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**Nevada Office of Minority Health and Equity (NOMHE)  
Advisory Committee Meeting  
March 21, 2019  
12:00 pm to Adjournment  
Public Meeting Notice**

**DRAFT Minutes**

- 1. Call to Order:** Andre Wade, Chairperson called the **inaugural meeting to order at 12:18 pm.**

**Members Present:** Andre Wade (Chairperson), Sam Liebeman (Vice Chair), Dr. Jennifer Kawi (Doctoral Program Director, UNLV School of Nursing) and Cassandra Cotton (Board Member)

**Called in:** Andrea Gregg (Executive Director, High Sierra AHEC) and

**Guests:** Alisa Howard (Instructor, CSN for Community Health Worker Program; proxy to Chair Andre Wade)

**Staff Present:** Tina Dortch, Program Manager

**Quorum:** Yes

- 2. Public Comment**

- None

- 3. Review/Approval of Minutes** from November 9, 2018 Sam Lieberman motions to approve the Minutes and Cassandra Cotton seconds the motion.

#### 4. DHHS Organizational Update by Tina Dortch, Program Manager

- **New Governor: Steve Sisolak**

The Office have been experiencing some changes as a result of having a new Governor but one thing that did not change is the position of DHHS Director being held by Richard Whitley.

Tina Dortch works closely with Julia Peake, Deputy Director, who is well known in the Human Services sector and is a programmatic guru.

DHHS office is very stable. With the leadership that oversees the office, there was no need to reinvent the wheel. Hence, it has not lost momentum with the result of gubernatorial transition.

- **Creation of Fact Sheet**

It is an overview of the organization and contents included every major activity that goes on in the State Government.

Advisory Committee members are supposed to be given an opportunity to comment on the Biennial Report but the meeting in February was postponed so there was no chance to give a full commentary on it.

Final version of the report and new NOMHE tri-fold brochures are included in the packet.

Tina Dortch requests assistance on the imagery and input on the aspects of the brochure.

Main reason for the Advisory Committee is for their vision. This vision is to be followed up with resources and suggestions on how to achieve said vision.

Sam Lieberman asks two questions:

1) When the Biennial Report gets approved or finalized, will it be sent to stakeholders?

Tina Dortch responded she believes that she has the liberty to send it. Sam Lieberman agrees that general public should have access to document.

2) Do we want a video or PowerPoint long-term that can be presented and shared to community partners, as needed or requested?

Tina Dortch commented that her Vice Chair provides the best vision and agrees a video calling card is an awesome idea! Jennifer Kawi remarked that it is like an elevator pitch.

Sam Lieberman further asks if NOMHE is on Social Media but Tina Dortch said that she is not on it actively and is not in a position from bandwidth or technical capacity to update. However, she is not opposed to it and continuously updates the webpage to keep it fresh. There are also links on documentations that are on the webpage.

Tina Dortch emphasizes use of social media to be an action item.

Sam Lieberman highlights the importance of PowerPoint presentation and video to know who the organization is and what it wants to become.

The “Calling Card” sums up what the Office of Minority Health and Equity is all about which includes the purpose, mission, vision and initiatives.

Andrea Gregg suggests Linked platform as an option. Also, Hootsuite as a social media tool. Tina Dortch asks if the product is a narrative format in which Andrea Gregg says that it is a short blurb - health education, health promotion, hash tags, linking and connecting with other partners.

## **5. NOMHE Update by Andre Wade**

Update on Sustainability which is our budget and programming.

- **Sustainability**

There was a slight increase over last year because of cost of living for increase for staff which is Tina Dortch.

Tina Dortch further explains the Board provided insight on formatting of the budget so it would be easier to understand and intuitive enough to reflect upcoming programmatic related activities. Hence, the breakdown of the second version.

Governor has not approved the final budget just yet but the increases that will be coming to the office and the base operating budget was \$133,000.00. Over the next year, it will tick up to \$137,000.00 and in fiscal year 2021 it will round up at \$139,000. The dollar amounts are nominal and do not support administrative support but reflects cost of living increases.

Governor State of the Union Address talked about giving all employees 3% raises that resulted to these numbers.

As a reaction to the budget, Tina Dortch submitted first grant to the CDC which is a 2-year program whereby a fellow will be assigned to the organization. Timeline on the grant for placement is not until October 2019.

