

# GOVERNOR'S TASKFORCE ON INTEGRATED EMPLOYMENT

## BYLAWS

### ARTICLE I. NAME

The name of this body shall be the GOVERNOR'S TASKFORCE ON INTEGRATED EMPLOYMENT, hereafter referred to as the "Taskforce."

### ARTICLE II. AUTHORITY

#### **EXECUTIVE ORDER 2014-16**

### ARTICLE III. MISSION AND PURPOSE

A. The Taskforce is organized and shall be operated as a Governor appointed Taskforce that is responsible for examining and evaluating current employment programs, resources, funding, available training and employment opportunities for individuals with intellectual/developmental disabilities, and shall provide a report to the Governor, on or before July 1, 2015, setting forth their findings as well as a three, five and ten-year strategic plan.

B. The general purpose of the Taskforce is to fulfill its duties as outlines in the Executive Order 2014-16.

C. As its mission the Taskforce will (insert draft mission):

D. The Taskforce shall:

- Review existing methods for identifying students with intellectual/developmental disabilities, the implementation of vocational assessments, and the delivery of employment-related planning and training services, to determine their effectiveness and identify any deficiencies therein;
- Identify methods for expanding the delivery of training, vocational services and supports to students and adults with intellectual/developmental disabilities;
- Examine the rate setting process, means of achieving competitive wages, and explore how to address and achieve placements that are in the highest and best interest of the individual;
- Examine available state and federal funding opportunities that would support or develop workforce employment opportunities, assess the availability of alternative funding sources and whether the state and/or federal funds are being utilized to their fullest potential;
- Identify opportunities for employment positions within the State system for individuals with intellectual/developmental disabilities and any barriers to achieving successful integration;

- Identify opportunities for improving collaboration and partnerships between state agencies, private and non-profit businesses employing individuals with intellectual/developmental disabilities;
- Examine findings from the United States Department of Justice and interpret how Nevada is addressing these issues;
- Examine whether individuals with intellectual/developmental disabilities, or their families, who are participating in community training centers or assisted services are provided sufficient information to make informed decisions concerning training, services and employment opportunities, and provide recommendations for improvements or modifications to these programs or services;
- Evaluate the effectiveness, demand, and long-term need for "day habilitation and sheltered workshops in community training centers;
- Identify successful educational programs or vocational training opportunities and their delivery systems, operating in this state or other states, that successfully prepare youth or adults with intellectual/developmental disabilities for careers and help each individual realize their fullest potential; and
- Review and develop opportunities that allow families to plan for transition services in the K-12 setting.

#### ARTICLE IV. LOCATION

The principal office of the Taskforce at which the records of the Taskforce will be kept at [determine location], will be at another location as may be fixed from time to time by the Taskforce.

#### ARTICLE V. MEMBERSHIP

Membership of the Taskforce is appointed by the Governor.

#### ARTICLE VI. TASKFORCE MAKEUP

The Governor shall appoint the members to the Taskforce.

- A. The Taskforce shall include no more than seventeen (17) members and be comprised of:
- a) At least one representative from the Department of Health and Human Services;
  - b) At least three representatives from education;
  - c) At least two representatives from transportation service providers;
  - d) At least one representative from the Department of Employment, Training and Rehabilitation;
  - e) At least one representative from the Nevada Disability Advocacy and Law Center;
  - f) At least three representatives from the Governor's Council on Developmental Disabilities (GCDD), which representatives shall be selected by the Council;

- g) At least three representatives from community training centers;
- h) At least one individual, or parent of an individual, with an intellectual or developmental disability that is not currently on the GCDD; and which representatives shall be selected by the Council;
- i) Members whom the Governor deems necessary.

B. The members of the Taskforce shall receive no compensation for their service but shall be reimbursed for reasonable and necessary expenses actually incurred in the performance of official duties.

C. All members shall be members and shall have equal voting rights on all matters to come before the Taskforce.

D. Each member of the Taskforce shall serve for a term of four (4) years and may be reappointed.

E. A vacancy occurring in the Taskforce shall be filled in the same manner as the original appointment. The vacancy shall not affect the power of the remaining members to execute the duties of the Taskforce.

