



# 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. Second St. Carson City NV 89701 | 775-684-0156 | <http://grant.nv.gov>

**March 13, 2020 at 1:00 pm**

By Teleconference

**From:**

Nevada Grant Office  
First Floor  
406 E. Second St.  
Carson City NV

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

John Ritter called the meeting to order at 8:04 a.m.

### 2. Roll Call

**In Attendance -**

John Ritter, Chairman  
Kathi Thomas-Gibson, Vice Chair  
Assemblywoman Shea Backus  
Senator David Parks  
Zanny Marsh  
JoVon Sotak, Secretary

**Absent**

Susan Brown, Governor's Finance Office

**Also in Attendance**

Laena St-Jules, Attorney General's Office  
Sharon Usher, Grant Office  
Erin Hasty, Grant Office

### 3. Public Comment

A. None

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

Zanny Marsh: **Motion** to approve March 05, 2020 minutes with the addendum that will be provided by the Grant Office and approved by JoVon Sotak noting that JoVon Sotak mentioned that if there is a gap in the grant submission notification process that maybe the Grant Office and the Governor's Finance Office could make a coordinated effort to

close that gap, and that Tiffany Greenameyer said that her office could pull together information on how many notifications they get for the council.

Senator David Parks: **Seconded. Carried.**

## 5. Agenda Items (*For Possible Action*)

### A. Explanation of Subcommittee Procedures & Regulations (Laena St-Jules)

Laena St-Jules gave an overview of the creation of a subcommittee. She stated the creation of NACFA subcommittees is governed by NRS 358.030 and Bylaws Article 4 Section 3. Per the bylaws there must be two voting members of the council on a subcommittee. Mr. John Ritter as Chair for the Nevada Advisory Council on Federal Assistance (NACFA) will have to appoint the chair for the subcommittee from the council members who are appointed to the subcommittee. JoVon Sotak, who is the Secretary for the council, will need to be the Communications Chair for the subcommittee. Laena St-Jules continued that subcommittee members can either be voting members or non-voting members. The full council must vote to put voting members on the subcommittee, but the subcommittee chair may appoint non-voting members as needed based on area of expertise and/or specific project needs. Members are to note that for subcommittees, the Open Meeting Law applies.

Laena St-Jules advised that a subcommittee can be established by voting to create a new subcommittee and specifying the scope of the subcommittee's mandate, or by redefining the scope of a previously formed subcommittee.

Laena St-Jules suggested if the council uses the existing subcommittee, when appointing members, the council could have a motion and vote to remove the members on the existing committee, then a motion and vote to approve new members.

She also advised that a quorum is a simple majority of all members and recommended establishing that the subcommittee's quorum must additionally consist of a simple majority of voting members.

Laena St-Jules also recommended that the council refer special projects to the subcommittee.

JoVon Sotak recommended the use of the existing subcommittee because the council is limited to only four subcommittees. She explained that a subcommittee from 2018 was formed to look at special projects and council priorities, and she believed this applied to the new subcommittee.

### B. Special Projects Subcommittee Management (John Ritter)

Assemblywoman Shea Backus: **Motion** to move that the old subcommittee that was formed in 2018 be modified for the purpose of discussing council priorities, specifically to address legislation that may be proposed for the 2020-21 Legislature with respect to the scope of the priorities that have been established for the council. Senator David Parks: **Seconded. Carried.**

Zanny Marsh: **Motion** to remove the members of the standing subcommittee that was created in 2018. Senator David Parks: **Seconded. Carried.**

Chairman John Ritter, Assemblywoman Shea Backus, Senator David Parks and Secretary JoVon Sotak volunteered to be on the subcommittee, as did Zanny Marsh, but in a non-voting roll.

Kathi Thomas-Gibson: **Motion** to appoint the members that volunteered to the subcommittee. Senator David Parks: **Seconded. Carried.**

John Ritter stated that they had repurposed the subcommittee, removed the prior members, and had appointed new members. The council needed to set another meeting to add additional members. Then the council would schedule a meeting of the subcommittee with the full membership including with non-voting members, which will be noticed and agendized.

The councilmembers decided to hold a subcommittee meeting via teleconference and set the date for March 27, 2020 from 8 a.m. to 9 a.m.

John Ritter will follow up with JoVon Sotak on the non-voting members she or the Grant Office is considering for the subcommittee and have the recommendations for non-council members agendized for the March 27 meeting.

Laena St-Jules and John Ritter discussed that the chair for the subcommittee could be appointed during the subcommittee meeting in two weeks by John Ritter.

Assemblywoman Shea Backus: **Motion** to refer a special project to drive the creation of and recommendations regarding grant-related legislation to the subcommittee. Senator David Parks: **Seconded. Carried.**

## 6. Public Comment

None.

## 7. Adjournment (*For Possible Action*)

- A. Senator David Parks: **Motion** to adjourn at 8:55 a.m. Zanny Marsh: **Seconded. Carried.**