



Brian Sandoval
Governor

STATE OF NEVADA
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AGING AND DISABILITY SERVICES DIVISION

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MINUTES

Name of Organization: Nevada Aging and Disability Resource Center (ADRC)
Advisory Board

Date and Time of Meeting: March 8, 2011
1:30 p.m.

Place of Meeting: Northern Nevada Center for Independent Living (NNCIL)
999 Pyramid Way
Conference Room
Sparks, Nevada 89431

Video-Conferenced to the following locations:

Las Vegas: Rebuilding All Goals Efficiently (R.A.G.E.)
2901 El Camino Avenue, Suite 102
Conference Room
Las Vegas, Nevada

Fallon: Northern Nevada Center for Independent Living
1919 Grimes Street, Suite B
Fallon, Nevada

Agenda

I. **Welcome and Introductions**
Wanda Brown, ADRC Project Manager, ADSD

Ms. Brown called the meeting to order and called roll.

Board Members Present: Mary Brock, Donna Kollman, Tara Swartz, Barbara Tobin, Ida Davis, and Jackie Kassower.

Board Members Absent: Alicia Davisson, Veronica Wilson, and Debbie Dauenhauer.

ADSD Staff Present: Tina Gerber-Winn, Wanda Brown, Lisa Jones, Becky Boatwright, and Brenda Mothershead

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Guests Present: Teresa Sacks, Sanford Center for Aging, Marilyn Wills, GovCHA and Lisa Erquiaga, Northern Nevada Center for Independent Living.

II. Approval of Minutes from the March 8, 2011 Meeting*

Ronnie Wilson, Chairperson

In Ms. Wilson's absence, Ms. Brown stated Tara Swartz, Co-Chairperson would lead the meeting and the board members in their review of the minutes from the previous meeting.

Ms. Swartz asked for comments or changes to be noted. None noted. Ms. Swartz motioned to accept the minutes from the January 4, 2011, as submitted. Ms. Brock seconded and the motion passed unanimously.

III. Approval of the Following Minutes from the 5 Year Strategic Plan Subcommittee Meetings:*

Tara Swartz, Co-Chairperson

Ms. Brown led the board members in their review of the minutes from the 5 Year Strategic Plan Subcommittee Meetings.

- Program Evaluation Subcommittee, September 27, 2010, Meeting
 - Ms. Swartz moved to approve the Program Evaluation Subcommittee minutes as submitted. Ms Brock seconded and the motion passed.
- Partnership Subcommittee, November 19, 2010, Meeting
 - Ms. Swartz moved to acknowledge and correct the date on the Partnership Subcommittee minutes from November 19, 2010, to November 29, 2010. Ms. Swartz made a motion to approve as corrected. Ms. Brock seconded and the motion passed.
- Sustainability Subcommittee, January 26, 2011.
 - Ms. Swartz moved to approve the Sustainability Subcommittee minutes as submitted. Ms. Davis seconded and the motion passed.

IV. Review, Discussion, and Possible Vote on the Current ADRC 5 Year Strategic Plan Draft which will be Submitted to Administration on Aging.* Action may be Taken to Make Additions, Deletions, or Corrections for Final Submission.*

Tara Swartz, Co-Chairperson

Ms. Swartz turned this agenda item over to Ms. Brown for discussion. Ms. Brown presented the final draft of the ADRC 5 Year Strategic Plan for March 1, 2010, to

September 30, 2016, by reading the introductory material to the board members. Ms. Brown noted that much of this information reiterates the philosophy and other information from the ADRC Operations Manual and elsewhere for the Administration on Aging. Ms. Brown stated that the Process and Outcomes information is based on the last Lewin Group Report.

Ms. Brown then read the Goal information that was drafted outside the board's subcommittees and had not been previously presented to the group. Board Members corrected errors and reworded text as they reviewed the document.

Ms. Kollman asked how the cost of meeting the goals of the 5 Year ADRC Strategic Plan will be tracked. Ms. Brown asked that the group revisit this question, if necessary, after she presents the part of the document that discusses the cost of running the Nevada ADRC project for one year. Ms. Brown invited the members to email any additional comments to her.

Ms. Swartz made a motion to accept the draft as presented, along with any additional changes to be made by ADSD, Ms. Brock seconded, and the draft was accepted.

V. **ADRC Project Manager's Report**

Wanda Brown

Ms. Brown reported on the following:

National ADRC Conference she attended in February:

- She shared a copy of the January 2011 ADRC Training notes with the group. This document provided several statistical updates for the National ADRC program.
- Kathy Greenlee, Assist Secretary for Administration on Aging (AoA), was a keynote speaker at the conference. She reported on February 14, 2011, President Obama announced a historic budget for the AoA. The budget proposal included \$700M to the programs. The Federal AoA agency has \$1.6B, adding the additional \$700M, brings the total to \$2.2B. This is a phenomenal opportunity to have this kind of support. Ms. Brown read through the rest of her notes and will provide a copy to the Advisory Board Members.
- Ms. Brown was invited and participated on the Options Counseling panel discussion with Utah and Oregon. The panel received positive comments from the other states. Ms. Brown invited Ms. Sacks, the ADRC Program Evaluator and developer of the Options Counseling Module, to also sit on the panel. Ms. Sacks stated that the National ADRC likes the state ADRC

projects to partner with universities.

