

**NEVADA OFFICE OF MINORITY HEALTH
ADVISORY COMMITTEE MINUTES**

October 24, 2007
10:00 a.m.

**Nevada Office of Minority Health
Health Division
3811 W Charleston Boulevard, Room 209
Las Vegas, NV 89102**

COMMITTEE MEMBERS PRESENT:

Debra Toney, Ph.D., Chairperson
Maggie Arias-Petrel
William Dougan, MD
Emilia Guenechea, MA
Somphool Premsrirut, M.D.

COMMITTEE MEMBERS NOT PRESENT:

Gerold Dermid

COMMITTEE MEMBERS PRESENT IN THE NORTH via VIDEOCONFERENCE:

Elena Brady
Larry Curley, Vice-Chair
Sherria Taylor

DEPARTMENT OF HEALTH AND HUMAN SERVICES STAFF PRESENT:

Alex Haartz, Administrator (via Videoconference from Reno)
June Coleman, Dr., Program Manager II, Office of Minority Health
Mae E Norris, Health Resource Analyst II, Office of Minority Health
Deirdra Sánchez, Administrative Assistant II, Office of Minority Health
Linda Anderson, Senior Deputy Attorney General, Office of the Attorney General

D. Toney opened the meeting at 10:10 a.m.

1. Roll Call and approval of minutes from the August 28, 2007 OMH Advisory Committee meeting.

D. Toney announced Roll Call at 10:10 am and a quorum was established.

D. Toney also noted that there was a request to reorder the agenda items. She suggested moving action items closer to the top of the agenda so all members could participate. Agenda item #4 was moved to the end of the meeting after #7 and item # 5 was moved up in place of item #4.

2. Introduction: New Program Manager, Office of Minority Health-June Coleman, Dr. P.H.

D. Toney also welcomed the new Program Manager of the Nevada Office of Minority Health, Dr. June Coleman.

J. Coleman gave a brief overview about herself indicating her experience in Research and Program Management and the working relationships she has established with community based organizations and with academia. She has worked in the areas of HIV/AIDS, Diabetes, Cancer, Hypertension, other health areas.

D. Toney welcomed J. Coleman on board as well as the other committee members.

3. Approval of Minutes from August 28, 2007 Meeting

D. Toney moved to the approval of the minutes. After review of the minutes M. Patel made a motion to accept the minutes as presented and the motion was seconded by L. Curley. The motion passed unanimously.

4. Discuss and Develop a Strategic Plan (NRS 232.475)

D. Toney indicated that there should be a discussion regarding dates, location, and identifying a facilitator for the Strategic Plan and that she did not know how the State handled the request for a facilitator and asked A. Haartz if the State has a facilitator that can be used by OMH.

J. Coleman asked A. Haartz for input regarding the OMH budget and use of funds to hire a facilitator.

A. Haartz listed 3 options: 1) ask internally if there was a State employee with the skill set to serve as a facilitator and that this was a strategy used overall to save money; 2) a second option was to hire an external facilitator who may work for the county or a local non-profit; 3) the third option provided was to conduct a solicitation which is a more expensive and lengthy process. After careful discussion and review of the options the members decided that option number two be used.

J. Coleman, M. Petrel, and L. Curley mentioned knowledge of outside facilitators that might be able to assist with the Strategic Planning process. Names and numbers of possible facilitators would be provided to J. Coleman for further research.

Dr. Dougan asked about the budget for the strategic plan development process.

J. Coleman indicated there was a budget for the program, however, certain steps needed to be taken to figure out what fees might be required to conduct the retreat. She also asked A. Haartz to speak to the budget issue more.

A. Haartz indicated the existence of budget money in the State general fund and the State general grant funds. He also noted that using budget funds would depend on the amount for the facilitator services which may require Federal approval or looking at the State money to ensure it is part of the overall spending plan for the year. He also indicated that the committee should think about a spending threshold and he and J. Coleman could sit down and take a look at the budget.

J. Coleman presented samples of Strategic Plan's other OMH offices had developed to be used as a guide. She agreed to assist the facilitator with drafting the Strategic Plan. She also noted that a draft of the Strategic Plan would be sent out to committee members for their review so it could be finalized.

Dr. Dougan expressed concerns about the budget for this event. J. Coleman noted that a maximum will be set so that monies are set aside in the budget. M. Petrel also offered that she had a contact where she might be able to work something out with them to get the costs down.

After careful review and discussion about the Strategic Planning process, the committee selected December 7 and 8, 2007 as the dates for the retreat. The strategic plan will be finalized by the facilitator with the assistance of J. Coleman by February 29, 2008.

