

— DRAFT —

MINUTES

of the

Executive Committee to Review the Death of Children Meeting

held on

May 17, 2023

via teleconference

Microsoft Teams

[Meeting Link](#)

Call-in (audio only): +1 775-321-6111, Extension: 141966438#

1. Call to Order, Roll Call, Establish Quorum

Melinda Rhoades called the meeting to order at 10:01 AM. She reminded Executive Committee members that they need to inform a Chair of the Executive Committee or a DCFS administrator if they need to send a proxy or are unable to attend a meeting.

- Executive Committee members present:
 - Kathie McKenna, Pioneer Territory CASA
 - Vickie S. Ives, DPBH-MCH
 - Chris Empey, proxy for Christine Eckles, Washoe County JJ
 - Jennifer Spencer, Office of AG
 - Cindy Pitlock, DCFS
 - Denise Tyre, Washoe County HAS
 - Desiree Mattice, Department of Public Safety
 - Melinda Rhoades, SAFY
 - Stephanie Herrera, DPBH – Vital Records
 - Marla McDade Williams, HHS Director’s Office
 - Misty Vaughan Allen, DPBH – Suicide Prevention
 - Sheri McPartlin, CCSD
 - Detective Jeff Boyd, proxy for Sgt. Laura Conklin, Reno Law Enforcement
 - Megan Soracco, DCFS
 - Kande Mortenson, DCFS
 - Pete Rubio, DCFS
 - Faye Cavender, DCFS
 - Amanda Haboush-Deloye, NICRP
 - Cody Phinney, DPBH
 - Ryan Gustafson, proxy for Amber Howell, Clark County HAS

- Executive Committee members absent:
 - Michelle Sandoval, DPBH – Rural Clinics
 - Brian Shoaf, Elko County Sheriff’s Office
 - Amber Howell, Clark County HAS
 - Sgt. Laura Conklin, Reno Law Enforcement
 - Christine Eckles, Washoe County JJ
 - Jorge Montano, Safe Kids

- Jill Marano, Clark County DFS

- Staff and guests:
 - Jessica Freeman, DCFS
 - Dawn Davidson, NICRP
 - Orjola Merkaj, NICRP
 - John Bradtke, Child Welfare
 - Jimesian Sanders, DCFS
 - Matthew Kappel, SNHD

2. Public Comment and Discussion

There was no public comment.

3. For Possible Action: Approval of Meeting Minutes from February 15, 2023.

- Public Comment will be allowed during discussion of this action item before a vote is taken.

Melinda Rhoades asked the Executive Committee if they had any comments regarding the meeting minutes from February 15, 2023. No comments were made.

MOTION: Made by Sheri McPartlin, seconded by Jennifer Spencer, to approve the meeting minutes from February 15, 2023.

UNANIMOUS VOTE; MOTION CARRIED.

4. For Information Only: Division of Child and Family Services (DCFS) Mandated Reporter Training.

Jessica Freeman stated that the Division of Child and Family Services offers virtual mandated reporter training that can be taken at any time and taken by anyone. The training provides an overview of the definitions, requirements, and protections of being a mandated reporter in Nevada. It is a 2.5-hour long, free, all-inclusive, and non-profession-specific training. Every mandated reporter should take this training. The link and flyer are encouraged to be shared with anyone interested.

5. For Possible Action: Discuss the progress and approve the next steps of the HCQC Sub-Committee 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 and approve the subcommittee's next steps.

- Public Comment will be allowed during discussion of this action item before a vote is taken.

Stephanie Herrera stated that the subcommittee met on May 10, 2023. Jessica stated that the tip sheets were created to assist practitioners in smaller hospitals who do not have access to a pediatric specialist. The tip sheets presented ideas on what to look for when a child presents to their facility with suspicion of abuse. The tip sheets were shared with various networks and presented at the Pediatric Grand Rounds in February 2023. The subcommittee suggested that they revisit this recommendation every 1-2 years and encourage hospitals to create an internal policy or protocol if the Executive Committee finds that beneficial. The subcommittee is recommending to the Executive Committee that their work can be concluded since they feel like their initial purpose has been met.

Denise Tyre asked if the tip sheets were distributed to first responders throughout Nevada. Jessica stated that the tip sheets were distributed through HCQC's network, which goes through all the licensed hospitals in the state. Jessica mentioned that she would be sharing the link for the tip sheets and that anyone is welcome to share them. Denise recommended that they do this for all CDR county leads. Jessica stated that she would send the tip sheets to all regional CDRs.

