DEPARTMENT OF HEALTH
AND
HUMAN SERVICES

DIVISION OF WELFARE
AND
SUPPORTIVE SERVICES

ADMINISTRATIVE MANUAL

CHAPTER 300

PROMULGATING REGULATIONS

PUBLIC HEARINGS/WORKSHOPS

OPEN MEETING LAW

DIVISION OF WELFARE AND SUPPORTIVE SERVICES BOARD

300 PROMULGATING REGULATIONS, PUBLIC HEARINGS AND THE OPEN MEETING LAW

301 INTRODUCTION

Until the 1997 Legislature, the Division of Welfare and Supportive Services (DWSS) adopted its regulations via a policy making board, the DWSS Board. Nevada's welfare reform legislation, Assembly Bill 401, amended the authority of the DWSS Board from regulatory to advisory. Unlike other state agencies, the Division of Welfare and Supportive Services is not required by state law to comply with the Administrative Procedures Act, a means by which the majority of state agencies adopt their regulations. Hence, the DWSS must comply with the provisions as stipulated in the Nevada Revised Statutes and federal regulations pertaining to 1) how it adopts its state plans and regulations; and 2) with the Open Meeting Law in promulgating rules and regulations for the public assistance programs it administers. In any event, every measure shall be taken to enlist public input in developing proposed regulations and adopting them.

302 DIVISION AND THE ADMINISTRATIVE PROCEDURES ACT (APA)

302.1 APA DEFINED

The APA requires all state government agencies (except those few which are exempt from the APA) to adopt procedural regulations and make these regulations available for public inspection. The APA has an extensive regulation making process which involves public meetings and Legislative Counsel Bureau (LCB) review. Regulations ultimately adopted by the majority of state government departments/ agencies are published in the Nevada Administrative Code (NAC).

302.2 DIVISION - EXEMPT FROM APA NRS 233B.039

The Division is one of the few state government entities exempt from the provisions of the APA found in Chapter 233B of the Nevada Revised Statutes (NRS).

303 DIVISION OF WELFARE AND SUPPORTIVE SERVICES BOARD (ADVISORY)

303.1 DEFINITION NRS Chapter 422A

The Board consists of seven members appointed by the governor and must convene twice each calendar year to consider any issues related to public assistance and other programs for which the Division is responsible that may be of importance to members of the general public, the governor or the Division. The board shall meet at such places as the board, board chairman, the administrator or the director deem appropriate. Four members of the board constitute a quorum and a quorum may exercise all the power and authority conferred on the board. The board has a chair and a vice-chair, and minutes are recorded at each meeting. The board's minutes must be maintained as public records.

303.2 POWERS AND DUTIES OF THE BOARD NRS 422A.135

The board has only those powers and duties authorized by law. The board shall adopt regulations for its own management and government. Not later than 90 days after the date it holds a meeting, the board must advise the legislature (if it is in session), the governor, the director and the Division of any recommendations the board has for legislation or other program action relating to the administration of public assistance and other programs for which the Division is responsible.

303.3 PUBLIC NOTICE OF A BOARD MEETING NRS 422A.120

At least 45 days before the date it holds a meeting, the board must provide public notice of the date, time and location of the meeting in addition to the notice requirements of the open meeting law, section of NRS 241.020, which states:

* all meetings must be open and public, and accommodate the physically handicapped;
* there must be written notice of all meetings at least three (3) working days before the meeting--the law requires 45 days for the Division of Welfare and Supportive Services Board--which includes: 1) the time, place and meeting location, 2) a list of locations where the notice has been posted, and 3) an agenda which itemizes clearly the topics to be considered at the meeting, denotes that action may be taken on those items asterisked (*), and includes a period devoted to comments from the general public;
* notice of the meeting must be posted on the Division's website;
* minimum public notice is posting a copy of the notice at the principal office of the public body and not less than three other separate, prominent places within the jurisdiction of the public body, and mailing a copy of the notice to any person who has requested notice of the body's meetings;
* the public body must provide, at no charge, a copy of the agenda and other supporting material provided to the board on matters to be discussed (if not otherwise confidential) and so requested.

