

STATE OF NEVADA

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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 10, 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/