

NEVADA DEPARTMENT OF HEALTH AND HUMAN SERVICES
GRANTS MANAGEMENT ADVISORY COMMITTEE

BYLAWS

FIRST ADOPTED AND APPROVED OCTOBER 21, 2009

AMENDED AND APPROVED MARCH 13, 2014

TABLE OF CONTENTS

ARTICLE I – NAME

1.1 Name

ARTICLE II – PURPOSE AND ROLE

2.1 Purpose

2.2 Role of Committee

2.3 Role of Committee Members

ARTICLE III – DUTIES

3.1 Duties

3.2 Additional Responsibilities

ARTICLE IV – MEMBERSHIP AND TERMS

4.1 Composition of Committee

4.2 Member Terms

4.3 Participation

4.4 Vacancies

4.5 Grant Eligibility

ARTICLE V – OFFICERS

5.1 Election of Officers

5.2 Terms of Office

5.3 Duties of Officers

ARTICLE VI – MEETINGS

6.1 Meetings and Designated Annual Meeting

6.2 Quorums

6.3 Compliance with Nevada Open Meeting Law

ARTICLE VII – SUBCOMMITTEES

7.1 Formation and Composition

7.2 Quorums

7.3 Duties

7.4 Limitations

7.5 Open Meeting Law

ARTICLE VIII – EXPENSES

8.1 Compensation

8.2 Per Diem and Travel Expenses

8.3 Allowances for Officers or Employees of the State

ARTICLE IX – CONFLICT OF INTEREST

9.1 Annual Disclosure Statement

9.2 Declaration of Conflict Prior to Discussion

9.3 Abstaining from Voting Process

9.4 Declaration of Conflict by Chair or Majority Vote

ARTICLE X – Amendments

10.1 Amendments

**STATE OF NEVADA DEPARTMENT OF HEALTH AND HUMAN SERVICES
GRANTS MANAGEMENT ADVISORY COMMITTEE
AMENDED AND RESTATED BYLAWS**

ARTICLE I – NAME

Section 1.1 Name. The name of this Advisory Committee shall be the DEPARTMENT OF HEALTH AND HUMAN SERVICES GRANTS MANAGEMENT ADVISORY COMMITTEE.

ARTICLE II – PURPOSE AND ROLE

Section 2.1 Purpose. The purpose of this Advisory Committee, created under NRS Chapter 232, shall be to advise and assist the Department of Health and Human Services, hereinafter referred to as the Department, in the administration of the following programs and/or funding sources:

- a. Children’s Trust Fund;
- b. Contingency Fund to Support Victims of Human Trafficking;
- c. Family Resource Centers;
- d. Social Services Block Grants (Title XX, Social Security Act) non-state grants;
- e. Fund for a Healthy Nevada; and
- f. Other programs or funding sources as requested by the Department Director, hereinafter referred to as the Director.

Section 2.2 Role of Committee. 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.

Section 2.3 Role of Committee Members. The role of Advisory Committee members will be to represent the best interests of the Advisory Committee 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

Section 3.1 Duties. The Advisory Committee shall:

- a. Adopt rules for its own management and government;
- b. Review requests received by the Department for awards of money to provide services to persons served by the programs administered by the Department;
- c. Conduct public hearings to accept public testimony regarding the funds administered;
- d. Submit recommendations to the Director concerning each request for an award of money that the Advisory Committee believes should be granted;
- e. Adopt policies setting forth criteria to determine which agencies, organizations and institutions to recommend for an award of money;
- f. Monitor awards of money granted by the Department;
- g. Assist Department staff in determining the needs of local communities and in setting priorities for funding programs;

- h. Evaluate and make suggestions regarding performance indicators, accountability measures, and program policies; and
- i. 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. The meaning ascribed to this passage is as follows: “The Advisory Committee will assist in identifying potential opportunities for collaboration among State agencies and with external partners to coordinate similar programs and maximize available funding.”

Section 3.2 Additional Responsibilities. The Director may request that the Advisory Committee assume additional responsibilities concerning specific programs.

ARTICLE IV – MEMBERSHIP AND TERMS

Section 4.1 Composition of Committee. The Advisory Committee shall be composed of fifteen (15) 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 member who possesses knowledge, skill and experience in the provision of services to 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 member who possesses knowledge, skill and experience in building partnerships between the public sector and the private sector;
- 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;
- j. A member who possesses knowledge, skill and experience in the provision of services to persons with disabilities;
- k. A member who possesses knowledge, skill and experience in the provision of services relating to the cessation of the use of tobacco;
- l. A member who possesses knowledge, skill and experience in the provision of health services to children; and
- m. A representative who is a member of the Nevada Commission on Aging, created by NRS 427A.032, who must not be a legislator.

