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PUBLIC NOTICE

EXECUTIVE COMMITTEE TO REVIEW THE DEATH OF CHILDREN MEETING

DATE:	Monday, October 17, 2005	LOCATION:	Department of Health and Human Services Conference Room
TIME:	2:00 pm to 5:00 pm (or until adjourned)		Kinkead Building, Room 601 505 E King Street Carson City, NV 89701
CONTACT:	Andrew Zeiser at 775.786.1328		

Estimated Time:

AGENDA

- | | | |
|----------------------|----|--|
| 2:00 pm –
2:10 pm | 1. | Call to order, roll call, introductions |
| | 2. | * Approve minutes from previous Executive Committee meeting: July 27, 2005 |
| 2:10 pm –
3:00 pm | 3. | * Project Updates: Nevada Institute for Children's Research and Policy (NICRP) <ul style="list-style-type: none">• Nevada Broadcasters Association (NBA) public awareness campaign• Calendar year 2004 and 2005 CDR data collection process, including regional use of CDR case reporting system• Regional CDR team technical support/evaluation meetings, data protocols, and confidentiality agreements• MOUs for information exchange between regional CDR teams and other entities• UNLV Institutional Review Board (IRB) Human Subjects Protection limitations on NICRP data collection |
| 3:00 pm –
3:30 pm | 4. | * Review and discuss proposed bylaws for Executive Committee – Cyndi Sauchak <ul style="list-style-type: none">• Review draft bylaws from Bylaw Subcommittee, if available• Discuss proposed content |
| 3:30 pm –
4:00 pm | 5. | * Update on Child Fatality Data Improvement Project – Barbara Legier |

- | | | |
|----------------------|-----|---|
| 4:00 pm –
4:30 pm | 6. | * Review and discuss addition of two new Citizen Review Panels (CRPs) based on CAPTA requirements – Marji Walker <ul style="list-style-type: none"> • Proposed incorporation of CRP functions with Children’s Justice Act (CJA) Task Force and Executive Committee to Review the Death of Children • Review special topics related to child death review • Discuss formation of CRP Subcommittee |
| 4:30 pm –
5:00 pm | 7. | * Set one-year meeting calendar for 2006 |
| | 8. | Public comment (Discussion only: Action may not be taken on any matter brought up under this agenda item until scheduled on an agenda for action at a later meeting.) |
| | 9. | * Set date and topics for fifth 2005 meeting, if required |
| | 10. | * Adjournment |

** Denotes set or possible action items*

This notice and agenda has been posted at or before 9:00 am on the third working day before the meeting at the following locations:

Bureau of Indian Affairs

1677 Hot Springs Road, Carson City, NV

Children’s Cabinet

1090 S Rock Blvd., Reno, NV

Clark County Department of Family & Youth Services

601 N Pecos, Las Vegas, NV

Legislative Counsel Bureau

401 S Carson Street, Carson City, NV

State of Nevada – Department of Human Resources

Kinthead Building, Room 600
505 E King Street, Carson City, NV

State of Nevada – Division of Child and Family Services

711 East 5th Street, Carson City, NV

State of Nevada – Division of Child and Family Services

6171 W Charleston Blvd., Las Vegas, NV

**State of Nevada – Division of Child and Family Services
Information Management Services**

727 Fairview Drive, Suite E, Carson City, NV

**State of Nevada – Division of Child and Family Services
Nevada Youth Training Center (NYTC)**

100 Youth Center Drive, Elko, NV

**State of Nevada – Division of Child and Family Services
Youth Parole Bureau**

620 Belrose Street, Las Vegas, NV

United Way of Southern Nevada

1660 E Flamingo Road, Las Vegas, NV

Washoe County Department of Social Services

1001 E 9th Street, Reno, NV

Washoe County Library – South Valleys

15650A Wedge Parkway Reno, NV

The Committee is pleased to provide reasonable accommodations for members of the public who are disabled and require special arrangements or assistance at the meeting.