303.4 BOARD MEETING FORMAT

A broad overview of what a DWSS Board agenda *might* consist of follows:

*A. Minutes/Election of Officers
B. Administrator's Report
C. Caseload Status Report
D. Program Reports
*E. Information Requested by the DWSS Board
*F. Discussion of Items for Potential Recommendation(s)
*G. DWSS Board Recommendation(s)
*H. Future Meeting Date(s)
I. Comments from the General Public

304 OPEN MEETING LAW NRS Chapter 241

It is first important to note anyone having a need for specific information on the Open Meeting Law may obtain an Open Meeting Law Manual (Questions and Answers on NRS Chapter 241), a small booklet, published by the Office of the Attorney General. If you have one, ensure it's the most current edition as this publication is generally updated following every legislative session if there was a change to the NRS Chapter 241-the Open Meeting Law.

(This manual section is written to provide basic information on the Open Meeting Law, but in no way is all inclusive of what staff needs to know to comply with it.)

304.1 INTENT

"In enacting this chapter, the Legislature finds and declares that all public bodies exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly." (NRS 241.010)

304.2 DEFINITIONS NRS 241.015

A. STATUTORY DEFINITIONS

1. "Meeting" means the gathering of members of a public body at which a quorum is present to deliberate toward a decision or to make a decision on any matter over which the public body has supervision, control, jurisdiction or advisory power.

2. "Public body" means any administrative, advisory, executive or legislative body of the state or a local government which expends or disburses or is supported in whole or in part by tax revenue or which advises or makes recommendations to any entity which expends or disburses or is supported in whole or in part by tax revenue, including but not limited to any board, commission, committee, subcommittee or other subsidiary. "Public body" does not include the state legislature.

3. "Quorum" means a simple majority of the constituent membership of a public body or another proportion established by law.

4. "Emergency" (per NRS 241.020) means an unforeseen circumstance which requires immediate action and includes, but is not limited to:

   a. Disasters caused by fire, flood, earthquake or other natural causes; or
   b. Any impairment of the health and safety of the public.

B. NONSTATUTORY DEFINITIONS

1. "Working days" include every day of the week except Saturday, Sunday and legal holidays. The actual day of a meeting is not to be considered as one of the three working days referenced in the statute.

   As examples, a Thursday meeting should be noticed on Monday of the same week, while a Tuesday meeting must be noticed no later than Thursday of the preceding week. If the Monday before the meeting were a legal holiday, notice would be posted on Wednesday of the prior week.

2. A "public officer" includes all persons elected to governmental positions or any person appointed to a governmental position if their position is created by the constitution or statutes, if their duties are specifically set out in the constitution or statute and that person is made responsible, by the constitution or statute for the direction, supervision and control of his/her agency.

304.3 APPLICATION OF THE OPEN MEETING LAW

The Attorney General has concluded the Open Meeting Law applies only to public bodies governed by a multi-member authority as contrasted with an agency headed by a single individual.

A committee or subcommittee is covered by the law whenever a quorum of the committee or subcommittee gathers to deliberate or make a decision.

The Nevada Open Meeting Law extends to both deliberations and actions taken by the members of a public body. The Attorney General concludes if a majority of the members of a public body should meet, even informally, to consider matters which are within the gambit of that agency's official business, then the meeting is subject to the provisions of the Nevada Open Meeting Law.

Nothing in the law regulates or restricts the attendance of members of the various public bodies at purely social functions. The social function would only be reached under the law if it is scheduled or designed, at least in part, for the purpose of having the members of the public body discuss or take action on official business either between themselves or with other interested parties.

NRS 241.010 declares the intent of the law is the actions of all public bodies, as well as their deliberations, will be taken openly. A secret ballot would defeat the accountability factor of individual members of public bodies since their vote would be an "anonymous" vote. The Attorney General has concluded a secret ballot is not permissible under the law.

304.4 NOTICE NRS 241.020

A. ALL MEETINGS OPEN

All meetings of public bodies must be open and public and all persons must be permitted to attend any of these meetings, except as otherwise excepted by law. Public officers and employees responsible for these meetings shall make reasonable efforts to assist and accommodate physically handicapped persons desiring to attend.