Section 4.2 Member Terms. Each member of the Advisory Committee serves for a term of two (2) years. No member may serve more than twelve (12) consecutive years. Each member of the Advisory Committee continues in office until his successor is appointed.

Section 4.3 Participation. 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.

Section 4.4 Vacancies. Upon the occurrence of any vacancy, the Advisory Committee may make recommendations to the Director to appoint a new member. Consideration shall be given to retaining the demographic, geographic, and ethnic balance of the Committee. When a member is appointed to fill an unfinished term, they shall complete the unfinished term and will be eligible to be reappointed for

five (5) additional terms.

Section 4.5 Grant Eligibility. Any entity that employs a member of the Advisory Committee is not eligible to receive a grant. This section does not prohibit an entity that serves solely as the fiscal agent for a recipient of a grant from employing a member of the Advisory Committee.

ARTICLE V – OFFICERS

Section 5.1 Election of Officers. At its first meeting and annually thereafter, the Advisory Committee shall elect a Chair and Vice Chair from among its members.

- a. The nominee receiving the highest number of votes for each of the two positions shall serve in the respective office.
- b. The officers shall not be from the same geographic area.

Section 5.2 Terms of Office. Officers shall begin their term of office immediately upon election. There are no limits set on the number of terms an officer may serve.

Section 5.3 Duties of Officers. The Chair shall preside at all meetings and generally supervise the affairs of the Advisory Committee. The Vice Chair shall assist and assume the duties of the Chair in case of his absence.

ARTICLE VI – MEETINGS

Section 6.1 Meetings and Designated Annual Meeting. 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. Conduct the annual election of officers at its Annual Meeting, which shall be designated as the first regularly scheduled meeting following July 1, the beginning of the new State Fiscal Year.

Section 6.2 Quorums. 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.

- a. If the Advisory Committee is fully seated (15 members), the quorum necessary to transact business is eight (8). A majority of the quorum depends on the number of the 15 members actually present at a meeting. If the minimum quorum of eight (8) is present, the majority for official action is five (5).
- b. If the Advisory Committee is not fully seated, the quorum and majority changes. For example, if the Advisory Committee has four (4) vacancies and eleven (11) members, the quorum necessary to transact business is six (6). A majority of the quorum depends on the number of the eleven (11) members actually present at a meeting. If the minimum quorum of six (6) is present, the majority for official action is four (4).

Section 6.3 Compliance with Open Meeting Law. All proceedings and actions shall be conducted in accordance with the Nevada Open Meeting Law (NRS 241.010-241.040 inclusive).

ARTICLE VII – SUBCOMMITTEES

Section 7.1 Formation and Composition. 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.

Section 7.2 Quorums. Subcommittees may take action with a majority of members present.

Section 7.3 Duties. Subcommittees may review needs assessments, develop preliminary recommendations for funding priorities and strategies, and evaluate and make suggestions regarding performance indicators and accountability measures.

Section 7.4 Limitations. All recommendations approved by Subcommittees will be forwarded to the Advisory Committee for further action.

Section 7.5 Open Meeting Law. Subcommittees are subject to the Nevada Open Meeting Law.

ARTICLE VIII – EXPENSES

Section 8.1 Compensation. 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.

Section 8.2 Per Diem and Travel Expenses. 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.

Section 8.3 Allowances for Officers or Employees of the State. 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

Section 9.1 Annual Disclosure Statement. 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.

Section 9.2 Declaration of Conflict Prior to Discussion. 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.

Section 9.3 Abstaining from Voting Process. 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.

Section 9.4 Declaration of Conflict by Chair or Majority Vote. 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

Section 10.1 Amendments. These Bylaws may be altered, amended, or repealed by a majority of the Advisory Committee members at any of its regularly scheduled meetings, subject to affirmation by the Director.

THE BYLAWS OF THE GRANTS MANAGEMENT ADVISORY COMMITTEE, ADOPTED AND APPROVED OCTOBER 21, 2009, WERE AMENDED AND ADOPTED BY UNANIMOUS CONSENT OF THE MEMBERS AT THEIR REGULARLY SCHEDULED MEETING ON MARCH 13, 2014.

AFFIRMED:

Chair

Vice Chair

Members

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