



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

Administrative Office
3416 Goni Road, D-132
Carson City, NV 89706

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RICHARD WHITLEY
Director

JANE GRUNER
Administrator

BRIAN SANDOVAL
Governor

Minutes

Name of Organization: Nevada Statewide Independent Living Council (SILC)
State Plan for Independent Living Committee (SPIL)

Date and Time of Meeting: March 31, 2016 at 1:30 p.m.

This meeting will be a Video Conference between the following:

Reno: Nevada Disability Advocacy and Law Center
1875 Plumas St., Suite 1
Reno, NV 89509
775-333-7878

Las Vegas: Nevada Disability Advocacy and Law Center
2820 W. Charleston Blvd., Suite 11
Las Vegas, NV 89102
(702) 257-8150

The meeting will be conducted by video-conference. The public may observe this meeting and provide public comment at the Reno and Las Vegas Locations. **To join this meeting by phone, dial 1-888-251-2909 then enter the Access Code 8985078 when prompted.**

Meeting Materials Available at: <http://adsd.nv.gov/Boards/SILC/Agendas/>

1. Welcome, Roll Call and Introductions
Scott Youngs, Workgroup Leader

Members Present: Scott Youngs, NCED; Lisa Bonie, NNCIL; Kacy Curry, Disabled Community; Michelle Merrill, DETR; Mark Tadder, SNTC; Alicia Santiago, SNCIL; Mary Evilsizer, SNCIL; Jennifer Whitcomb, ADSD

Excused Members: Lucia Mathis, NVHCA

Public Present: Betty Hammond, ADSD; John Rosenlund, ADSD; Rique Robb, ADSD; Tanya Keith, ADSD; Becky Van Auken, CART; David Daviton, Deaf Community; Jeff Beardsley, NDALC

A quorum being present, the meeting was called to order at 1:33 PM

2. Verification of Posting
Scott Youngs, Workgroup Leader

Ms. Keith verified the postings occurred in accordance with Open Meeting Law requirements.

3. Approval of Meeting Minutes from March 14, 2016 Meeting (For Possible Action)
Scott Youngs, Workgroup Leader

Ms. Bonie offered the following corrections:

- 1.) In the Q & A section, $\frac{3}{4}$ of the way down, Second answer it reads, "So it's like we have the CIL and the Centers for Independent Living". It should read, "SILC and the Centers."
- 2.) On this same answer, the word "wavers" is misspelled, should be "waivers"
- 3.) On the 9th question down, there is a tab mid word. That word should read Items
- 4.) On the Second Public comment page, the speaker name, "Mr. Davidson" Should be Mr. Daviton
- 5.) Clarification was requested on Ms. Curry's comment regarding having it on the Agenda each meeting to review upcoming dates.

Ms. Bonie motioned to approve the minutes with the noted changes. Mr. Tadder seconded and the motion carried unanimously.

4. **First Public Comment Section** (Members of the public will be invited to speak, however, no action may be taken on a matter during public comment until the matter itself has been included on an agenda as an item for possible action. Please clearly state and spell your name. Public comment may be limited to 3 minutes, per person at the discretion of the chair).
Scott Youngs, Workgroup Leader

Mr. Youngs announced an invitation has been extended by Bethany Valentine with the Newton Learning Center, to any interested parties may attend an event titled, "What's Next? Successfully transitioning from High School to Adulthood." It will be held on Saturday, April 23rd from 10:00 am to 1:00 pm. At 700 Greenbrae drive, Sparks, NV.

No other Public comments were made.

5. Training, Review, and Discussion of the Town Hall Meeting process.
Rique Robb, ADSD

Ms. Robb thanked the committee for having her and stated that her notes will be sent after her discussion, as a document for distribution had not been prepared. (See Attachment A)

The purpose of the Town Hall Meetings is to obtain feedback on the goals and objectives for the State Independent Living Plan. The Town Halls will take place in Northern Nevada, and Southern Nevada; in both rural and urban areas. The main idea is to maintain a consistent agenda, timeline or topic approach. After the initial greeting



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and welcome, outline the purpose of the meeting, and to let the public know what information you are looking for.

