



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

Administrative Office
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JANE GRUNER
Administrator

**Nevada Aging and Disability Services Division
Support Staff for the Nevada Commission on Autism Spectrum Disorders
July 2014**

Aging and Disability Services Division (ADSD) will be responsible for support duties related to the Nevada Commission on Autism Spectrum Disorders.

This support will be available from **July 1, 2014 through June 30, 2015**.

The total budget allocated to this support includes payment for:

- Part-time contract support staff
- Travel for Commission members to attend meetings as appropriate
- Per diem cost for presenters requested by the Commission as appropriate
- Operating costs for the Commission, such as office supplies and copying costs, room rentals, conference call fees

The **total budget** is **\$63,000**.

Fiscal management of these funds will follow state administrative directives and will be managed by appropriate **ADSD staff**. This would include the development of a spending plan for the year.

BASIC SCOPE OF SERVICES

Contracted Support Staff Person

ADSD will draft a scope of work and process a request for a temporary contract staff person. This selection should be complete by the end of July. ADSD will supervise this individual.

The support staff person will be available **20-30 hours a week** as funding allows.

Support staff person will likely be housed in the ADSD Administrative Office in Carson City to assure proper oversight and guidance of the work flow.

Meeting Organization

Support staff will complete the following to uphold the work of the Nevada Commission on Autism Spectrum Disorders.

Commission and Subcommittee Meetings:

- Develop agendas
- Seek approval of agendas from the appropriate Chair and Attorney General's office
- Post agendas, including faxes, to appropriate entities
- Invite and coordinate speakers
- Compile and distribute handouts
- Locate and schedule meeting rooms
- Address public requests for accommodation(s)

Record Keeping:

- Meeting minutes
- By-Laws
- Document Finalization (Reports and letters developed by the Commission and subcommittees)
- Public Information Notices
- Website content development and posting to include meeting materials
- Processing of travel requests and claims

Commission Appointments:

- Track Commission appointments
- Recruit for replacements as appropriate

ADSD Support

Aging and Disability Services Division will:

- Appoint a staff person to attend Commission meetings regularly
- Identify and permit ADSD staff to participate in Subcommittee meetings
- Obtain assistance and resources to support meeting objectives that are not otherwise addressed by the contracted support staff
- Process fiscal matters as it relates to the approved budget.