

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
GRANTS MANAGEMENT ADVISORY COMMITTEE
BYLAWS**

**ARTICLE I
NAME**

- A. The name of this advisory committee shall be the DEPARTMENT OF HEALTH AND HUMAN SERVICES GRANTS MANAGEMENT ADVISORY COMMITTEE.

**ARTICLE II
PURPOSE and ROLE**

- A. The purpose of this Advisory Committee, created under NRS Chapter 232, shall be to advise and assist the Department of Health and Human Services in the administration of the following programs and/or funding sources:
- a. Children's Trust Fund;
 - b. Family to Family Connection;
 - c. Family Resource Centers;
 - d. Social Services Block Grants (Title XX, Social Security Act) **nonstate** grants;
 - e. Community Services Block Grant **discretionary** grants; and
 - f. Other programs as requested by the Director, Department of Health and Human Services.
- B. The role of this Advisory Committee shall be to support the Department Mission, as established by the Director:
- a. The Department of Health and Human Services promotes the health and well-being of Nevadans through the delivery or facilitation of essential services to ensure families are strengthened, public health is protected and individuals achieve their highest level of self-sufficiency.
- C. The role of Advisory Committee members will be to represent the best interests of the organization ahead of individual interests in all public communications and refer any communications regarding Department programs to Department staff. Official statements regarding Department programs must be approved by the Director prior to statements being made.

ARTICLE III DUTIES

- A. The Advisory Committee shall:
 - a. Review requests received by the Department for awards of money to provide services to persons served by the programs administered by the Department;
 - b. Submit recommendations to the Director concerning each request for an award of money that the Advisory Committee believes should be granted;
 - c. Adopt policies setting forth criteria to determine which agencies, organizations and institutions to recommend for an award of money;
 - d. Monitor awards of money granted by the Department;
 - e. Assist Department staff in determining the needs of local communities and in setting priorities for funding programs;
 - f. Consider funding strategies for the Department, including, without limitation, seeking ways to avoid unnecessary duplication of the services for which awards of money are granted, and make recommendations concerning funding strategies to the Director; and
 - g. Assist in the development of performance indicators, accountability measures, and program policies.

- B. The Director may request that the Advisory Committee assume additional responsibilities concerning specific programs.

ARTICLE IV MEMBERSHIP and TERMS

- A. The Advisory Committee shall be composed of eleven (11) members appointed by the Director to reflect the ethnic and geographical diversity of this state:
 - a. A superintendent of a county school district; *or designee*
 - b. A director of a local agency providing services for abused or neglected children; *or designee*
 - c. A representative of a community organization involved with children;
 - d. A representative of a department of juvenile justice services;
 - e. A member who possesses knowledge, skill and experience in the provision of services to senior citizens;
 - f. Two members who possess knowledge, skill and experience in finance or in business generally;
 - g. A representative of the Nevada Association of Counties;
 - h. A representative of a broad-based nonprofit organization who possesses knowledge, skill and experience in collaborating with the community and in building partnerships between the public sector and the private sector; and
 - i. Two members of the public who possess knowledge of or experience in the provision of services to persons or families who are disadvantaged or at-risk.

- B. Five members serve an initial term that begins July 1, 2005 and expires June 30, 2006; six members serve an initial term that begins July 1, 2005 and expires June 30, 2007. After the initial terms, each member of the Advisory Committee serves for a term of two (2) years. No member may serve more than eight (8) consecutive years. Each member of the Advisory Committee continues in office until his successor is appointed.
- C. Each member is expected to participate in a majority of the meetings and activities. The Advisory Committee may, after discussion, invite a member to resign due to absences.
- D. Upon the occurrence of any vacancy, the Advisory Committee shall make recommendations to the Director to appoint a new member. When a member is appointed to fill an unfinished term, they shall complete the unfinished term and will be eligible to be appointed for three (3) additional terms. Consideration shall be given to retaining the demographic, geographic, and ethnic balance of the Commission.

**ARTICLE V
OFFICERS**

- A. The Advisory Committee shall:
 - a. At its first meeting and annually thereafter, elect a Chair and Vice Chair from among its members.
 - i. The nominee receiving the highest number of votes for each of the two positions shall serve in the respective office.
 - ii. The officers shall not be from the same geographic area.
 - b. The Chair shall preside at all meetings and generally supervise the affairs of the Advisory Committee, or designate a representative to do so.
 - c. The Vice Chair shall assist and assume the duties of the Chair in case of his absence.