L. Curley made a motion to have the Strategic Plan finalized and in place by February 29, 2008 and the motion was seconded by M. Petrel. With no further comment or objections the motion carried unanimously.

J. Coleman asked D. Sanchez to report on information she had obtained about a location for the retreat.

D. Sanchez reported that she had been in discussion with Red Rock and Paris/Bally's properties. M. Patel suggested reaching out to Harrah's for discounts through the Latin Chamber. D. Sanchez noted that she would follow-up with Paris/Bally's, and Harrah's to finalize the retreat location.

5. Review and make Recommendations for Fundraising including but not limited to: Grants, Gifts, Public/Private Donations (NRS 232.476) - Contracting a Grant Writer

L. Curley asked about funds for contracting a grant writer.

A. Haartz noted that funds were available and that the Program Manager should take a look at proposed expenditures through the year's end to determine the amount of funds that might be available to obtain the services of a grant writer.

J. Coleman indicated that she would take a look at the budget to determine what funds might be available to hire someone to write grants for OMH.

L. Curley indicated that grant writing funding may be a premature request and made a motion to defer this particular action item to the retreat meeting until a few things can be determined. The motion was seconded by E. Brady. The motion carried unanimously.

6. Review and Make Recommendations Regarding Culturally and Linguistically Appropriate Services (CLAS) Standards

J. Coleman noted that the CLAS Standards needed review for applicability in agencies because many are not using them. She indicated there were three classes, some mandated, guidelines, and recommended standards. She expressed interested in having at least have the mandated standards implemented. She also mentioned she and M. Norris spoke briefly with Sheila Leslie about the CLAS standards and health disparities among minority groups at a conference in Reno and she expressed an interest in health disparities issues.

M. Norris also provided some detail about the various categories of standards, noting that mandated standards are the language access services and indicated that the CLAS standards directly address the translation issues to ensure that qualified interpreters, translators, etc are physically located at healthcare facilities.

D. Toney agreed and stated that collectively as a group it may be wise to partner with other agencies. She also noted that it was her understanding for agencies that receive federal funds part of those funds were to be used for implementation.

E. Guenechea also commented that this information should be shared with the Mexican Consulate to include in their newsletter and there should be other agencies representing minorities doing the same (i.e. African American, Asian, etc). She also expressed concern about Hispanic's making claims to have a medical degree (i.e. M.D.) and being bi-lingual and that most of them are not certified doctors in the United States. She also mentioned the Ventanas de Salud health fair that J. Coleman attended as a representative for OMH and the Health Department which was a way to show the community that there are licensed doctors in Nevada that have studied in the United States or at least are the equivalent of medical doctors.

M. Petrel agreed with Emilia and mentioned the importance of a press release in terms of the CLAS standards. She recommended OMH placing a Press Release to show OMH's concern for this as one of its priorities.

S. Taylor noted that she sees OMH's in other counties and some states that displays a certification of the OMH statement that they've been certified and partner with OMH and have met the CLAS standards. She also noted that along with a Press Release - there should be something visible for people to see when they visit a health care provider which states that they've met the CLAS standards.

J. Coleman indicated that the Nevada OMH has considered the idea of having laminated posters available with the CLAS standards to be posted at agencies receiving federal funding.

L. Curley noted that Medicaid does surveys of facilities annually and that Medicaid in the State of Nevada should include the CLAS standards as part of the review process for facilities needing Medicaid certification that they also comply with the CLAS standards.

J. Coleman agreed with L. Curley and pointed out that recommendations from the Interim Finance Committee Report suggested having the CLAS standards as part of the accreditation process for regulatory bodies that these agencies go through and to have the CLAS standards posted at facilities so that consumers can visually see the standards posted, and if there were any violations they could be documented by making a complaint with the OMH through an 800 number that would be established at the local level.

M. Norris noted that it's important that those agencies which are allowed to have telephone interpreters, that those interpreters on the other end needs to be a professional interpreter. She also indicated that agencies need to be held accountable.

D. Toney noted that this should be done carefully with clear definitions as to what "federally funded" and "federally qualified" means and what the mandates are and who the accrediting agencies are.

J. Coleman noted that she recalled the Region IX Coordinator for OMH, Christina Perez discussing that issue with her and that those with Medicaid/Medicare funds would be required to adhere to the CLAS standards but also commented that she felt more specifics were needed on the definitions of "federally funded" and "federally qualified".