B. NOTICE CONTENT REQUIREMENTS

Except in an emergency, the Open Meeting Law requires written notice of all meetings must be given at least three (3) working days before the meeting. *Note: DWSS Board public notice is required at least 45 days in advance of the meeting per NRS 422A.120 ---and---for regulation changes other than TANF, public notice is required at least 30 days in advance of the meeting per NRS 422A.120. The Personal Responsibility Work Opportunity Reconciliation Act (PRWORA) requires a 45-day public comment period on proposed TANF regulations/changes.* The notice must include:

1. The time, place and location of the meeting.

2. A list of the locations where the notice has been posted.

3. An agenda consisting of a clear and complete statement of the topics scheduled to be considered during the meeting and a list and description of the items to be voted on during the meeting which must be clearly denoted as items on which action will be taken. The agenda must also include a period devoted to comments by the general public, if any, and discussion upon these comments. No vote may be taken on a matter raised under this item until the matter itself has been specifically placed on a subsequent agenda as an item upon which action will be taken.

C. POSTING/MAILING REQUIREMENTS

Minimum public notice for the Open Meeting Law is:

1. Posting a copy of the notice at the principal office of the public body, or if there is no principal office, at the building in which the meeting is to be held, and at not less then three other separate, prominent places within the jurisdiction of the public body not later than 9:00 a.m. of the third working day *(45th day for DWSS Board or TANF regulations and 30th day for regulation changes)* before the meeting; and

2. Mailing a copy of the notice to any person who has requested notice of the meetings of the body in the same manner in which notice is required to be mailed to a member of the body. A request for notice lapses six (6) months after it is made. The public body shall inform the requester of this fact by enclosure with or notation upon the first notice sent. The notice must be delivered to the postal service used by the body not later than 9:00 a.m. of the third working day *(45th day for DWSS Board or TANF regulations and 30th day for regulation changes)* before the meeting.

304.5 MINUTES NRS 241.035

A. MINUTE REQUIREMENTS/CONTENTS

Each public body is required to keep written minutes of each meeting they hold. The minutes must include:

1. The date, time and place of the meeting.

2. Those members of the body present and those absent.

3. The substance of all matters proposed, discussed or decided and, at the request of any member, a record of each member's vote on any matter decided by vote.

4. The substance of remarks made by any member of the general public who addresses the public body if he/she requests that the minutes reflect his/her remarks or if he/she has prepared written remarks, a copy of his/her prepared remarks if a copy is submitted for inclusion.

5. Any other information which any member of the body requests to be included or reflected in the minutes.

B. PUBLIC RECORD REQUIREMENTS (MINUTES & AUDIOTAPE)

Minutes of public meetings are public records. Minutes or audiotape recordings of the meetings must be made available for inspection by the public within 30 working days after the adjournment of the meeting at which taken. The minutes shall be deemed to have permanent value and must be retained by the public body for at least five (5) years. Thereafter, the minutes may be transferred for archival preservation in accordance with state law. In the case of a public body that meets infrequently, formal approval of the minutes of the previous meeting may be delayed several months. In such circumstances, the Attorney General advises that copies of the unapproved minutes be made available to any person who requests them, together with a written statement that such minutes have not yet been approved and are subject to revision at the next meeting of the public body.

Each public body may record on audiotape or any other means of sound reproduction each of its meetings. This record must be retained for at least one year after adjournment of the meeting at which it was recorded and be made available to the Attorney General upon request. The record is public if the meeting was open.

304.6 VOID ACTIONS NRS 241.036

The action of any public body taken in violation of the Open Meeting Law is void.

304.7 MISCELLANEOUS

A. AUDIO REPRODUCTION BY PUBLIC

All or part of any meeting of a public body may be recorded on audiotape or any other means of sound or video reproduction by a member of the general public so long as this in no way interferes with the conduct of the meeting.

B. NEWS CAMERAS

Although not specifically mentioned in the law, the use of cameras by news and television media, so long as their presence does not disrupt the meeting, should be allowed generally since they aid in making an accurate report to members of the public who could not be present at the particular meeting. In every case, reasonableness must be the governing standard.

