



**Executive Leadership | Bylaws Ad Hoc Committee
Public Meeting**

Date: Monday, June 08, 2026 **From:** 9:00 am-10:00 am
Virtual Location: Zoom.com

MEETING ATTENDANCE

8 of 11 Members Present | 6 = Quorum

1. Tiffany Alston, Director of Programs, Sunrise Children's Foundation
2. Marty Elquist, Chief Program Officer, The Children's Cabinet
3. Patrice Gardner, ECAC Vice Chair
4. Adriana Lemus, Parent, Family Leadership
5. Jamie Mendez, Early Childhood Workforce Specialist, Office of Early Learning and Development, Nevada Department of Education
6. Tiffany Olivas, Early Childhood Comprehensive Systems Manager, The Children's Cabinet
7. Rachel Stepina, PDG B-5 Grant Manager, Office of Early Learning and Development, Nevada Department of Education
8. Brooke Yarborough, Social Services Chief 2, Nevada Department of Human Services, Division of Social Services

3 of 11 Members Absent

1. Abbey Bernhardt, National Alliance on Mental Illness, Nevada Chapter
2. Brianna Cambra, Provider Support Director, The Children's Cabinet
3. Tami Conn, Deputy Bureau Chief, Division of Public and Behavioral Health

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



MINUTES

1. Welcome, Call to Order, and Roll Call

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

2. Public Comment #1

Public Comment was not given

- No comment

3. Approval of Flexible Agenda (*Discussion for Possible Action*)

The Committee approved a flexible agenda.

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

4. Approval of April 13, 2026, Meeting Minutes (*Discussion for Possible Action*)

The Committee approved the April minutes.

- Tiffany Alston motioned to approve the April meeting minutes
- Tiffany Olivas seconded the motion
- Members voted unanimously, motion carries

5. Updates on Research and Findings (*Discussion for Possible Action*)

Members updated on Article 4 research and reviewed discussions from last meeting.

- Sabrina Jones shared the Bylaws Tracker and briefly reviewed what was discussed in April as follows:
 - Article 1: Name
 - The outcome was that we decided to keep this same base
 - Article 2: Creation & Purpose
 - Section 1: Creation: we wanted to add the language to align what changes occurred in 2003.
 - Section 2: Purpose: there was no changes there. Decided there was no changes.
 - Article 3: Roles and Responsibilities
 - the outcome was to continue to follow the NRS regarding the establishment
 - Members were asked if they remembered if anything was to be changed in this section in regard to AB114 as the conversation was not clear
 - Patrice Gardner didn't recall needing a change
 - Marty Elquist agreed no change with this section
 - Article 4, Membership:
 - Section 1
 - We discussed creating a crosswalk from NRS to Head Start showing the seats in NRS order instead of Head Start
 - Crosswalk to be shared



- Section 2: Appointments
 - We discussed the compensation piece and wondering if we are able to compensate parents and Early Childhood Providers specifically, and if that language in the bylaws can be updated, verifying that is ECAC language and not NRS Language
 - This item is in process, meeting scheduled with Dylan Tedford of Boards and Commissions
- Section 3: Subcommittees
 - Add basic details of what a subcommittee is or does
 - Removing names of subcommittees except for Executive Leadership as that would always be a Subcommittee

Agenda Item 5 organically moved into agenda item 6, as below.

