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DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH

BUREAU OF BEHAVIORAL HEALTH WELLNESS AND PREVENTION

Management Oversight Team

Management Memorandum 17-006

**DATE:** May 12, 2017

**TO:** Subrecipient, Contractors, and State Agencies

**FROM:** Kyle Devine, Bureau Chief *KD*  
Behavioral Health Wellness and Prevention

**SUBJECT:** Management Oversight Team (MOT) Staff Changes

In the Bureau of Behavioral Health Wellness and Prevention's effort to improve the quality and services it provides to vendors and subrecipients, management has restructured our program to include a grant team that resides under the operational authority of the Management Oversight Team (MOT). The MOT includes the following administrative areas: compliance, fiscal, grant, and operational/document control.

The new grant team will function as the fiscal points of contact for all subgrants and contracts issued under the Substance Abuse Prevention and Treatment and the Community Mental Health Services Block Grants, the PATH grant, the SPF/PFS grant, the CABHI grants, and all pass-through funding from the State that support Substance Abuse Prevention and Treatment services and programs. Each analyst will be assigned specific funding sources to manage. Analysts will also be responsible for every subgrant issued (obligated) to their assigned funding sources.

Please see the grant team assignments below:

Grant Team Assignments			
Name	Phone	Email	Assignment
Bill Kirby	775-684-4054	bkirby@health.nv.gov	State General Fund (SPI & METH) & Liquor Tax
J'Amie Frederick	775-684-4095	jfrederick@health.nv.gov	State General Fund (Treatment MOE), Medical Marijuana, & PATH Grant
Jessica Hoff	775-684-3490	jehoff@health.nv.gov	Substance Abuse Prevention & Treatment Block Grant
Karen Larin	775-684-4055	klarin@health.nv.gov	Community Mental Health Services Block Grant & SPF/PFS Grants

**Please Note:** For programmatic questions and technical assistance related to your subgrant scope of work (SOW), you should contact your assigned Program Analyst. Meg Matta (mmatta@sapta.nv.gov) oversees the prevention program subgrants and Auralie Jensen (ajensen@health.nv.gov) oversees the treatment program subgrants.

The compliance team will function as subject matter experts and the points of contact for technical assistance for the fiscal and administrative requirements for all subgrants issued by the program. The compliance team will be responsible for:

- The annual audit reviews and the subrecipient monitoring program;
- The management memoranda system for the distribution of program policy changes and updates, and frequently asked questions; and
- The annual reviews and updates for the programs operational administrative manuals, grant guides, policies, procedures, and internal controls.

Please see the compliance team assignments below:

Compliance Team Assignments			
Name	Phone	Email	Assignment
Vacant	TBD	TBD	Subrecipient Monitoring Program and Grant Administration Technical Assistance programs

The fiscal team will function as the secondary fiscal review for all subgrants and contracts issued under the Substance Abuse Prevention and Treatment and the Community Mental Health Services Block Grants, the PATH grant, the SPF/PFS grant, the CABHI grants and all pass-through funding from the State that supports Substance Abuse Prevention and Treatment services and programs. The fiscal staff is also responsible for supporting and providing technical assistance to the grant team. The fiscal staff is also responsible for the management of the Program’s state budget and daily fiscal support.

Please see the fiscal team assignments below:

Fiscal Team Assignments			
Name	Phone	Email	Assignment
Theresa Callahan	775-684-4068	tcallahan@health.nv.gov	Program State budget and daily fiscal needs
Vacant	TBD	TBD	SAPTA Certifications, insurance tracking, fiscal support, file management and is the liaison between the program and the Division's fiscal and contracts units.

If you have any questions please do not hesitate to contact the Management Oversight Team at 775- 684-4091, or e-mail at MOT\_MM@health.NV.GOV or visit the Management Oversight Team webpage at [http://dpbh.nv.gov/Programs/ClinicalSAPTA/Home\\_-\\_SAPTA/](http://dpbh.nv.gov/Programs/ClinicalSAPTA/Home_-_SAPTA/)