Nevada Governor’s Council on Developmental Disabilities (NGCDD)

Continuity of Operations Plan

Updated 6/11/2020

# Purpose

The purpose of the Continuity of Operations Plan is to ensure that essential functions continue to be performed during disasters or disastrous events.

# Mission

The Council engages in advocacy, system’s change and capacity building activities for people with developmental disabilities and their families in order to promote equal opportunity, self-determination, and community inclusion.

# Critical Business Functions

## 5 Year State Plan

Our Federal charge in the [Developmental Disabilities Assistance and Bill of Rights Act (DD Act)](https://www.acl.gov/about-acl/authorizing-statutes/developmental-disabilities-assistance-and-bill-rights-act-2000) is to accomplish the goals, objectives and activities of our [Five Year State Plan](http://www.nevadaddcouncil.org/ffy-2017-2021-state-plan/).

* In-house projects facilitated by Council staff
* Sub-grant projects facilitated by community entities, overseen by Council staff
* Council mandated meetings to ensure continuity of 5 Year State Plan Goals and Council business
* Administrative functions

## Management of Federal and State Funds

* Ability to receive funds
* Ability to reimburse sub-awards
* Ability to receive reports from sub-recipient’s
* Ability to track and report
* Reconcile funding with Fiscal

## Work Locations

Council staff are approved to telecommute. Council staff will continue operations via staggered locations (telecommuting/in office) until able to return to fulltime in office schedules. Council staff meetings will continue each Monday at 10am via teleconference or Zoom. If the meeting needs to be rescheduled the Executive Director will notify staff.

## Staff

* Executive Director, Kari Horn, [khorn@dhhs.nv.gov](mailto:khorn@dhhs.nv.gov), direct line: 775-684-8621, office line: 775-684-8619
* Projects Manager, Catherine Nielsen, [cmnielsen@dhhs.nv.gov](mailto:cmnielsen@dhhs.nv.gov), direct line: 775-684-8620, office line: 775-684-8619
* Self-Advocacy Coordinator, Marisol Rivas, [mrivas@dhhs.nv.gov](mailto:mrivas@dhhs.nv.gov), direct line 775-684-8622, office line: 775-684-8619
* Executive Assistant, Ellen Marquez, [elmarquez@dhhs.nv.gov](mailto:elmarquez@dhhs.nv.gov), direct office line: 775-684-8619

## Work Schedule

Our office is closed to the public until further notice.

Staff will be telecommuting or working from the office as scheduled below, using flex, annual and sick leave as needed with Executive Director approval. Changes to staff work schedules will be sent to the Designated State Agency representative.

* Executive Director will telecommute Monday through Friday, only going into the office for tasks that

cannot be completed remotely.

* Executive Assistant will be in the office Monday, Wednesday and Friday from 8am-1pm, telecommuting on those afternoons and Tuesdays and Thursdays.
* Projects Manager will telecommute Monday through Friday, only going into the office for tasks that
* cannot be completed remotely.
* Self-Advocacy Coordinator will telecommute Monday through Friday, only going into the office for tasks that cannot be completed remotely.

Staff will provide notification to all Council staff via shared calendars if they need to come into the office. All staff will monitor shared calendars for any updates and try to avoid coming into the office when someone else is there. If more than one staff must be in the office, all regulations set forth by the DHHS Director’s Office Reopening Plan will be followed. Staff will sanitize all surfaces they’ve touched before leaving the office and comply with all other health and safety directives from the DHHS Director’s Office.

## Continuity Authority

The NGCDD will continue to operate in accordance with Public Law 106-402 of the [Developmental Disabilities Assistance and Bill of Rights Act (DD Act)](https://www.acl.gov/about-acl/authorizing-statutes/developmental-disabilities-assistance-and-bill-rights-act-2000) and established under NRS 232.320 within the State of Nevada through the [Nevada Department of Health and Human Services, Directors Office](http://dhhs.nv.gov/Contact/DO/) as our Designated State Agency, with the purpose of providing support to the Council under the regulations of the DD Act Section 125(d). The Council will continue to operate under our approved [By-Laws and Governance Policies](http://www.nevadaddcouncil.org/about/).

