



Minutes of the Tuesday, October 21, 2025, Meeting

Department of Human Services

Grants Management Advisory Committee

The Grants Management Advisory Committee (GMAC) held a public meeting on Tuesday, October 21, 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 1:02 PM by Stacy York, Chair. Ms. York requested Shannon Jenkins, Grants Management Unit (GMU) Management Analyst (MA) II, to conduct roll call.

Members Present

Stacy York

Fernando Serrano

Shayla Holmes

Ellen Richardson-Adams

Aliza Berlin

Tom McCoy

Meghan Brascia-Burns

Members Absent

Melissa Mackedon

Ann Polakowski

Tiana Wright

A quorum was confirmed.

Department of Human Services (DHS), Grants Management Unit (GMU) staff present:

Christina Hadwick, Deputy Director, Fiscal

Danacamile Roscom, Social Services Chief III

Tawny Chapman, Social Services Program Specialist III

Cathy Robinson, Management Analyst IV, Contractor

Shannon Jenkins, Management Analyst II

Stacy York, Chair, opened the meeting to public comment.

II. Public Comment

Public Comment will be taken during this agenda item regarding any item appearing on the agenda. In consideration of others, who may also wish to provide public comment, please avoid repetition, and limit your comments to no more than three (3) minutes. No action may be taken on a matter discussed under this item until the matter is included on the agenda as an item on which action may be taken.

There was no public comment.

III. For possible action: Approval of the July 22, 2025, Meeting Minutes

Stacy York, Chair, invited a member to make a motion to approve the July 22, 2025, meeting minutes. Tom McCoy made the motion to approve the meeting minutes. Ellen Richardson-Adams seconded the motion. No member opposed.

Action – July 22, 2025, meeting minutes were approved.

IV. For possible action: Annual vote for Chair and Vice Chair

Stacy York, Chair, inquired if there were any recommendations for the officer positions in GMAC.

Shayla Holmes nominated and motioned Stacy York to continue her role as Chair. Tom McCoy seconded the motion. No member opposed.

Action – Stacy York reappointed as Chair.

Fernando Serrano stated due to health concerns and potential conflicts, that he would decline an officer role at this time.

Shayla Holmes self-nominated and motioned for the role of Vice Chair. Ellen Richardson-Adams seconded. No member opposed.

Action – Shayla Holmes appointed as Vice Chair.

V. Informational and discussion only: Amend the GMAC Bylaws

Stacy York, Chair, opened the floor to the Committee to discuss the proposed changes to the GMAC Bylaws.

Tom McCoy inquired if the indicated number of 15 members should also have language added regarding that there could be less than 15 members active on the Committee. Mr. McCoy also indicated that there was an inconsistency on the use of “terms” versus the use of “years” to quantify items in the Bylaws and suggested the utilization of only one of the terms.

Ms. York stated that the 15 members is based on Nevada Revised Statute (NRS).

Shayla Holmes noted that quorum is based on filled positions and while there may be 15 positions, vacancies are allowed to occur in the Committee and they do not hinder the Committee’s function.

Mr. McCoy reiterated that in sections of the Bylaws, sometimes “years” is used to quantify items and other times “terms” is used to quantify. Having one term used consistently would be preferred.

Ellen Richardson-Adams elaborated that in other committees, the use of “term” to quantify items is the general language adopted.

Shannon Jenkins, MAII, confirmed the requested change to have quantifying language for membership be adjusted to “terms”.

Aliza Berlin questioned the language regarding grant eligibility and member organizations.

Fernando Serreno mentioned that historically members have abstained from voting on funding where a conflict of interest may be and the language that is depicted may not allow members to continue to serve on the Committee.

Ms. Holmes echoed concern regarding grant eligibility and membership.

Ms. Jenkins explained that the plan to address this issue with grant eligibility and membership is to amend NRS to account for the ability to abstain when a conflict of interest exists rather than deny all eligibility to an associated agency. Currently, the NRS dictates that a member of GMAC is not eligible to receive a grant which not just inhibits current members, but also the recruitment of future members. Since amending NRS is long term but not immediate solution, we have included additional clarifying language of “a grant that is administered by the Advisory Committee”. Ms. Jenkins continued that for current members, the current intent is to allow members to complete their term, but those wishing to continue to receive funding will not be eligible for reappointment until NRS is amended.

Ms. Holmes confirmed that this plan was logical to move forward with.

Ms. York inquired if there were any further discussion or questions regarding the proposed changes.

Ms. Jenkins informed the Committee that the Bylaws were submitted for Deputy Attorney General (DAG) review though had not received input yet if the Committee wanted to approve Bylaws with the discussed changes pending on feedback from DAG.

Mr. McCoy agreed.

Ms. Richardson-Adams concurred that awaiting feedback from the DAG would be preferred and motioned to proceed in waiting for DAG review.

Megan Braschia-Burns seconded this motion.

No member opposed.

Action – Final approval of Bylaws amendments will await DAG review and revisited next scheduled meeting.

VI. Informational and Discussion only: Grants Management Unit Updates

Shannon Jenkins, MAII, invited the new staff involved with the GMU to introduce themselves.

Dana Roscom, Social Services Chief III, and Christina Hadwick, Deputy Director of Fiscal Services, introduced themselves and their role with GMU.

Ms. Jenkins also indicated that there were two new members for the Committee – Melissa Mackedon, who is excused from this meeting, took over the superintendent designee position of GMAC and Meghan Braschia-Burns holds the second position of a person with experience of finance.

Ms. Braschia-Burns introduced herself to the Committee and staff.

Ms. Jenkins also shared that the GMU is releasing today a Notice of Funding Opportunity (NOFO) regarding the Account for Victims of Human Trafficking. This NOFO will be sent out after this meeting to the listserv as well as posted on the GMU website and Nevada ePro. In the GMAC meeting scheduled for January 20, 2026, GMAC will give funding recommendations for this NOFO.

For the May 20, 2026, meeting, the Committee will be giving funding recommendations based on the statewide needs assessment that will be completed as required by NRS 439.630.

VII. Public Comment

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There was no public comment.

VIII. Wrap up and Adjournment

Stacy York, Chair, adjourned the meeting at 1:30pm.