

AGING AND DISABILITY RESOURCE CENTER ADVISORY BOARD MEETING MINUTES

March 30, 2010

The Aging and Disability Resource Center held a public meeting on March 30, 2010, beginning at 1:30 p.m. at the following locations:

Northern Nevada Center for Independent Living at 999 Pyramid Way, Sparks Nevada, Rebuilding All Goals Efficiently at 2901 El Camino Ave, Suite 102, Las Vegas, Nevada and Northern Nevada Center for Independent Living at 1919 Grimes Street, Suite B, Fallon Nevada

The sites were connected by videoconference and speaker telephones.

1. Welcome and Introductions

The meeting was called to order by Wanda Brown, ADRC Project Manager.

Board Members Present: Debbie Dauenhauer, Barbara Tobin, Ida Davis, Jackie Kassower, Veronica Wilson, Tara Swartz, and Edrie Lavoie sitting in for Sara Brower

Board Members Absent: Sherri Rice; Excused Absence and Mary Brock; Unexcused Absence.

Guests Present: Tiphonie May, Lisa Erquiaga, Joni Inglis, Susan Harris

ADSD Staff: Tina Gerber-Winn, Wanda Brown, Marilyn Wills, Kristi Martin, Cindy Tapp

2. Presentation on the history and status of the ADRC Project

- ✿ Ms. Brown reported that each Board Member received a binder full of materials. Ms. Brown affirmed some of the items were going to be action items and some items will be history to familiarize all Board Members with the project and what ADRC sites are doing and what the ADRC project hopes to accomplish.
- ✿ Ms. Brown presented all Board Members with a hard copy of the PowerPoint presentation.
- ✿ Ms. Brown stated ADRC is to be a tool to help the state redirect our system of support and the system of support is supposed to be consumer driven. Ms. Brown stated the system has always been a provider driven model within this state, and to change this, ADRC will need to go to the culture consumer driven model. When people are empowered with choices, given information, make their

choices, and be a part of the decision making for how they want to live in the community it becomes a systems change.

- ✿ Ms. Brown shared the history of Nevada becoming one of nineteen resource center projects funded in 2005. She stated we have 45 states in territories nationwide and there are more than 200 centers in over 950 counties nationwide. They are currently serving about 40 percent of the US population. ADRC sites are all over the country, enhancing and complementing community based services in the community.
- ✿ Ms. Brown shared the philosophy of Nevada's ADRC not being in one physical place. The operational components are carried out by each grantee site as well as the Aging and Disability Services Division staff. It involves coordinated efforts with Department of Health and Human Services (DHHS) divisions which include Department of Welfare and Supportive Services, (DWSS) and Department of Health Care Financing and Policy (DHCFP).
- ✿ Ms. Brown acknowledged we share a vision with Administration on Aging (AoA). It is to have a resource centers available to every community across the state serving as highly visible and a trusted sources where people of all ages and disabilities can turn to, for information on a full range of long-term support options. It has been noted that other states that have been implementing the initiative for a while and they're saving their states money. People are much happier because they're making choices and they're learning about what is in their community. People are able to make those decisions and be where they want to be.
- ✿ Ms. Brown acknowledged that to be in a state that is having budget problems; it's hard to be efficient and fiscally responsible. Efficiency is a combination of all of our partnerships that we try to obtain within our state. We can't all do it as one entity. So the collaboration with all our partners and all our interagency agreements play a vital part.

Other issues of importance are listed as follows:

- ✿ ADRC Target Audience might also include private pay individuals; people who have never accessed public programs that might find themselves in a predicament to access or find information because they're getting worried about their future.
- ✿ At a minimum, ADRC sites have three required levels of services that we expect our sites to provide to their community and work towards becoming fully functioning.
- ✿ Part of a general model of any business is providing Information & Referral (I&R).

- ✿ Assistance and Advocacy (A&A) is also known as Options Counseling. We want site staff specialists to be knowledgeable about the community resources that are available.
- ✿ Eligibility and Access (E&A) is also known as Benefits Counseling.
- ✿ Part of the ADRC component that we are responsible for is to make sure sites receive training on various public programs so they are proficient and kept up to date on eligibility and coverage options.
- ✿ Our agency established measureable program indicators in order to track the ADRC progress. A program evaluation plan has been developed in partnership with the Sanford Center for Aging at UNR. The evaluations measure constant indicators used to track the progress and level of performance applicable to each indicator. The measurement areas which are designed to promote continuous quality improvement and development of ADRC include visibility, trust, ease of access, responsiveness, and efficiency and effectiveness.
- ✿ ADRC Website is www.NevadaADRC.com. Disability components have been added to the website. Eventually the information will be transferred over and the Nevadacareconnection.org website will go away. This is in process and is part of the grant that we have for the enhancement grant for ADRC for the next two and a half years.
- ✿ Ultimately with Nevada ADRC.com and our SAMS system, our specialists will be able to go in and input their information referral while on the phone or in person, and keep track of that data for reporting at a later time, keeping it in all in one place. The systems will be able to communicate to each other.

