



**JIM GIBBONS**  
Governor

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

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**MICHAEL WILLDEN**  
Director

**CAROL SALA**  
Administrator

**MINUTES**

Name of Organization: Nevada Aging and Disability Resource Center (ADRC)  
Partnership Subcommittee

Date and Time of Meeting: October 18, 2010 at 2:30pm

Place of Meeting: Aging and Disability Services Division  
445 Apple Street, Suite 104  
Reno, NV 89502  
775-688-2964

- I. Call to Order/Introductions  
Wanda Brown, ADRC Project Manager, Aging and Disability Services  
Division (ADSD)

Attendees stated their name and agency.

Subcommittee Members present: Debbie Dauenhauer, Southern Nevada Transit  
Coalition (SNTC); Jackie Kassower, Las Vegas Senior Lifeline; Ida Davis, Martin  
Luther King Senior Center; Barbara Tobin, Pershing County Senior Center

Subcommittee Members absent: None

Staff Members present: Wanda Brown, ADRC Project Manager (ADSD),  
Lorraine Nielsen (ADSD), Lisa Jones (ADSD)

A quorum was declared, and Ms. Brown called the meeting to order.

- II. Continue Review and Edit of the Partnership Draft to be Included in the ADRC 5  
Year Strategic Plan\*  
Debbie Dauenhauer, Chairperson

Subcommittee members reviewed and discussed the Partnership Template of  
the ADRC 5 Year Strategic Plan. Subcommittee members continued to write and  
edit the working draft of their section of the five-year strategic plan, adding and

changing wording or phrases while making other corrections as needed to refine information on the template.

Ms. Kassower made the motion to accept the work that was done today to the Partnership Template draft to be included in the 5 Year Strategic Plan. Ms. Davis seconded the motion, and the motion passed unanimously.

III. Continue Discussion and Possible Review of Email Draft Outreach Letter to Identify New Service Providers Not Previously Listed\*

Debbie Dauenhauer, Chairperson

- Subcommittee reviewed the outreach letter provided by Debbie Dauenhauer, Chairperson, based on discussion and work on the Partnership Template at the initial subcommittee meeting.
- Ms. Brown to revise the outreach letter based on discussion and update of draft template today. She will present the revision to the subcommittee at the next scheduled meeting.

Ms. Davis made the motion to review and discuss the revised outreach letter at the next scheduled meeting. Ms. Kassower seconded the motion, and the motion passed unanimously.

IV. Consider Agenda Items for Next Meeting\*

Debbie Dauenhauer, Chairperson

At the next scheduled meeting, the subcommittee will:

- Review Minutes from September 22, 2010 and October 18, 2010 meetings.
- Continue their review and edit of the Partnership draft to be included in the ADRC 5 Year Strategic Plan.
- Review the revised draft of the outreach letter for the purpose to identify new service providers not previously listed.

Ms. Tobin made the motion to accept stated future agenda items. Ms. Kassower seconded the motion, and the motion passed unanimously.

V. Schedule Next Meeting Date and Time\*

Debbie Dauenhauer, Chairperson

Ms. Davis made the motion to schedule the next Partnership Subcommittee meeting on November 15, 2010 at 2:30 p.m. Ms. Kassower seconded the motion, and the motion passed unanimously.

- VI. 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.

- VII. Adjournment \*

Ms. Kassower made the motion to adjourn the meeting at 3:50 p.m. Ms. Tobin seconded the motion, and the motion passed unanimously.

*Meeting Adjourned.*

\* Denotes item on which action may be taken.

NOTE: Items may be considered out of order