304.8 CONCLUSION

The Nevada Open Meeting Law is clearly intended to further open government in Nevada. This objective is essential to a democratic society which depends upon a well-informed citizenry. Every public body in this state has both a legal and moral duty to faithfully observe the Open Meeting Law and to take all reasonable steps to ensure public access to its deliberations and actions. Sometimes the particular facts surrounding a meeting will present a close question of law. In those cases, the Attorney General offers the following advice:

"IF IN DOUBT, OPEN THE MEETING."

305 ADOPTING DIVISION REGULATIONS

305.1 WHO ADOPTS REGULATIONS? NRS 422A.160

Per Nevada Revised Statute 422.222, the administrator adopts such regulations as are necessary for the administration of Division programs. A regulation adopted by the administrator becomes effective upon adoption or such other date as the administrator specifies in the regulation (could be a future or retroactive date).

305.2 NOTICE REQUIREMENTS NRS 422A.190

Before adopting, amending or repealing any regulation, the administrator must give at least 30 days notice of their intended action. PRWORA requires a 45-day public comment period for TANF regulations.

The notice of intent to act on a regulation must:

* Include a statement of the need for and purpose of the proposed regulation;

* Include either the terms or substance of the proposed regulation or a description of the subjects and issues involved;

* Include a date and time when, the place where, and the manner in which, interested persons may present their views;

* Include a statement identifying the entities which may be financially affected by the proposed regulation;

* Include the potential financial impact, if any, upon local government;

* State each address at which the text of the proposed regulation may be inspected and copied; and

* Be mailed to all persons who have requested in writing they be placed on a mailing list, which must be kept by the administrator for that purpose.

305.3 OTHER REGULATION REQUIREMENTS NRS 422A.190

A. PUBLIC INPUT

All interested persons must be afforded a reasonable opportunity to submit data, views or arguments upon a proposed regulation, orally or in writing. The administrator shall consider fully all oral and written submissions relating to a proposed regulation.

B. MINUTES

The administrator must keep, retain and make available for public inspection written minutes of each public hearing held. The administrator may record each public hearing held and must make those recordings available for public inspection pursuant to the Open Meeting Law. See Manual Section 304.5.

C. OBJECTION TO REGULATIONS

No objection to any regulation on the ground of noncompliance with procedural requirements may be made more than two years after a regulation's effective date.

305.4 "REGULATION" DEFINED

"Regulation" means:

- An agency rule, standard, directive or statement of general applicability which effectuates or interprets law or policy, or describes the organization, procedure or practice requirement of any agency;

- A proposed regulation;

- The amendment or repeal of a prior regulation; and

- The general application by an agency of a written policy, interpretation, process or procedure to determine whether a person is in compliance with a federal or state statute or regulation in order to assess a fine, monetary penalty or monetary interest.

Another way to describe a regulation is it is the Division's equivalent of a state statute compelling compliance with its terms; it has the force and effect of law; a regulation directs program operations or individual behavior and carries positive and negative actions; it affects how a program is run; it directs the activities of an applicant/recipient within the welfare process; it prescribes what an applicant or recipient must do to be eligible.

305.5 POLICY DEFINED

A policy is a clarification or explanation of an existing regulation. It is a statement as to what an agency thinks a regulation means. It is a means to comply with a regulation or a practical guide as to how the agency will apply and enforce the regulation. Policies are not legally binding.

POLICIES DO NOT REQUIRE A PUBLIC HEARING FOR ADOPTION. If a regulation is mandated by a state statute or federal regulation and the agency is simply developing policy to apply or interpret the mandate, NO public hearing is required.

The administrator has the authority to clarify or change policy and/or the interpretation of a regulation.

305.6 "REGULATION" COMPARED TO "POLICY"

In as simple language as possible, a "statute" is first, meaning first in importance, power or authority. A statute can be a federal statute or a state statute. A statute is followed by a regulation/ rule/guide/standard (the words "regulation," "rule," "guide," and "standard" are interchangeable---*however, for Division purposes, the word "regulation" is being used);* and, a regulation is followed by a "policy" which tells how the regulation is interpreted or implemented.

<u>A regulation is a specific rule, guide or standard; and, a policy is how that regulation is applied or interpreted.</u>

305.7 EXAMPLES

A. EXAMPLE OF A REGULATION: (tells the public what they need to know)

The resource limit for the ABC program is $2,000 per household.