3. Review of proposed ADRC By-Laws consider revisions and adopt final version of By-Laws

Resolution and Consent of Board Members of ADRC Approving Amendment of Bylaws

A meeting of the Board Members of Aging and Disability Resource Center was duly called and held on March 30, 2010, at 1:30 p.m., at the office of Northern Nevada Center for Independent Living located at 999 Pyramid Way, Sparks, Nevada. A quorum of the board members was present and at the meeting it was decided, by majority vote, that it is advisable to amend the bylaws of the ADRC.

Therefore, it is
RESOLVED, that the bylaws of the ADRC be amended in the following manner:

- ✿ Section 6.3-F. Article III Duties

Meet on a quarterly basis for approximately 3-4 hours to provide guidance on specific program or operational issues.

Revision to read as follows:

Meet on a quarterly basis to provided guidance on specific program or operational issues.

Motion to approve the change:

First to Motion to Approve: Veronica Wilson

Second to Motion to Approve: Jackie Kassower

Anybody Apposed? No

Motion to approve is final.

✿ Section 6.4-1-A. Voting Members

The Deputy Administrator and Project Manager shall appoint as voting members of the Advisory Board, 9 persons who have experience with or an interest in and knowledge Nevada ADRC's continuous quality improvement.

Revision to read as follows:

The Deputy Administrator and Project Manager shall appoint as voting members of the Advisory Board, 9 persons who have experience or an interest in and knowledge of Nevada ADRC's continuous quality improvement.

Motion to approve the change:

First to Motion to Approve: Veronica Wilson

Second to Motion to Approve: Tara Swartz

Anybody Apposed? No

Motion to approve is final.

✿ Section 6.4-2-A. Non-Voting Members

The Project Manager shall serve as non-voting, ex officio member of the Advisory Board and may designate an alternate within her office to attend any meeting of the Advisory Board in her place.

Revision to read as follows:

The Project Manager shall serve as non-voting, ex officio member of the Advisory Board and may designate an alternate within his/her office to attend any meeting of the Advisory Board in his/her place.

Motion to approve the change:
First to Motion to Approve: Tara Swartz
Second to Motion to Approve: Ida Davis

Anybody Apposed? No
Motion to approve is final.

✿ Section 6.4-4-A. Election of Chairperson and Co-Chairperson

The Project Manager will initiate interest from the Advisory Board to see if anyone is willing to participate as the Chairperson or Co-chairperson. If no one steps forward the Project Manager will ask for nominations from the Advisory Board.

Revision to read as follows:

The Project Manager will ask for nominations from the Advisory Board for the Chairperson and the Co-Chairperson.

Motion to approve the change:
First to Motion to Approve: Veronica Wilson
Second to Motion to Approve: Jackie Kassower

Anybody Apposed? No
Motion to approve is final.

✿ **Ms. Gerber-Winn requested a global vote on the capitalization of the board members throughout the document.**

Revision to read as follows:

Board Members

Motion to approve the change:
First to Motion to Approve: Jackie Kassower
Second to Motion to Approve: Ida Davis

Anybody Apposed? No
Motion to approve is final.

✿ Section 6.4-6-B Subcommittees

Subcommittee's membership will not exceed five (5) members.

Revision to read as follows:

Subcommittee's membership shall not contain more than four (4) Advisory Board Members. And the subcommittee can consist of community partners, inter-agency staff or consumers.

Motion to approve the change:

First to Motion to Approve: Tara Swartz

Second to Motion to Approve: Ida Davis

Anybody Apposed? No

Motion to approve is final.

4. Election of Chairperson and Co-Chairperson

- ☀ **Nominated for Chairperson is Veronica Wilson, Blind Center of Nevada, Las Vegas and for Co-Chairperson; Tara Swartz, Ron Wood Family Resource Center, Carson City.**

Motion to approve Veronica Wilson for Chairperson:

First to Motion to Approve: Debbie Dauebhauer

Second to Motion to Approve: Ida Davis

Anybody Apposed? No

Motion to approve is final.

