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MINUTES

of the

Executive Committee to Review the Death of Children Meeting

held on

May 18, 2022

via teleconference

Microsoft Teams

teams.bjn.vc##105936574#1171407597

Call-in number: 1(775) 321-6111; Extension: 603-222-633#

1. Call to Order, Roll Call, Introductions

Stephanie Herrera called the meeting to order at 10:02 AM.

Executive Committee members present:

- Kathie McKenna, Pioneer Territory CASA
- Margarita DeSantos, SNHD
- Vickie S. Ives, DPBH - MCH
- Amber Howell, Washoe County HSA
- Sheri McPartlin, CCSD
- Christine Eckles, Washoe County JJ
- Stephanie Herrera, DPBH - Vital Records
- Misty Vaughan Allen, DPBH - Suicide Prevention
- Tim Burch, Clark County DFS
- Jennifer Spencer, Attorney General's Office

Executive Committee members absent:

- Breanna Jenkins, Renown
- Nancy Saitta, Retired
- Desiree Mattice, Department of Public Safety
- Lisa Sherych, DPBH
- Cindy Pitlock, DCFS
- Jessica Rogers, Las Vegas Metro Police Department
- Megan Freeman, DCFS
- Michelle Sandoval, DPBH - Rural Clinics

Staff and guests:

- Jessica Freeman, DCFS
- Dawn Davidson, NICRP
- Elizabeth Holka, NICRP
- Richard Egan, Office of Suicide Prevention
- Kaitlynn Rodriguez, DCFS
- Lea Case, Belz & Case Government Affairs in Reno
- Denise Tyre, Supervisor, Washoe County Human Services Agency
- Kathryn Hooper, Henderson Fire Department
- Kaitlynn Rodriguez, DCFS
- Maria Janos, DCFS
- Sabrina, Las Vegas Review Journal

2. Initial Public Comment

No comments.

3. For Possible Action: Approval of Meeting Minutes from February 16, 2022 and March 10, 2022.

- Approval of February 16, 2022 and March 10, 2022 meeting minutes.

Stephanie Herrera asked the Executive Committee if they had any comments regarding the Meeting Minutes from February 16, 2022 and March 10, 2022. No comments were made.

MOTION: Made by Kathie McKenna, seconded by Misty Allen, to approve the Meeting Minutes from February 16, 2022 and March 10, 2022.

UNANIMOUS VOTE; MOTION CARRIED.

4. For Information Only: Update on the progress of the HCQC Subcommittee regarding the 2018 Quarter 2 Recommendation that hospitals should adopt a consistent internal policy for assessment of children when they present with suspicious or serious injuries.

Margarita DeSantos stated that the next item on the agenda was the 2018 Quarter 2 Recommendation. Jessica Freeman provided the following updates. The HCQC subcommittee met on 03/24/22 and 04/21/22 and developed tip sheets for medical professionals that can be utilized when abuse is suspected. More specifically, the tip sheets provide instructions regarding which labs and studies would be appropriate to conduct. The next step will be to reach out to the administrators of other medical agencies to invite them to participate in the creation of the tip sheets, involve them in the distribution of the tip sheets, and include any feedback they may have. After this step, HCQC will begin drafting the regulations regarding internal policies. There was no additional discussion.

NO MOTION MADE.

5. For Possible Action: Discuss and approve the response letters and next steps for the below recommendations.

- 2020 Quarter 4
 - Update regarding Clark CDR's recommendation for removal of prior authorization when filling certain medications relating to mental or physical health.
 - Discuss and approve next steps.
- 2021 Quarter 2
 - Update regarding Washoe CDR's recommendation for fentanyl becoming a part of standard hospital drug testing panels.

- Discuss and approve next steps.
- 2021 Quarter 4
 - Washoe CDR recommends that a Public Service Announcement and community education be developed regarding minors operating ATVs.
 - Discuss and approve response letter and next steps.

