**NV Governor’s Council on Developmental Disabilities (NGCDD) Executive Committee Meeting Minutes from October 16, 2018**

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**Tele-conference**NV Governor’s Council on Developmental Disabilities
896 W. Nye Ln., STE 202
Carson City, NV 89703

# Special Notes

* All items reviewed during this meeting are available for view on the NGCDD website; under the event created for this meeting: [www.nevadaddcouncil.org](http://www.nevadaddcouncil.org/)
* Bolded text under a heading indicates an action taken by the NGCDD.

# Introductions

Committee Members Present: Stephen Schumacher, Committee Chair; Kimberly Palma-Ortega; Santa Perez; Jodi Thornley

Committee Members Absent: Jenny Casselman; Renee Portnell

NGCDD Staff Present: Kari Horn, Executive Director; Ellen Marquez, Executive Assistant

# Call to Order

Meeting was called to order by Council and Executive Committee Chair, Stephen Schumacher at 2:34 p.m.

Executive Assistant, Ellen Marquez verified that the agenda for this meeting was posted to the appropriate locations on October 4, 2018.

# Public Comment

Mr. Schumacher asked if there was any public comment. None was given.

# Approval of Minutes from the August 2018 Meetings

Mr. Schumacher asked if there was a motion to accept the August 21, 2018 meeting minutes.

**Jodi Thornley motioned to accept the minutes as written. Santa Perez seconded the motion. Motion carried unanimously.**

# Review and Discuss Current NGCDD By-Laws and Governance Policies

Mr. Schumacher opened the discussion and deferred to Kari Horn, Executive Director, for explanation of changes she recommends. Ms. Horn reminded the Committee their recommendations would go to the full Council for a vote at the December meeting. Mr. Schumacher asked that each recommendation be voted on separately to avoid confusion.

Ms. Horn discussed her recommendation on Page 7, of the NGCDD By-Laws, under (2) Membership Rotation, paragraph 2. “A recommendation for dismissal from the Council will be made for any member. . .” Ms. Horn’s recommendation was to add “by a full Council vote”. The new sentence would read: “A recommendation for dismissal from the Council will be made by a full Council vote for any member…”.

**Santa Perez motioned to add the new language as recommended. Ms. Thornley seconded the motion. Motion carried unanimously.**

Ms. Horn discussed her recommendation on Page 9 of the NGCDD By-Laws under Meetings. “Notice of Council meetings plus agendas will be mailed to the administering agency at least two weeks prior. . .” Ms. Horn’s recommendation is to change that sentence to read: “will be provided to the administering agency in accordance with Nevada Open Meeting Law.”

**Ms. Perez motioned to approve the changes as recommended. Kimberly Palma-Ortega seconded the motion. Motion carried unanimously.**

Within the same paragraph, Ms. Horn recommended “The agenda will be developed by the Executive Committee and the Executive Director.” be changed to developed by the Executive Director and the Council Chair.”

**Santa Perez motioned to add the new language as recommended. Ms. Thornley seconded the motion. Motion carried unanimously.**

Ms. Horn discussed her recommendation on the same page of the NGCDD by-laws under paragraph 4 “The quorum at any meeting of the Council or any of its Committees shall consist of one half of the members with the addition of the Chairman.” Ms. Horn discussed her concerns with meeting quorum if the Chair was not in attendance. After some discussion, Mr. Schumacher recommended changing the sentence to read: “The quorum at any meeting of the Council or any of its Committees shall consist of one half of the members with the addition of the Chair or Vice-Chair of that Committee which has been appointed by that Committee’s Chair.”

**Ms. Thornley motioned to have a Vice-Chair of each Committee be voted in and appointed by the Chair of that Committee. Ms. Perez seconded the motion. Motion carried unanimously.**

**Ms. Thornley motioned to add the new language of Vice Chair to the quorum count. Ms. Perez seconded the motion. Motion carried unanimously.**

Ms. Horn requested clarification on page 8, of the NGCDD Governance Policy, under “Discretionary Funds.” Currently, funds are allocated for Council Members and/or Staff in-state and/or out-of-state travel. Ms. Thornley inquired what it had been used for the in the past and if it could be changed. Ms. Horn stated it had been used to accomplish various goals and objectives of the 5 year state plan. Several of the Committee Members agreed it should be more flexible. Mr. Schumacher requested this discussion be added to the next Executive Committee meeting agenda. Ms. Horn stated she would make this an agenda item.

# Next Meeting Date

Mr. Schumacher stated the next Executive Committee meeting will be held on Tuesday, November 20, 2018. There was a discussion of time to hold the meeting. Mr. Schumacher suggested everyone email Ms. Horn the best time for them to attend the meeting and stated Ms. Horn should select the time the “majority” requests. Ms. Horn stated when she received the responses she would send on the time to the Committee Members.

# Public Comment

Ms. Schumacher asked if there was any public comment.

* Ms. Thornley expressed the meeting was awesome with Mr. Schumacher as Chair for the first time.
* Mr. Schumacher stated he will be out of touch for about a week as he is going on his honeymoon.

# Adjournment

Mr. Schumacher adjourned the meeting at 3:18 p.m.