F. If a Taskforce member misses three (3) consecutive Taskforce and/or standing committee meetings within a calendar year, without a written notice of proxy, the Taskforce may remove that member by an affirmative vote of the majority of the members present at a meeting of the Taskforce. The Taskforce member will be given an opportunity to be present and to be heard at the meeting at which his or her removal is considered.

## ARTICLE VII. OFFICERS

A. The officers of the Taskforce shall be Chairperson and Vice-Chairperson appointed by the Governor with duties as described below.

1. The Chairperson shall:

- a. Assist in the development of meeting agendas, and preside at all meetings of the Taskforce and, in the absence of the Vice-Chairperson, assign a designee from the Taskforce to preside in his or her absence;
- b. Establish standing and ad hoc committees and task forces to assist the Taskforce or committees in carrying out their respective responsibilities and designate the chair of all committees and task forces; and
- c. Be the official spokesperson for the Taskforce.

2. The Vice-Chairperson shall:

- a. In the absence of the Chairperson, perform the Chairperson's duties; and
- b. Assume the position of acting Chairperson if the position of the Chairperson is vacated, until such time as a new Chairperson is elected.

#### ARTICLE VIII. PROCEDURES

- A. All meetings of the Taskforce shall be conducted according to the Nevada Open Meeting Law, Nevada Revised Statutes as it pertains to public bodies in the State.
- B. In order to conduct any official business, a quorum must be present. A quorum shall consist of fifty-one percent (51%) of the current Members.
- C. All voting of the Taskforce shall be conducted as follows:
  1. Each Member shall have one vote.
  2. All decisions shall be made by a majority vote of the Members present at a meeting at which there is a quorum.
  3. All votes will be by voice unless there is a request by a member for a roll call vote.
- D. The meetings of the Taskforce shall take place as follows:
  1. The Taskforce shall meet on a regular basis, with an objective of four (4) meetings per year, on such dates as shall be determined by the Taskforce. The annual meeting of the Taskforce may be counted as a regular meeting.
  2. The meeting time and location of each meeting shall be specified with input from the Taskforce. Taskforce members may attend meetings by means of telephone conference or similar method by which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this paragraph shall constitute presence in person at such meeting.
- E. The agendas for Taskforce meetings shall be prepared as follows:
  1. Agendas for meetings shall be developed by the Chairperson with the assistance of the Vice-Chairperson. Taskforce members, other agencies, groups, organizations, or individuals desiring to place items on the agenda of a meeting must present those items and statements of their purpose to the Chairperson not less than fourteen (14) working days before a forthcoming meeting, and the Chairperson shall include timely requested items on the agenda for such meeting.
  2. The opportunity for public comment shall be provided on each agenda.

- F. A member of the Taskforce is prohibited from making a decision, or participating in any manner in the decision regarding a matter in which he/she has a prohibited interest (i.e., conflict of interest.) A Taskforce member will have a prohibited interest when, in the course of his or her duties, he or she has the opportunity to perform some act or make some decision in his or her official capacity that might substantially affect the economic interest of either himself or herself or the individual agency or organization he or she represents exclusive of other agencies or organizations of similar purpose.
- G. Minutes shall be kept of all Taskforce meetings. Minutes shall be maintained. Such minutes shall be made available to the public upon request.
- H. Any member of the Taskforce or a committee may resign at any time by giving notice of his or her resignation to the Chairperson or the Office of Disability Services. Such resignation shall take effect at the time specified therein or, if no time is specified, at the time of the receipt thereof, and, unless otherwise specified in the notice, the acceptance of such resignation shall not be necessary to make it effective.

ARTICLE IX. AMENDMENTS

These bylaws may be amended at any regularly scheduled meeting of the Taskforce by a two-thirds (2/3) vote of the current Members, provided that the amendment has been submitted in accessible formats to each member of the Taskforce at the meeting immediately prior to the meeting at which such amendment shall be voted on and provided that the amendment is not in conflict with any applicable state or federal laws and regulations.

The undersigned hereby certifies that the Taskforce duly adopted these Bylaws as of \_\_

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, Chair