Executive Leadership | Bylaws Ad Hoc Committee Public Meeting
Monday, April 13, 2026, 10:00 am-11:00 am
Virtual Location: Zoom.com

MEETING ATTENDANCE

10 of 10 Members Present

1. Tiffany Alston, Director of Programs, Sunrise Children's Foundation
2. Abbey Bernhardt, National Alliance on Mental Illness, Nevada Chapter
3. Brianna Cambra, Provider Support Director, The Children's Cabinet
4. Tami Conn, Deputy Bureau Chief, Division of Public and Behavioral Health
5. Marty Elquist, Chief Program Officer, The Children's Cabinet
6. Patrice Gardner, ECAC Vice Chair
7. Adriana Lemus, Parent, Family Leadership
8. Jamie Mendez, Early Childhood Workforce Specialist, Office of Early Learning and Development, Nevada Department of Education
9. Tiffany Olivas, Early Childhood Comprehensive Systems Manager, The Children's Cabinet
10. Brooke Yarborough, Social Services Chief 2, Nevada Department of Human Services, Division of Social Services

0 of 10 Members Absent

1.

Public in Attendance

1. Brandi Hearst, ECAC Administrative Coordinator, Office of Early Learning and Development, Nevada Department of Education
2. Sabrina Jones, ECAC Systems Specialist, Office of Early Learning and Development, Nevada Department of Education
3. Anna Villatoro, Family Engagement Specialist, The Children's Cabinet

MEETING MINUTES

1. Welcome, Call to Order, and Roll Call 7 min.

- Patrice Gardner called meeting to order at 10:03am
- Brandi Hearst conducted roll call, noted above

2. Public Comment #1 5 min.
Public Comment was not given
- No comment

3. Approval of Flexible Agenda *(Discussion for Possible Action)*
The Committee approved a flexible agenda.

- Tiffany Alston motioned for a Flexible Agenda
- Jamie Mendez seconded the motion
- Members voted anonymously, motion passed

4. Introduction to Ad Hoc (*Discussion for Possible Action)*
Members discussed purpose and goals of the Committee
Patrice Gardner & Marty Elquist, Co-Chairs

- Patrice Gardner introduced Ad Hoc delegated activities: reflecting amendments, updating Bylaws based on best practices, aligning with subcommittees, and capturing Council-recommended changes
- Sabrina Jones presented the Bylaws Update Tracker tool to members
- Tiffany Olivas questioned whether Bylaw changes require legislative approval
- Patrice Gardner clarified that changes to internal governing rules don't need approval as the NRS code is not being changed

Section 2: Member Seat Requirements
- Members reviewed Head Start and NRS requirements for member seats using a comparison chart
  - Discrepancies noted in how seats were aligned ("apples for apples" comparison)
- Patrice Gardner questioned which state entity is responsible for child care, R&R (Resource and Referral) or DSS (Department of Social Services)
- Marty Elquist proposed reorganizing the section to match NRS 432A order and crosswalk with Head Start requirements
  - Historical context: ECAC traditionally used Head Start Act first, then cross-walked to 432A
  - Current membership is more expansive under 432A than originally under Head Start
  - Members decided to table detailed review and bring refined alignment back to next meeting

Compensation Discussion
- Tiffany Olivas raised concern about compensating family leaders in governor-appointed positions—an ongoing issue since updates from 2023.

- Current Bylaw language states "...No compensation for Council membership service" conflicts with goal of compensating parents, noting this provision doesn't appear in NRS and may have been added independently

- Marty Elquist clarified compensation language was added by ECAC, not NRS, as funding comes from grants (HRSA, PDG), not the Council itself
- Marty Elquist and Jamie Mendez interpreted the Bylaw as: ECAC doesn't directly compensate, but grant programs can provide stipends/incentives
- Patrice Gardner offered to email Adina Edwards at Board of Commissions to verify if the compensation language can be updated and what process must be followed
- Marty Elquist agreed on the need to verify update permissions

Section 3

- Marty Elquist recommended building flexibility into Bylaws to avoid "handcuffing" the Council with overly specific requirements
  - Concern raised about explicitly outlining subcommittees in Bylaws, which limits adaptability
  - Suggested identifying only essential requirements regardless of strategic plan
  - Proposed making Executive Leadership Subcommittee the only mandatory subcommittee in Bylaws
    - Additional subcommittees being established as needed based on strategic plan objectives, strategies, and actions
    - This approach provides flexibility to update or change subcommittees without Bylaw amendments

Historical Documentation Concern

- Brianna Cambra highlighted the risk of losing institutional knowledge as members move on or retire
  - Acknowledged the need to balance flexibility with maintaining historical reference for decision-making
  - Suggested creating an appendix to the Strategic Plan documenting the decision-making process
- Marty Elquist proposed assigning the Executive Leadership Subcommittee responsibility for serving as ECAC historians

4. Completion Timeline and Meeting Schedules (Discussion for Possible Action)
Members created an achievable timeline for completion of Ad Hoc activities and decided upon next meeting dates.
Patrice Gardner & Marty Elquist, Co-Chairs

- Patrice Gardner reiterated the work discussed earlier, adding that we now need to create an achievable timeline, then proposing the following:

<u>Proposed Timeline Of Completion:</u>

- Present progress and recommendations to Executive Leadership at June 01 meeting
- Present final recommendations to General ECAC for Approval at July meeting

- Committee discussed which days of the week to meet
  - Mondays are best for majority
  - Members agreed to the next meetings being on:
    - **Meeting: Monday, May 4th: 10:00 am-11:00 am**
      - Present to Executive Leadership at June 01, 2026, Meeting
    - **Meeting: Monday, June 8th: 9:00 am - 10:00 am**
      - Follow up on any feedback received from Executive Leadership and complete Bylaws review/recommendations
      - Reassess at end of meeting to decide on additional meetings being needed
    - **General ECAC meeting, July 1, 2026**

- Bylaws recommendations and edits presented to the Council by the Ad Hoc, Reviewing the Bylaws Tracker and allowing time for the Council to provide feedback with a possible vote for approval
- Appoint / delegate task for cleaning up the Bylaws according to the approved recommendations

○ Brandi Hearst to send calendar invites and update 2026 Meeting Schedule

5. Ad Hoc Member Invites *(Discussion for Possible Action)*
The Committee reviewed the Roster, no additions needed.
Patrice Gardner & Marty Elquist, Co-Chairs

- Patrice Gardner read the names from the Bylaws Roster, with no members missing, the Committee agreed upon the Roster as is, no changes needed

6. Agenda Items for Next Meeting *(Discussion and Possible Action)*
Committee Members discussed the next agenda items for May 04, 2026
Patrice Gardner & Marty Elquist, Co-Chairs

- Patrice Gardner reiterates the following items to be on next agenda:
  - ○ Continue Bylaws review and updating Bylaws tracker
  - ○ Review with Members any new updates regarding compensation discussion

7. Public Comment #2
Public Comment not given during this agenda item.
- No Comment

8. Adjournment
- Patrice Gardner adjourned meeting at 10:59 am