Margarita DeSantos stated that the next agenda item was to discuss and approve the response letters for the 2020 Quarter 4 Recommendation. She provided the following summary. The Clark CDR Team recommended that health insurance policies shouldn't prevent individuals from filling prescriptions for mental health or physical health issues. At the February 2022 meeting, the Committee approved sending this recommendation to the Interim Health Committee for consideration. However, in order to send the information to the Interim Health Committee, a letter needs to be drafted that includes the following:

- Clear and concise information as to what is being submitted.
- How did this problem lead to child deaths and is the requested change able to prevent future child deaths?
- What specifically is the committee asking or what is the intended outcome?
- Are there current NRS/NAC that would require a change? Do we believe that other agencies such as the Insurance Commissioner, Medicaid, etc. agree?

Margarita DeSantos asked the Executive Committee to read the preliminary letter displayed and asked how the Committee would like to proceed. Vickie Ives asked if the Committee thought it would be helpful to include maintenance medications to the recommendation, in consideration of children with chronic conditions. Jessica Freeman stated that, in her conversation with the Legislation Liaison, it was emphasized that this recommendation needed to be more specific in what it is requesting. At the moment, the response letter for this recommendation is simply inquiring to see if the Interim Health Committee is willing to collaborate with the Executive Committee for this recommendation. Jessica asked the Executive Committee how they would like to proceed and stated that they had to send the letter to the Interim Health Committee by the next meeting in August. Jessica requested volunteers to help revise the letter to meet the changes as suggested in the above list. Misty Allen volunteered herself and Dr. Megan Freeman to help Jessica revise the letter. Next, Margarita DeSantos asked the Executive Committee to review and approve the response letter to the Clark CDR Team updating them on the progress of this recommendation.

MOTION: Made by Misty Allen, seconded by Kathie McKenna, to approve the response letter back to the Clark CDR Team updating them on the 2020 Quarter 4 Recommendation.

UNANIMOUS VOTE; MOTION CARRIED.

Margarita DeSantos stated that the next agenda item was to discuss and approve the response letter to the 2021 Quarter 2 Washoe Recommendation. The Washoe CDR Team recommended the following:

- Hospitals and drug testing facilities begin testing for Fentanyl as part of their standard drug testing panels.
- Narcan to be made more accessible to the at-risk teenage population.

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Margarita stated that response letters were drafted to the Washoe Regional CDR Team, the Bureau of Health Care Quality and Compliance, and the Overdose Data to Action Committee. On 03/01/22, Paul Shubert, the Bureau Chief for HCQC, sent a response to the Executive Committee, which was displayed for the Executive Committee to review. The response stated that HCQC does not have the authority to place requirements on hospitals/medical facilities/physicians to run specific drug panels. Margarita asked the Committee if they had any comments on Mr. Shubert's response. Jessica Freeman provided context on why the recommendation was made, and Kathie McKenna asked if it was instead possible for the Executive Committee to contact hospitals and medical facilities and request that they add Fentanyl testing to their current drug panels. Jessica stated that this was possible, though that might leave the choice up to the hospitals whether they'd like to conduct the Fentanyl panel. Vickie Ives asked if the Executive Committee would like to instead ask birthing hospitals and medical facilities in the community how they conduct drug panels, as most hospitals already have established policies based on best practice guidelines. The Executive Committee could then use this information to provide support where there are gaps. Jessica Freeman agreed with this suggestion but stated that the Committee should focus on the largest hospitals in the community rather than just birthing hospitals, so that older children don't fall through the gaps. Jessica asked the Committee if they would like her to reach back out to Mr. Shubert for additional information about current statutes and regulations relevant to this recommendation, and then build from there. Sheri McPartlin stated that she would also like the Executive Committee to create PSAs, as she does not feel that the public truly comprehends the seriousness of the problem the recommendation was created to address. Vickie Ives said she would like to join the conversation with Jessica and Mr. Shubert regarding current statutes and regulations. Dawn Davidson suggested that the Executive Committee could reach out to the Overdose Data to Action Team to see what efforts they are currently engaged in and provide support where they need in order to raise public awareness. Jessica offered to meet with the Overdose Data to Action Team to see if they'd be willing to collaborate with the Executive Committee.