If assistance is required, please notify the Coordinator for the Committee by phone or in writing at the following address or number no later than three working days prior to the meeting:

Andrew Zeiser
375 Caliente Street
Reno, NV 89509

775.786.1328

MINUTES
of the
Executive Committee to Review the Death of Children Meeting
held on
July 29, 2005
at
Division of Child and Family Services (DCFS)
Information Management Services
Conference Room
727 Fairview Drive, Suite E
Carson City, NV 89701

I. Call to order, roll call

Cyndi Sauchak, Co-Chair of the Executive Committee, called the meeting to order at 10:20 am and asked everyone to introduce themselves to serve as roll call.

Members present:

- Achurra, Paula – DCFS
- Dickerson, Karen – AG
- Huth, Cynthia – NSHD
- Jones, David – DPS
- Mehta, Neha – Sunrise Children’s Hospital (via teleconference from Las Vegas)
- Robb, Larry – DCFS (via video conference from Elko)
- Sauchak, Cyndi – LVMPD (via teleconference from Las Vegas)

Members absent:

- Fabrizius, Vicki – DCFS
- Gunter, Jean – NSHD
- Lucier, Michelle – WCDSS
- Moyle, Norma – BIA

Staff and guests:

- Jonas, Eileen – DCFS (via video conference from Elko)
- Legier, Barbara – DCFS
- Personius, Jennifer – NICRP (via teleconference from Las Vegas)
- Swanson, Tara – NICRP (via teleconference from Las Vegas)
- Tanata, Denise – NICRP (via teleconference from Las Vegas)
- Thomas, Caroline – DCFS
- Walker Marji – DCFS
- Zeiser, Andrew – Consultant

II. Approve minutes from previous Executive Committee meetings: January 28, 2005, and April 25, 2005

Cyndi Sauchak asked if everyone had a chance to review the minutes. She asked for questions, changes, or comments. None were made. She then asked for a motion to approve.

MOTION: Made by Cynthia Huth, seconded by Karen Dickerson, to approve both sets of minutes as submitted.

UNANIMOUS VOICE; MOTION CARRIED.

III. Presentation: Nevada Institute for Children's Research and Policy (NICRP)

Cyndi Sauchak asked staff from NICRP to begin their presentation. Denise Tanata provided an overview of NICRP, which was established in 1998. Their primary purpose is to conduct community-based research to promote policy and practice improvement for services provided to children.

Denise then discussed NICRP's role in data management for the Executive Committee. For the 2004 child death data, staff members are currently collecting data forms from the regional CDR teams and have begun to input the information. Staff will be assisting local teams with developing recommendations based on the 2004 data. They will also work on developing training opportunities for the regional teams. Denise indicated they would like to set up individual meetings with teams in the near future to discuss training needs.

Once the 2004 data entry, analysis, and recommendations are complete, NICRP will develop an analytical report. They will also be working directly with the Clark County CDR Team to assist with the input of 2005 data into the new web-based national system. Staff will be working with all of the regional teams to provide technical support on 2005 data entry. As with the 2004 data, NICRP will assist the regional CDR teams with the development of recommendations and complete an analytical report based on 2005 data also.

NICRP staff members would like to meet with local teams at least twice during the next year. NICRP is also setting up a telephone line so the regional CDR teams can call for help with web-based data entry. They will work with each team individually to determine their technical needs. NICRP will also conduct training centered on a CDR curriculum for local teams along with development of a CDR manual. This will be modeled on the national manual. Staff will obtain input from each of the regional CDR teams to customize the manual for Nevada, and will develop local policies and procedures based on regional needs.

NICRP is also serving as a liaison for the public awareness activities of the Executive Committee. They have completed a contract with the Nevada Broadcasters Association (NBA) and have resolved all of the fiscal issues related to the contract process. NBA has sent over a

first draft of the teen suicide announcement. Denise said that NBA has recommended that the Executive Committee run messages for one topic at a time for a period of three months, rather than rotating messages for all four topics simultaneously. They have started with teen suicide, which will be followed by shaken baby syndrome.