Dr. Premsrirut offered her thoughts in regards to the translation issue. She indicated that materials should be available in at least one Asian language if possible and that OMH needs to be responsible to the people and provide materials in the right way so that people can use them and services should be provided in the right way, otherwise you have people running around who don't seek healthcare and the idea is to make sure people have equal access. She also noted that some providers may say that it's too expensive for them to have materials translated in various languages because of all the different languages that have to be included and that some type of measures must be taken to consider these issues. She also commented that OMH must work with the providers to let them know that OMH is here to work with them on how they can accomplish this in a manageable way and not trying to make rules for them.

L. Curley also commented that OMH needs to make sure what organizations or what individuals the CLAS standards requirement applies to and once those entities are identified then the questions about who is required to abide by the CLAS standards will be answered.

D. Toney noted that L. Curley's motion was very specific requiring the Press Release to be sent to Medicaid and Medicare versus saying we're going to send out a Press Release educating people on the CLAS standards. She also noted that the Centers for Medicare & Medicaid Services (CMS) and other places are clearly identified and this makes it very specific but it is important to be sensitive to individual providers. She also noted that if you look at the history of health care and providers in Nevada you don't want people to vacate and then your population has nowhere to go. She commented that she would like to see OMH do our due diligence on what the federal requirements are and then make the decision on doing a Press Release that is very general that is not directed at any specific organization until we really know what we're doing.

L. Curley noted that he felt a Press Release needs to be done and sent to the Nevada Hospital Association. He also noted that it should be sent to the Medicaid and Medicare people in Nevada for those agencies that are doing the surveys on hospitals to make sure the CLAS standards are complied with.

After a thorough discussion about the CLAS standards, L. Curley made a motion to have the Office of Minority Health staff develop a Press Release to be sent to the Nevada Hospital Association, to the recommended agencies in the State of Nevada, and to Medicaid/Medicare as a part of their compliance requirements. After no further comment, the motion was seconded by M. Patel and opposed by two members.

J. Coleman commented that she would like to have the Advisory Committee members review the draft Press Release prior to sending it out.

7. Review Quarterly Progress Report Draft to the Interim Finance Committee

J. Coleman noted that the report was written for the IFC meeting and a second report was completed for the Partnership Grant. She also noted that the reports discussed activities OMH had been engaged in during the time periods specified for each report and a copy of the two reports were submitted to A. Haartz at the Health Division. She also indicated that additional pages in the report captured the activities and provided substantive documentation on the measurement of the activities in order to determine if OMH has met its objectives.

D. Toney indicated that she thought it was very well done and that some of the items in the report were things that can actually be used in the Strategic Plan.

Dr. Dougan asked if having a part-time administrative assistant was conducive to the business of OMH and if it affected the OMH's ability to do its work.

J. Coleman noted that OMH was utilizing the services of a temporary part-time administrative assistant and the position needed to be full time, however, because of a hiring freeze, justifications were needed to fill positions permanently. She also noted that the office needed permanent help to assist since the office was also looking to do some large scale activities which required a full time administrative assistant. She also mentioned that another objective of OMH was to improve the infrastructure that exists to address minority needs and improving the workforce diversity, and that's why there was an interest in looking at recruiting students from high schools and colleges, undergraduate and graduate to give them a role in that process to help them to learn and get familiar with public health, medical careers, and maybe to guide them into some of those fields.

S. Taylor asked that the students of the University of Nevada Reno (UNR) be considered to help maybe on an intern status. She was concerned that OMH be more inclusive of Northern Nevada in the sub-grants because there's no impact from the North. Sherria also mentioned that she would have a professor from UNR contact J. Coleman.

J. Coleman noted that UNR would also be a part of the student recruitment plan.

M. Petrel invited J. Coleman to attend the diversity group of Nevada State Higher Education with Chancellor Rogers.

8. Establish Calendar of Future Meeting Dates

M. Norris indicated that she received a call from G. Dermid and indicated that the reason he has not attended any meetings is that the meeting dates have conflicted with his calendar for the year. She noted that he also requested that we create meeting dates for a year and email it to him so that he can adjust his schedule accordingly.

D. Toney outlined the future Advisory Committee meeting dates through 2008. The meeting dates identified were December 7 and 8, 2007 (retreat); March 4, 2008; June 3, 2008; September 9, 2008; and December 9, 2008.

J. Coleman offered to draft up a calendar of dates and have it sent out to board members.

D. Toney moved to the Public comment item on the agenda. There was no public comment.

D. Toney noted that the agenda was completed and there was no further business before the Advisory Committee. The meeting was adjourned at 12:32 p.m.