



## STATE OF NEVADA

### NEVADA ADVISORY COUNCIL ON FEDERAL ASSISTANCE

#### Meeting Minutes

Prepared by the Governor's Office of Federal Assistance  
100 N. Stewart St. Suite 200 Carson City NV 89701 | 775-684-0156 <https://ofa.nv.gov/>

**October 24, 2023 at 9:00 AM**  
Virtual Meeting (Microsoft Teams)

Meeting ID: 271 951 197 632  
Passcode: EEvrsr  
(775) 321-6111 (audio only)  
Phone Conference ID: 603 675 965#

#### AGENDA

##### 1. CALL TO ORDER

Office of Federal Assistance (OFA) Director Kristen Stout called the meeting to order at 9:03 am.

##### 2. ROLL CALL

Members in Attendance: Zach Conine (Treasurer), Megan Courtney, Andy Matthews (Controller), Daniele Monroe-Moreno (Assembly), Dian Vanderwall. Non-voting members in attendance: Kristen Stout (OFA), Amy Stephenson (GFO). Absent Members: Monica Ford, Audra Hamernik.

A quorum was established.

Others present: Greg Ott, Deputy Attorney General, Terri McBride (OFA), Mayita Sanchez (OFA), A'Keia Sanders (OFA), Shana Rhinehart (OFA), Marianne Lockyer, Miles Dickson, Kirsten Van Ry, Michaela Woodburn.

##### 3. PUBLIC COMMENT

*Public comment may be limited to three minutes per speaker. No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on the agenda as an item upon which action may be taken. All proceedings and actions shall be conducted in accordance with the Nevada Open Meeting law (NRS Chapter 241).*

No public comment.

#### **4. Election of Officers (For Possible Action)**

- A. Per bylaws, an election of officers shall be held the first council meeting of the calendar year. *Nominations and elections of Chair, Vice Chair, and Secretary*

Director Stout called for nominations for Chair. Ms. Monroe-Moreno motioned to nominate Mr. Conine as Chair; Ms. Courtney seconded the motion. All voting members voted in the affirmative, motion carried. Ms. Stout turned the meeting over to Mr. Conine, as the newly elected Chair.

Chair Conine then motioned to nominate Ms. Monroe-Moreno for Vice-Chair; Mr. Matthews seconded the motion. All voting members voted in the affirmative, motion carried.

Chair Conine motioned to nominate Mr. Matthews as Secretary; Vice-Chair Monroe-Moreno seconded the motion. All voting members voted in the affirmative, motion carried.

#### **5. Updates (Information and Discussion Only)**

- A. Introduction and Updates from the Governor's Office of Federal Assistance (OFA). *The Office will provide a comprehensive update on OFA efforts including historical NACFA priorities and information on AB445 of the 81<sup>st</sup> Legislative Session and Statewide Plan requirements*

Director Stout presented an update on recent objectives and activities of OFA. Executive Grant Analyst for OFA, Ms. Sanchez provided a summary of OFA's partnership with U.S. Digital Response, a non-profit developer of a grant search tool. There were no comments or questions from the members.

#### **6. Business (For Possible Action)**

- A. Bylaws, Updates and Revisions. *Review of edits suggested for 2020 bylaws with requests for further edits, if any. Motion to pass updates and revisions to bylaws.*

Chair Conine requested two revisions (punctuation) with "latitude for the Director (Stout) to make any technical changes needed to carry out the intent." The Chair then asked for a motion to approve the Bylaws. Vice-Chair Monroe-Moreno motioned to approve; Ms. Vanderwall seconded. Motion carried.

#### **7. FUTURE MEETING DATES (For Possible Action)**

- A. Calendar Meetings

- B. Upcoming Deliverables. *Review of requirement to prepare and submit a report outlining the activities and recommendations of the Council by December 31, 2023*

OFA Director Stout reminded members of the annual report on the activities and recommendations of OFA (Agenda Item 7B) required to be submitted by the Council on or before December 31, 2023. Chair Conine suggested the Council meet in early December 2023 to review and comment on a draft completed by OFA on the Council's behalf. The Chair will coordinate with members and OFA Director Stout regarding a specific date for the next NACFA meeting.

## **8. PUBLIC COMMENT**

*At the Chair's discretion, public comment may be limited to three minutes per speaker. No action may be taken upon a matter raised under Public Comment unless the matter itself has been specifically included on the agenda as an action item.*

Chair Conine provided his public comment, and thanked OFA for the work that has been completed so far to assist in increasing federal dollars coming to Nevada, and "thank you for what you will do." He noted that a statewide, top-down effort will need to be undertaken.

No additional public comment.

## **9. ADJOURNMENT (For Possible Action)**

Chair Conine adjourned the meeting at 9:45 am.

---