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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Purchasing Division
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MINUTES FOR SEPTEMBER 30, 2024 MEETING TO SOLICIT PUBLIC COMMENTS
REGARDING STATE PURCHASING DIVISION LANGUAGE ACCESS PLAN

The Nevada State Purchasing Agreement held a public meeting in person in Carson City and online via Microsoft Teams to solicit public comment either in writing or through the meeting related to its draft Proposed Nevada State Purchasing Language Access Plan.

Date of Posting of Meeting: August 26, 2024

Date and Time of Meeting: Monday, September 30, 2024 at 9:00 a.m.

Name of Organization: State of Nevada Department of Administration Purchasing Division

Place of Meeting: 515 E. Musser St., First Floor Conference Room
Carson City, Nevada 89701

Virtual Attendance: [Microsoft Teams \(http://teams.microsoft.com\)](http://teams.microsoft.com)
Meeting ID: 267 756 445 16
Passcode: LL7q8N

Dial by Phone: 1-775-321-6111
Phone conference ID: 952 562 095#

Additional Documentation: [Draft Language Access Plan \(https://purchasing.nv.gov/contact/Language_Access_Plan/\)](https://purchasing.nv.gov/contact/Language_Access_Plan/)

Date of Posting of Minutes: October 8, 2024

MINUTES

1. Welcome and Introduction
 - a. In Attendance in Carson City
 - i. State Staff
 1. Gideon Davis, Administrator, State Purchasing Division; Homa Woodrum, General Counsel, State Purchasing Division; Heather Chavez, Administrative Assistant, State Purchasing Division
 - ii. Members of the Public
 1. None
 - b. In Attendance online via Microsoft Teams
 - i. State Staff
 1. None

- ii. Members of the Public
 1. Laura Fussell
2. General Public Comments
 - a. In the initial public comment period relating to the draft Language Access Plan, Ms. Fussell asked via Teams Chat, “How is a “bilingual staff member” evaluated to determine their ability to effectively serve a LEP individual?”
 - i. Administrator Davis responded verbally by indicating that he understood that State Human Resources policies had provision related to language skills, however, he felt it was an appropriate plan update to define “bilingual staff member” with greater detail to address the question.
3. Presentation Regarding Nevada State Purchasing’s Proposed Language Access Plan
 - a. Ms. Woodrum walked through the sections of the draft plan posted online and offered some detail related to the current information gathered about vendor language access needs related to areas specified under law, including data points related to indigenous and refugee populations. She identified current efforts to ensure language access for statewide trainings, including sign language interpretation. She also shared that when the legislation related to Language Access Plans first was passed, State Purchasing expanded the vendor offerings for its Statewide Contract available for agencies to use for ready access to interpretation and translation services.
4. Public Comment Period Regarding Proposed Language Access Plan
 - a. In the public comment period following the walk through, the following comments were offered:
 - i. Ms. Fussell: “Thank you for walking through the Plan. You answered one of my other questions. ASL interpretation has additional layers of qualification requirements versus spoken language interpretation so knowing that will help ensure LEP individuals are getting appropriate assistance [...]”
 1. Ms. Woodrum responded to affirm the statement about qualification requirements and the importance of American Sign Language as its own language even in written communications given different syntax and other communication components. She indicated that the provision in the draft Language Access Plan for the Purchasing Division and its staff to be educated and aware of language access included awareness of unique aspects of language.
 - ii. Ms. Fussell: “Question: Do all state units know about your division? I saw another LEP LAP that seemed to be trying to figure out their interpreter budget/needs that didn't align with the state contractors info.”
 1. Administrator Davis shared that there were obligations for state agencies to have Certified Contract Managers and that the Purchasing Division provided such trainings and outreach related to statewide contract opportunities, but there is no guarantee that agencies are aware of the State Purchasing Division.
 - iii. Ms. Fussell: “If I come across that situation in the future, what can I recommend or who can I give as a point of contact for such units/staff to get in the know?”
 1. Ms. Woodrum shared her screen on the Teams meeting and also provided the link to the Statewide Contract listing for translation and interpretation services (https://purchasing.nv.gov/Contracts/Documents/Translation_Interpretation/). The page reflects Purchasing Officer III, Ryan Vradenburg as the contact for the contract portfolio.
5. Adjournment
 - a. Ms. Woodrum adjourned the meeting following the conclusion of the second period of public comment while also indicating that minutes for the meeting would be posted on the State Purchasing Division’s website for Language Access Plan information.

No written public comment was received ahead of the meeting to address in follow-up to PurchasingRecords@admin.nv.gov – the public comment period for written submissions remains open until October 30, 2024 when the records related to the change requested/reflected above will be transmitted along with information about comment gathering activities.