

BY-LAWS OF ASSISTED LIVING ADVISORY COUNCIL

Section I – Name

The name of this group shall be the Assisted Living Advisory Council (ALAC) and shall be referred to hereinafter as “the Council.”

Section II – Authority

The Council was initially formed by appointment of the members by the Administrator of the Nevada Division of Public and Behavioral Health in 2002 in response to a request by the State Board of Health for the Bureau of Health Care Quality and Compliance to work collaboratively with group care providers to explore methodologies to reduce costs to facilities while maintaining quality care to residents. The recommendations of the Council are advisory only and shall be reported to the Administrator of the Division of Public and Behavioral Health through the Bureau of Health Care Quality and Compliance (BHCQC). The Administrator of the Division of Public and Behavioral Health will report on the Council’s activities to the State Board of Health.

Section III – Mission

The mission of the Council shall be to examine, consider, and make recommendations about the following issues:

- A) Educational strategies for providers of group care;
- B) Revision of the regulations for residential facilities for groups;
- C) Complaint process of the BHCQC;
- D) Liability insurance;
- E) Fee methodologies and BHCQC cost analysis; and
- F) Other issues impacting group care.

Section IV – Members

Subsection A. Composition. The Council shall consist of no more than sixteen members with a quorum *equaling 50% of the current membership*. Except for number 8), 9) and 10), below, the members of the Council must either be Owners or Licensed Administrators of Residential Care Facilities. The Council should try to include in its membership but not be restricted to the following:

- 1) A group care provider from Clark County;
- 2) A group care provider from Washoe County;
- 3) A group care provider from rural/frontier Nevada;
- 4) A small group care provider;
- 5) A large group care provider;
- 6) A group care provider with a mental health designation;
- 7) A group care provider from a facility with the Assisted Living Services endorsement;
- 8) At large;
- 9) At large Allied Health Professional; and
- 10) A representative of the pharmacy industry.

Subsection B. Alternate Member. If a member is unable to attend a meeting, he/she may designate a representative to serve in his/her stead who shall have all the rights and privileges of the member while acting on his/her behalf.

Subsection C. Term of Membership. Each Member shall serve a term of two years with an option to be elected to a second two year term, or until a successor is selected by a vote of the majority. Member's terms should be staggered so that the entire membership will not be replaced at any one time. In the event of a vacancy, nominations will be solicited and members will be selected by a vote of the majority.

Subsection D. Compensation. Each member of the Council is responsible for their own expenses for travel and other costs related to membership.

Subsection E. Staffing. Staff will be provided by the BHCQC for purposes of arranging the meetings, preparing agendas, and research needs within the availability of the Division's resources.

Subsection F. Voting. Only members of the Council shall be entitled to one vote on all business requiring action by the Council.

Subsection G. Termination. 1). Members who are absent from two consecutive meetings, and who do not notify a Chairperson in advance of their expected absence or send an alternate, shall be terminated from Council membership. 2). A member must be in good standing with BHCQC and the Board of Examiners for Long Term Care Administrators (BELTCA) or will be removed from the Council. 3). A member may be terminated by the Council for unprofessional conduct during meetings or while representing the Council in public.

Section V – Officers

Subsection A. Composition. There shall be the following officers of the Council:

Northern Co-Chairperson, Southern Co-Chairperson.

Subsection B. Duties of Officer. The Co-Chairpersons shall conduct the meetings of the Council and assign the recorder duties of taking the minutes to a member of the Council at each meeting. The presiding Co-Chairperson may at his/her discretion appoint any member present to take charge of the meeting. The Co-Chairpersons shall appoint subcommittees and assign tasks to the members as necessary to fulfill the purposes of the Council.

Subsection C. Term of Office. A Co-Chairperson may serve two years or until a Co successor is elected by a majority of the members. A Co-Chairperson can serve no more than two consecutive two-year terms.

Section VI – Meetings

Subsection A. Regular. The Council shall meet as necessary, but not less than twice a year. ~~once each quarter.~~

Subsection B. Special. The Bureau or either Co-Chairperson may call for a Special Meeting with at least three weeks' notice should the necessity arise. The meeting, however, may only be held if a quorum is present.

Subsection C. Open Meeting Requirements. Meetings shall be conducted in accordance with NRS 241, known as “Nevada’s Open Meeting Law.”

Subsection D. Subcommittees. Standing or special subcommittees may be appointed by either Chairperson. Subcommittees must also comply with the open meeting law.

Subsection E. Parliamentary Procedure. The Robert's Rules of Order shall govern the functions of the Council.

Section V – Amendment of the Bylaws

The bylaws may be amended as approved by a majority vote of the Council.

Proposed Revision ~~4.9.2015~~ 4-4-2017nw