6. Bylaws Review, Updates and Suggestions (*Discussion for Possible Action*)

The Committee continue to review the Bylaws

- Sabrina Jones continued the sharing of the Bylaws tracker moving into Articles not yet covered, sharing with the members allowing them to give feedback and suggestions
 - Article 4 continued, Section 4: Officers
 - Tiffany Olivas suggested adding to Letter D- Represent opinions of the council to the Governor to add "OR Assign" so it can be a delegated task not just the Chair/Vice Chair, change was made on tracker
 - Marty also suggested adding the same type of verbiage to Letter G, develop reports
 - Patrice Gardner made sure that seats such as hers, being a required seat within the Nevada Department of Education, how does it work with term limits?
 - Marty Elquist clarified at this section is only talking about the ECAC Officers, meaning Chair and Vice Chair, not the General ECAC Seats.
 - Sabrina Jones asked if there is a need to add any details about voting in the officers as there was not a lot of guidance from previous votes
 - Patrice Gardner asked members if they agreed to keep the Bylaws simple, in which no comment is agreeance.
 - Section 5: Terms
 - No changes
 - Section 6: Vacancies
 - No Changes
 - Section 7: Resignations
 - Tiffany Olivas asked about Members who leave and the agency begin responsible to replace their membership, how does that work for parents who aren't a part of an agency, for example?
 - Marty Elquist agreed and suggested to add at the end of the original sentence" ", for seats that do not have agency or organization affiliation it is then the duty of the Chair and Vice Chair"
 - Brandi Hearst added via chat, What about members who leave and don't resign properly leaving us with no way to contact them, such as a work email that is no longer valid?
 - Marty Elquist suggested adding verbiage to Section 8 for no contact or response



- o Section 8 Removal
 - After discussion for appropriate timelines for removal, Brooke Yarborough suggested and Marty Elquist agreed to use FMLA as a guideline for how long we give a member to respond when chronically absent.
 - Patrice Gardner and Marty Elquist discussed with Brooke Yarboroughs inputs, deciding on 3-4 months being the cut off for a member to not respond top at least 3 attempts of contacting over that time period
- Article 5, Meetings:
 - o Section 1: Procedures
 - No changes
 - o Section 2 Quorum
 - No Change
 - o Section 3: Regular Meetings
 - Rachel Stepina asked what if the 4th meeting in December doesn't meet quorum, how would we reschedule?
 - Marty Elquist suggested an update to say "Regular meetings of the Council are to be scheduled at least 4 times, removed *held* replaced with *scheduled*."
 - Sabrina Jones updated
 - o Section 4: Special Meetings
 - No change
 - o Section 5: Notice of Open Meetings Law
 - No Change
 - o Section 6: Voting
 - No Change
 - o Section 7: Record Keeping
 - No change
- Article 6, Fiscal:
 - o Marty Elquist suggested adding the following verbiage to Article 6:
 - "Any fiscal administration shall be overseen by the designated state entity..."
 - and
 - "as established in AB79 and (add) *codified in NRS*, the Council may... (leave original reference to the bill).
 - o Rachel Stepina requests
 - spelling out NRS (Nevada Revised Statutes) and AB (Assembly Bill) if it is the first time mentioning these acronyms
 - suggests being proactive as fiscal changes can come at any time
 - Requests adding a blanket statement to the section to read "...as overseen by the designated state agency" or similar.
- Article 7, Conflict of Interest:
 - o Rachel Stepina suggests adding a formal definition, so members are aware and have clear direction, adding if someone did have a conflict of interest, they wouldn't know how to declare t or define it
 - o Patrice Gardner suggested adding a link to the definition
 - o Marty Elquist shared Ethics and Government link via chat to [Chapter 281A Ethics and Government](#)
 - requested the following verbiage added " as defined by Chapter 281" with active link, in Bylaws Article 7



- Article 8, Statement of Non-Discrimination:
 - No changes
- Article 9, Revision of Bylaws:
 - Sabrina Jones showed Members the additional lines past members have added when they revised the Bylaws, asking if they wanted to have a new timeframe of reviewing bylaws. Annually? Every 2 years?
 - Marty Elquist suggested every 2 years unless needed sooner to be sure they are still appropriate for the Council

7. Ad Hoc Meeting Dates and Agenda Items (*Discussion and Possible Action*) 8 min

Members discussed additional meeting dates and final agenda items.

- Sabrina Jones to email Committee Members a poll for a final meeting date
- Patrice Gardner added the following for final meeting agenda:
 - Review Bylaws tracker
 - Review of follow up topics that have not yet been completed
 - Preparing for Executive Leadership and General ECAC presentation for approval of changes made and suggested additions

8. Public Comment #2

Public Comment not given during this agenda item.

- No Comment

9. Adjournment

Patrice Gardner adjourned meeting at 10:03 am

3 Action Items:

- Sabrina Jones to email Committee Members a poll for meeting dates
- Patrice Gardner and Sabrina Jones to follow up with Dylan Tedford at BOC
- All incomplete follow ups to be completed by next meeting for Members to review and approve