Cyndi asked if the scenarios developed by the Public Awareness Subcommittee will be used. Denise said that NBA started with the scenarios developed by the Subcommittee and then discussed how they might be improved based on NBA's professional input. Denise said the suicide script as proposed was going to be too long. However, NBA staff are very creative and have come up with viable alternatives. The current plan is to feature a variety of teenagers in the announcement, rather than just two friends, who are ethnically diverse and different in appearance. The focus will be on four teens in particular who do a voice-over to indicate their problems. Denise reviewed a sample script in detail and said that NBA is trying to maintain the integrity of the original recommendations made by the Subcommittee, while at the same time make it workable for the public education announcement format.

Denise said that NBA will put together a final storyboard and it will be distributed for review by the Public Awareness Subcommittee. Andrew Zeiser provided an overview of the Subcommittee's follow-up process to approve revised scenarios. Cyndi said this sounds good and confirmed that Andrew and Marji Walker will provide the information to the Subcommittee members. Andrew and Marji agreed.

Barbara Legier confirmed that the Crisis Call Center's suicide hotline number is still being included in the announcement. Denise said yes and she read the proposed tag line. Barbara asked if the Crisis Call Center will be contacted about this. Andrew said he had a preliminary discussion with their staff and would take responsibility for following up with them in writing.

Paula Achurra asked about the distribution of messages. Denise said NBA has relationships with various radio and television stations throughout the state. This will enable them to localize or customize the announcements based on the geographical area. Paula asked how often the spots are run. Marji and Denise indicated that all spots will be bilingual in English and Spanish, and an average of 600 radio and 150 television announcements will broadcast per month, for each topic.

Cyndi asked about getting a list of the participating radio and television stations to the Executive Committee members. Marji and Andrew agreed to obtain this for distribution to the Committee. David Jones asked if the Crisis Call Center suicide hotline number is statewide. Andrew said yes, it is a statewide, toll-free number.

Cynthia Huth noted that the NBA includes 98% of all radio and television stations in Nevada among its membership. This is the primary purpose of the association.

Cyndi asked Jennifer Personius to continue with the discussion points under agenda item three. Jennifer indicated that the electronic meeting packet distributed by NICRP to the Executive Committee members includes a draft data protocol. They would like to get a meeting schedule from the regional CDR teams and also obtain information about which cases are chosen for

review versus which are not. Regarding 2005 data entry, she said that the eventual intent is to go paperless, but in the first year of using the web-based system NICRP would like to collect paper-based data also, to ensure data entry is correct and provide a built-in quality assurance (QA) process for year one. Based on this, they are going to request a paper copy of the national long form, coroner's report, and other related information for all cases reviewed. This will allow them to check and "clean" the data each quarter.

This will be the design for the pilot data collection protocol for 2005. As the process becomes more established, they will no longer request paper-based information. Jennifer indicated that all of these plans are outlined in the electronic meeting packet. The packet also includes confidentiality procedures to be put in place by NICRP.

Paula asked about their request for vital statistics reports to compare with submission by regional CDR teams. How will these be obtained? Jennifer said she does not know. Barbara and Marji indicated that the Health Division will provide this information. Specifically, it will come from Wei Yang. Additional discussion followed about how information is obtained from the Office of Vital Statistics.

Paula then asked if the Clark Team is reviewing shaken baby cases processed through the Pahrump Office but which occurred in Clark County. Cyndi said they are about two months behind in case reviews so she is unsure. These cases will likely be reviewed within the next three months. Discussion followed about not duplicating the review process.

Larry indicated that it may not be possible to get hospital records and school reports based on Health Insurance Portability and Accountability Act (HIPAA) restrictions and confidentiality policies. Jennifer said these are not required. Andrew said that these concerns can be resolved on a regional basis through individual technical assistance provided by NICRP. Karen indicated that the regional teams do have subpoena power through the Attorney General (AG)'s Office to obtain this type of information. Additional discussion followed about the ability of regional CDR teams to subpoena information. Denise suggested working with Karen Dickerson to develop subpoena protocols to be included in regional team protocols.