Tina Dortch explains that the budget for the office is very simplistic. She further expounded that the center part of the budget (OMHE Operation Discretionary) is discretionary dollars where she has leverage and can effectuate change. This is used for travel and supporting external groups doing equity driven work. Last section is the fixed cost.

## **6. Nominations to Fill Open Advisory Committee Seat(s) – Recommendations Accepted**

- **Dec 2018 NOMHE Advisory Committee on Minority Health Board Composition**

By virtue of the NRS that created the office, the placements and profiles of the Board members must follow a very diverse-focused profile base. As shown on the matrix, there are certain categories on ethnicity and interests in the subject matter of minority health.

Currently, there are three openings. We need a presence in Northern Nevada and individuals from certain ethnicities. Hispanic/Latino community is underrepresented, as well as, the AI/AN community. Keep options open to fill the positions.

Sam Lieberman suggests talking using generalities when pointing out vacancies reflected on the matrix.

Tina Dortch cautions that final names elevated will go to the Board of Health. Names to be submitted should be a month before the next BOH meeting.

Sam Lieberman recommends an individual. He discussed the profile as working in a Community College and involved in a Diversity Program.

Youth/Senior Representative is also a consideration. Creation of a wait list to identify people we want.

Andrea Gregg suggests Janet Serial, an African American woman who is retired but has an impressive background. She is all about diversity and inclusion. Tina Dortch mentions Janet Serial was a former NOMHE Program Manager years ago and was a speaker at the first annual Coalition Impact Summit. In the upcoming Second Impact Summit on April 11<sup>th</sup> & 12<sup>th</sup>, Janet Searle is helping Tina Dorch identify individuals for the listening session on diversification.

Tina Dortch will be provided with names by the Board by April 30<sup>th</sup>. Andre Wade emphasizes diversity, geography and interest in health minority equity as the criteria.

### **Social Media Resources**

Andre Wade states College of Southern Nevada's Marketing Department School has interns to do social media stuff one semester at a time. Cassandra Cotton will reach out to Dr. Fowlers, Executive Director for the Cultural Diversity Foundation.

## **7. NOMHE Activities and Impact Report by Tina Dortch**

### **Major Activities & Engagements**

January 29, 2019 marks Tina Dortch's first year as a Program Manager. It is also the first year the organization is operational since its dormancy in 2014. But, second year looks promising.

Tina Dortch provides an overview of what is most impressive and insightful.

### **Collaboratives**

#### **a. NOMHE/NMHEC Legislative Training (January 16<sup>th</sup>, 2019)**

This event was well attended. Tina Dortch acquired the participation again of Julia Peak. It was helpful because Julia Peak was identifying which among the bill drafts the community has elevated that involved the DHHS that had made their way into actual bills.

There is no major increase on the budget. Significant time during testimony required to clarify differences between NOMHE and Nevada Minority Health Equity Coalition (i.e. the Coalition).

Director has some flexibility with the funding sources (sources such as Title XX and Healthy Nevada Fund monies).

**b. Pharmaceutical Research & Manufacturers of America (PhRMA)**

PhRMA is a national organization with the following Mission:

*“To conduct effective advocacy for public policies that encourage the discovery of important new medicines for patients by biopharmaceutical research companies.”*

The organization represents a flexible funding entity and goal is to achieve engaging and empowering consumers.

PhRMA is in conversation with the Coalition to fund staffing.

**c. Rare Disease Awareness.**

Clinical trial diversification.

Rare diseases disproportionately impact minority population. An example that was elevated to the office is Sickle Cell Disease.

- 1) US Department of Health Human Services has six priority areas. One of which is Sickle Cell disease awareness.
- 2) AB254 Dialogue is about sickle cell disease, data collection, transition and state planning.

Cassandra Cotton clarifies the subject on bone marrow. Tina Dortch explains that one of the ways to address sickle cell anemia is through bone marrow transplant. She also adds that unfortunately donor list is not the same profile who suffer it. There is currently under representation by minorities on donor list.

- **NOMHE Attended Conferences/Trainings**

- a. January 2019 LGBTQ Ally Training**

Tina Dortch highly recommends everyone to attend this training. This was done by Gender Justice Nevada. She also commented that ALLY training is powerful. In order to understand sensitivities this kind of training is invaluable.

Tina Dorch advocates creating an ally (?) training.

- b. May 1-2, 2019 ASTHO/NASTAD Sponsoring DHHS Team for Training**

This is a sponsored activity. The organization want someone who is working at DHHS on

HIV, Hepatitis and Health Equity. They will provide tools and resources on how to better to collaborate internally, attracting external partners and how to reach benchmarks.

