



**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**

November 9, 2018

9:00 am to Adjournment  
Public Meeting Notice

**MEETING MINUTES (FINAL)**

**Attend / Teleconference Availability:**

Nathan Adelson Hospice  
4131 Swenson Street - Administration Building

**Teleconference:**

Dial: (877) 273 - 4202  
Access Code: 8814478

**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**

**Call To Order:** Andre Wade, Chairperson called the inaugural meeting to order at 9:07 am.

**Members Present:** Andre Wade, Dr. Jennifer Kawi, Dr. Barbara Atkinson, Cassandra Cotton

**Called in:** Sam Lieberman, Andrea Gregg (Reno)

**Staff Present:** Tina Dortch, program manager

**QUORUM:** Yes

- Inaugural Meeting -
  - Sam Lieberman motions to approve the Minutes, Dr. Barbara Atkinson seconds the motion
    - **Motion Passed unanimously**

2. **PUBLIC COMMENT**

- None

3. **NOMHE General OVERVIEW**

- Distribution of Approved Bylaws
  - Tina Dortch explains to the board the changes that have been made to the Bylaws
    - One revision:
      - To modify the revision date on the Bylaws to reflect today's date: November 9, 2018
- (Reformatted) Budget Review
  - Tina Dortch goes over the addition to the budget with the Board:
    - "How to reflect the operational activities of the board"
      - She discusses that "programmatic expenses," have been added to the budget
    - Another Change:
      - The board can write in the Notes section now
    - Stipend:
      - If you are requesting a stipend then email Tina Dortch, if you do not need one then no action is required
  - Cassandra Cotton motions to approve the budget, Dr. Jennifer Kawi seconds the motion
    - **Motion passed unanimously**

4. **Election of Vice Chair**

- Andre Wade motions to nominate Sam Lieberman as the new Vice Chair, Dr. Barbara Atkinson seconds the motion
- Discussion
  - None
- **Motion passed unanimously**

5. **Replacing Advisory Committee Member on Inaugural Board**

- Andraya Dickens has submitted her resignation to the advisory committee
- Andrea Gregg, Executive Director of High Sierra Area Health Education Center (AHEC), was then introduced to the board, in which she states she will be looking for a replacement for Andraya Dickens' position
- Discussion:
  - More discussion will continue with Andrea Gregg offline

Andre Wade, Chairperson, turns the meeting over to Tina Dortch, Program Manager

## 6. **NOMHE Overview - Program Manager Activities Report (Tina Dortch)**

- NV Office of Minority Health & Equity (NOMHE) VS. NV Minority Health & Equity Coalition (NMHEC)
  - NOMHE: funded by the State, more policy driven
    - One goal: to institutionalize health equity
  - NMHEC: a non-profit organization (501 C3)
    - member driven
    - advocates/promotes collaborative work
- Signature Event Update
  - Generation Awareness & Literacy
    - In progress
  - Health in all Policies (HIP) Training Module
    - Tina Dortch states that she has several indexes for the module
      - Example: LGBTQ concerns, Mental Health concerns, etc.
    - Idea: To make it a 2-part training
      - Goal: Part 1 to be done by April
- Programming & Initiatives Update
- Internship Program
  - Tina Dortch is looking for an intern for Spring 2019
    - If anyone has any referrals, then please send to Tina Dortch
- Other Notes:
  - Diversification Clinical Trials on Steroids
    - Date: November 14-17, 2018

## 7. **Selection of Sub-Committee Chairs**

- Cassandra Cotton suggests giving descriptions of the different sub-committees and what the chair needs to do, that way the right person can be put into the respective position
  - Tina Dortch stated she will create a document and send it out to the board in the next few weeks
    - Task: to Identify the leaders of each task force
      - Goal: to have a meeting in December with the leaders
- Andre Wade motions to nominate Sam Lieberman to the Nominating Sub-committee, Cassandra Cotton seconds the motion
- Andre Wade motions for Tina Dortch to work on the descriptions of the subcommittees and the board will finalize the nominations via email within the next few weeks, Dr. Barbara Atkinson seconds the motion
  - **Motion approved unanimously**

8. **Recommendation/Discussion on Scheduling Matters**

- Reaffirm Schedule for Next 3 Advisory Committee Meetings
  - February 15th, 2018 | 9 - 11:30 AM
    - Location: UNLV School of Medicine
  - May 21st, 2018 | 1 PM - 3 PM
    - Location: TBD by Sam Lieberman
  - August 7th, 2018 | 8:30 - 10:30 AM
    - Location: TBD
- Scheduling of Sub Committee Meetings
  - TBD
- Other Time Sensitive Actions for Calendar
  - Tina Dortch needs to submit a report to the state in March, she will have the rough draft of the report ready for the board by the February meeting for review
- Recommendations for Future Agenda Items

9. **Public Comment**

- None

10. **Adjournment**

Andre Wade, Chairperson, motions to adjourn the meeting at **10:31 AM**.