Barbara then brought up NICRP's proposal to collapse data items of fewer than five in statistical reporting based on Human Subjects Protection requirements and how this might not match with information from vital statistics. Jennifer said that in public records, Human Subjects Protection protocols require that identifiable data items of fewer than five be collapsed within a larger category such as race, sex, etc. in order to protect confidentiality. She said if DCFS would like to see the information internally, NICRP can provide it. However, they cannot release this information to the public. Barbara asked if this conflicts with statutory requirements and asked for an opinion. Karen suggested that this be made an agenda item for the next meeting.

Cyndi then thanked Jennifer for her presentation.

IV. Review and discuss State and federal laws related to child death review – Karen Dickerson

Cyndi Sauchak asked Karen Dickerson to begin. Karen indicated that a memo was made available for review by the Executive Committee summarizing the AG's position on the applicability of the Open Meeting Law to the Administrative Team's meetings surrounding child death review and asked for questions. She also indicated that there was an Administrative Team meeting this past Monday and the members held a closed session, which worked well.

Neha Mehta asked if minutes are still taken during the closed portion of the meeting. Karen said yes, and the AG is suggesting that the closed session be audio taped separately and that minutes not be completed. Cyndi noted that the tape would still be subject to discovery. Karen said yes. Denise Tanata asked if this violates confidentiality laws and protocols. Karen said that anyone can challenge a closed meeting, even if it is protected in statute. However, they have to succeed in their challenge in order for information to be made public. Karen said that if the Administrative Team follows the rules to not deliberate or make decisions within a closed session, then there should not be any problems.

Dr. Mehta said she believes that deliberations and decisions are made during closed sessions. Based on this, she is uncomfortable sharing information with the Administrative Team if it is discoverable. Karen and Barbara both said they do not believe that decisions are made during closed sessions, but rather that detailed case information is obtained. Additional discussion followed. Karen said that when questions are asked about a specific case, this does not constitute a deliberation or decision-making. Karen reminded everyone that the regional CDR team meetings are already confidential. Therefore, repeating this information within an Administrative Team meeting is not violating the purpose of a closed session. Cyndi confirmed that protections for the regional CDR teams are extended to the Administrative Team during a closed session. Karen said yes. Additional discussion followed.

David Jones asked about page two of the AG's memo, final paragraph, which states the following:

Additionally, any supporting documentation provided by a local team to the Administrative Team would not have to be provided to the public only if such information is confidential under NRS Chapter 432B. Any confidential documentation under NRS 432B that is provided to the Administrative Team should be clearly marked as "confidential" and destroyed after the Administrative Team's closed session in which it is discussed.

Regarding confidential documents provided to Administrative Team, David asked if the documents should be kept to demonstrate the nature of the discussion rather than be destroyed? Karen explained that after a review is completed by the Administrative Team in a closed session, the Team members destroy their own copies of confidential materials, which would still be available at the local level. If such documents ever need to be produced, the regional CDR teams will have them available. Additional discussion followed.

V. Review and discuss changes to Recommendation and Response Sheet by Administrative Team – Barbara Legier

Cyndi Sauchak asked Barbara Legier to begin. Barbara explained the changes that were made to the form as follows:

- The dates for each quarter were placed under check boxes on page one.
- A checkbox for the MDT to request individual case review by Administrative Team was added, along with contact information.
- A checkbox for the Administrative Team to request additional information related to specific cases was added.
- A checkbox for the Administrative Team to request a report in-person from an MDT member was added, along with contact information.

Barbara asked for questions or comments. None were made.

VI. Review and approve proposed CDR performance indicators – Barbara Legier

Cyndi Sauchak asked Barbara Legier to begin. Barbara referred to the draft indicators included in the meeting packet. She explained that these draft indicators were presented to the 2005 Nevada State Legislature as part of the CDR budget presentation. The Administrative Team has requested that the Executive Committee review and refine these for future reporting to the Legislature. Larry Robb did not have a copy available and requested that it be faxed.

