

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

**May 12, 2010
10:00 a.m.**

**Nevada Office of Minority Health
3811 W. Charleston Blvd.
Conference Room, Suite #205
Las Vegas, Nevada 89102
(702) 486-7280**

**AT&T Conferencing
Toll Free#: (888)557-8511
Participant's Access Code: 9598732**

COUNCIL MEMBERS PRESENT:

Gerold Dermid (Reno)
Elena Brady (Reno)

COUNCIL MEMBERS NOT PRESENT:

Larry Curley, Vice-Co-Chair (Reno)
Emilia Guenechea (Las Vegas)
Dr. William Dougan (Las Vegas)
Maggie Petrel, Vice-Co-Chair (Las Vegas)
Dr. Debra Toney, Chair (Las Vegas)

NEVADA STATE HEALTH DIVISION STAFF PRESENT:

Tami Chartraw, Section Manager, Bureau of Child, Family & Community Wellness (BCFCW)
Marjorie Franzen-Weiss, Diabetes Prevention and Control Program (DPCP) Manager, BCFCW
Janet Serial, Tobacco Prevention & Education, BCFCW
Tami Smith, Administrative Assistant, BCFCW
Darren McConville, Administrative Assistant, BCFCW

OTHERS PRESENT:

Lazara Paz, MPH, Certified Health Education Specialist (CHES)

1. ROLL CALL AND APPROVAL OF MEETING MINUTES FROM JANUARY 14, 2010 AND FEBRUARY 22, 2010

Tami Chartraw called to order the Office of Minority Health Advisory (OMH) Committee meeting at **10:08 A.M.** This was a public meeting and the public was invited to make comments. In accordance with the Nevada Open Meeting Law (OML), this meeting was posted at the following locations: Nevada State Health Division (NSHD), Carson City; Nevada State Library and Archives, Carson City; Elko County Library, Elko; Washoe County Health District (WCHD), Reno; and the NSHD website at <http://health.nv.gov>.

Introductions were made

Ms. Chartraw stated there are only two board members present, so there is not a quorum and no action items will be voted on. Approval of the minutes from previous meetings will be tabled until the next meeting.

2. REVIEW AND DISCUSS ADVISORY BOARD MEMBER APPLICATIONS RECEIVED AND PRESS RELEASE PROCESS

The OMH had received two applications for the open positions available. There was some discussion on the application from Lazara Paz. Both Elena Brady and Gerold Dermid agreed Ms. Paz was a great candidate and they would recommend her to the council at the next meeting.

3. DISCUSS AND POSSIBLE APPROVAL OF RERELEASE OF ADVISORY BOARD MEMBER PRESS RELEASE

Ms. Chartraw mentioned a problem in the past had been when the press releases go out to the public they usually only go out to the primary news outlets and not to a specific population. She said in order to target a more specific population the council could purchase the Owl media guide which lists different publications around the state.

Mr. Dermid mentioned the council already sends out the press releases to the minority news outlets.

4. UPDATE ON PROGRAM BUDGET AND CARRYOVER REQUEST

Ms. Chartraw told the council the carryover request had been approved and there are enough funds to support two of the three proposed projects.

Mr. Dermid stated the council volunteered to organize some town hall meetings.

Ms. Chartraw mentioned the council will keep working on completing the Culturally and Linguistically Appropriate Services (CLAS) standards. Mr. Dermid said the council had already voted on the CLAS standards training but still needed to figure out what was to be used. He also stated the committee voted on the community based organization Request for Applications (RFA) which can be put on the next agenda to be voted on.

Ms. Brady was concerned on who will be monitoring the budget. Ms. Chartraw stated she will be the one who is responsible for this and she will have Janet Serial help out as needed until the NSHD can hire someone to help out.

Mr. Dermid wanted to know about using the carryover funds for marketing the OMH to the community. Ms. Chartraw said she will look into it.

5. UPDATE ON THE MOVE OF THE NEVADA OFFICE OF MINORITY HEALTH TO CARSON CITY

Ms. Chartraw talked about the reason for moving the OMH office from Las Vegas to Carson City. This was due to budget cuts and lack of personnel. Mr. Dermid asked if there would be a director of the OMH, and Ms. Chartraw answered, "No".

6. UPDATE ON PERSON IN CHARGE DURING REMAINING GRANT PERIOD

This item was discussed previously

7. UPDATE ON "NATIONAL MINORITY HEALTH AWARENESS MONTH" DURING MONTH OF APRIL

The Governor had issued a proclamation declaring April Minority Awareness Month. Ms. Chartraw said the NSHD will promote Minority Awareness Month much bigger in years to come.

Mr. Dermid mentioned he sent out a press release about the proclamation to the Spanish media. Ms. Brady asked if Mr. Dermid could send her a copy of that press release.

Ms. Serial talked about creating a list of all the National Health Observances for Minorities and Mr. Dermid added it would be nice to have that list on the OMH website.

8. UPDATE ON STRATEGIC PLAN IMPLEMENTATION

Ms. Chartraw stated some of the information contained within the library campaign needs to be updated before anything is sent out. When Ramya Durosinmi comes back to work she will be working on this project.

9. UPDATE ON FORMALIZING A BOARD OF HEALTH (BOH) REPORTING PROCESS FOR OMH

Ms. Chartraw asked if any progress had been made on the project of a reporting process for OMH to the Board of Health (BOH). She said she will get more information and report back at the next meeting.

Mr. Dermid said after the town hall meetings they will have more information to report back to the BOH.

10. REVIEW, DISCUSS AND POSSIBLE APPROVAL OF BILL DRAFT REQUESTS (BDR) FOR 2011 LEGISLATIVE SESSION

Ms. Chartraw stated it is too late for the NSHD to formulate Bill Draft Requests (BDR), but the council might be able to propose this to a legislature.

Mr. Dermid mentioned the next round due date for BDR's is in September, so discussions for finding key partners will have to happen at the next meeting.

Mr. Dermid will discuss the template he had at the next meeting.

11. REVIEW, DISCUSS, AND APPROVE SCHEDULE AND AGENDA ITEMS FOR 2010 OMH MEETINGS

The schedule for the next meetings had already been approved at the previous meeting. A schedule for meetings will be sent out to the committee members as soon as possible (ASAP).

12. PUBLIC COMMENT

No public comment

A few items that would be covered at the next meeting are:

- Review and discuss Advisory Board Member Applications Received
- Update on the community based organization RFA
- Update on the BOH Reporting Process for OMH
- Presentation of the template for the BDR's for 2011

Meeting adjourned at 12:08 p.m.