



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

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**Minutes - DRAFT**

**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 3, 2015, 9:00 a.m.

**Place of Meeting:** Webinar/Teleconference

**Minutes- DRAFT**

**I. Welcome, Roll Call and Introductions**

*Members Present:* Gary Whitfield, Julie Cryderman, Ann Lehiten

*Members Absent:* Grady Tarbutton, Kristi Koetje

*Staff Present:* Cheyenne Pasquale, Nicole Moore

**II. Public Comment** (No action may be taken upon a matter raised under public comment period unless this matter has been specifically included on an agenda as an action item.)

No public comment

**III. Review and Approve Draft of the November 19, 2014 Minutes (For possible action)**

Gary motioned to approve the minutes as written, Julie seconded. Motion carried

**IV. ADRC Project Manager Updates**

Cheyenne P. discussed program progress with 10 week TA workgroup with National Center developed the necessary items. Readiness Review almost completed, Q 4&5 need to be discussed and completed at this meeting. As part of the TA Workgroup, a draft of the P&P was completed, to finalize our readiness, we need to complete a draft of the Veterans Handbook and finalize payment processes with ADSD fiscal staff. Cheyenne will be looking to also finalize the FMS set up within the next couple of weeks. Anticipated launch of the Las Vegas program is August 1. Cheyenne P. was also contacted by the program manager at the Utah VAMC re: expanding their program to Elko and White Pine counties. Cheyenne anticipates we will be able to launch that

program fairly quickly as well utilizing the existing documents we have created for the Las Vegas launch.

**V. Review and Update Advisory Board By-Laws (For possible action)**

Cheyenne P. Discussed need to edit Bylaws to include a minimum number of veterans, also looking to change the Term of Service for board members from 1 year to 2 years. Gary W. also asked the vision language “every community across the country” change to ‘every community across the state’. Board agreed on requirement for seven members, three must be veterans. Changing made on board appointment to be two years.

Julie motioned to accept the changes to the bylaws, Gary W. seconded. Motion carried

**VI. Review and Discuss Project Timeline**

Cheyenne P. discussed the project timeline, with the project start date of August 1st. The following key dates/tasks to be completed include:

- June 12-Submit final Readiness Review and schedule final TA call
- June 25- Finalize FMS provider. Begin FMS Readiness Review
- July 1- Establish sub-grants to ADRC. Finalize procedures with fiscal
- July 15- Complete final docs, sign Provider Agreement, ADRC Site Training.
- August 1- Start receiving referrals.

Gary W. asked about approval of the final project documents and Cheyenne confirmed that everything must be approved by the National Resource Center for Participant Directed Services before a Provider Agreement can be signed. We will host training for ADRC sites at end of July date in preparation for the launch.

**VII. Review and Discuss Program Readiness responses for Questions 4 & 5**

Question 4

Gary W. asked for clarification of role of Options Counselors- Cheyenne P, clarified they are not required to be licensed social workers. Training will take place on both Options Counseling and VD-HCBS processes at designated sites. Ann L. clarified that Options Counseling is helpful process for client looking at needs and details of goal setting. She also stated that Options Counselors are employees of ADRC sites.

Discussion on wording ‘must pass criminal background check with guilty plea’ changed to ‘convicted’. Discussed the importance of the Veteran knowing consequences of hiring staff with these convictions. Decision made to change wording to making sure ‘veteran is aware of consequences for hiring convicted staff’. Veteran will go through an enrollment process where their role will be discussed in detail before completing enrollment in the program. Julie C. asked who enforces hourly max and making sure the pay expected? Cheyenne P. stated it is to be enforced by veteran and paid by FMS through veteran approval.

The payment process described as coming from VAMC to ADSD to FMS to be paid per approval of employer (veteran).

Question 5

Question 5 is mainly concerned with the risk mitigation policy & Cheyenne stated she would seek input from the VAMC on final version.

Discussion on wording to change 'drop by occasionally' to protect the veteran to change to 'drop by occasionally, no less than quarterly'. ADRC sites to report incident to Cheyenne P. as ADSD Admin it will be a similar process to the SOR reporting that is in effect for Medicaid recipients. Julie C. clarified SOR report is given to the social workers to go in the consumer's file, with a copy given to Medicaid for data purposes. A question arose regarding the involuntary disenrollment process which will likely be initiated by either the Options Counselor or the VAMC, depending on the Veteran's circumstances.

Once final answers are completed for Question 4 & 5 they will be submitted to the National Resource Center for Participant Directed Services for final review.

**VIII. Discussion and Approve an Official Program Name (For possible action)**

There was limited discussion regarding the naming of the program. Cheyenne mentioned she wanted a name that could be translated into an easy to remember acronym that was catchy. She really liked the San Diego program's, acronym V.I.S.A. Gary W. suggested Veteran Involved Support & Assistance; the group discussed this and felt it captured the essence of the program well.

Gary W. motioned to call the program VISA (Veteran Involved Support & Assistance), Julie C. seconded. Motion carried.

**VIII. Discuss additional Membership for Advisory Board.**

Cheyenne P. mentioned Looking for more members including veterans with a goal of having three veterans. Gary W. encouraged asking Elko service veterans organizations. Julie offered a few social worker connections in Reno. Julie to retire and looking for replacement mentioned, she also suggested Elaine Crows as a potential member. Discussion covered to consider a balance between male and female members and representation of statewide membership.

**IX. Public Comment** (No action may be taken upon a matter raised under public comment period unless this matter has been specifically included on an agenda as an action item.)

No public comment

**X. Next Steps and Adjournment**

Next board meeting is to take place before end of July to wrap up items before program kick-off on August 1.. Member's noted that the best days for next

meeting would be Wednesdays. Cheyenne to send out meeting request to members. Board agreed on great program progress. Meeting adjourned at 10:23am

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.