Ms. Whitcomb thought the Town Hall would start with a brief explanation of the SPIL Document, and then the public signs in and makes comments without conversation. The comments would be documented for later review.

Ms. Merrill discussed the Town halls her team hosted. They had 5 points on 5 different Easels with large pieces of paper. Someone would hand write the comments as they were made; and found after talking to Veterans in Elko, they had one set of comment topics, but Ely's Veterans had a different set of comment topics.

Mr. Tadder observed that from the current survey, the topics are what services are being provided, and what services is in short supply?

Ms. Whitcomb stated in the brief synopsis of what is being looked for is what is needed from the community is what the needs are, and what the barriers are. Then call up speakers to make their comments.

Mr. Youngs added that facilitators need to do a good job writing and reading what is being said to confirm for those who are visually impaired, so they are sure that their comments are being recorded accurately. Facilitators may need to slow down the meeting a bit to ensure is all recorded. Ms. Robb agreed, saying pacing of the meeting is important.

Ms. Curry mentioned she feels the order of discussion should be: 1. What is already established in the community? 2. What are the barriers that are blocking you from what you need? 3. What is it that you need, and 4. What are the strategies to remove those barriers?

Mr. Tadder said, the value he sees in her suggestion; is people who attend might not comment on what is working; and he wouldn't want to undercut a successful program because there wasn't any Town Hall data on its success. Ms. Whitcomb said when they give their comments; we can then decipher this information. Mr. Youngs agreed saying, if they all start to list what they are currently getting, and there is a large attendance that may make the meeting too long.

Ms. Robb added different comment periods may be unnecessary. Using the different flip charts as they give comments will make gathering data after the meeting easier. The Facilitators could use that time saved to get the additional information needed for the SPIL data in the form of needs, barriers and additional input for that Community's individual needs. So this would be the main crux of the Town Hall.

Ms. Robb suggested bringing:

- Hard copies of your surveys both Large Print and standard print.
- The link to the web site
- Flip Charts and Fresh Markers, some with different colors for marking priority points
- Minute Cards for timing comments in increments of: 3 minutes, 2 min, 1 min, 30 seconds, time; and to announce their use as the start of the session.
- Pens and agendas ready for meeting attendees
- Business Cards
- An Audio Recorder for the meeting

And having your supplies ready by:

- Label data sheets with the date/time/location of the Town Hall
- Sign-in sheets with fields for contact information and a check box for if they wish to speak.

Ms. Merrill said that her last town hall, they opted to not have the check box. They didn't want to stop attendees who wanted to comment mid-meeting, or who arrived after the initial check in period. She suggested staff could approach the speaker when they were finished, and would verify they were on the sign in sheet.

Ms. Whitcomb reviewed the meeting format, including a synopsis of the SILC and SPIL, the purpose of the meeting, the current needs, the barriers, and what services are being provided. Then; calling up participants from the sign-in sheets; and having the documentation all included in a binder for every Town Hall. There will be flip charts to document comments, and to close with thank everyone for coming; directing them to the survey web site, and the printed surveys. Ms. Robb clarified one difference was a decision to not cover the current needs.

Ms. Whitcomb offered to put the materials together for the first town hall. Ms. Robb suggested that the SPIL members who were available, to all attend the first Town Hall in Reno as a training experience.

Ms. Whitcomb confirmed that accessibility accommodations have been requested, including CART, Interpretation, and printing of large print surveys and standard print surveys. Any other reasonable accommodations will be done upon request. Ms. Robb clarified with a hypothetical situation, if an interpreter could not be arranged, and one is not requested if there would be an issue with that situation? Mr. Youngs added that he felt it would be ok either way because reasonable effort was made to make a reasonable accommodation. Ms. Curry added it was more important to have the



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meeting, than to cancel it because an interpreter wasn't available. Especially since in the north, requests for interpreters have become more of a challenge.