MOTION: Made by Vickie Ives, seconded by Christine Eckles, to reach out to Paul Shubert regarding existing statutes and regulations and to invite the Overdose Data to Action Team to the August meeting in order to collaborate.

UNANIMOUS VOTE; MOTION CARRIED

Margarita DeSantos stated that the next agenda item was to discuss and approve the response letters to the 2021 Quarter 4 Washoe Recommendation. She summarized the recommendation as follows. Washoe CDR recommended the creation of a PSA and that community education be developed regarding minors operating ATVs. At the last meeting, it was suggested to possibly create a statewide public service announcement and that information on resources from neighboring states be brought for discussion during the May meeting. As a reminder, Margarita stated that Nevada laws have no minimum age requirements for operating off-highway vehicles or ATVs. Nevada laws also stipulate the following:

- Children under the age of 16 years must be supervised (visual supervision) by an adult who is at least 18-years old (NRS 483.580).
- Operators are required to wear a helmet on the highway, but non-operators are not required to wear a helmet.
- Off-Road Nevada has good resources, including a "Know Before You Go" brochure.

Off-Road Nevada hosts the Off Highway Vehicle Commission. A search of their website found that at their June 2020 meeting, an agenda item addressed statewide youth safety courses. Furthermore, they

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discussed creating a state mandated safety course for children ages 6-16 years who would be riding ATVs or dirt bikes on public land. Additional information can be found at https://ohv.nv.gov/assets/etc/meetings/Nevada_State_Children_ATV_Certification_Program_Outline.pdf. Additionally, requirements for the states of Arizona and Utah for operating off-highway vehicles or ATVs were provided to the Executive Committee. Margarita asked the Committee how they would like to proceed. No comments were made. Margarita asked the Committee to review the letter back to the Washoe CDR regarding the progress of this recommendation. Vickie Ives asked if the Committee would like to distribute the education materials provided during this meeting throughout the state. Jessica offered to reach out to the Off Highway Vehicle Commission and invite them to provide further information on the services they provide.

MOTION: Made by Jennifer Spencer, seconded by Vickie Ives, to reach out to the Off Highway Vehicle Commission and to distribute the educational materials as discussed above.

UNANIMOUS VOTE; MOTION CARRIED.

MOTION: Made by Jennifer Spencer, seconded by Misty Vaughan Allen, to approve the response letter back to Washoe CDR as written.

UNANIMOUS VOTE; MOTION CARRIED.

6. For Possible Action: Review and respond to 2022 Quarter 1 summaries of regional CDR team statistics and recommendations and determine if these items need further discussion, ready for formal recommendations, or the item can be considered closed.

- 2022 Quarter 1
 - There were no recommendations for Q1.

Margarita DeSantos stated that there were no recommendations to the Executive Committee by the regional CDR teams for the first quarter of 2022.

7. For Possible Action: Update on the State Fiscal Year (SFY) 2023 Public Awareness Funding and scheduling of special meeting.

- 8 applications were received.
- The subcommittee met on May 10, 2022, to review the applications.
- A special meeting will be held on June 8, 2022, to review and approve the funding requests.

Margarita DeSantos provided an update on the State Fiscal Year (SFY) 2023 Public Awareness Funding and scheduling of the special meeting. She stated that the Notice of Funding Awareness was released in March and that the application deadline was April 29, 2022. Eight applications were received. The interim subcommittee met on May 10, 2022 and reviewed the applications. The special meeting to

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determine funding is scheduled for June 8, 2022, from 11:00AM to 12:30PM. The funding announcements will go out by July 1, 2022. Margarita asked which voting members would be available to attend the meeting on June 8, 2022 to ensure that quorum was met. Stephanie Herrera, Margarita DeSantos, Christine Eckles, Misty Allen, Kathie McKenna, and Vickie Ives all volunteered to attend.

