

1 **BY-LAWS OF SKILLED NURSING ADVISORY COUNCIL**

2 **Section I – Name**

3 The name of this group shall be the Skilled Nursing Advisory Council (SNAC) and shall
4 be referred to hereinafter as “the Council.”
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6 **Section II – Authority**

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9 The Council was initially formed in 2010 by appointment of the members at the request
10 of the Bureau Chief. The Council was to pattern after the Assisted Living Advisory
11 Council as established by the Administrator of the Nevada State Health Division (now
12 called the Division of Public and Behavioral Health) in 2002, in response to a request by
13 the State Board of Health for the Division of Public and Behavioral Health to work
14 collaboratively with group care providers to explore methodologies to reduce costs to
15 facilities while maintaining quality care to residents. The recommendations of the
16 Council are advisory only and shall be reported to the Administrator of the Health
17 Division through the Bureau of Health Care Quality and Compliance (BHCQC). The
18 Administrator of the Division will report on the Council’s activities to the State Board of
19 Health.

20 **Section III – Mission**

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

- 24 A) Educational strategies for providers of skilled nursing facility care;
- 25 B) Revision of the regulations for skilled nursing facilities;
- 26 C) Complaint process of the BHCQC;
- 27 D) Liability insurance;

- E) Fee methodologies and BHCQC cost analysis; and
- F) Other issues impacting skilled nursing facility care.

Section IV – Members

Subsection A. Composition. The Council shall consist of ~~no more than 8~~ at least 6 members with

~~a quorum consisting four members~~ with a simple majority as ~~–a quorum consisting of 3 members~~. ~~Except for numbers 7, 8, and 9 the members of the Council must either be Owners, Corporate Officers/Consultants or Licensed Administrators of Skilled Nursing Facilities. Those representing SNFS shall be Owners, Corporate Officers or Licensed Administrators. The Council should try to include in its membership but may include but not be restricted to the following:~~

- 1) A skilled nursing facility provider from Clark County;
- 2) A skilled nursing facility provider from Washoe County;
- 3) A skilled nursing facility provider from rural/frontier Nevada;
- 4) A small skilled nursing facility provider;
- 5) A large skilled nursing facility provider;
- 6) A skilled nursing facility provider with a Special Alzheimer’s Unit;
- 7) QIO representative
- 8) NVHCA representative or officer
- 9) Director of Nursing

Subsection B. Alternate Member. A member may designate a representative to serve in his/her stead who shall have a voice but not vote.

Subsection C. Term of Membership. Each Member shall serve a term of two years or until a successor is selected by a vote of the majority. Members may serve consecutive terms. Members as described in Section A number, designated by odd numbers, shall be elected in odd years. Membership nominations will be made by the Nevada Health Care Association and the Nevada Quality Improvement Organization.

Subsection D. Compensation. Each member of the Council is responsible for his/her 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 researching needs within the availability of the Division's resources.

Subsection F. Voting. Each elected member of the Council shall be entitled to one vote. Proxy votes will not be made.

Subsection G. Termination. 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.

Section V – Officers

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

Chairmanship will alternate between northern and southern representatives.

Subsection B. Duties of Officer. The Chairpersons shall conduct the meetings of the Council and assign the recorder duties of taking the minutes at each meeting. The presiding Chairperson may at his/her discretion appoint any member present to take charge of the meeting. The Chairperson 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 successor is elected by a majority of the members.

Section VI – Meetings

Subsection A. Regular. The Council shall meet as necessary but not less than twice a year.

Subsection B. Special. The Bureau or ~~either Co~~-Chairperson may call for a Special Meeting with at least two 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~~ the 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 when called for by a member of the Council or by the Chairperson.

Section V – Amendment of the Bylaws

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