MOTION: Made by Denise Tyre, seconded by Misty Allen to approve the work that the HCQC Subcommittee has done to date and to conclude the subcommittee.

UNANIMOUS VOTE; MOTION CARRIED.

6. For Possible Action: Review and approve the proposed revisions to the Executive Committee's Bylaws.

- Article 6.1 & 6.2- Revisions to clarify who will be counted to establish quorum.
 - Adds language that quorum will consist of simple majority of voting members.
- Article 6.3- Minor revision to clarify who is not to be considered a voting member, per statute.
 - Public Comment will be allowed during discussion of this action item before a vote is taken.

Melinda Rhoades stated that the proposed revisions are to clarify who is counted toward quorum and who is able to be a voting member, as outlined in statute. Revisions to Articles 6.1 and 6.2 of the bylaws have added language stating that a quorum will consist of a simple majority of voting members, and Article 6.3 adds clarification as to who cannot be a voting member, as outlined in the statute. Specifically, the proposed revisions state that the group of non-voting members consists of administrators or designees from agencies involved in child welfare services, as well as those responsible for mental health and public safety.

MOTION: Made by Jennifer Spencer, seconded by Sheri McPartlin to approve the proposed revisions to the Executive Committee bylaws as discussed.

UNANIMOUS VOTE; MISTY ALLEN ABSTAINED; MOTION CARRIED.

7. For Possible Action: Review and approve annual regional CDR team membership per CDR regulations in NRS 432(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
- Public Comment will be allowed during discussion of this action item before a vote is taken.

Melinda Rhoades stated that the composition of the CDR teams is statutorily mandated per NRS 432B.406. Per NRS 432B.405(1)(b) and 432B.409(2)(d), the Executive Committee needs to annually approve the memberships of the Regional CDR teams. The Chairs received the membership lists of the teams, along with the region they cover, the frequency they meet, and verified that all confidentiality forms had been renewed annually or based on the team's meeting frequency. The membership information for each team was shown on the screen for the committee to review.

MOTION: Made by Kandee Mortenson, seconded by Kathie McKenna to approve the regional CDR memberships.

UNANIMOUS VOTE; MOTION CARRIED.

8. For Information Only: Review new voting and non-voting members to the Executive Committee

- Per Article 2.2 of the bylaws, the Executive Committee membership should include one representative from each Regional CDR team.
 - Review of the addition of four representatives from the Rural Region who will be voting members.
 - Review of new, non-voting members and key stakeholders
- Public Comment will be allowed during discussion of this action item before a vote is taken

Melinda Rhoades stated that per Article 2.2 of the bylaws, the Executive Committee membership should include one representative from each regional CDR team. As such, four additional members were added from the Rural Region CDR teams that were not represented when the committee was revamped in 2020. Melinda welcomed the new non-voting members.

9. For Possible Action: Discuss and approve the response letter(s) and next steps for the below recommendations.

- 2020 Quarter 4
 - Discuss and determine next steps Clark CDR's recommendation for the removal of prior authorization when filling certain medications relating to mental or physical health.
 - 2021 Quarter 2
 - Review response letter and determine the next steps regarding Washoe CDR's recommendation for fentanyl becoming a part of standard hospital drug testing panels.
 - 2021 Quarter 4
 - Discuss and determine the next steps regarding Washoe CDR's recommendation that a Public Service Announcement and community education be developed regarding minors operating ATVs.
-
- Public Comment will be allowed during discussion of this action item before a vote is taken.

Stephanie Herrera began the discussion about the 2020 Quarter 4 Clark CDR recommendation. Stephanie reported that during the last meeting, the Executive Committee discussed the approval of reopening the recommendation due to the NV chapter of the AAP prioritizing other topics during the legislative session. The Clark County CDR team has suggested to the Executive Committee that this recommendation be paused for now with the goal of pursuing it during the next legislative session.

Stephanie asked the group if there were additional steps to advance this recommendation, if a temporary pause was sufficient, or if the recommendation could be closed.

Denise Tyre stated that if the local CDR team who made the recommendation supports a temporary pause, that would be the appropriate action. Stephanie Herrera asked if the group was ready to close the recommendation.

MOTION: Made by Vickie Ives, seconded by Sherri McPartlin to close the 2020 Quarter 4 recommendation.

UNANIMOUS VOTE; MOTION CARRIED.