The time limit for processing an ABC application is 45 days.

The value of one vehicle is disregarded in the ABC program.

The above statements are self-contained and sufficient within themselves to communicate to the public what they need to know. The regulations are easy, objective and mechanical.

B. EXAMPLE OF A POLICY: (explains what a resource is and how it is counted)

The following items are considered resources in the ABC program: bank accounts, homes, cars, money not in the bank, cash surrender value of life insurance policies, etc.

In the ABC program, joint bank accounts are presumed to be available/accessible to all parties named on the account.

305.8 PUBLIC HEARING VERSUS CLEARANCE PROCESS

It is important to note: REGULATIONS REQUIRE A PUBLIC HEARING. POLICIES OR INTERPRETATIONS OF REGULATIONS DO NOT REQUIRE A PUBLIC HEARING, BUT MUST GO THROUGH THE DWSS CLEARANCE PROCESS.

305.9 DIVISION MANUALS AND REGULATIONS

The various program manuals published within the Division contain 1) regulations, 2) policies, and 3) procedures intermingled and without distinction. *With the changes in the 1997 Legislature requiring public hearings on regulations, it is imperative regulation language be separate and apart from policy language in the program manuals. Hence, as regulations are adopted, amended or otherwise identified, they will appear in a box in the manual text*. This serves two purposes. First, it quickly identifies program regulations for the reader and ensures the statutorily required public hearings occur if program staff attempt to change the material. Second, it will aid in the "cultural change" DWSS staff must undergo since the DWSS Board is no longer a regulatory, policy making board. The policy pertaining to the regulation follows "outside" of the box.

305.10 THE PUBLIC HEARING PROCESS

A. PUBLIC WORKSHOP

1. Notice and Notice Requirements

To keep the Division closely aligned with the "spirit" of the Administrative Procedures Act (APA), before each public hearing at which the administrator adopts a regulation or regulations, there will be a public workshop.

The Public Workshop must precede the Public Hearing a minimum of one week for the express purpose of allowing public comment on the "proposed regulation." The agency must provide written notice of the workshop to every person on the agency's mailing list for receipt of proposed regulations. To simplify the procedure, the agency will plan the workshop at the same time it plans for the public hearing. In this way, the agency can provide the formal notice for the public hearing concurrent with the workshop notice.

A sample Public Workshop notice is contained in the back of this chapter.

2. Notes (or Minutes of the Workshop)

The agency staff attending and facilitating the workshop are required to prepare typed notes summarizing the workshop, or record the meeting. A copy of the notes/ recording are to become part of the file and are to be provided to the administrator, the administrator's secretary, appropriate Central Office staff and workshop attendees requesting same.

3. Elements of a Workshop

Each workshop must contain the following elements:

a. A sign-in sheet containing the name, address, affiliation, and position (oppose or support) of each participant;

b. A statement should be read at the beginning of the workshop outlining the parameters of the meeting;

AN EXAMPLE OF A STATEMENT WOULD BE:

The purpose of this workshop is to provide an opportunity for the public to assist the agency in formulating (a draft regulation) (a revision to existing regulations). LIST THEM IF MORE THAN ONE. The draft regulations then will be subject to a public hearing at which they will be adopted by the DWSS administrator. Testimony and written materials submitted during this workshop will be considered during the development phase. In the event your recommendations are not included in the draft for final adoption, you may also present materials or testimony at the public hearing following this workshop (STATE THE DATE AND LOCATION OF THE FORTHCOMING PUBLIC HEARING). In the interim, written materials should be submitted to:

Michael J. McMahon, Administrator
Nevada State Division of Welfare and Supportive Services
1470 College Parkway
Carson City, Nevada 89706-7924

c. A presentation on each proposed regulation and time for public comments on same.

Within one calendar week of the workshop, the public comments must be submitted to the administrator or their designee for full consideration allowing one week before the public hearing for necessary amendment.

4. PUBLIC HEARING

1. The Public Hearing

At the time and place of the public hearing for the proposed regulation(s), the agency must afford all interested parties a reasonable opportunity to submit data, views or arguments on a proposed regulation. Parties may submit their views in writing as well.