Barbara said the Administrative Team requested that the Executive Committee find a way to measure the reduction of child death. Cyndi asked if there are allowances made for population increase when considering an indicator like this. Barbara said this was brought up, but that performance indicators are a “black and white” measurement. She explained that if the Executive Committee determines that reductions in child death cannot be adequately measured and confounding variables cannot be accounted for, then the Executive Committee members need to communicate this today. Larry asked if these indicators are federally required. Barbara said no, they are required for legislative reporting.

Neha Mehta said that looking at the total number of child deaths may not be accurate based on the regular population increase in Nevada, which will consistently alter total numbers and may not accurately reflect effective prevention efforts, i.e., she is concerned that looking at total child death numbers based on the state population may make prevention efforts appear ineffective when in fact they are not. Jennifer Personius suggested using a rate per unit of the population, such as deaths per 100,000.

Barbara went through each indicator individually for comments:

1. Use of the Recommendation and Response sheet by the regional CDR teams statewide will result in changes to policies and procedures, along with the development of strategies and initiatives that will promote the reduction of child death.

Measure assigned to this: Number of policies, procedures, strategies, and initiatives.
Projection: Two per quarter.

Dr. Mehta asked which agency policies are measured. Barbara said that DCFS has a tracking system for public agency policy changes. Cyndi said that local organizations such as hospitals make policy changes. How will these be tracked? Barbara said that tracking policies within the public child welfare system is a feasible goal. Extending the tracking to private and nonprofit agencies would be very complex. Dr. Mehta asked about tracking at the State level versus the local level. Barbara said that the counties and the State collaborate to develop statewide child welfare policies, therefore both county and State policies are reflected in the development and tracking of child welfare policies. Additional discussion followed. Barbara said she will clarify that these are child welfare policies and procedures. Larry Robb asked about the proposed projection, indicating that two per quarter may be too high. Barbara said she believes this is minimal based on changes that will result from the DCFS Program Improvement Plan (PIP). Dr. Mehta suggested actually listing changes rather than simply reporting just a number.

2. Funding from the CDR account will be allocated annually for public awareness activities designed to promote the reduction of child death.

Measure assigned to this: Amount budgeted for public awareness activities.
Projection: Allocations made annually.

Cynthia Huth suggested it would be better to measure how well public awareness efforts are made through the number of messages broadcast. David Jones suggested calculating a percentage of the general public reached through the messages. He suggested that NBA might help provide population impact statistics. Barbara asked Marji Walker if she can contact NBA to determine if they can calculate this. Dr. Mehta recommended indicating the number of messages as suggested by Cynthia.

3. Funding from the CDR account will be allocated annually for regional CDR team training activities designed to increase the effectiveness of the child death review process and promote the reduction of child death.

Measure assigned to this: Amount budgeted for training activities.
Projection: Allocations made annually.

Cynthia suggested that in addition to the amount of the annual allocation, the measure should also indicate the number of trainings held each year. David suggested indicating the number of persons participating and total hours for training. Cynthia recommended that the projection be based on the number of regional CDR teams and set for a minimum of one training per year.

4. The Executive Committee will monitor the leading causes of child death on an annual basis and determine the combined effectiveness of the child death prevention activities undertaken in the first three measures, including policy, public awareness, and training. Based on this, child death prevention efforts will be evaluated annually and refined to target the areas of greatest need on a continuous basis.

Measure assigned to this: Annual evaluation of combined statewide prevention efforts.
Projection: Reduction in child death based on leading causes identified annually.

Andrew Zeiser provided brief clarification on this measure. Barbara suggested using the phrase “public exposure” instead of “public awareness” based on the earlier comment from David. This would be based on population penetration. David suggested changing the projection to not specifically state that there will be a reduction in child death, based on the initial discussion above. Rather, he recommended that it indicate resources and efforts will focus on leading causes instead of a tangible reduction in child deaths. Dr. Mehta said she believes that some of the Committee’s efforts may not focus on leading causes. Based on this, she does not want this indicator to hinder efforts in other areas of need. Additional discussion followed. Andrew clarified that this is not intended to be an “all or nothing” indicator and that the Executive Committee will be able to focus funding and policy efforts in a variety of areas.