MOTION: Made by Kathie McKenna, seconded by Stephanie Herrera, to approve the date of June 8, 2022, for the special meeting to approve the funding and to review the edits to the recommendation response letter to the interim committee as discussed above.

UNANIMOUS VOTE; MOTION CARRIED.

8. For Possible Action: Review and approved the 2019 Annual Child Fatality Report.

Margarita DeSantos stated that the next agenda item was to review and approve the 2019 Annual Child Fatality Report, which was provided in the meeting invite. She asked if Committee members had any questions, comments, concerns, or suggested edits. There were none made.

MOTION: Made by Vickie Ives, seconded by Jennifer Spencer, to approve the 2019 Annual Child Fatality Report as written.

UNANIMOUS VOTE; MOTION CARRIED.

9. For Possible Action: Review bylaws to address membership attendance.

- Per articles 4.1 and 4.2, members must attend 50% of meetings or provide notice and/or send a proxy if they cannot attend.
- Discussion and possible vote to amend article 4.2 in the by-laws regarding who is allowed to send a letter and what the letter states if there are attendance issues.
- Discussion and possible vote regarding new membership process and/or removal of members due to non-attendance.

Stephanie Herrera provided the following summary of the bylaws, including the proposed changes to the bylaws. Article 4.1, Attendance, states that meeting attendance is required for each member of the Executive Committee for at least 50% of meetings scheduled within a calendar year. Two consecutive absences or overriding reason will be considered unexcused absences and may constitute grounds for removal from membership. The Co-Chairs determine if absences are excused or unexcused. An excused absence includes, but is not limited to, an unexpected occurrence or emergency with health, family, or employment that would prevent the member from attending the meeting. An unexcused absence includes, but is not limited to, lack of communication (no contact) with one of the Co-Chairs or administrative support staff. Unless an absence is the result of an emergency or unexpected occurrence, members who cannot attend a regularly scheduled meeting must give prior notice to one of the Co-Chairs or administrative support staff prior to the meeting. This includes naming a proxy as allowed for in Section 2.3 of these bylaws. Article 4.2, removal from membership, states that when a member has a third unexcused absence within a calendar year, one of the Co-Chairs, DCFS Administrator, or

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administrative support staff, will send a letter to the member that will ask the member to confirm their desire to remain on the committee, whether the member feels it best to reappoint another representative, and the Committee intends to take action to request removal and replacement of the member at the next regularly scheduled meeting. At that meeting, the member will have an opportunity to reaffirm their commitment, recommend a replacement, refute the action, and/or the Committee may proceed with the removal and replacement process. The removal and replacement process shall be a simple majority vote to recommend the removal of the member and request that a replacement be made by the DCFS Administrator based on NRS 432B.409, Section 1. The proposed changes are for additional persons to send the letter and allows the member the opportunity to determine if they would like to remain on the Committee.

MOTION: Made by Misty Allen, seconded by Margarita DeSantos, to approve the proposed amendments to the bylaws.

UNANIMOUS VOTE; MOTION CARRIED.

Stephanie Herrera stated that currently, there are two members who meet the criteria discussed above. Letters were sent to these members by the co-chairs on May 2, 2022. One member has asked to be removed from the Executive Committee as they are unable to attend any meetings due to the time demands of their job and no response has been received from the second member. Given this information, Stephanie asked if the Committee was in support of removing these members and replacing them with a contact from law enforcement and Washoe County. No comments were made.

MOTION: Made by Kathie McKenna, seconded by Misty Allen, to remove and replace to two members of the Executive Committee who met criteria for removal from the Committee.