Ms. Robb suggested Southern results of the Town Hall meetings, should be dropped off at an ADSD Office, if an ADSD staff member, for whatever reason couldn't attend. It is important to keep the data secure and to keep it contained in an envelope or a box until gathered at the end.

Ms. Whitcomb made a motion to accept the outline Town Hall Meeting format as discussed. The group agreed. Ms. Evilsizer seconded. Motion carries unanimously.

6. Discussion, Review and Consideration of the 2016 Nevada SILC SPIL Survey results To Date (**For Possible Action**)
Jennifer Whitcomb, ADSD/SILC

Ms. Whitcomb read from the Survey Monkey results report from the morning of 3/31/16. This report had 72 responses. (See Attachment B, independent pagination)

Highlights of the report:

- 42% surveyed have a disability
- 41% have a physical/mobility based disability
- 31% didn't have any familiarity with the SILC
- The top 3 being services being received Assistive Technology, Personal Assistant, and Self-care management were.
- Current needs top 3: Vocational Rehabilitation, second Emergency Preparation, third Housing Assistance.
- Top 3 Barriers: Systemic Advocacy, Social Skills and Relationships, and there is a 5 way tie for 3rd of Transportation, Peer Counseling, Mobility Training, Home Modification and Assistive Technology.
- Top 4 barriers and obstacles for someone you know are: Unable to find services or programs to meeting my needs, Information is online in a format I cannot access and I am faced with attitudes and discrimination with my disability, and I don't have the money to pay for gas or transportation
- How did you hear of the survey: 41% said E-mail, 29% said Agency Provider
- 37% of responders work full time

Ms. Robb noted when looking at other surveys, to remember they are specific to their purpose as this one is specific to Independent Living. So differences are found, they are not apples to apples, and help avoid replication in work between different programs. Ms.

Whitcomb said being aware of what's going on with other surveys for other programs can affect how collaborations can assist each other either directly or indirectly as a goal for improving systemic advocacy; if that is a goal or objective of the council. This will help the group to keep a global consideration in mind when looking at data in preparation for the SPIL.

Mr. Tadder asked if there was a way to correlate the answers for specific data points, or if the survey is limited in its capability. Ms. Curry said if the data needed hand entering, she would like to help.

It was agreed upon the final date for surveys to be used in the SPIL is Friday, April 29th, 2016.

7. Discussion, Monitoring and Recommendations of the Compiled Responses for the Development, Writing, and Implementing of the SPIL Development Strategic Plan and Timeline **(For Possible Action)**

Scott Youngs, Workgroup Leader

Ms. Whitcomb stated that the SPIL Work group was ready to start writing. She sent out a draft copy to everyone with some drafted language. It was suggested that each person take a section and start writing from there. These sections were highlighted in Yellow, and Jennifer's words are in Parenthesis for future reference. She could not write much more without further discussion, and fully intends for it to be changed by the workgroup.

Mr. Youngs asked what issues are important and should translate to goals and outcomes? Ms. Bonie suggested to look at the previous SPIL and see what was or was not done; and to think about how to write the new SPIL in a way that would not set up the group for failure.

Mr. Youngs reminded a global focus here is needed, and mechanics will come at the end. Ms. Whitcomb said on page 16 of 27, under 1.5 section part 2, Center Directors will be on the agenda every board meeting either by invitation or will be standing to give updates and reports. Representatives from the DSE can address the board as well. This is a new section in the SPIL Template and can become a standard for the agenda.

Ms. Evilsizer commented that the goals need to be something that they can actually work with, and having a stronger connection with the Center Directors can build a way for the SILC to continue to see how things are working together. Mr. Youngs added a strong SILC has to be the Leader, and has to take ownership and demand updates in order to know what needs done to make things better. The primary role of the SILC is to coordinate these services.

