



JIM GIBBONS
Governor

STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
AGING AND DISABILITY SERVICES DIVISION

3416 Goni Road, D-132
Carson City, Nevada 89706

(775) 687-4210 • Fax (775) 687-4264
adsd@adsd.nv.gov

MICHAEL WILLDEN
Director

CAROL SALA
Administrator

MINUTES

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

Date and Time of Meeting: January 4, 2011
1:30 p.m.
Rescheduled from December 14, 2010 at 1:30 p.m.

Place of Meeting: Northern Nevada Center for Independent Living
999 Pyramid Way
Conference Room
Sparks, Nevada 89431
(775) 353-3599

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

Elko: Northern Nevada Center for Independent Living
1250 Lamoille Hwy
Unit 944
Elko, Nevada

I. Welcome and Introductions

Wanda Brown, ADRC Project Manager, ADSD

Board Members Present: Alicia Davisson, Mary Brock, Veronica Wilson,
Debbie Dauenhauer, Donna Kollman, Barbara Tobin, Ida Davis

Board Members Absent: Jackie Kassower, Tara Swartz

ADSD Staff: Wanda Brown, Brian Wanbaugh, Tina Gerber-Winn, Lisa Jones

Guests Present: Teresa Sacks, Sanford Center for Aging; Marilyn Wills, Office of the Governor Consumer Health Assistance

Ms. Brown introduced and welcomed new board member Alicia Davisson.

Ms. Kollman moved that agenda items III and IV be taken at the end of the meeting, after agenda item VIII, in order. Ms. Tobin seconded, and the motion passed.

II. Approval of the Minutes from the September 21, 2010 Meeting*
Ronnie Wilson, Chairperson

Ms. Dauenhauer moved that the minutes from the September 21, 2010, meeting be accepted as submitted. Ms. Brock seconded, and the motion passed.

III. ADRC Project Manager's Report, Wanda Brown

Interagency Group

- ACCESS Nevada Partnership

Ms. Brown reported the Nevada ADRC project has been working with Welfare and Supportive Services to have our ADRC sites pilot their online Medicaid application, ACCESS Nevada. The sites have been testing this in anticipation of the online application capability being launched to the general public in the near future. Because of this partnership, we ended our contract with our vendor who provided e-form capability on our existing website. Although this meant we lost the capability for site staff to use our internally developed Medicaid application e-form, it is saving us \$3,561 per quarter. ADRC Site Staff and the other testers are providing some important input as the contractor makes final changes to the online application before it is released.

Ms. Brown reported that Nevada ADRC is also working on a data-sharing agreement to collaborate under another MIPPA project. This collaboration will allow ADRC sites to apply for additional grant money to do outreach to low-income consumers and help them with applications for the Low-Income Subsidy and Medicare savings plans (QMB, SLMB, etc.).

- Nevada 2-1-1 Partnership

Ms. Brown reported that she met with Nevada 2-1-1 Executive Committee member Grady Tarbutton, and they discussed the community partner agreement Ms. Brown had sent to the executive committee for their review. The executive committee recommended that, because there are so many different agencies

involved with 2-1-1, that a more technical memorandum of understanding be initiated between some of the major 2-1-1 partners and the Aging and Disability Services Division, and that the community partner agreements be initiated between 2-1-1 north or south and the entities that are in those parts of the state. The governance details, such as who is going to sign the agreement(s) are still being worked out, but Ms. Brown is hopeful that once certain details are addressed training can begin for both the north and south 2-1-1 operators and the ADRC site staff.

- ADRC Site Update

Ms. Brown presented her FY 2010 (10/01/09 through 06/30/10) report (Title III-E actual versus projected clients served for the three sites).

- RAGE made 149.71% of their client goal (515 projected versus 771 actual) and provided services at a cost of \$35.07 per client.
- Washoe County made 98.94% of their client goal (1,800 projected versus 1,781 actual) and provided services at a cost of \$35.61 per client.
- NNCIL made 31% of their client goal (900 projected versus 279 actual) and provided services at a cost of \$127.43 per client.

Ms. Wills made the point that the percentage of clients served versus what has been projected for the time period can be looked at more than one way. It looks as though NNCIL over-projected and underserved, whereas RAGE under-projected and over-served. She went on to say that RAGE is going to be piloting use of the ADRC information-and-referral software tool, which will help them to make better projections going forward.

Board members and guests discussed the depth at which this information is compiled and tracked. Ms. Brown stated reporting methods are always being refined, and we are always targeting the most underserved, frailest and most vulnerable populations with these services.