- Technical Assistance Meeting: One on one meeting with AoA Regional Administrator, Lewin Group Consultant and a guest from HCBS Strategies. Ms. Brown had a list of questions that were discussed and answered. One of her questions was regarding cost effect and savings, they made it clear ADRCs need to document cost effects that are realistic and really will work.

Interagency Group:

- Division of Welfare and Supportive Services (DWSS) Data Sharing agreement for MIPPA Grant; sites are picking up Welfare applications minimally pre-populated to assist in accessing the benefit to help pay Medicare premiums.
NV ACCESS; cancelled last update meeting, missed a couple prior to that.

Partnerships:

- Have not worked on MOU w/ 2-1-1, they wanted it refined, hopefully will go forth with educating operators soon. They have a new program coordinator.

ADRC Site Recruitment update:

- Grant applications due 3/3/11. There is renewed interest, need to look at service areas, projected output measures, the money requested. Project Manager's review and recommendations due by 04/25/11.

Grant Work Plan Progress:

- The carryover request from 1st year grant was approved at the requested amount of \$115,113.00. Received notice of information to receive continuation funding for our 3rd year.
- Recruitment: Looking at possibly funding two additional sites. Might only be able to award one; depends on applications. Highly competitive.
- Improve use of information and assistance software & develop and refine tools for data collection: Data Tracking Tool (DTT) launching, training with Sanford Center for Aging (SCFA) on Friday. Will roll out to the sites on 3-16.
Developing a cost analysis sheet to show cost savings. Will include in the next federal report due in April, five year plan and will share with Advisory Board Members.
- 5 year plan: Most of Ms. Brown's time has been spent on this project. It is due March 31, 2011. The three subcommittees and the ADRC IT Consultant have contributed greatly. She gave thanks to those present.

VI. **ADRC Project Updates on the Following**

- Information Systems Technology – Brian Wanbaugh, ADRC Technical Consultant

In Mr. Wanbaugh's absence, the ADRC Information Systems Technology report was given by Ms. Brown.

- Some delays have incurred (domain transfers, hosting set up; content design, national meeting) that prevented the live launch of ADRC website portal. It is now scheduled for March 18th. There will be continuous design updates thereafter.
- DTT training to the program evaluator scheduled for March 11th. March 16th will roll it out the ADRC Sites for the next month to use for reporting.
- Program Evaluation and Quality Management – Teresa Sacks, UNR Sanford Center for Aging
 - Sanford Center has moved back to the UNR campus is now located at the Center for Molecular Medicine/Whitmore Peterson Institute. The new Sanford Center houses the volunteer programs; we encourage people to visit and take a tour. The remaining SCA programs are located at the Pennington Medical Education (PME) building and at the Nelson Building.
 - Moving forward to streamline/improve data collection, entry, and reporting; getting excited about sites reporting their data at the DTT at the new portal.
 - Received IRB approval on new instruments, have had to make minor modifications to the FCIS and the SPSS to reflect loss of NNCIL as a program site, protocol modification received approval 03/07/11.
 - Conducted 3 site visits to provide technical assistance and orient site personnel on the implementation procedures of the new instruments (CIS and FCIS), site cover letters, FCIS recruitment form, and respond to data-reporting questions. Added a new box on Consumer Intake Survey (CIS), "For Office Use Only" where site staff can put Date of Service (DOS) and their initials (ID). This will allow us to more accurately administer the "90"-day FCIS. This is better than date of consent.
 - Attended meeting with Ms. Brown, Mr. Wanbaugh and Ms. Tammy Ritter in Baltimore, MD; Very valuable information that will be utilized to write the next report.
Per Joseph Lugo quote, *"Every morning in Africa when a gazelle wakes up..." If you're running without a vision or a purpose, you're just running"*.
This quote was provided to illustrate the importance of the 5-Year Strategic Plan.

- In process on developing two ADRC training modules; the serving persons with mental health issues is out for expert content review. Scheduled beta testing with Lyon County 4/20/11. Serving private pay individuals in development. Beta testing to be scheduled possibly in July or Aug.

VII. Consider Agenda Items for Next Meeting*

The following items were suggested to be included on the agenda of the next meeting of the ADRC Advisory Board:

- Public Comment to follow Minutes Review
- Project Manager's Report (Ms. Brown)
- Site Recruitment Update
- IT Update – Live Launch
- Program Evaluation Update

Ms. Swartz moved that the above items be set as the agenda for the next meeting. Ms. Davis seconded and the motion passed.

VIII. Schedule Next Meeting Date and Time*

Ms. Swartz moved to schedule the next meeting of the ADRC Advisory Board for 1:30 p.m. on Tuesday, June 21, 2011. Ms. Kassower seconded and the motion passed.

IX. Public Comment (No action may be taken upon a matter raised under public comment period unless the matter itself had been specifically included on an agenda as an action item.)

There was no public comment.

X. Adjournment*

Ms. Swartz made a motion to adjourn and Ms. Brock seconded. The meeting was adjourned at 3:05 p.m.

* Denotes items on which action may be taken.
NOTE: Items may be considered out of order.

Minutes submitted by: Brenda Mothershead, ADSD