## Engagements

### c. Committee/Board Affiliations

#### 1. All of Us Mobile Engagement Asset Input Committee

Tina Dortch was invited to sit-in on the Asset Input committee which means they are proactively updating their approaches based on community input.

#### 2. Nevada's Chronic Disease Advisory Board – 3/26/2019 Moderation

Tina Dortch will be in Reno on March 26<sup>th</sup> moderating a panel on the cost of chronic diseases.

#### 3. Cleveland Clinic Community Advisory Board

Collaborating on methods to diversify clinical trial activities and to specifically engage minorities in brain health awareness and dementias.

#### 4. Task Force on Alzheimer's disease

Tina Dortch serve on committee to monitor for opportunities to develop more culturally sensitive approaches.

### d. NOMHE Panel/Forum/PSA Participation

#### 1. February Guest on HPLV Radio's "Healthy Monday" Broadcast

Tina Dortch believes that it will be good for the office if there will be periodic opportunities like PSAs to share what the NOMHE is doing. Jennifer Kawi can help with it.

Sam Lieberman suggests to talk to Sheryl Swensk (?), Channel 8 Weather Anchor and Alzheimer's Board member, on getting Tina Dortch on the anchor's early morning news to discuss about the office.

The topic will be educational and have 10-minute blurbs.

Tina Dortch wants to have the ability to have it on a continuous basis perhaps quarterly on various components of health equity.

Format: PSA-type or Interview-type

Jennifer Kawi comments that it should be quick 5-minute sets.

Andre Wade recommends **Live to Give**, a small grassroots public relation group that does really well in helping groups to go on radio shows, as an option. It is a non-profit organization that can get information out to people and community engagement.

Sam Lieberman proposes building a relationship with United Way's New Executive Director, Kyle B. Rahn. In order to have conversations with Kyle, one needs to register on the Google communication platform.

Alisa Howard mentions that LinkedIn is a good resource for professionals to connect.

## **2. March 8, 2019 GOED Forum on Diversifying NV's Economy through R & D**

Governor's Office of Economic Development invited Tina Dortch to sit on the panel about unique opportunities within the R&D sector in the state and talk about NOMHE, the importance of diversifying resulting clinical trials.

Tina Dortch points out that Dr. Gillian Barclay is a great resource to NOMHE.

## **3. April 23, 2019 Annual Alzheimer's Association Education Conference "Challenges to Accessing Services in Disparity Populations"**

Tina Dortch will do a session on "Access Issues Within Diverse Populations".

- **Nevada Minority Health Equity Coalition**

State of Texas wants to talk with NOMHE regarding reinstating their Office of Minority Health and how to maintain connectivity to community groups like the Coalition.

Sustainability plan is in place.

Tina Dortch promoted the Coalition as the best entity for the Nevada Health District to partner with on the REACH Grant. The Coalition was included in submission and the team selected. Award includes \$50,000 for five years.

- i. Census Equity Grant**

Tina Dortch emphasizes the importance of talking about CENSUS as it affects everyone.

Sam Lieberman asks, "Is there a way we can get involved?" Tina Dorch answered that through the outreach to underserved populations and awareness efforts are being routed through the Coalition through a federal grant.

- ii. 2<sup>nd</sup> Annual Impact Summit (April 11-12, 2019; Carson/Reno)**

- a. Elected Official Ally Recognition Luncheon**

- b. Cultural Competency Training - NOMHE on Implicit Bias Panel
- c. Clinical Trial Discussion Group - NOMHE Facilitating

Categories are the following: LGBTQ Community, Elderly, American Indian/Alaskan Native Disabled, and Diseased Specific

- d. Community Reception for Grassroot Health Equity Advocates

### **Signature Event Update**

- **HiAP**

- a) Scope of Work/ Proposals for Technical Assistance

There are two entities who are providing responses. First entity is the Guinn Center that will aid in the technical aspects of creating a training module and facilitating initial implementation.

A year-long pilot is proposed involving approximately six state agencies whose services impact determinants of health – such as Department of Welfare and Support Services, RTC, Housing

Introduction and training of HiAP methodologies begins with agency leadership, those holding decision making positions. Pilot participants identify and/or develop agency activities that indirectly impact the community's health and create indicators to track and measure results.

