

Steve Sisolak  
*Governor*



Richard Whitley  
*Director*

State of Nevada  
Department of Health and  
Human Services

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BBHWP Advisory Board Administrative Standards

Division of Public and Behavioral Health

Stacy McCool



*Helping people. It's who we are and what we do.*



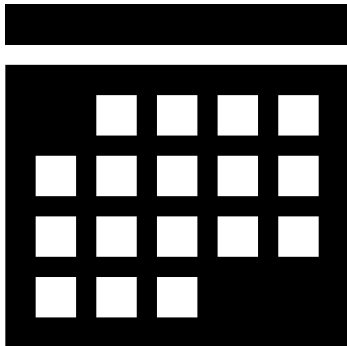
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# Scheduling your meeting

- The Bureau of Behavioral Health Wellness and Prevention (BBHWP) strongly recommends scheduling meetings a year in advance on a standing day; i.e., the second Tuesday of every other month or the first Wednesday of every month.



# Drafting your agenda



**5 weeks prior to meeting**, meet with BBHWP staff and begin to draft the agenda.

Draft the agenda with goals in mind; what do you want to accomplish?

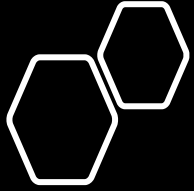
Keep in mind that presentations must be ADA compliant. ADA compliance should be handled by presenter.

BBHWP staff can help as necessary but only if presentation is given to staff **3 weeks prior to meeting date**.

Presentations are due **2 weeks prior to meeting date** if ADA compliant.

Finalized agenda is due no later than **4 weeks prior to meeting**.





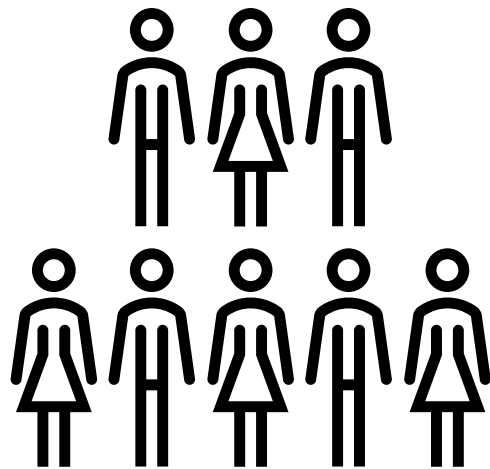
# DHHS website and ADA guidelines

- Section 508 of the rehabilitation act of 1973 requires Federal agencies to make electronic and information technology accessible to people with disabilities
- This means that anything that is posted on our website (meeting handouts and presentations) must be ADA compliant before the meeting
- If it is used during a meeting, it must be made available to the public, if it isn't compliant, it cannot be used.



# Notifying the public of your upcoming meeting

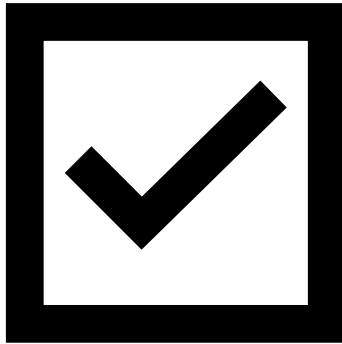
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- Once the agenda has been received it goes through an approval process which includes the Deputy Attorney Generals office.
- Once approval is given, the agenda will be made ADA compliant before being posted on the DHHS website no later than the 4<sup>th</sup> day before the meeting.
- The agenda must be posted at the principal office of the public body or where the meeting will be held, [notice.nv.gov](http://notice.nv.gov), and DHHS website.
- At this point the public will have access to the agenda and any handouts that are posted, which is why we need adequate time to ensure all documents are complaint.



# After the meeting



- Any last-minute materials must be made available within 24 hours after adjournment.
- Approved draft minutes will be reposted once any requested corrections are made.
- New minutes will be typed up for bureau approval and posted as “Draft Minutes” within 30 days.



# Contact Information

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