**ARTICLE VI
MEETING PROCEDURES and PROTOCOL**

- A. The Advisory Committee shall:
 - a. Meet at the call of the Director, the Chair or a majority of its members as necessary, within the budget of the Advisory Committee, but not to exceed six meetings per year; and
 - b. Adopt rules for its own management and government.
- B. A majority of the members of the Advisory Committee constitutes a quorum for the transaction of business, and a majority of a quorum present at any meeting is sufficient for any official action taken by the Advisory Committee.

- C. All proceedings and actions shall be conducted in accordance with the Nevada Open Meeting Law (NRS 241.010 – 241.040 inclusive)
- D. Advisory Committee members shall, to the extent practicable, inform Department staff at least twenty-four (24) hours in advance of an anticipated absence.
- E. In the event that a videoconference is scheduled to accommodate Advisory Committee members or the public, the following procedures will be observed:
 - a. Speakers will identify themselves to the Chair for the benefit of remote participants;
 - b. The Chair will restate the names of members who make and second motions requiring action;
 - c. All members will facilitate the process by observing the following:
 - i. Refraining from informal speech or conversation that is not intended for public consumption;
 - ii. Proactive inclusion of members from remote sites; and
 - iii. Attentiveness to speakers from remote sites.

ARTICLE VII SUBCOMMITTEES

- A. The Chair of the Advisory Committee may appoint Subcommittees composed of members of the Advisory Committee, former members of the Advisory Committee and members of the public who have relevant experience or knowledge.
- B. Joint Grants Review Subcommittees may be formed with members of the Task Force for the Fund for a Healthy Nevada, for the purpose of information sharing, leveraged funding and efficient processing of grant applications.
- C. Subcommittees and Joint Grants Review Subcommittees may review needs assessments, develop preliminary recommendations for funding priorities and strategies, and assist in the development of performance indicators and accountability measures.
- D. Subcommittees or Joint Grants Review Subcommittees may take action with a majority of members present.
- E. Subcommittees or Joint Grants Review Subcommittees are subject to the open meeting law.
- F. All recommendations approved by Subcommittees or Joint Grants Review Subcommittees will be forwarded to the Advisory Committee or to the Task Force for the Fund for a Healthy Nevada for further action.

ARTICLE VIII
EXPENSES

- A. Each member of the Advisory Committee who is not an officer or employee of this State or a political subdivision of this State is entitled to receive a salary of not more than \$80 per day, fixed by the Director, while engaged in the business of the Advisory Committee.
- B. While engaged in the business of the Advisory Committee, each member of the Advisory Committee is entitled to receive the per diem allowance and travel expenses provided for state officers and employees generally.
- C. A member of the Advisory Committee who is an officer or employee of this State or a political subdivision of this State must be relieved from his duties without loss of his regular compensation so that he may prepare for and attend meetings of the Advisory Committee and perform any work necessary to carry out the duties of the Advisory Committee in the most timely manner practicable. A state agency or political subdivision of this State shall not require an officer or employee who is a member of the Advisory Committee to:
 - a. Make up the time he is absent from work to carry out his duties as a member of the Advisory Committee; or
 - b. Take annual leave or compensatory time for the absence.

ARTICLE IX
CONFLICT OF INTEREST

- A. The Department will survey its Advisory Committee members annually to collect information regarding their affiliations outside of the Department. If a member's personal or employment circumstances change before 12 months have elapsed, it is the member's responsibility to update the Disclosure Statement and submit it to the Department.
- B. Conflicts of interest must be declared by members prior to discussion of any matter that would provide direct financial benefit for that member, or otherwise have the appearance of a conflict of interest. When funding or other decisions are made regarding an organization with which the member has an affiliation, the member shall state his intention to abstain from making specific motions or casting a vote, before participating in related discussion. The Chair, or a majority of the Advisory Committee, may also declare a conflict of interest exists for a member, and ask that the member be removed from the voting process.

**ARTICLE X
AMENDMENTS**

A. These operating procedures may be altered, amended, or repealed by a majority of the Advisory Committee members at any of its regularly scheduled meeting subject to affirmation of the Director.

ADOPTED AND APPROVED this ____ day of ____.

Chair, Grants Management Advisory Committee

Advisory Committee Members:

APPROVED:

Michael J. Willden
Director, Department of Health and Human Services