

Steve Sisolak  
Governor

Richard  
Whitley, MS  
Director



DEPARTMENT OF  
HEALTH AND HUMAN SERVICES  
DIVISION OF CHILD AND FAMILY SERVICES  
*Helping people. It's who we are and what we do.*



Ross  
Armstrong  
Administrator

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## NEVADA COALITION TO PREVENT THE COMMERCIAL SEXUAL EXPLOITATION OF CHILDREN: EXTERNAL ENGAGEMENT SUBCOMMITTEE MEETING MINUTES

**DATE:** May 13, 2021, 10:00 am

**LOCATION:** This meeting will be conducted via teleconference, in accordance with Governor Sisolak's Declaration of Emergency Directive 006, Subsection 1; The requirement contained in NRS 241.023 (1) (b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate is suspended. Directive 006 was extended with Directive 29, Section 4.

**TELECONFERENCE ACCESS:** Join the meeting: [Click here to join the meeting](#)  
Call in number: [+1 775-321-6111](tel:+1775-321-6111) Phone Conference ID: 815 784 921#

### 1. Call to Order, Roll Call, Introductions

The meeting was called to order at 10:10am by Melissa Holland

**Members Present:** Jessica Halling, Melissa Holland, Brigid Duffy, Nicole Reilly, Eileen Hough, Brennan Paterson, Brenda Sanquist, Heather Hughes, Lauren Boitel, Stacy Scott, Pauline Salla, Ryan Gustafson, Brittany Hopballe

**Guests:** None

**Members Absent:** Det. Wes Leedy, Holly Gibbs, Michael Bartle

**DCFS Staff Members Present:** Hayley Jarolimek, Esther Rodriguez-Brown, Kathryn Roose

Roll call was taken, a quorum was present.

Esther Rodriguez- Brown informed the members that she created a shareable Google Drive document with folders for each subcommittee where all the work can be compiled. She reminded the members that opinions and discussion cannot be exchanged within the document; it is only a central location for documents that will be discussed in future public meetings.

### 2. Public Comment

There was no public comment.

### 3. For Possible Action: Approval of the April 8, 2021 minutes.

Melissa Holland opened the floor to discussion or corrections to the minutes.

Eileen Hough stated that during the previous meeting, Esther Rodriguez-Brown stated that supplemental documents are to be submitted at least seven days prior to the meeting. She asked if this guideline applied only to the subcommittees or the full coalition as well.

Melissa Holland stated that Esther Rodriguez-Brown was not in attendance last meeting.

Nicole Reilly clarified that the seven-day timeline applies to all public meeting as supplemental documents also need to be posted for the public and the process leading up to the post is lengthy.

**Action:** A motion was made by Nicole Reilly to approve the April 8, 2021 meeting minutes, Brennan Paterson seconded motion. Pauline Salla abstained as she did not attend the meeting. No objections, motion carries.

No further discussion on this item.

#### **4. For Possible Action: Subcommittee Member Task Distribution Updates**

Melissa Holland opened the floor to updates from the members that were assigned Objectives 2b and 2c.

Heather Hughes provided an update to Objective 2b regarding the identification and recommendation of a unified assessment and screening tool for CSEC service providers. She stated that for screening, the NRIT does a great job of identifying at risk youth or confirmed youth's levels of CSEC involvement. The assessment tools in the state are scattered; DCFS uses CUMHA (Comprehensive Unified Mental Health Assessment) for mental health screenings and is looking into incorporating CANS (Child and Adolescent Needs and Strengths). Heather stated that she shared with her group, the screening tool matrix previously sent out by Esther Rodriguez-Brown as well as the PEARR (Provide Privacy, Educate, Ask, Respect and Respond) tool sent out by Holly Gibbs.

Esther Rodriguez-Brown added that the matrix she provided compiles screening tools used nationwide that are based on promising practices.

Nicole Reilly asked for all supplemental documents for future meetings to be made available as an attachment for all subcommittee members.

Jennifer Spencer agreed and added that they're to be made available to the public as well. She stated that a link to the documents could also be added to the agenda.

Jessica Halling stated that the CANS has a CSEC module and foster care agencies in Nevada are required to complete it therefore it may be an avenue to explore so that efforts aren't duplicated in opting for a different tool. There is also a CANS specific to CSEC used in Florida that would be worth researching.

Melissa Holland asked the members assigned to objective 2b to research trainings or requirements necessary for completing the optional CANS form specific to CSEC.

Jessica Halling stated she will research the requirements.

Heather Hughes stated will also double check on qualifications for completing the CANS as she believes it does require training and a test.

Eileen Hough stated she will research why the Nevada Department of Education does not use CANS.

Esther Rodriguez-Brown stated that the screening tool matrix has been uploaded to the chat area of the meeting for everyone to access.

Melissa Holland suggested narrowing the focus to screening tools used in child welfare, hospitals and schools and bringing back the information to discuss as a group at the next meeting.