— DRAFT —

Next, Stephanie Herrera began the discussion about the 2021 Quarter 2 Washoe recommendation. At the last meeting, the Executive Committee decided to write a letter to the Division of Public and Behavioral Health (DPBH). A draft of the letter was shown to the group. The letter states that the committee has reached out to hospitals in Nevada encouraging them to test for fentanyl as part of their drug testing procedure and that the committee has encouraged health care providers to become familiar with fentanyl through educational materials that were provided to them by the committee. The letter specifically asks DPBH to assist the Executive Committee by:

- Encouraging hospitals and drug testing facilities to implement this recommendation
- Developing and releasing a technical bulletin for hospitals and drug testing facilities on the topic of fentanyl and drug test panels
- Putting forth local legislation similar to Tyler's Law in California
- Collaborating with the Executive Committee to implement this recommendation

Denise Tyre stated that the children's hospital in Washoe County added fentanyl to their drug screening for patients admitted through the ER. Jessica Freeman stated that the University Medical Center (UMC) regularly tests for fentanyl in drug screening. She stated that people from the national center who partner with CDR are putting together guidance on poison and acute toxicity and how to review those cases during CDR meetings. Denise Tyre stated that this letter is a positive step in the right direction. It encourages hospitals to participate and not wait for legislation.

MOTION: Made by Sherri McPartlin, seconded by Denise Tyre to approve the letter to go out and keep the recommendation open.

UNANIMOUS VOTE; MOTION CARRIED.

Next, Stephanie Herrera began the discussion about the 2021 Q4 Washoe recommendation. She stated that during the February meeting, Jorge Montano-Figueroa at Safe Kids presented statistics to the committee regarding data from 2021 on off-highway vehicle (OHV) crashes for those under the age of 18. Along with the progress he has made. The committee voted to keep this recommendation open; however, what further action would the committee like to take regarding this recommendation?

Jennifer Spencer asked Jessica Freeman for an overview of this recommendation. Jessica stated that members from the Outdoor Association presented to the committee about the work that they do and their attempts to pass safety courses and helmet laws for ATV users under the age of 18. The Outdoor School presented information about a safety course for minors who want to ride ATVs. The information for this course was sent out to all regional CDR teams. She stated that we would collaborate with the Outdoor Association if they wanted to proceed with the recommendation. The committee needs to determine the next steps.

Jessica stated that the committee could draft a letter and bring it forward to the Off-Highway Commission. The purpose of this letter would be to let them know that we support their efforts and would be willing to collaborate with them. Vickie Ives agreed with Jessica on drafting a letter.

MOTION: Made by Sherri McPartlin, seconded by Vickie Ives to approve the next steps of sending a letter out as discussed.

UNANIMOUS VOTE; MOTION CARRIED.

10. For Possible Action: Review and respond to the 2022 Q4 summaries and 2023 Quarter 1 summaries of regional CDR team statistics and recommendations to determine if these items need further discussion, if ready for formal recommendations, or if the item can be considered closed.

- 2022 Quarter 4:
 - Carson City CDR recommends creating community educational opportunities for programs that support young adults who are expecting or have infants to include basic parenting skills and safe sleep. Additionally, educate or provide training to community shelters of all kinds that would potential house infants so that they can assist promoting safe sleep to parents in their shelters. Educating and training other community service providers who interact with young parents, such as Juvenile Justice, Schools, etc., on safe sleep is also recommended.
 - Clark CDR recommends community education, through public service announcements and/or a campaign, geared toward private homeowners, pool contractors, and home inspectors about 1) entrapment hazards in pools and spas installed before 2007 and 2) the importance of retrofitting older pools and spas with devices to alleviate these hazards.
- 2023 Quarter 1:
 - There were no recommendations for quarter 1 of 2023.

Stephanie Herrera began the discussion of the 2022 Quarter 4 Carson CDR recommendation. This team covers Carson City, Storey, and Douglas County. Megan Soracco stated that the Carson City CDR team had contacted shelters to provide safe sleep training for mothers of all ages. She commented that the training is currently at a local level and should be expanded further out. Dr. Cindy Pitlock stated that she hopes the training is culturally competent because many families see co-sleeping as normal behavior. Denise Tyre stated that there are free educational pamphlets and online resources that are culturally competent that incorporate co-sleeping.

