



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

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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: November 19, 2014
1:30 p.m.

Place of Meeting: Aging and Disability Services Division
Conference Room
1820 East Sahara, Ste. 205 Las Vegas, NV 89104
-and-
Webinar/Teleconference

Please note: There are space limitations with the webinar, to attend the meeting as a member of the public, please contact Cheyenne Pasquale at 702-486-3831 for webinar details.

Minutes

- I. Welcome, Roll Call and Introductions
Ann Lehtinen, Chairperson, called the meeting to order at 1:35 pm

Members Present: Ann Lehtinen, Julie Cryderman, Grady Tarbutton

Members Absent: Gary Whitfield, Kristin Koetje

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 September 24, 2014 Minutes **(For possible action)**
Ann moved to accept minutes, Grady seconded. Motion approved.

IV. ADRC Project Manager Updates

Cheyenne Pasquale, ADRC Project Manager

- As members of the Advisory Board, there are MOU's that will be sent out to each board member for the Risk Management Division. Cheyenne needs each Board member to inform her of whether or not they are covered by their employer's worker's compensation coverage while they are attending these meetings. If not, ADSD will have to purchase Worker's Comp coverage for you. Also, ADSD is planning an Open Meeting Law training for all ADSD Board and Commission members in the future.
- We currently have 4 open positions on the board. Cheyenne has not been able to actively pursue additional members, but would especially like to recruit 2-3 Veterans to be on the Board. Ann stated she had some veterans that might serve well and she can provide their information to Cheyenne.
- Cheyenne met with the National Resource Center for Participant Directed Services, Technical Assistance person, Sandra Barrett on October 16. The meeting went very well. They are currently reviewing our draft Readiness Assessment to let us know if we are on the right track or not. They are also going to get us some specific contacts for the Las Vegas VA Medical Center.
- The grant we had for the implementation of this program ended on September 29, 2014. Cheyenne has submitted a request for a no cost extension to continue this work. We cannot move forward with recruiting the Financial Management Services provider or other planning items until the approval is received. Cheyenne anticipates we will have the approval any day.

V. Review and Discuss Background Check Policies

Cheyenne Pasquale, ADRC Project Manager

- Cheyenne suggested we hold on this topic until we are connected with the VAMC. The group agreed they will likely have a lot of input and we can concentrate our efforts on other aspects until then.

VI. Review and Approve Financial Management Service Scope of Work

(For possible action)

Cheyenne Pasquale, ADRC Project Manager

- Cheyenne reviewed the FMS scope of work with the group once again. No additional comments or changes were suggested. Grady motioned to approve the scope of work as written. Julie seconded. Motion approved.

VII. Discuss a Plan for Focus Groups

Cheyenne Pasquale, ADRC Project Manager

- Cheyenne reported no further work has occurred on this item since we are waiting for the extension approval of the grant.
- Members of the board stated they could be available to help with planning if needed.

VIII. Discussion and Draft of Responses for Program Readiness Review

(For possible action)

Cheyenne Pasquale, ADRC Project Manager

- The group reviewed questions 1 – 4 during this meeting.
- Question 1 – Board recommended speaking more to statewide policies on the availability of participant directed services and referencing materials such as the Medicaid Services Manual. We also need to consider reviewing the Advisory Board By-Laws to explicit require veterans on the Board. We also need to add information regarding the Focus Groups in this section.
- Question 2 – General edits to more explicitly state what is expected within certain time frames. We also need to consider a response on how we will work with veterans, inform them of their rights. This would include referencing the Veterans Manual (to be developed) and ensuring ADRC staff responsibility is clearly understood. Finally, we need to clean up the last paragraph to identify the process for a veteran to select a representative to assist them with their services.
- Question 3 – Throughout the document we use the terms “Participant” and “Veteran” interchangeably. We need to ensure we use the term “Veteran” throughout the document. Under section A (Personal Assistance Services) we may want to consider consistent language with other state programs, which would replace the term “Individual Provider” with “Independent Contractor”.
- Question 4 – Grady mentioned this question could be very important, particularly with conversations that are happening nationally about home health workers and their benefits. We may need to keep this as general as possible and relay on the FMS to provide additional guidance. Also, still need to add Background Check policy information here, but we need to have conversations with the VA Medical Center first.

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

- Grady moved for the next meeting to be January 21 at 1:00 pm via Webinar, Julie seconded. Motion approved.
- Cheyenne will review minutes and develop an agenda based on conversation today as well as it will be dependent on progress made in the approval of the no cost extension of the grant funds.

X. 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.)

XI. Adjournment

Julie motioned to adjourn the meeting at 3:45 p.m., Grady seconded. Motion approved.

NOTE: Items may be considered out of order. The public body may combine two or more agenda items for consideration. The public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. The public body may place reasonable restrictions on the time, place, and manner of public comments but may not restrict comments based upon viewpoint.