



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIRECTOR'S OFFICE
OFFICE OF MINORITY HEALTH & EQUITY**
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**Nevada Office of Minority Health and Equity (NOMHE)
Advisory Committee Meeting**

August 7, 2018
1:00 pm to Adjournment
Public Meeting Notice

DRAFT MEETING MINUTES

Attend / Teleconference Availability:

The Blind Center
1001 N. Bruce Street, 2nd Floor Las Vegas, NV 89101

Teleconference:

Dial: 510 - 338 - 9438
Access Code: ~~629001861~~ 623082624
Password: 1234

All phone participants please mute microphones unless/if you are speaking.

NOTE:

Agenda Items May be Taken Out of Order Combined for Consideration, and/or Removed from the Agenda at the Chairperson's Discretion

1. CALL TO ORDER / ROLL CALL / WELCOME

(In lieu of vote/Chair) Tina Dortch, Program Manager **called inaugural meeting to order at 1:24 pm.**

Members Present: Dr. Jennifer Kawi, Dr. Barbara Atkinson, Andre Wade, Andraya Dickens, Cassandra Cotton, Sam Lieberman (via phone)

QUOROM PRESENT

Legislative Advisor: Assemblyman Tyrone Thompson, present
Staff: Tina Dortch (Program Manager), present
Guests: None

- Inaugural Meeting - **No Minutes** for review/vote

2. **PUBLIC COMMENT** - None

3. **OMHE OVERVIEW**

- Tina Dortch (Program Manager) summarized AB141 and its role with reactivation of state's Office of Minority Health within its Department of Health and Human Services (DHHS). Per AB141, name modified to Nevada Office of Minority Health and Equity (NOMHE) and definition of minority expanded to include persons with disabilities and members of the LGBTQ community.
- Program Manager presented Bylaws to new Advisory Committee members. Featured revisions reflecting name change, modification of defined/supported minority groups and administrative protocols including process to revise Bylaws.
 - **MOTION to ACCEPT Bylaws** with suggested revisions made by Dr. Barbara Atkinson; SECOND by Dr. Jennifer Kawi. **Motion passed 6-0-0**
- Program Manager presented FY 2018 reconciled budget and FY 2019 budget, reflecting projections through FY (June 2019). Discussion took place requesting clarification of terms. **Specific requests:** Create separate section for Programmatic expenses; include fiscal notes.
 - **MOTION to ACCEPT Budget** with suggested revisions made by Dr. Barbara Atkinson; SECOND by Sam Lieberman. **Motion passed 6-0-0**

4. **NOMHE PRIORITY DEVELOPMENT (PROGRAM MANAGER ACTVITY REPORT)**

- Program Manager provided overview of 2 NOMHE signature events:
 - a **Health in All Policies (HiAP) Training Module**, with customized indexes including those that address NOMHE priorities (i.e. LGBTQ and persons with disabilities). NOMHE will offer a 2-part voluntary training to state agencies as well as external organizations providing health-related services to the community.
 - a **Generational Health Awareness and Literacy Initiative**, which exposes the public to healthcare management and planning across a person's life cycle. NOMHE will assemble stakeholders servicing health-related needs from the gestational phase to issues of elder care. The event will result in the creation of individual wellness profiles followed by customized healthcare portfolios reflecting resources.
- Program Manager described additional activities (support of related initiatives).
 - Diversification of Clinical Trials. AB214 (requires DHHS's Department of Public and Behavioral Health to implement measures focused on diversifying the population participating in clinical trials and testing of medical equipment. Companion document recommended implementation strategy include NOMHE. Program Manager described initial efforts involving aligning with Cleveland Clinic and NV Cancer Research foundation.

- Program Manager described NOMHE Internship strategy (retaining 3 interns per year for micro internships (i.e. 30 to 45-day intervals) from public health, public administration and medical school programs to address one of the AB141 related priorities. Summarized results of 1st intern assigned to ADA related topic, establishing groundwork for a partnership with Governor’s Council on Developmental Disabilities on grant submission.

5. **ELECTION**

Andre Wade nominated Cassandra Cotton to position of Chair. Ms. Cotton declined. Andre Wade self-nominated himself for position of Chair.

- **MOTION to ACCEPT Andre Wade as Chair** made by Dr. Barbara Atkinson; **SECOND** by Cassandra Cotton. **Motion passed 6-0-0**

Program Manager turned meeting over to Chairperson Andre Wade.

6. **SUBCOMMITTEE FORMATION, SCHEDULING NEXT MEETINGS, WRAP UP REMARKS**

- Chairperson Wade oversaw discussion regarding subcommittees. Advisors settled on 3 subcommittees (chairs to be named):
 - Sustainability & Sponsorships - formed, in part to identify/finalize strategic opportunities to sponsor related initiatives
 - Programming – formed to support the two signature events (Generational Health Awareness & Literacy Initiative and the Health in All Policies workshop)
 - Nominating – formed to provide 3 persons for slate in time for **March 2019 Board of Health committee meeting**
- Chairperson Wade oversaw discussion to identify/reach consensus on scheduling next 3 meetings of the Advisory Committee. Selected dates/times:
 - 9am – 11 am on November 7, 2018 (hosted by Nathan Adelson); February 7, 2019 (possibly hosted by UNLV SOM); May 7, 2019; August 7, 2019
 - **MOTION to ACCEPT Schedule** made by Sam Lieberman; **SECOND** by Cassandra Cotton. **Motion passed 6-0-0**
 - A Special Legislative Session was discussed for April 2019 but not agreed upon; to be revisited/decided during November meeting
- Chairperson Wade oversaw discussion on need for NOMHE Strategic Plan development. Purpose in relation to need in relation to timing was considered. Specific questions around how absence of update SP might impact sustainability (i.e. grant awards). For that purpose, a Logic Model/SWOT Analysis was offered for consideration. Suggested NOMHE SP be written to support the Strategic Plan of the Nevada Minority Health and Equity Coalition. Subject left to the Program Manager to further research.

7. **PUBLIC COMMENT** - None

8. **ADJOURNMENT**

Chairperson Wade **MOTIONED to adjourn at 4:02 pm.** Dr. Jennifer Kawi **SECONDED.** **Motion passed 6-0-0.**

