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Governor

STATE OF NEVADA  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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Director

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**Draft Minutes**

Name of Organization: Nevada Aging and Disability Resource Center  
VD-HCBS Advisory Board Meeting

Date and Time of Meeting: May 8, 2014  
1:00 p.m.

Place of Meeting: Aging & Disability Services Division  
Conference Room  
1820 E. Sahara Ave, Las Vegas, NV 89104  
-and-  
Webinar & Teleconference

**Draft Minutes**

I. Welcome, Roll Call and Introductions

Ms. Lehten called the meeting to order at 1:05 pm.

**Members Present:** Sharon Duckworth, Grady Tarbutton, Julie Crdyerman, Gary Whitfield, Ann Lehten.

**Members Absent:** none

**Staff Present:** Wanda Brown, Cheyenne Pasquale

II. 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.)

None

III. Review and Vote on Draft of the March 18, 2014 Minutes **(for possible action)**

Corrections to minutes:

- Spelling of Sharon and Ann's last names were incorrect (page 1, Item 1);
- By-Law Revisions Page 2 – 6.2.1 should be "Nevada will be working towards implementing this program in three separate Veterans Affairs service regions as designated by the three Veterans Integrated Service Networks (VISN) in Nevada."

- By-Law Revisions Page 2 -6.3.1.F should read “Meet every other month or as need to accept and review division reports and make recommendations.”
- By-Law Revisions Page 3 -2.A Review and make recommendations regarding the VD-HCBS project plans.
- By-Law Revisions Page 3 -6.4.1.A The SS Chief or the ADRC Project Director and Manager shall appoint as voting members of the advisory board, up to 9 persons who have experience with or an interest in knowledge of Nevada’s VD-HCBS program.
- Throughout the minutes need to ensure VAMC is plural.
- On item #7 because no action was taken on the item, need to make a note of that in the minutes.
- On item #8 normally will need to label future agenda items as an action item.

Grady Tarbutton motioned to approve the March 18, 2014 minutes as amended, Gary Whitfield seconded, all approved.

IV. Review and Discuss Financial Management Service and Draft Proposal for Possible Changes (for possible action)

Cheyenne Pasquale gave a report on her research so far. There are existing contracts with FMS providers under ADSD; both utilize the Fiscal/Employer Agent model. Cheyenne is continuing to work with the ADSD contract person to determine if we can piggy back onto one of the existing contracts or if we will have to do a new contract. It will depend on the complexity of the contract needs and how our needs align with the existing services offered by the FMS providers.

Cheyenne was able to find additional information through the National Technical Assistance center to start a draft for a Request for Proposal. The only allowed model is the Fiscal/Employer Agent model unless there are state laws that do not allow this model. We were originally leaning towards an Agency w/ Choice model however based on this additional information we will pursue the Fiscal/Employer Agent model.

In looking at the draft Request for Proposal based on the guidelines from the TA center there are still several questions that need to be researched. The Advisory Board did make specific suggestions on some parts including:

- FMS Customer Service role – we should keep the FMS in a broad role to assist the veteran as necessary.
- Reporting Frequency – should be quarterly to consumers so it does not become “white noise” to them but is still frequent enough for them to manage their employees.
- Use of a Fiscal Agent – does that require additional state oversight.
- Background Checks – there are a lot of variables and models vary across the nation; Julie Cryderman suggests we can look at the Medicaid Independent Contractor program. She believes there is a form that they have for when people decide to hire a person with

results on a background check. Cheyenne suggested we may want to consider Background Checks as its own separate agenda item for a future meeting.

Cheyenne would like to do additional research, even contact a couple other states to see if they can share their RFPs and/or contracts.

Julie Cryderman motioned that Cheyenne will continue to research and work on a draft for the RFP; Sharon Duckworth seconded; all approved.

V. Discuss and Vote on Structure for Focus Groups **(for possible action)**

This item was carried forward from the last meeting. Cheyenne stated she thought it might be a little premature for a focus group, needing additional research. Ann Lehiten agreed. Grady stated we need to narrow the focus of what the purpose of the focus group would be and it might be too early. The initial idea of the focus group was to get veteran feedback on various aspects of the program. Mainly as a veterans directed program, we want veterans involved in some way in the design of the program. Wanda stated some of the questions in the draft RFP would be good questions to get feedback from the veterans and help in the decision making process.

Gary motioned to nominate Anita Ritter and one person to research and develop suggestions for a framework for focus groups; Grady Tarbuton seconded; all approved.

VI. Discussion and Review Program Readiness Review  
Cheyenne Pasquale, ADRC Project Manager

Cheyenne explained there are two different readiness reviews. There is a fiscal readiness review; there is no template of that review. The requirements document used to develop the draft RFP will help with the fiscal readiness review.

The Program Readiness Review has to be completed by Cheyenne before a provider agreement can be signed with a VAMC. Most of the items in this readiness review will be answered as we work on components of the program manual. Items required to accompany the readiness review include:

- Functional Assessment
- Spending/Service Plan Template
- Program Policy Manual
- Program Manual for Veterans

Overall, there are 10 questions that cover the overall design and service delivery of the program. Grady suggested each question could be its own agenda item.

VII. Discuss and Vote on Future Meeting and Agenda Items **(for possible action)**

In keeping with our schedule, the next meeting would be on July 3<sup>rd</sup>; Grady suggested the next meeting could be the week before which would be June 26<sup>th</sup>.

Agenda items will include:

- Review and Discuss Financial Management Service and Request for Proposal
- Update on Focus Group research
- Discuss and Review Question #1 on the Program Readiness Review
- Updates from Project Manager

Grady Tarbuton motioned to set the next meeting for June 26<sup>th</sup> with the stated agenda items; Gary Whitfield seconded; all approved.

VIII. **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.)

None

IX. **Adjournment**

Grady motioned to adjourn the meeting; Gary seconded; all approved.  
Meeting adjourned at 2:47 pm.