Nicole Reilly stated that the External Engagement Charter alludes to a universal assessment however based on the current discussion and research to be done, healthcare, mental health and community based service providers could each have their own chosen tool with the latter of the three being more flexible in use.

Melissa Holland stated that if core questions overlap between the tools chosen, data collection would not be compromised; she suggested bringing the discussion to the full coalition.

Hayley Jarolimek suggested making a recommendation to the full coalition regarding the ability to make revisions to the charter for future meetings.

Nicole Reilly suggested creating a Google Doc. for recommendations that aren't directly related to the subcommittee work but will be compiled for submission to the full coalition i.e. changing charter language. She added that in the interim, living documents would be compiled as the meetings move forward to vote on at the final subcommittee meeting.

Esther Rodriguez-Brown stated she can create the Google Doc.

Melissa Holland informed members assigned to Objective 2b to come back prepared next meeting to present recommendations on the screening and assessment tools.

Heather Hughes volunteered to research the CANS CSEC component as well as training requirements for administering the form. She will also make recommendations on agencies that should use this tool or something like it if not already in use.

Eileen Hough stated she will do the same for the Nevada Department of Education.

Esther Rodriguez-Brown requested the CANS form to be shared. Heather Hughes will send out.

Hayley Jarolimek suggested using the next meeting as a small workgroup to evaluate the presented tools. Melissa Holland agreed and asked that be added as an agenda item.

Melissa Holland asked for clarification on communication between her and Holly Gibbs as she would like to email Holly about presenting the PEARR tool used at Dignity Health.

Nicole Reilly clarified that communication is allowed as long as it is informational and not opinion based.

Hayley Jarolimek stated that Beverly Brown, CPS program specialist at DCFS can present on the NRIT; informing on how, when and where it is used as well as gaps in usage and any information on data collection associated.

No further discussion on Objective 2b.

Melissa Holland opened the floor to updates regarding Objective 2c.

Lauren Boitel stated that she created a Google Doc. where she outlined the requirements for service providers and categories of services. She also created a table where statewide resources could be entered however not much progress has taken place past this step as she was unclear of the communication restrictions under OML.

Esther Rodriguez- Brown asked Lauren Boitel to send over the documents she has created so they can be added to the Google Doc. she has created specific for External Engagement. She also reminded members to check their spam folders for emails from her.

Eileen Hough and Lauren Boitel stated they will need other members to assist with this task, specifically to northern Nevada and rural region resources.

Melissa Holland suggested tabling objective 2c until the July meeting because the deadline for the task is September 9<sup>th</sup>.

Eileen Hough proceeded to share updates on the other part of objective 2c; Nevada 211 website updates. She stated that part of the task is to update the information on the website to make it more user friendly for survivors. Lisa Martin is their director and David Poyner is their database administrator and also the main point of contact. Eileen requested clarification on permission to communicate with them regarding the website updates as she is unsure if it would violate OML. She added that although their work is not specific to CSEC, Nick Stanton, executive director of Urban Lotus has offered resources and guidance on trauma informed trainings.

Hayley Jarolimek clarified that OML deliberation restrictions are specific to the subcommittee members, not to those outside of it therefore Eileen can communicate with Nevada 211 without any concerns.

Melissa Holland suggested adding trauma informed training resources and referrals to the Google Doc. She added that in two meetings out, group discussion and potential finalization will take place.

Nicole Reilly stated that the deadlines in the charter are guidelines, they were not voted on therefore do not require official action.

Melissa Holland suggested adding a standing agenda item for future meetings for deadline review with possible action.

Esther Rodriguez-Brown stated that the deadlines were voted on when the entire charter was approved at the last meeting.

No further discussion on this item.

#### **5. For Possible Action: Subcommittee Member Task Distribution**

Melissa Holland asked if members know of any guests that could help with the tasks that require additional assistance.

Nicole Reilly suggested that as the resources are compiled by the sub-groups, the members could use the meeting time associated with that objective to fill in the document as a group.

No further discussion on this item.

#### **6. For Discussion and Possible Action: Review of the Extended Engagement Subcommittee Charter Timeline**

Melissa Holland asked if the members were okay with the timelines in the charter.

Nicole Reilly stated the deadlines are reasonable.

No further discussion on this item.

#### **7. For Discussion and Possible Action: Future Agenda Items**

Melissa Holland provided a recap of the future agenda items:

- Presentations on screening/assessment tools: NRIT, CANS, PEARR, Department of Education choice
- Review of Timelines
- Work Session for Objective 2b

Nicole Reilly added that during next month's meeting, the screening tool choices will be finalized and a vote will be taken to bring as a recommendation to the full coalition.

Approve three assessments to be carried to full coalition

**8. For Possible Action: Confirm Next Meeting: June 10, 2021. 10:00am-11:30am (or until adjourned)**

Melissa Holland stated the next meeting will be on June 10, 2021 from 10:00am-11:30am.

**9. For Information Only: Final Public Comment**

None

**10. Adjournment**

The meeting adjourned at 11:00am.