transparency Act (Carol A. Kraus)

Presentation on the State of Illinois Grant Management System and the process of how they came up with their system and included agencies and subrecipients in the process. Discussion was held. No action was taken.

B. An Auditor's Perspective: Grant Management & Accountability (Kurt Schlicker, CPA, Audit Senior Manager for Eide Bailly)

Presentation was shown on the State of Nevada single audit findings from 2015-2018. Discussion was held. No action was taken.

C. Grant Management Solutions for Nevada (Nevada State Controller Catherine E. Byrne, CPA)

Presentation was shown regarding the need for a centralized grant management systems and processes in Nevada. Discussion was held. No action was taken.

Laena St-Jules modified previous advice relating to agenda item 5.B.ii, that a council member could not be elected if absent following a review of the relevant NRS and Roberts Rules. There is no barrier to council electing a member in absentia.

i. Zanny Marsh: Motion to rescind the tabled motion regarding the nomination for Vice Chair. Senator David Parks: **Seconded. Carried.** Item 6. B. ii.

ii. Zanny Marsh **nominated** Kathi Thomas-Gibson for Vice Chair. Senator David Parks: **Seconded. Carried** Was item – 6. B.

D. Reading of Council correspondence (Sharon Usher)

No correspondence.

8. Public Comment

Michael Guss – Private Citizen – stated that many rural grant professionals are qualified and wants to see Grant Office training open to everyone. The Chairman acknowledged Michael Guss's comment, and JoVon Sotak provided an update on the Grant Office's training program.

9. Adjournment (*For Possible Action*)

- A. Senator David Parks: **Motion** to adjourn at 3:37. Zanny Marsh: **Seconded. Carried.**

DRAFT