## External Procedures

Staff:

* Council staff will continue to execute all duties as listed in their most recent Work Performance Standards, unless otherwise instructed by the Executive Director.
* Individuals that need to be in the office will report to the office on their assigned day.
* The Executive Director will receive, review and disseminate information with Council staff,   
  Council members and the public as appropriate through email, our website and social media outlets. No information may be shared by staff unless first approved by the Executive Director.
* Council staff will have access to appropriate files when not in the office via VPN.
* Council staff will abide by all rules and regulations set forth in the State of Nevada VPN, Telecommuting and mobile device agreements.

## Council mandated meetings

Beginning April 1st, to the extent possible, Council staff will continue to conduct Council mandated meetings via teleconference or videoconference. Meetings will continue to be held in accordance with Open Meeting Law using guidance issued from the State of Nevada Declaration of Emergency Executive Order Directive 006

IT IS HEREBY ORDERED THAT:

SECTION 1: The requirement contained in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate is suspended.

SECTION 2: If a public body holds a meeting by means of teleconference or videoconference and a physical location where members of the public can attend is not provided, the public body must provide a means for the public to provide public comment, and post that means on the public notice agenda posted in accordance with NRS 241.020. Public comment options may include, without limitation, telephonic or email comment.

SECTION 3: The requirements contained in NRS 241.020(4)(a) that public notice agendas be posted at physical locations within the State of Nevada are suspended.

SECTION 4: Public bodies must still comply with the requirements in NRS 241.020(4)(b) and NRS 241.020(4)(c) that public notice agendas be posted to Nevada's notice website and the public body's website, if it maintains one along with providing a copy to any person who has requested one via U.S. mail or electronic mail.

SECTION 5: The requirement contained in NRS 241.020(3)(c) that physical locations be available for the public to receive supporting material for public meetings is suspended.

SECTION 6: If a public body holds a meeting and does not provide a physical location where supporting material is available to the public, the public body must provide on its public notice agenda the name and contact information for the person designated by the public body from whom a member of the public may request supporting material electronically and must post supporting material to the public body's website, if it maintains one.

SECTION 7: A public body that holds a meeting pursuant to this Executive Order must ensure that any party entitled to or required to appear before it shall be able to do so through remote means and fully able to participate in the agenda items that pertain to them.

SECTION 8: The requirements of NRS 241.033, NRS 241.034 are suspended for any actions necessary to enforce Declaration of Emergency Directive 003 against entities, owners, representatives, agents, or employees that continue to operate or assist in operation after 11 :59 p.m. on March 2020. Public bodies enforcing Declaration of Emergency Directive 003 against entities, owners, agents, or employees pursuant to this section shall provide the responding party with at least 24 hours notice of a meeting to take action; and

SECTION 9: Public bodies may enforce Declaration of Emergency Directive 003 at an emergency meeting as authorized by NRS 241.020(11) and may make use of all other amendments to NRS chapter 241 included in this Executive Order.

SECTION 10: This Directive shall remain in effect until April 16, 2020, unless renewed by a subsequent Directive promulgated pursuant to the March 12, 2020 Declaration of Emergency to facilitate the State's response to the COVID-19 pandemic.

## Sub-Grant Requirements

All assurances, deadlines, activities and requirements listed in the NGCDD Grants Procedure Manual and Notice of Subaward will remain in effect. If a grantee feels a grant activity will need to be rescheduled within the awarding Federal Fiscal Year, they may do so but must notify the Projects Manager via email or teleconference in a reasonable amount of time and document the specific need for rescheduling, what alternate measures were considered and/or taken and what plans are in place for rescheduling in their reporting template. If a grantee feels they will not be able to complete the agreed upon activities within the awarding Federal Fiscal Year, they must contact the Projects Manager immediately who will set up a meeting with the Executive Director. If grantees feel they will need more time to submit requests for reimbursement or quarterly reporting, they need to contact the appropriate Council staff.

## Requests for Reimbursements (RFR’s)/Invoices

All RFR’s and invoices will be processed using regular office procedures however, there may be some delays as normal processing time frames might be disrupted.

1. RFRs and invoices will be sent to the Executive Assistant for processing.
2. Once processed for accuracy by the Executive Assistant, no less than once a week, the Executive Director will approve, sign and resubmit to the Executive Assistant for processing.
3. The Executive Assistant will forward the necessary documentation to Director’s Office Fiscal staff for processing.

## Critical Dept Records

All department historical documents are electronic and stored on the DO Shared (S:) drive. Copies of any policies can be provided by contacting our office: 775-830-2641.