



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: November 29, 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), Tina
Gerber-Winn (ADSD), Brian Wanbaugh (ADRC IT Consultant)

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

- II. Approval of the Minutes from the September 22, 2010 and October 18, 2010
Meetings*
Debbie Dauenhauer, Chairperson

Ms. Kassower motioned to accept minutes as drafted with no corrections from
September 22, 2010 and October 18, 2010 meetings. Ms. Davis seconded the
motion. The motion passed unanimously. The minutes will be final and posted
on the ADSD website.

III. 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.

- Ms. Davis verified resources on the thumb drive was completed by under graduate students at least 3 years ago, calling providers and resources to format a user friendly resource manual for internal purposes.
- Currently working with UNLV for future student interns to update information and verify the resources.
- Format of information on thumb drive is not compatible to migrate the information into the ADRC portal website.
- UNLV student intern project to verify the resources in the format shown so it may be imported into the ADRC database or they may fill out the resource form directly in the ADRC website.

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. Brown will forward the draft to the ADRC Advisory Board Members to review prior to suggesting updates at the next scheduled meeting on December 14, 2010.

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 and forward to the Advisory Board for review and comments at the next scheduled meeting. Ms. Davis seconded the motion, and the motion passed unanimously.

Ms. Kassower made the motion to designate Ms. Davis as co-chair to present the update of the Partnership Draft Template to the Advisory Board since Ms. Dauenhauer will not be able to attend. Ms. Davis seconded the motion and the motion passed unanimously.

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

Debbie Dauenhauer, Chairperson

- Ms. Brown to revise the outreach letter based on discussion and update of draft template today. She will send out the letter via email to partners and providers to send out to their distribution lists to solicit more resources for the ADRC website database.

Ms. Kassower made the motion for Ms. Brown to revise the outreach letter and disseminate as stated. Ms. Tobin seconded the motion, and the motion passed unanimously.

V. Consider Agenda Items for Next Meeting*
Debbie Dauenhauer, Chairperson

At the next scheduled meeting, the subcommittee will:

- Review Minutes from November 29, 2010 meeting.
- Continue their review and possible edit of the Partnership draft to be included in the ADRC 5 Year Strategic Plan based on comments from the Advisory Board Meeting on December 14, 2010.

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

VI. Schedule Next Meeting Date and Time*
Debbie Dauenhauer, Chairperson

Ms. Kassower made the motion to suspend the Partnership Subcommittee until the Advisory Board Members suggest meeting again to draft any changes. Ms. Davis seconded the motion, and the motion passed unanimously.

VII. 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.

VIII. Adjournment *

Ms. Kassower made the motion to adjourn the meeting at 4:00 p.m. Ms. Davis 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