Ms. Brown noted that Lyon County is not represented in this data because they are new and were not an ADRC grantee site during the reporting period. Ms. Brown stated the Division continues to work with Washoe County's IT people to improve the process of migrating their data into SAMS for their reporting. Participation in scheduled required meetings could be better, and this site, as a county entity, continues to experience difficulty in getting buy-in to the ADRC philosophy from the entire staff.

Ms. Brown reported there have been four technical assistance visits to NNCIL in Sparks throughout the year regarding performance and projected output measures for reporting. Grantee Executive Director Lisa Erquiaga submitted a letter to Carol Sala, effective December 31, 2010, requesting that NNCIL Sparks not continue as an ADRC site in the coming year and that remaining funds from fiscal years 2010 and 2011 be de-obligated. While this means that NNCIL

Sparks is no longer an ADRC site, it is still a center for independent living and a resource for the population we serve. Ms. Brown will forward a copy of Ms. Erquiaga's letter to the advisory board members as requested.

- Grant Work Plan Progress
 - Year 1 Budget Worksheet Copy

As requested at the previous meeting, Ms. Brown presented her budget worksheet for the period for the first year of the ADRC enhancement grant (9/30/2009-9/29/2010). On December 27 a request was submitted to the grantor to carry over \$115K into our second grant year. \$97K of this amount represents the budget for Brian Wanbaugh's IT consultant position, due to the fact that he was not hired until several months into the grant year, in April. Being able to carry over these funds would allow us to continue to pay Mr. Wanbaugh to provide a full year of work for us.

- Recruit ADRC Sites in Underserved Areas

Ms. Brown reported that, in October, Division Deputy Administrator Tina Gerber-Winn had meetings with two potential sites (Elko County Senior Center and the Elko Family Resource Center) to explain ADRC responsibilities. In December, Ms. Brown met with the Carson City Family Resource Center, as well. She has followed up in with all three and sent them the readiness self-assessment tool developed by ADRC National Technical Assistance Exchange (TAE). She closed by saying that we continue to work with existing sites and work on recruiting new sites.

Ms. Brown reported that the granting process is starting again, and this time all grants will be done through one application. The request for proposal (RFP) will be posted on January 12, and the grant orientations will be held in Las Vegas on January 25, in Carson City on January 26, and in Elko on January 27.

- Training Modules for ADRC expanded:

Ms. Brown stated the contract with and sub-grant to the Sanford Center for Aging continue for the expansion of ADRC training modules. Two modules with more real-life situations and discussion, rather than the three modules previously considered will be developed. The modules will incorporate more real life situations and discussion with providers or consumers so ADRC Sites will be more comfortable and knowledgeable on how to counsel persons with mental health issues and serving private pay ADRC consumers.

- Deploy E Learning solution

Ms. Brown reported we are still working with Mr. Wanbaugh and collecting input from the partners on the deployment of the e-learning solution.

- Improve Use of I& A software and develop/refine tools for data collection

Ms. Brown stated that we have continued to refine the Data Tracking Tool (DTT), and this will be the first online tool we will demonstrate in the ADRC portal before we launch the site live.

- Collaborate with aging network, public benefits agencies and stakeholders on 5 year plan and project design

Ms. Brown reported we have accomplished this through our subcommittee meetings and will continue as we go through the review process.

IV. ADRC Project Updates on the Following:

- Information Systems Technology-Brian Wanbaugh, ADRC Technical Consultant

Advisory Board Members were provided with a handout from Mr. Wanbaugh. Mr. Wanbaugh asked that everyone present at the meeting today visit the link he has given them and register on the Beta version of the ADRC portal, try it out, and provide some input prior to the live launch now tentatively scheduled for January 17, 2011. He also gave an update on the goal of having access to our SAMS data via the portal through our own software repository. Now that we have access to our data backups from Harmony and our database servers at DoIT, we can upload the SAMS data to our servers at DoIT. This will allow us to do more detailed reporting from SAMS and port this into the Data Tracking Tool (DTT).

- Program Evaluation and Quality Management-Teresa Sacks, UNR-SCFA
 - Institutional Review Board (IRB) Update

Ms. Sacks reported on staff changes at Sanford Center. With the departure of Graduate Research Assistant Rori Lee, the Center has hired Graduate Research Assistant Angela Broadus and Student Worker Maryl Boyer to do the tasks previously done by Rori.

Ms. Sacks stated data collection is ongoing, and the December data tracking tool was just issued to the pilot sites for submission by January 17. She stated they will then be able to begin analysis of data for their next official program evaluation and quality management report, which will cover the period July 1 through December 31.