2. Conduct of Public Hearing

The person conducting the hearing should consider the following:

- Identify self/panel and agency proposing the regulation(s);
- Explain the regulation and subjects/issues involved;
- Explain a workshop was held and the subsequent procedure by which attendees may obtain a copy of the final regulation;
- Explain the purpose of the hearing is to receive comments on the proposed regulation(s);
- Request that all persons desiring to speak provide their name and affiliation, if any, on the sign-in sheet and again when speaking.

3. Consideration of Public Comments

The administrator or their designee must fully consider all oral and written comments received.

4. Adoption of Regulation(s)

The final step of the public hearing is adopting the regulation(s). After all public comments have been heard/considered and all final amendment to the regulation(s) made, if any, the administrator makes a statement the regulation(s) is adopted and states the effective date of same. A regulation may be retroactive.

5. Requesting a Public Hearing

A staff member may request a public hearing be scheduled by contacting the Staff Specialist. It is also possible public hearing dates may be scheduled quarterly or three times a year in advance so staff can schedule their work accordingly.

306 ADOPTING STATE PLANS NRS 422.271

The director of the Department of Health and Human Services adopts state plans required by the federal government for the administration of any public assistance or other program for which the division is responsible. NO public hearing is required for a state plan adoption or amendment.

Regulations included in a state plan ARE NOT EXEMPT from the public hearing process. The regulation must first go through the public hearing process before it becomes part of the state plan.

307 NEWSPAPER ADS (OR PUBLIC NOTICES)

Occasionally, division staff have need to run what is termed as a "display ad" in local newspapers to advertise a public meeting, a Request for Proposal, or some other announcement of major proportion. Display ads are very expensive and appear in a section of the newspaper *other than* the Classified Section. All display ads must be requested using the 1010/Purchase Order process and be approved by appropriate staff.

The staff member preparing the display ad should:

- Make contact with the newspaper well in advance of placing the ad. "Lead time," size of the ad (typically number of columns by inches), section of newspaper in which ad is to appear, and dates ad will run need to be discussed. *Note:* Sundays and Fridays are the biggest distribution days; however, running the ad on an "off day" may give it more exposure.

- Prepare a cover sheet for the ad including the abovementioned data in writing to the newspaper. Typically, newspapers request the cover sheet data and the display ad language (or copy) be faxed to them.

- Prepare the text or copy of the ad. Be sure to have your copy reviewed for clarity, completeness and inclusion of necessary information. No abbreviations or acronyms should be used.

Because of the expense, it is important major newspapers be selected. A display ad two columns wide and five inches deep (height) can easily run approximately $500. If a display ad is run statewide, typically a Reno, Carson City and Las Vegas paper are selected.

SAMPLE DWSS BOARD AGENDA

Letterhead

Nevada State Division of Welfare and Supportive Services Board
A G E N D A

DATE: _____
TIME: _____
PLACE: _____
_____
_____

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*A	Approval of Minutes from _____ meeting.
B	Administrator's Report
C	Caseload Status Report
D	Program Reports
E	Information Requested by the Division of Welfare and Supportive Services Board
*F	Discussion of Items for Potential Recommendation(s)
*G	Division of Welfare and Supportive Services Board Recommendation(s)
*H	Future Meeting Date(s)
I	Comments from the General Public

*Indicates items requiring a vote by the Board.

Agenda items may be taken out of order to accomplish business in the most efficient manner.

MAILED: _____

AGENDA POSTING LOCATIONS

Meeting Location	Address	City
_____	_____	_____
_____	_____	_____
_____	_____	_____

***Note**: The agenda must be posted at the meeting location and at least three other locations in the state. If having a telephone conference meeting at three sites, post at each site and three additional locations.*

IMPORTANT NOTICES

Mailing a copy of the Division of Welfare and Supportive Services Board meeting agenda to any person who has requested one will not be continued unless a request for reinstatement on the mailing list is made every six months. NRS 241.020

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Persons with disabilities who require special accommodations or assistance at the meeting are requested to notify (administrator's secretary) in writing at 1470 College Parkway, Carson City, Nevada 89706-7924 or by calling (775) 687-4128 no later than five (5) days prior to the meeting.