5. Report child death review findings and recommended prevention activities to related statewide boards and commissions in order to develop an integrated approach to the prevention of child death and reduce duplication of effort.

Measure assigned to this: Number of contacts with statewide boards and commissions.
Projection: Increased collaboration across statewide agencies toward the prevention of child death.

Cynthia brought up the Executive Committee’s recent participation in a Health Injury Prevention Task Force meeting as a reflection of this indicator. She suggested inviting more members of other boards and commissions to become involved in activities that the Committee wants to address by networking with them.

Barbara asked if the Committee wants to eliminate any of these indicators. Larry recommended eliminating indicator one surrounding policy changes. Various comments were made. Cynthia recommended keeping all of the indicators.

Cyndi then asked for a motion to approve the five performance indicators with changes discussed.

MOTION: Made by Cynthia Huth, seconded by Paula Achurra, to approve the proposed performance indicators with the changes discussed.

UNANIMOUS VOICE VOTE; MOTION CARRIED.

Regarding the timeline for the next biennial report, Andrew Zeiser recommended that the Committee agree to produce another biennial report, rather than an annual report, since the 2004

data analysis will be completed by NICRP toward the end of the year. This will be close to the time frame for completing the 2005 data analysis as well. This would also continue the existing schedule of a two-year report.

Dr. Mehta disagreed and made a motion to produce separate, annual reports for 2004 and 2005 when data becomes available.

MOTION: Made by Neha Mehta, seconded by Paula Achurra, for the Executive Committee to produce separate annual reports for calendar years 2004 and 2005 when child death data becomes available for these years.

IN FAVOR: Paula Achurra, Karen Dickerson, David Jones, Neha Mehta, Larry Robb, and Cyndi Sauchak.

OPPOSED: Cynthia Huth

ABSTENTIONS: None.

MAJORITY VOICE VOTE; MOTION CARRIED.

Denise Tanata indicated that the NICRP due date for 2004 data analysis is December 31, 2005.

Cyndi then called for the schedule break from 12:00 pm to 12:15 pm.

VII. Review and discuss Executive Committee functioning – Barbara Legier and Marji Walker

Cyndi Sauchak asked Barbara Legier and Marji Walker to begin. Barbara explained that the Administrative Team will have a standing agenda item for the Executive Committee to provide a report on its current activities. They will require someone to present a report each meeting. If Michelle Lucier is not available, the Committee will need to identify a backup. Cyndi asked about the request for a written report. Andrew Zeiser recommended that meeting minutes be used, since they capture most activities and major actions of the Committee. Cyndi agreed.

Barbara said that she is going to work with the regional CDR teams individually to review their respective policies, procedures, and protocols. The Administrative Team would like to standardize them as much as possible statewide. This will involve the work of NICRP toward developing manuals and a statewide curriculum. Paula Achurra underscored the need for rural counties to establish regular means to obtain information and implement memoranda of understanding (MOUs).

Barbara the briefly discussed the Executive Committee establishing bylaws and term limits for officers. Andrew said he has a national model of bylaws available for the group to review. Denise also said that NICRP has them available as well. Dr. Mehta said that a subcommittee would be preferable with input of Denise Tanata from NICRP.

Cyndi asked for volunteers to participate in the bylaw subcommittee: Dr. Mehta, David Jones, Karen Dickerson, Denise Tanata, and Cyndi herself volunteered.

VIII. Review and discuss regional CDR team functioning – Barbara Legier and Marji Walker

Barbara Legier indicated that as she works with the regional CDR teams, she sees a critical need to develop MOUs with outside agencies to obtain required information for case reviews. DCFS would like to develop standardized MOU language for this. Once drafted, this will be submitted to the regional CDR teams for review. Jennifer Personius said that NICRP has a standardized MOU from Texas that they believe might be appropriate. Barbara said she would be happy to review it.