Ms. Sacks reported that the Sanford Center has now received their IRB approval. This allowed revision of the plan and framework, as well as revamping of the measurement instruments and addition of a new stakeholder/partner satisfaction survey. The new survey will go out to everyone and can be completed online in few minutes with the UNR checkbox survey interface similar to SurveyMonkey.

Having the IRB approval allows Sanford Center to now report findings about the project in general beyond the project sponsor (the Division) to a national audience.

Ms. Sacks stated that in addition to special data requests that are routinely run for RAGE at their request, Sanford Center has recently run some special reports for the Washoe County ADRC Site at their request.

Sanford is gearing up for the ADRC site visits, which will include training. Sanford has completed content outlines on the two training modules and are going through the review process.

V. Accept Tara Swartz Sustainability Subcommittee Resignation, Nominate Betty Munley as a new Subcommittee Member and Vote*

Ronnie Wilson, Chairperson

Ms. Wilson read the letter received from Tara Swartz asking to resign from the Sustainability Subcommittee of the ADRC Advisory Board. Ms Brown clarified that Ms. Swartz wishes to resign from the subcommittee and remain active on the Advisory Board. It was also noted that since the Advisory Board is responsible for setting the membership of the subcommittees, the Advisory Board must address the resignation request in one of its meetings.

Ms. Dauenhauer moved that the Advisory Board accept the resignation of Tara Swartz. Ms. Brock seconded, and the motion carried.

Ms. Dauenhauer introduced a motion to accept the nomination of Betty Munley to replace Ms. Swartz on the Sustainability Subcommittee. Ms. Brock seconded, and the motion passed.

Ms. Dauenhauer moved that the ADRC Advisory Board accept Ms. Munley as a new Advisory Board member. Ms. Brock seconded, and Ms. Munley was accepted as a new member.

VI. Review, Discussion and Possible Vote on current Draft Sections Which Will be Included in the ADRC 5 Year Strategic Plan.* (Action may be taken to make

additions, deletions or corrections.*)

Subcommittee chairs presented their drafted sections of the five-year strategic plan for the consideration and acceptance by the Advisory Board.

- Program Evaluation-Teresa Sacks, Chairperson
 - Ms. Sacks presented the program evaluation template. Ms. Brock moved to approve the Program Evaluation portion of the five-year plan as presented and discussed. Ms. Dauenhauer provided a second, and the motion passed.

- Partnerships-Deb Dauenhauer, Chairperson
 - Ms. Dauenhauer presented the partnership template. Ms. Davisson moved to accept the work done on the partnership template to be included in the strategic plan, as presented. Ms. Davis seconded, and the motion carried.

- Sustainability-Mary Brock, Chairperson
 - Ms. Brock presented the sustainability template. Ms. Dauenhauer made a motion to accept the Sustainability portion of the five-year plan as presented. Ms. Davisson provided a second, and the motion passed.

Ms. Gerber-Winn asked how the remaining work to be done will be accomplished in order to put this document together before the March deadline. Ms. Brown indicated there will be one more meeting of the Sustainability Subcommittee, thus there may be some additional material forthcoming for this section.

Ms. Davis made a motion to allow for additional drafting and editing of the plan by ADSD staff to make additions, deletions and corrections to the five-year strategic plan template prior to the next Advisory Board meeting in order to compile the draft for presentation at the next Advisory Board meeting. Ms. Dauenhauer seconded, and the motion carried.

Ms. Brock moved to allow the ADSD staff to incorporate any further work by the Sustainability Subcommittee into the draft of the plan before review at the next Advisory Board meeting. Ms. Dauenhauer provided a second, and the motion passed.

VII. Consider Agenda Items for Next Meeting*
 Ronnie Wilson, Chairperson

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

- Review of the final draft of the five-year strategic plan
- Review and approval of the minutes for this meeting
- Project manager update (Wanda Brown)
- IT contractor update
- Program evaluation update
- Updates from the February ADRC national conference in Baltimore

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

VIII. Schedule Next Meeting Date and Time*
 Ronnie Wilson, Chairperson

Ms. Brock moved that the next meeting of the ADRC Advisory Board be scheduled for 1:30 p.m. on Tuesday, March 8, 2011. Ms. Dauenhauer seconded, and the motion carried. It was noted that this is in keeping with the submission deadline of March 24 for the finalized five-year strategic plan we are in the process of drafting and need to approve at that meeting.

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

There was no public comment.

- X. **Adjournment***
Ronnie Wilson, Chairperson

Ms. Dauenhauer made a motion to adjourn, and Ms. Davis seconded. The meeting was adjourned at 3:40 p.m.

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

Minutes submitted by: Lisa Jones, ADSD