

Joe Lombardo
Governor



Richard Whitley
Director

From Regulations to Ethical Standards: A Unified Approach to Governance

Aging and Disability Services Division

Samantha D'Ambrosio-Garcia, Social Services Program Specialist III

September 10, 2024



Department of Health and Human Services

Helping people. It's who we are and what we do.



Agenda

1. Introduction and Objectives
2. Review of Open Meeting Law (OML)
3. Annual Update on TFAD Bylaws
4. Standards of Conduct and Ethical Practices



Introduction and Objectives

Community Engagement Manager: Role and Responsibilities

- Ensure boards, councils and commissions adhere to legal requirements
- Maintain order and facilitate smooth operations
- Offer guidance on potential advocacy opportunities
- Act as a liaison between these bodies and the Aging and Disability Service Division (ADSD)

Purpose of This Presentation

- Annual Review: Update members on regulations, laws, and conduct guidelines.
- Encourage Knowledge: Promote understanding of compliance frameworks to ensure the TFAD operates smoothly, effectively, and legally.



Open Meeting Law (OML)

Legislative Intent

- Enacted in 1960 to ensure that public body actions and deliberations are conducted openly.
- Aims for transparency in decision-making and discussions.

5 Basic Pillars of the OML

Public Body

- Includes any administrative, advisory, executive, or legislative body of state or local government (excluding the Nevada State Legislature).
- Advises or makes recommendations to entities handling tax revenue.



Meeting

Open Meeting Law Cont'd

- Gathering of members with a quorum to deliberate or take action on matters within the body's jurisdiction.
- Quorum: A simple majority or another proportion defined by law.
- Deliberate: Examine and reflect on reasons for or against an action.
- Action: Decision or commitment made by a majority of members present.
- Public Access: Meetings must be open to public observation.
- Quorum can be met in various settings (e.g., email, lunch).



Open Meeting Law Cont'd

Notice

- Public must be informed of meetings in advance, including time, place, and location.

Agenda

- Clear list of topics, including items for action and public comment periods.

Minutes

- Notes from the meeting; draft must be available within 30 working days.
- Meetings are recorded and subject to public inspection.



Annual Update on TFAD Bylaws

Article I: Definitions

- Task Force: Refers to the Task Force on Alzheimer’s Disease.
- State Plan: The state plan addressing Alzheimer’s Disease.
- Director: Director, Department of Health and Human Services.
- Administrator: Administrator, Aging and Disability Services Division.
- Division: State of Nevada, Aging and Disability Services Division.
- Fiscal Staff: Aging and Disability Services Division fiscal staff in Carson City.
- NRS: Nevada Revised Statutes.

Article II: Creation (NRS 439 Public Health)

- Created by AB 80, Section 5 of the 2013 legislative session under the Department of Health and Human Services.

Article III: Duties

- Develop, monitor, and revise the state plan to address Alzheimer’s Disease.
- Prepare and submit an annual report to the Governor and the Legislative Counsel Bureau.
- Provide necessary resources, accept gifts and grants, and enter into contracts.



Annual Update on TFAD Bylaws Cont'd

Article IV: Membership (NRS 427A.032)

- Voting Members: 8 appointed by the Director and 2 appointed by the Legislative Task Force (one Senator, one Assembly member).
- Term: 2-year terms, with reappointments possible.
- Chair/Vice Chair: Elected by majority vote, with terms starting July 1.
- Subcommittees: Appointed by the Chair, limited to 5 members.

Article V: Meetings (NRS 427A.034)

- Meet at least quarterly; meetings open to the public.
- Quorum is a majority of members.

Article VI: Minutes

- Transcribed by designated staff, available for public inspection within 30 working days.
- Approved by the Task Force at the next meeting.



Annual Update on TFAD Bylaws Cont'd

Article VII: Financial Reimbursement (NRS 427A.036)

- Members serve without compensation but are entitled to per diem and travel expenses.
- Legislative representatives are paid by the Legislative Task Force.

Article VIII: Rules of Order

- Follow Roberts Rules of Order as a guide.
- Meeting sequence: Call to order, approval of minutes, special reports, committee reports, old/new business, announcements, public input, adjournment.
- Voting: Majority needed for decisions; proxy voting is prohibited.
- Amendments: Must be proposed in writing 14 days before a regular meeting and approved by majority vote.



Standards of Conduct and Ethical Practices

Mission Statement

- The Aging and Disability Services Division leads and advocates for high-quality, comprehensive support services across the lifespan. Our goal is to help all of Nevada's elders, adults, and children with disabilities or special health care needs live independently, meaningfully, and with dignity in the most integrated setting appropriate to their needs.

Vision Statement

- “To become a visible and informed organization, prioritize the needs of elder Nevadans, and advocate for programs and services to meet those needs through collaboration and education.”

Conduct Expectations

- Use of obscenities or disruptive behavior that impairs the orderly conduct of meetings may lead to the loss of public comment opportunities or removal from the meeting.



Standards of Conduct and Ethical Practices

Creating a Positive Working Environment

- Ensure a positive, non-hostile working environment free from discrimination and harassment.
- Members are encouraged to report concerns or grievances directly to me. As the lead ADA Coordinator for ADSD, I am committed to addressing these issues effectively.

Commitment to Respect and Dignity

- We must uphold an environment free from verbal abuse, threats, sabotage, and bullying.
- Everyone is responsible for treating fellow members and the public with courtesy, respect, and dignity.

Contact Information

- For concerns or grievances, please reach out to me directly at:
SDAmbrosioGarcia@adsd.nv.gov or at (702) 486-3583.