Stephanie Herrera asked the committee what the next steps would be. Vickie Ives commented that a letter distributed to the American Academy of Pediatrics (AAP) should be the next step. Jessica Freeman stated that a letter could be drafted and sent to Denise Tyre and Vickie Ives for review. The letter will be drafted and presented at the August meeting at which time the committee will determine if additional steps need to be taken.

MOTION: Made by Vickie Ives, seconded by Sherri McPartlin to draft a letter and keep the recommendation open.

UNANIMOUS VOTE; MOTION CARRIED.

Next, Stephanie Herrera stated that the second recommendation was made by the Clark County CDR team. Dr. Pitlock stated that she saw in a Clark County press release that a young child had drowned in a pond. She asked if there was any need for additional work on this recommendation relative to ponds or open water. Dawn Davidson stated that this recommendation came from a youth whose hair got caught in a spa drain, and they drowned. Stephanie Herrera asked if there was further discussion on who the letter would be sent to, along with links and resources. Denise Tyre stated that the local health departments must inspect all public pools and spas yearly. She stated that the health department might be included in the target audience of the letter. Denise Tyre stated that she could mention this recommendation to the Washoe County Health Department. Jessica Freeman stated that the letter could include any resources that can be found regarding water safety. This can consist of an open water toolkit that was released about water safety and prevention.

MOTION: Made by Melinda Rhoades, seconded by Kande Mortenson to draft a letter as described and bring it back in August.

UNANIMOUS VOTE; MOTION CARRIED.

Stephanie Herrera stated that no recommendations were made to the Executive Committee during the first quarter of 2023.

11. For Possible Action: Discuss updates to the State Fiscal Year (SFY) 2024 Public Awareness Funding and approve special meeting date to determine funding amounts of awards.

- Provide update of the number of applications received and the amount that will be able to be awarded.
- Approve date of special meeting to determine funding amount of awards.
 - June 7, 2023 or June 14, 2023.
- Public Comment will be allowed during discussion of this action item before a vote is taken.

Stephanie Herrera stated that the Notice of Funding Application went out in early March with a deadline of April 28, 2023. Eight applications were received, and it was confirmed with DCFS Fiscal that \$125,000 could be awarded. She stated that the subcommittee to review the applications has or will soon meet and that the Executive Committee will need to determine the date of the special meeting that will be held to approve the funding. She asked if the committee would be able to meet quorum if the special meeting was held on June 7th or June 14th. Ten voting members would need to be present. The members discussed who would or would not be available for the above dates. Based on the information, Jessica Freeman proposed that the meeting be held on June 7th at 10 AM.

MOTION: Made by Misty Allen, seconded by Kandee Mortenson to approve June 7th as the special meeting to discuss the funding.

UNANIMOUS VOTE; MOTION CARRIED.

12. For Information Only: Upcoming vacancy in one of the co-chair positions

- Article 3.1 of the bylaws states that there shall be two co-chairs for the Executive Committee, one from the Northern Region and one from Clark County.
- Article 3.3 of the bylaws states that the term of the co-chair position shall be two years.
- Article 3.4 of the bylaws states that the position of the co-chair be staggered so that the only one new co-chair is elected each year, and that elections occurs at the first regularly scheduled meeting after October 1.
 - As of November, there will be an open co-chair position.
 - Nominations from the Northern Region will be sought at the August meeting.
 - The election will be held at the November meeting.

Melinda Rhoades stated that there will be a vacancy in one of the co-chair positions this fall. Per the bylaws, there should be two chairs for the Executive Committee, one that represents Clark County, and one that represents the remaining geographic region of the State. As the committee was revamped in 2020 and two chairs were appointed at that time, the committee voted to extend the term of Chair Stephanie Herrera to allow for the ability to stagger the elections for this office as outlined in the bylaws so that there will only be one new co-chair/year (Article 3.4). As there will be a vacancy, there will be an opportunity to nominate eligible Executive Committee members during the August meeting, and the election will take place at the November meeting. The group was shown a list of members eligible for nomination on the screen. Members that do not want to be considered for nomination should contact Jessica Freeman prior to the August meeting.

13. Final Public Comment and Discussion

Amanda Haboush-Deloye stated that Prevent Child Abuse Nevada will have their annual conference in Southern Nevada on Tuesday, June 13, 2023. In addition, she stated that there is a prevention conference in the northern region on Friday, June 2, 2023.

13. Adjournment

It was stated by Stephanie Herrera that the next meeting of the Executive Committee will be held on August 17, 2023, at 10 AM.

The meeting was adjourned at 11:14 AM.