**NV Governor’s Council on Developmental Disabilities (NGCDD) Executive Committee Meeting Minutes from November 7, 2024**

**ZOOM**

Join by Computer: <https://us02web.zoom.us/j/>82776920507

Join by Phone: 669-900-6833

Meeting ID: 827 7692 0507

# 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: Christine Riggi, Chair; Maxmillian Lowe, Vice-Chair; Stacy Alaribe; Vickie Ives; Santa Perez

NGCDD Staff Present: Catherine Nielsen, Executive Director; Alysa Marquez, Intern; Ellen Marquez, Self-Advocacy Coordinator; Rebecca Ortiz, Executive Assistant; Marisol Rivas, Projects Manager

NGCDD Staff Absent: Kimberly Palma-Ortega, Public Health Liaison

Public Present: Dora Martinez, Kate Osti

# Call to Order

The meeting was called to order by Maxmillian Lowe, Vice-Chair at 10:05 a.m.

Rebecca Ortiz, Executive Assistant verified that the agenda for this meeting was posted to the appropriate locations on October 30, 2024.

# Land Acknowledgment

Mr. Lowe provided the land acknowledgement as follows: The Nevada Governor’s Council on Developmental Disabilities, as a program whose designated state agency is the Nevada Department of Health and Human Services, acknowledges, honors, and respects the diverse Indigenous peoples connected to this land and recognize the State of Nevada is situated on the traditional homelands of the Nuwu, Newe, Numu and Wa She Shu. We offer gratitude for the land itself, for those who have stewarded it for generations, and for the opportunity to work alongside our Tribal partners. We encourage everyone in this space to engage in acknowledgement and continued learning about the Indigenous peoples who work and live on this land since time immemorial, and about the historical and present realities of colonialism.

# Public Comment

Mr. Lowe asked if there was any public comment and provided the information to provide public comment telephonically.

* Ellen Marquez, Self-Advocacy Coordinator stated the Partners in Policymaking program application is still open for 2025 and has been extended to November 15, 2024. She encouraged members to share the information with anyone interested. The application can be found on the council website.

# Approval of October 2024 Minutes

Mr. Lowe introduced this item and asked if there was a motion to approve the October 10, 2024 minutes. He opened this item for discussion.

**Mr. Lowe motioned to approve the October 10, 2024 minutes as written. Stacy Alaribe seconded the motion. The motion carried unanimously.**

# Discussion on Consumer Leadership Development Fund (CLDF) Status Update and Applications

Mr. Lowe introduced this agenda item and deferred to Catherine Nielsen, Executive Director for further discussion.

Ms. Nielsen discussed the application received by Jenny Casselman for Family out of state funds to attend the Down Syndrome Advocacy Conference in April 2025.

**Mr. Lowe motioned to approve up to $2,500.00 of family out-of-state funds to Jenny Casselman. Ms. Alaribe seconded the motion. The motion carried unanimously**.

# Discussion on Committee Memberships

Mr. Lowe introduced this agenda item and deferred to Ms. Nielsen, Executive Director for further discussion.

Ms. Nielsen provided information on the status of the current committees and memberships information for the Executive Committee’s discussion. She will be contacting each Committee chair for their input. She opened this item for discussion.

# Discussion on Previously Reviewed Statements

Mr. Lowe introduced this agenda item and deferred to Ms. Nielsen, Executive Director for further discussion.

Ms. Nielsen gave an in-depth overview and discussed the previously discussed updates to the policy. She referred to the document title “COUNCIL MEETING AND AGENDA DEVELOPMENT POLICY”. She opened this item for discussion.

Ms. Nielsen gave an in-depth overview and discussed the previously discussed updates to the policy. She referred to the document title “EXECUTIVE DIRECTOR JOB DESCRIPTION POLICY”. She opened this item for discussion.

Ms. Nielsen gave an in-depth overview and discussed the previously discussed updates to the policy. She referred to the document title “STAFF DUTIES, HIRING, AND SUPERVISION POLICY”. She opened this item for discussion.

Ms. Nielsen gave an in-depth overview and discussed the previously discussed updates to the policy. She referred to the document title “SUPPORT PERSONS CODE OF CONDUCT POLICY”. She opened this item for discussion.

**Mr. Lowe motioned to table to Support Persons Code of Conduct policy for further discussion at the next Executive Committee meeting. Ms. Riggi seconded the motion. The motion carried unanimously.**

**Mr. Lowe motion to recommend for approval the Council Meeting Agenda and Agenda Development Policy; the Council Executive Director Job Description Policy; and the Staff Duties, Hiring, and Supervision Policy to the Full Council. Santa Perez seconded the motion. The motion carried unanimously.**

# Discussion on Previously Reviewed Statements

Mr. Lowe introduced this agenda item and deferred to Ms. Nielsen, Executive Director for further discussion.

Ms. Nielsen gave an in-depth overview and discussed the background for the policy’s creation. She referred to the document title “COUNCIL MEMBERS SERVING ON OTHER BOARDS POLICY”. She opened this item for discussion.

**Mr. Lowe motion to recommend for approval the Council Members Serving on Other Boards Policy with the recommended changes to the Full Council. Ms. Perez seconded the motion. The motion carried unanimously.**

# Next Meeting Date

Mr. Lowe stated the next Executive Committee meeting is to be determined. The schedule of 2025 Full Council and Committee meetings will be finalized at the December 5, 2024 Full Council Meeting.

# Public Comment

Mr. Lowe asked if there was any public comment and provided the information to provide public comment telephonically. None was given.

# Adjournment

Mr. Lowe adjourned the meeting at 10:46 a.m.