



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

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### **FINAL MINUTES**

Name of Organization: Nevada Aging and Disability Resource Center  
(ADRC) Veterans Directed Home and Community  
Based Services (VD-HCBS) Advisory Board Meeting

Date and Time of Meeting: June 26, 2014  
9:00 a.m.

Place of Meeting: Washoe County Senior Services  
Conference Room  
1155 East 9<sup>th</sup> Street, Reno, NV 89512  
-and-  
Webinar

### **FINAL MINUTES**

#### **I. Welcome and Introductions**

Ann Lehiten, Chairperson called the meeting to order at 9:00 am and called roll.

**Members Present:** Grady Tarbutton, Julie Crydeman, Gary Whitfield, Ann Lehiten

**Members Absent:** Sharon Duckworth

**Staff Present:** 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.)

III. Review and Approve Draft of the May 8, 2014 Minutes **(for possible action)**  
Grady Tarbutton motioned to approve the May 8, 2014 minutes, Gary Whitfield seconded, all approved.

IV. ADRC Project Manager Updates

Cheyenne Pasquale announced that Ken Napier's contract has been approved and introduced him to the Advisory Board as the ADRC administrative assistant that will be assisting Ms. Pasquale on the VD-HCBS) project. Mr. Napier spoke about some of his background to the Advisory Board.

Cheyenne discussed the conference that is to be held September 10<sup>th</sup> and 11<sup>th</sup> at the Grand Sierra in Reno. It is entitled Mission Possible 2.0 Action Nevada. It will be a follow up to last year conference on community collaboration and partnership building.

- V. Review and Discuss Financial Management Service (FMS) and Requirement  
Cheyenne Pasquale reported that she has tasked Ken Napier to start the research regarding VD-HCBS readiness review, FMS, and a draft Request for Proposal. Grady Tarbutton and Gary Whitfield offered to provide persons that can be of assistance regarding the Review questions.

- VI. Updates on Focus Groups  
Cheyenne Pasquale reported that she and Ken Napier would be setting up meetings with Anita Ritter in a week or two regarding focus groups.

- VII. Discussion and Review Program Readiness Review, Question 1  
Cheyenne Pasquale, ADRC Project Manager

Grady Tarbutton inquired about the final target audience for the Readiness Review and expressed concern that the language level of the manual for the veteran may need to be addressed. Ken Napier stated that the language of this draft is for the Advisory Board and the Readiness Review staff. He stated that when the Program Manual for the veteran is written it will use the appropriate level of language that the veteran can understand.

Cheyenne discussed Readiness Review Question 1. Gary Whitfield suggested that there should be Gantt charts that show progress and the time line involved as we move along. Cheyenne will work on drafting one. Discussion was also held on reordering the Review Questions as to priority and using training modules. Grady inquired about seeing what was successful that the VA is using due to the spending the larger share of

money and wanting to have what they feel has been successful in training veterans. Discussion was held on using the Task Manuals, Medicare Service Manual and introductory training manuals as a model of design for the manuals that need to be produced.

Cheyenne discussed the states that have launched programs that may be observed such as California at San Diego and Washington at Puget Sound, Olympic Area, Pierce County and Seattle and King County.

The need for person centered planning and self-direction training for the ADRC staff will be critical to the success of this project.

VIII. Discuss and Vote on Future Meeting Date and Agenda Items **(for possible action)** Group Discussion

Discussion of next meeting agenda items to be included resulted in: ADRC Project Manager Updates, Discuss and Review Program Readiness Review, Discuss and Review FMS, Update on Focus Groups, Training for Veterans and Staff, ADRC Service Specifications and Case Management, Update on linkage with the Office of Veterans Services. The next meeting will be August 7 at 9:00 via webinar.

Julie motioned to accept these items, Gary seconded, all approved.

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.)  
No public comment

X. Adjournment

Julie motioned to adjourn the meeting. The motion was seconded by Gary, all approved.

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Note: We are pleased to make reasonable accommodations for members of the public who have disabilities and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify Cheyenne Pasquale at (702) 486-3831 as soon as possible and at least two days in advance of the meeting. If you wish, you may e-mail her at [cpasquale@adsd.nv.gov](mailto:cpasquale@adsd.nv.gov)

Supporting materials for this meeting are available at: 1860 E. Sahara Ave, Las Vegas, NV 89104 or by contacting Cheyenne Pasquale at (702) 486-3831 or by email at [cpasquale@adsd.nv.gov](mailto:cpasquale@adsd.nv.gov).