

# Aging and Disability Resource Center



## Mission Statement

*The mission of Nevada ADRC is to maintain or enhance quality of life of our consumers and communities in a respectful, efficient and fiscally responsible way.*

## Vision Statement

*To have Resource Centers available to every community across the country serving as highly visible and trusted sources. People of all ages, incomes and disabilities can access information on the full range of long-term support options and a single point of entry to public long-term support programs and benefits.*

# Bylaws

## 6.1 Article I Definitions

1. The term “ADRC” refers the Nevada Aging and Disability Resource Center.
2. The term “Project Manager” refers the ADRC Project Manager, within the Nevada Aging and Disability Services Division.
3. The term “Deputy Administrator” refers the Deputy Administrator within the Nevada Aging and Disability Services Division.
4. The term “Division” refers the State of Nevada, Aging and Disability Services Division.
5. The term “Advisory Board” refers the nine (9) appointed Advisory Board Members for the Aging and Disability Resource Center Project.

## 6.2 Article II Creation

1. In 2003, the Administration on Aging (AoA) and the Centers for Medicare and Medicaid Services (CMS) launched the national Aging and Disability Resource Center (ADRC) demonstration grant initiative. The ADRC concept is part of the President’s New Freedom Initiative, which aims at overcoming barriers to community living for people with disabilities of all ages. ADRCs are a tool to help states redirect their systems of support. This tool will be consumer-driven and supportive of home and community-based service options. During the first year, twelve states were awarded the three-year demonstration grants, another twelve states were added in 2004. The Nevada Aging & Disability Resource Center (ADRC) administered by the Nevada Aging and Disability Services Division (ADSD) became one of 19 resource center projects funded in 2005.

## 6.3 Article III Duties

1. The Advisory Board is required to:
  - A. Advise the Division to complete service design and review operations of the ADRC project;
  - B. Work positively to influence strong community support for the ADRC model and actively encourage inter-organizational collaboration;
  - C. Advise the Division on how to obtain meaningful stakeholder input, review that input, and make recommendations based on this information;
  - D. Monitor the Division’s progress toward achieving the vision and the goals of the ADRC project; and
  - E. Support and advocate as appropriate for the ADRC Program

- F. Meet on a quarterly basis to provide guidance on specific program or operational issues.
- G. Participate with meaningful input on topics discussed to advance the project. These topics will include but are not limited to:
  - Assistance working on the ADRC 5-year plan
  - Marketing and Outreach efforts
  - Information Systems Technology
  - Project Evaluation
  - Sustainability

Authority:

- A. The Division has final authority on all recommendations considered for the ADRC Project. All recommendations will be taken under careful consideration as long as it enhances and benefits the project as it pertains to the mission, vision, and goals.
2. The Advisory Board may:
- A. Review and make recommendations regarding ADRC operational plans and its impact on the community;
  - B. Gather and disseminate information relating to the ADRC project;
  - C. Serve as a liaison to the community, facilitating outreach and awareness efforts and assisting evaluators in obtaining broader community stakeholder participation in the surveys developed for formative learning.

**6.4 Article IV Membership**

1. Voting Members:

- A. 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 of Nevada ADRC's continuous quality improvement.
- B. A quorum shall be present in order to vote on action items. If a quorum does not exist, the action item will be tabled until the next advisory board meeting.

2. Non-Voting Members:

- A. 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.
- B. The Project Manager may appoint as non-voting members of the Advisory Board such other representatives of State Government as the Project Manager deems appropriate.

3. Term of Appointment

- A. The Project Manager shall appoint voting members to a term of 3 years or completion of the ADRC grant entitled *Nevada Empowering Individuals through ADRC*.
  - B. Each voting member may serve not more than two terms.
  - C. An appointed member serving more than one year of a term to which another person was appointed, may serve only one additional full term as an appointed member.
4. Election of Chairperson and Co-Chairperson
- A. The Project Manager will ask for nominations from the Advisory Board for Chairperson or Co-chairperson.
  - B. Once a nomination is made for either position, there will be a motion to approve, a second (2nd) and a final to approve.
5. Removal of a Member
- A. Unexcused absence from two consecutive meetings of the Advisory Board constitutes good and sufficient cause.
  - B. If a Board Member becomes a site grantee of the ADRC project the Board Member will recuse themselves as a Board Member and another Board Member will be appointed in his/her place to ensure nine (9) voting members are on the Advisory Board.
6. Subcommittees
- A. The Chairperson of the Advisory Board may appoint subcommittee members to consider specific issues within the scope of the functions of the Advisory Board.
  - B. Subcommittee membership will not exceed four (4) Advisory Board Members. Subcommittees can include community partners, interagency staff or consumers.

#### 6.5 **Article V Meetings**

- 1. The Advisory Board will meet at least once each calendar quarter; every third (3<sup>rd</sup>) Tuesday in the month of the calendar quarter, and at other times on the call of the Project Manager, the Chairperson or a majority of its members.
- 2. The Chairperson of the Advisory Board will approve the date and place of the meetings.
- 3. The meetings, including subcommittee meetings, are open to the public and subject to the requirements of the Nevada Open Meeting Law.

#### 6.6 **Article VI Minutes**

- 1. The Project Manager will designate a Division support staff to act as the recording secretary.
- 2. Preparation of Minutes – Minutes of the previous meeting will be transcribed and made available for inspection by the public within 45-working days after the adjournment of the meeting.

- A. The recording secretary will transcribe minutes from tape recording, notes taken at meeting and from agenda exhibits.
  - B. After a draft of minutes is prepared, they will be transmitted to members of the Advisory Board for review prior to the next meeting.
  - C. Final approval of the minutes will be made at the next Advisory Board meeting.
3. Minutes of each meeting of the Advisory Board are considered public record and will be maintained in the Administrative Office of the Division.

#### 6.7 **Article VII Financial Reimbursement**

1. While engaged in the business of the Advisory Board, each appointed member of the Advisory Board, and each person appointed to serve on a subcommittee is entitled to receive the per diem allowance and travel expenses provided for state officers and employees generally, if funding is available for this purpose.

#### 6.8 **Article VIII Rules of Order**

1. The Advisory Board will generally follow, as a guide, the Roberts Rules of Order where such rules do not conflict with these Bylaws.
2. Voting
  - A. There are 9-voting members of the Advisory Board with each member having one vote.
  - B. A simple majority of the voting members of the Advisory Board constitutes a quorum for the transaction of all business.
  - C. A majority of the quorum present, in any matter within the scope of their duties, is required for the determination of any action to be taken.
  - D. Members may abstain from voting.
  - E. The Chairperson will count and announce the results of the vote.
  - F. A vote is not effective until it is announced and may be changed up to the time of the announcement.
  - G. If a roll call vote is made, the vote will be recorded by the secretary with an indication of the names and vote of each member present.
  - H. Proxy voting is prohibited.
3. Amendments to the Bylaws – The Bylaws may be amended or changed at any regular meeting by a majority of the voting members of the Advisory Board, if the proposed amendment or change was submitted, in writing, to members of the Advisory Board and the Chairperson, at least 14-days before the meeting.