Marji Walker asked if the regional CDR team chairs have received their usernames and passwords for the web-based data entry. Paula Achurra said yes. Marji asked if anyone has used the system. Paula said she believes that the Fallon Team has entered some data. Marji said she has not seen any aggregate data available yet through the website. Marji also said that NICRP will be working with the regional CDR teams to help them begin using the system. She emphasized that the system is now in place and the regional teams need to start using it.

Denise Tanata reminded everyone that NICRP can provide technical assistance for the data entry and their contact information is in the electronic meeting packet. Jennifer again recommended using a paper copy of the national long form as a guideline. Following up on Marji's comment, Andrew explained that standardized reports and aggregate data may not be available until September or October, per the timeline set forth by the National Center.

IX. CDR budget and expenditure update

Marji Walker briefly reviewed current expenditures to date. She explained that not a lot of expenditures have been made at this time because of the lengthy contract process with the University of Nevada, Las Vegas (UNLV) for the NICRP and NBA contracts.

Marji then brought up the proposed Clark County training from Cyndi Sauchak for \$9,000. Cyndi said that the training is being organized through the Clark County Coroner's Office, but it will be offered as a statewide training and include two national speakers. Cyndi said the cost of the proposed two-day training is approximately \$9,500. The plan is to offer the training free of charge for in-state participants, but there will be a charge for out-of-state participants.

Barbara Leiger said that Caroline Thomas has been working on this project for DCFS and asked Marji if a funding source has been identified to support this. Marji said that the Executive Committee budget cannot fund it, but the Children's Justice Act (CJA) Task Force may be able

to fund it. Marji can forward a request to them. Cyndi asked if Caroline will do this on their behalf. Barbara suggested that Cyndi work with Caroline on the request.

David Jones asked who might attend this. Cyndi said the target audience is staff from coroner's offices, law enforcement, and child welfare agencies. David said he can see if funding is available from the Rocky Mountain Information Network, which offers one-time funding for training events such as this. Brief discussion followed.

X. Legislative update

Marji Walker briefly discussed Senate Bill (SB) 287, which requires that children aged seven years or younger not be left alone in a car if it is running, the key is in the ignition, or if a safety risk is present. This would be a misdemeanor offense that includes referral to a court-ordered educational program. Brief discussion followed. Cynthia Huth asked who would be providing the classes. Larry Robb said that he runs a traffic safety school in Elko and this is something that would likely be included in existing programs such as this.

Marji also briefly reviewed SB 118, which adds \$1 fee to death certificates to provide for county coroner training. Additionally, SB 296 adds language to Nevada Revised Statutes (NRS) regarding the reporting of prenatal substance abuse and drug exposure to infants.

XI. Public comment

Cyndi Sauchak asked for public comment. No comments were made.

XII. Set date and topics for third quarter meeting

Marji Walker asked if a year calendar of meetings could be set. Andrew Zeiser suggested that this be put on the agenda for the next meeting for calendar year 2006. Based on technical difficulties at today's meeting, NICRP offered to provide video conference services for the next meeting. Cyndi Sauchak said that she would like to meet in person since it has been some time since the entire Committee met together as a group. The other members agreed.

Andrew said that it would be best to hold the meeting in the north to save on travel expenses, since most members reside in the northern region. Neha Mehta requested that the flight schedule be reasonable for flights from Las Vegas. Andrew agreed to take this into consideration.

A tentative date and time was set for Monday, October 17, in Reno or Carson City from 1:00 pm to 4:00 pm.

Cyndi asked for a summary of agenda items. Andrew said they would include the following: update on Committee bylaws; update on data processing from NICRP; update on public

awareness messages from NBA; discussion of Human Subjects Protection limitations through NICRP data collection.

XIII. Adjournment

Cyndi Sauchak initiated a motion to adjourn.

MOTION: Made by Cyndi Sauchak, seconded by Paula Achurra, to adjourn the meeting.

The meeting was adjourned at 12:55 pm.