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In deliberation of an issue presented by a member of the general public, the DWSS Board requests prepared materials in excess of one typed page be submitted to the Division ten (10) calendar days prior to the meeting for distribution to the Board. Having the material in advance enables the Board to better understand and address the issue.

SAMPLE PUBLIC WORKSHOP NOTICE

Letterhead

PUBLIC WORKSHOP NOTICE

A workshop is scheduled at (location name, address, city, zip) on proposed regulations concerning (briefly describe regulation change(s) in column form if more than one). The purpose of this workshop is to obtain comment and input from all interested parties on the proposed regulation(s).

The Division will have personnel at the workshop to discuss the proposed regulation(s) and record the comments and views of the participants. The proposed regulation(s) (provide a more specific description here):

The workshop will be held on (date) at (place). The work session will convene at (time) and adjourn at (time).

Copies of the proposed regulation(s) are available at the Division of Welfare and Supportive Services, 1470 College Parkway, Carson City, Nevada 89706-7924, and may be obtained in person, by mail or by calling (program contact name) at (area code and phone number).

Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to notify (name/title of person coordinating the meeting) in writing at the Nevada State Division of Welfare and Supportive Services, 1470 College Parkway, Carson City, Nevada 89706-7924 or by calling (area code and phone number) no later than _____.

***Note**: If a second/subsequent page(s) is required, don't forget to include a header. See DWSS Board example.*

SAMPLE PUBLIC HEARING NOTICE

Letterhead

Nevada State Division of Welfare and Supportive Services
Notice of Public Hearing
to Act on Proposed Regulation(s)

DATE: _____
TIME: _____
PLACE: _____
_____
_____

The purpose of the hearing is to receive comments from all interested persons regarding the (adoption), (amendment), and/or (repeal) of the regulation(s) described below.

*I. (Briefly identify regulation by name/title)

A. Statement of the need for or purpose of the proposed regulation:
_____
_____

B. State either the terms or substance of the regulation and a description of the subject and issues involved: *(State the regulation text/language here.)*
_____
_____

C. Entities financially affected by the proposed regulation:
_____
_____

D. Potential financial impact, if any, on local government:
_____
_____

E. Citation/Description of federal law requiring the proposed regulation:
_____
_____

*II. ***Same as above*** *(**Note**: Need as many Roman Numerals as there are regulations to adopt)*

*Indicates item on which action may be taken to adopt at the public hearing.

Items may be taken out of order to accomplish business in the most efficient manner.

Persons wishing to comment on the above proposed regulations may appear at the public hearing or address their comments in writing to (administrator's secretary, name/title) at the Nevada State Division of Welfare and Supportive Services, 1470 College Parkway, Carson City, Nevada 89706-7924. Written submissions must be received ten (10) days before the public hearing.

A copy of the this notice and the proposed regulation(s) are available at the following Nevada State Division of Welfare and Supportive Services locations for inspection and copying:

Central Office	1470 College Parkway	Carson City 89706-7924
Las Vegas Belrose Office	700 Belrose St.	Las Vegas 89107-2235
Reno Office	3697 Kings Row	Reno 89503-1963
Elko Office	1020 Ruby Vista Dr., #101	Elko 89801-2876

MAILING DATE: _____

PUBLIC HEARING POSTING LOCATIONS

Place of the Meeting	Address	City
_____	_____	_____
_____	_____	_____
_____	_____	_____

***Note**: the public notice must be posted at the meeting location and at least three other locations in the state. If having a telephone public hearing at three sites, post at each and three additional locations.*

IMPORTANT NOTICE

Mailing a copy of the State Division of Welfare and Supportive Services public hearing notice/agenda to any person who has requested one will not be continued unless a request for reinstatement on the mailing list is made every six months. NRS 241.020.

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Persons with disabilities who require special accommodations or assistance at the meeting are requested to notify (administrator's secretary--name/title) in writing at the Nevada State Division of Welfare and Supportive Services, 1470 College Parkway, Carson City, Nevada 89706-7924 or by calling (area code/phone) no later than five (5) working days before the public hearing.