Ms. Whitcomb asked how the group wanted to proceed with the SPIL writing process. They discussed options of electronic access that needs to be accessible to all users, including the use of colors, bolding, italics, parenthesis and brackets and initials next to each writer's addition along with writing on Hard Copy and sending it in and having staff



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make the edits for the group. Ms. Bonie suggested a workshop as a group section by section. She's concerned that with scheduling, things might fall through. The group decided to send individual comments to Ms. Whitcomb and she will start putting the document together, in the interim before the upcoming SPIL writing retreat.

8. Review, discussion, and Recommendations for the Draft Language for the SPIL **(For Possible Action)**
Scot Youngs, Workgroup Leader

Agenda Item 8 was discussed combined with section 7.

9. Second Public Comments Section (Members of the public will be invited to speak, however, no action may be taken on a matter during public comment until the matter itself has been included on an agenda as an item for possible action. Please clearly state and spell your name. Public comment may be limited to 3 minutes, per person at the discretion of the chair).
Scott Youngs, Workgroup Leader

Mr. Beardsley shared an experience he had at the towns of Mesquite and Pahrump. He explained that when he had meetings there, he had a lot of Deaf Community members at the table. He also felt it would have increased Town Hall Attendance if notification of Deaf Interpretation was placed on the flyers.

Mr. Rosenlund commended the SILC committee on their attempt at broad data collection. It is a commendable learning process, and will be used in the future. He reminded them that the SPILS for other states, while may work well, might not work for Nevada and to keep that in mind. He added breaking down the data is going to be essential to the SPIL writing, and will help ensure underserved populations receive services. He reminded the group that while it is exciting to write the new SPIL, the current SPIL is still active and needs to still receive focus and action in the current year.

Ms. Uchel commented that when the Centers for Independent Living pass out the Surveys, they should include stamped envelopes and that their staff to provide assistance for the aid of people who are blind, and may not be able to complete the surveys on their own.

10. Discuss next meeting Agenda Items and Calendar Schedule **(For Possible Action)**
Scott Youngs, Workgroup Leader

Items discussed to be on the next agenda: The SILC April 14, 2016 Meeting, the Town Hall meeting results; and the SILC/SPIL Writing Retreat on April 26, 2016. It will be held at NNCIL with Ms. Bonie's Office.

11. Adjournment (Agenda items may be taken out of order, combined or consideration by the public body, and/or pulled or removed from the agenda at any time. Pursuant to NRS 241.020, no action may be taken upon a matter during a period devoted to comments by the general public until the matter itself has been specifically included on an agenda as an item upon which action may be taken.)

Scott Youngs, Workgroup Leader

For additional Public Comment for the SPIL

For public comment on the State Plan for Independent Living (SPIL), please email: nvsilc@adsd.nv.gov

Current Independent Living Council Members

Scott Youngs (Workgroup Leader), Lisa Bonie, Kacy Curry, Mechelle Merrill, Mark Tadder, Mary Evilsizer, Jennifer Whitcomb, Alicia Santiago, Lucia Mathis

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 Tanya Keith at (775) 687-0551 as soon as possible and at least five days in advance of the meeting. If you wish, you may email her at tanyakeith@adsd.nv.gov. Supporting materials for this meeting are available at: 3416 Goni Road, #D-132, Carson City, NV 89706 or by contacting Tanya Keith at (775) 687-0551 or by email at tanyakeith@adsd.nv.gov.

Agenda Posted at the Following Locations:

1. Aging and Disability Services Division, Carson City Office, 3416 Goni Road, Suite D-132, Carson City, NV 89706
 2. Aging and Disability Services Division, Las Vegas Office, 1860 East Sahara Avenue, Las Vegas, NV 89104
 3. Aging and Disability Services Division, Reno Office, 445 Apple Street, Suite 104, Reno, NV 89502
 4. Aging and Disability Services Division, Elko Office, 1010 Ruby Vista Drive, Suite 104 Elko, NV 89801
 5. Southern Nevada Center for Independent Living, 2950 S. Rainbow Blvd, #220, N. Las Vegas Blvd., Las Vegas, NV 89146
 6. Disability Resources, 50 Greg St Suite 102, Sparks, NV 89431
 7. Nevada State Library and Archives, 100 N. Stewart Street, Carson City, NV 89701
 8. Desert Regional Center, 1391 So. Jones Blvd., Las Vegas, NV 89146
 9. Sierra Regional Center, 605 South 21st St., Reno, NV 89431
 10. Nevada Disability Advocacy & Law Center, 1865 Plumas St #2, Reno, NV 89509
 11. Northern Nevada Center for Independent Living, 999 Pyramid Way, Sparks, NV 89431
 12. NV Community Enrichment Programs, 2820 W. Charleston Blvd., Las Vegas, NV 89146
 13. Department of Health and Human Services, 4126 Technology Way, Carson City, NV 89706
 14. Washoe ARC, 790 Sutro, Reno, NV 89512
 15. Rehabilitation Division, 751 Basque Way, Carson City, NV 89706
 16. Vocational Rehabilitation Job Connect, 1325 Corporate Blvd., Reno, NV 89502
- Notice of this meeting was posted on the Internet: http://adsd.nv.gov/Meetings/Meeting_Notices/, <http://adsd.nv.gov/Boards/SILC/Agendas/>, <https://notice.nv.gov>



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(Attachment A)

Nevada Aging and Disability Services Division (ADSD) State Independent Living Council Town Hall Meeting Approach

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Date: March 31, 2016

From: Rique Robb

Re: Town Hall Outline/Approach

Town Hall Meetings

A series of town hall meetings will be conducted to solicit feedback on the goals and objectives and to identify strategies and concerns to be addressed in the State Independent Living Council's - (State Plan on Independent Living (SPIL). Town hall meetings will take place in Northern Nevada, Southern Nevada and in Rural Nevada. Town Hall meetings are open to the public.

Each Town Hall needs to include the following topics and questions for all meetings.

Welcome and Introduction

Overview of the State Independent Living Council (SILC)

Brief overview of the goals and objectives of State Plan for Independent Living (SPIL)

Presentation - purpose of the Town Hall. What is the ultimate goal of the town hall?

Each town hall should be consistent to ensure you are collecting the same information at all of the meetings. If so, prepare scripted questions prior to the meeting.

Determine prior to the TH meetings. Will you allow individuals to provide public comment after each question or as an open forum? Be sure all individuals who requested to make public comment on the sign in sheet have an opportunity to comment. At the end, ask for additional comments.

1) Needs

2) Barriers

3) Input

4) Additional Comments – "Parking lot"

Surveys

Let participants know that the Town Hall Meetings are not the only way the SILC is collecting information and data. Share the link and hard copies of the survey.

Thank everyone for attending and participating in the Town Hall.

☑ Podium Style

Nevada Aging and Disability Services Division (ADSD) State Independent Living Council Town Hall Meeting Approach

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- ☑ Flip Charts and pens are up and ready prior to the start of the meeting (be sure pens work 😊) Decide as a group if you want the questions written on the flip chart so the individuals can see them prior to getting started or if you bring them out one at a time?
- ☑ Sign In Sheet with contact information and a place for them to mark if they would like to make public comment.
- ☑ Be sure sign in sheets and flip charts are noted with date, location, and TH presenters.

Questions:

- ☑ Is there a time restraint on public comment? **Yes, 3 minutes. If time is available you may allow for an additional 3 minutes.**
- ☑ If so, what mechanism will be used for tracking time and letting people know when it is ending? **Cue cards (Lisa Bonie)**
- ☑ Who should we mail the flip charts? **To Mary @ SNCIL Tanya please order and mail to Mary as soon as possible.** Please return to ADSD when TH are finished.
- ☑ Could LV furnish markers during the So TH? **Yes, per Mary**

At the end of each TH, collect all sign in sheets, flip charts with answers to questions, and completed surveys to give to ADSD staff as quickly as possible after each meeting (if one is not in attendance).

Reminder: A town hall is an opportunity to solicit information and knowledge from a group for a specific topic and/or gain information on specific questions. A town hall is not a focus group it is a meeting to gather information, not to provide answers to specific questions.