Motion to approve Tara Swartz for Co-Chairperson:

First to Motion to Approve: Veronica Wilson

Second to Motion to Approve: Jackie Kassower

Anybody Apposed? No

Motion to approve is final.

5. Project Manager's Report

- ☀ Operations Manual is not complete yet, most of the sections are done. One section is in revision right now and once the manual is complete it will be posted on the ADSD website. Also, all members will receive a final copy. The last section that is being worked on is Publicly Funded Programs Information and Links.
- ☀ Interagency Group is our agency sitting with other Department of Health and Human Services (DHHS) agencies. The Office of Welfare and Supportive Services (DWSS) and Department of Health Care Financing and Policy

(DHCFFP) are working on agreements to work together. A letter of commitment from each agency to work together with the training of our site staff and providing information which is current and up to date on their program, eligibility, updates, and to help the ADRC with resources.

- ✿ There will be a time when training can be accessed through the internet and it will have a variety of topic modules for training. Such as, interviewing, suicide prevention training, EPS identification of elder abuse, several modules with Sanford Center for Aging in the last grant year produced three and more are in development. There are twelve maybe thirteen areas of education that can be offered. The goal is to add to the e-learning library as time goes on. It is a requirement to take training for ADRC Sites.

6. Discussion and possible determination on strategies to create ADRC 5-Year Plan and what should be included in the plan.

- ✿ For project evaluation several methods have been used like front end data collection, who we are serving, the timeframe of serving, and delivering follow-up surveys to those individuals that we have served to see if it was beneficial and what information was useful.
- ✿ AoA is looking for us to have project evaluation as a measure. The ADRC plan will be a stand-alone plan and ADRC would like to create a plan that can be achieved and that is realistic to build the base.
- ✿ It needs to be shown, that it's achievable and we are working together to communicate to our partnerships within our state to achieve access to care, increase or shorten times to eligibility determinations, and provide accurate information to people on the ground.
- ✿ Ms. Gerber-Winn and Ms. Brown will put together information on what was stated in the national meeting as AoA priorities. It may provide insight as to how it fits in to the plan as you are trying to recommend structure within the plan. They will state things that need to be included to cover what AoA expectations are.

✿ Motion to approve for Ms. Brown to send template from AoA to the Advisory Board related to the structure of the five year plan.

First to Motion to Approve: Jackie Kassower
Second to Motion to Approve: Ida Davis

Anybody Apposed? No
Motion to approve is final.

✿ Motion to approve for the Advisory Board be sent a synopsis of the recent ADRC conference AoA priorities to review in regards to the plan.

First to Motion to Approve: Jackie Kassower
Second to Motion to Approve: Ida Davis

Anybody Apposed? No
Motion to approve is final

7. Consider Agendas Items for Next Meeting

- ✿ Ms. Gerber-Winn stated there will be a person to address each topic and it will be put on the agenda.
- ✿ Ms Gerber-Winn affirmed that the ADRC meeting minutes are to be posted on the ADSD website.
- ✿ Wanda Brown will give all members the Site Meeting minutes that occurs during the quarter. Also, Ms. Brown will send out the locations of the meeting for Advisory Board Member to attend if they wish.
- ✿ **Motion is to add to the agenda, next time a review of the structure of the 5 year plan, current status on project evaluation, program sustainability, marketing and outreach, and information system technology, project manager report to include operations manual updates, interagency groups' status, the ADRC site meeting review, and the grant work plan progress.**

First to Motion to Approve: Jackie Kassower
Second to Motion to Approve: Tara Swartz

All In Favor: I

Anybody Apposed? No
Motion to approve is final

8. Schedule Next Meeting date and time

- ✿ **Motion: Meetings will be held on the second to last Tuesday of the last month of the quarter. The third Tuesday of the last month of the quarter at 1:30 p.m. and will end at 4:30 p.m.**

First to Motion to Approve: Jackie Kassower
Second to Motion to Approve: Tara Swartz

All In Favor: I

Anybody Apposed? No
Motion to approve is final

Next meeting is scheduled for June 22, 2010; 1:30pm-4:30pm same locations.

9. Public Comments

- ☀ Guest; Tiphonie May stated she would like to share, with the Chairperson and Project Manager, a strategic plan she has in her possession that was presented at the Alliance for Nevada Non-Profits in February by Christopher Askin. She stated it might be helpful to the ADRC project. Ms. May was acknowledged and thanked for her contribution.

10. Adjournment

Adjourn – First to Motion to Approve: Jackie Kassower
Second to Motion to Approve: Ida Davis

All In Favor: I

Anybody Apposed? No
Motion to approve is final

- ☀ **Meeting was adjourned at 3:37 p.m.**