UNANIMOUS VOTE; MOTION CARRIED.

10. For Possible Action: Review bylaws to determine course for the upcoming open co-chair office.

- Per article 3.1, the open co-chair position will need to be filled by someone from Clark County.
- Per article 3.2, nominees shall be drawn from the general membership of the Executive Committee.
 - Discussion and possible vote regarding amending the Bylaws to also allow for nominations of qualified person to serve as co-chair.

Stephanie Herrera stated that the next agenda item was to review bylaws to determine course for the upcoming open co-chair office. She provided the following summary which included the proposed amendments. Article 3.1, Officers, states that the members of the Executive Committee shall elect two Co-Chairs. One Co-Chair shall be elected from the Clark County region, because Clark County represents the largest population base in the state and therefore the largest number of child deaths. The other Co-Chair shall be elected from the remaining geographic regions of the state. Article 3.2, Qualifications and Limitations, states that members of the Executive Committee nominated for the office of Co-Chair shall be required to have participated in the child death review process undertaken by regional CDR

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multidisciplinary teams. Qualified nominees shall be drawn from the general membership of the Committee. In the event that the nominee cannot be taken from the general membership of the Committee, a qualified person may be nominated from the Regional CDR teams. The changes being proposed to Article 3.2 allows for nominations to come from the regional child death review teams to ensure the outlined criteria in the bylaws can be met for officer positions. Those who are eligible for nomination will meet with a nomination subcommittee this summer. The nomination subcommittee will present those eligible for nomination at the August 17, 2022 meeting, at which time formal nominations will occur. Voting will take place at the November 16, 2022 meeting.

MOTION: Made by Jennifer Spencer, seconded by Sheri McPartlin, to approve the amendments to the bylaws as discussed above.

UNANIMOUS VOTE; MOTION CARRIED.

Jessica Freeman requested volunteers for the nomination sub-committee. Misty Allen and Margarita DeSantos volunteered. There was no further discussion.

11. For Possible Action: Review and approve annual regional CDR team membership per CDR regulations in NRS 432 B 405 (1) (b) and 432B.409 (2) (d).

- Information submitted by each regional CDR team which includes:
 - Region covered
 - Membership composition
 - Confidentiality agreements
 - Frequency of meetings

Stephanie Herrera stated that the next agenda item was to Review and approve annual regional CDR team membership per CDR regulations in NRS 432 B 405 (1) (b) and 432B.409(2)(d) and provided a summary of 432B.406. Jessica Freeman provided details regarding the members and frequency of meetings for the Clark Team, Washoe Team, Rural Region 1, Rural Region 2, Rural Region 3, and Rural Region 4.

MOTION: Made by Jennifer Spencer, seconded by Margarita DeSantos, to approve annual regional CDR team memberships as discussed.

UNANIMOUS VOTE; MOTION CARRIED.

12. For Possible Action: Top four manners/causes of death in children in Nevada.

- Unsafe sleep, suicide, drowning, and homicide:
 - Determine desired frequency of receiving updated information.

Stephanie Herrera stated that the next agenda item was to discuss the top four manners/causes of death in children in Nevada. She asked how often the Committee would like to review this information. The Committee agreed that twice a year was a good frequency to ensure that there was sufficient time to gather the information and ensure its accuracy.

MOTION: Made by Sheri McPartlin, seconded by Christine Eckles, to review the top four manner/cases of death in children in Nevada during only February and November Executive Committee meetings.

UNANIMOUS VOTE; MOTION CARRIED.

13. Final Public Comment

No public comments made.

14. Adjournment

It was stated by Margarita DeSantos that the next meeting of the Executive Committee will be held on June 8, 2022 at 11 AM.

MOTION: Made by Misty Allen, seconded by Stephanie Herrera, to adjourn the meeting.

UNANIMOUS VOTE; MOTION CARRIED.

The meeting was adjourned at 11:23 AM.