Upcoming HiAP related activities:

- b) April 1-2, 2019 S.O.P.H.I.A. sponsoring Tina Dortch/NOMHE as guest at its Health Impact Assessment Workshop. This is an annual practitioner's event.
- c) June 2019 GUINN Center Sponsored Social Determinants of Health Conference. Tina Dortch was invited to sit on the panel.
- d) September 2019 Nevada Public Health Association (NPHA) Annual Conference, has adopted an HIAP Theme. Tina Dortch helped identify several of the individuals as part of the presentation package.

- **Clinical Trial Diversification**

- a) Listening Sessions (first of two sessions, April 12, May 2019)
  - LGBTQ Community, Elderly, American Indian/Alaskan Native/Disable/Disease Specific
  - 30 individuals needed on why they agree or disagree on clinical trials.
  - Board members are welcome to attend or participate.
  - Ensure clinical trials are diversified.



All activities on clinical trial diversification are building to the NOMHE return. Tina Dortch believes that with a focus we will do better. She stressed that this is a perfect time to be involved and engaged.

- b) Outreach Events
- c) PSA's developed
- d) All of US Journey, 2<sup>nd</sup> visit (tentatively November 2019) and increase participation in ongoing trials by minorities

### **Northern and Rural Nevada Engagement**

NOMHE operates under a state-wide jurisdiction.

- a) North Nevada Supplemental Resource Team (1/9/19 Meeting)
  - o Source for April 12<sup>th</sup> Clinical Trial Discussion Group Participants

Tina Dortch asks, "How does an office of one maintain or cultivate a presence and is responsive?"

Andrea Gregg agrees that during the January 9<sup>th</sup> meeting the participants are interested in the subject matter of the Office Minority Health.

- b) Native American Heritage Month (November)
  - o Discussed pros/cons of hosting the November return of the All of US Journey in N NV
- c) Developing internship type presence/opportunity for N NV representation. Assign an intern or fellow in the North who can attend meetings and become a spokesperson for the office. AHEC has its Scholar Program which could be a source.

The advisory committee meets during the months of May, August and November.

Sam Lieberman proposes the August meeting be held in N Nevada with those unable to do a day trip participating by phone in Las Vegas. A day should be set wherein people can meet NOMHE Advisory Board members to give public comment and do training or a listening session before or after the meeting.

Cassandra Cotton agrees that August is good with enough notice. Andrea Gregg concurred that it is a great idea and will help find a location. She is considering the Office of Statewide Initiatives.

Tina Dortch also agrees with Sam Lieberman to make a day for it.

The Advisory Board members approves to conduct the meeting on August in Reno.

Sam Lieberman suggests a (non-partisan) communications organization named Battle Born Progress (BBP). Some of the work NOMHE does can be an interest to BBP.

Andrea Gregg says that scholar program is not feasible because as scholars their commitment is time sensitive but recommends working with the Community Health Sciences Department and MPH Program since the students are required to do field studies and experiential training prior to graduation.

Tina Dortch explains that these Interns are to conduct outreach efforts, to identify partner organizations and to elevates NOMHE's exposure. A concern is supervision, but Cassandra Cotton says it can be managed through weekly reports or weekly call. Tina Dorch remarks the close proximity to a board member is beneficial and will provide further support with them when needed. Sam Lieberman suggests reaching out to Counseling Department and putting it on Volunteer Match.

With permission of the board, Tina Dorch shall proceed with the job description and creation of timeline.

Andre Wade suggests to look at Americorp. Andre Gregg agrees that it is a great option. She says that deadline is on April 12<sup>th</sup>.

## **8. Scheduling Matters – Recommendations Accepted**

- Reaffirm Schedule for Next 2 Advisory Committee Meetings
  - May 21st, 2019 9:00 – 11:00 AM
    - Location: TBD by Sam Lieberman
  - August 7th, 2019 All Day
    - Location: Office of Statewide Initiatives in Reno by Andrea Gregg
  - November 19th, 2019 12:00 – 2:30 PM
    - Location: TBD

Tina Dortch finished with a recap as follows:

- Dates established;
- Leads on marketing and public relations support recognized;
- Commitments for listening session identified;
- Identification/ Strategy of Northern Nevada Representative; and
- Goal to fill up seats is on the next meeting

## **9. Public Comment**

- None

## **10. Adjournment**

Andre Wade, Chairperson, motions to adjourn the meeting at **2:05 PM**. Sam Lieberman seconds the motion.