



**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF CHILD AND FAMILY SERVICES**

**4126 Technology Way – 3<sup>rd</sup> Floor  
Carson City, Nevada 89706  
(775) 684-4400**

**— NOTICE OF PUBLIC MEETING —  
ADMINISTRATIVE TEAM TO REVIEW THE DEATH OF CHILDREN**

**DATE:** Wednesday, November 12, 2008

**TIME:** 10:00 am – 1:00 pm (or until adjourned)

**LOCATION:** CARSON CITY: Division of Child and Family Services (DCFS) • Conference Room  
4126 Technology Way, Third Floor • Carson City, NV 89706

**TELECONFERENCE ACCESS:** Dial this toll-free number: 1.877.810.9415  
Enter this conference code, followed by the # sign: 7275872

**AGENDA**

- The meeting will not commence until on or after the designated start time. The meeting will be adjourned after all scheduled agenda items have been addressed, which may be before or after the estimated end time.
- The meeting time frames for individual items are estimated in order to provide reasonable guidelines for public attendees who wish to hear about certain topics, but may not be able to attend the entire meeting. These times are not guaranteed unless designated as time-certain on the agenda.
- Agenda items may be taken out of order at the discretion of the Chair in order to accommodate persons appearing before the Administrative Team and/or to aid in the time efficiency of the meeting.
- If members of the public participate in the meeting, they must identify themselves when requested under agenda item one.
- Public comment is welcomed by the Administrative Team but may be limited to five minutes per person at the discretion of the Chair.
- Public comment is for discussion only, and 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, per NRS 241.020.
- Action items are noted by an asterisk (\*) and typically include review, approval, denial, and/or postponement of specific items. Certain items may be referred to a subcommittee for additional review and action.
- The Administrative Team 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 Administrative Team staff by phone or by e-mail no later than three working days prior to the meeting, as follows: Andrew Zeiser • Tel: 775.786.1328 • e-mail: [andrew@azconsulting.us](mailto:andrew@azconsulting.us)

<b>Estimated Time:</b>	<b>Items:</b>	<b>Primary Speaker(s):</b>
10:00 am – 10:15 am	1. * Call to order, roll call, introductions	Diane Comeaux
	2. * Approve minutes from previous Administrative Team meeting: August 18, 2008	Diane Comeaux

Estimated Time:	Items:	Primary Speaker(s):
10:15 am – 10:45 am	3. * Presentation: Court Improvement Program (CIP) bench book for Family Court Judges and training on child abuse and neglect <ul style="list-style-type: none"> <li>• Reference Clark 2007-14, item 3: Require all judges and hearing masters (or, at a minimum, all family court judges and hearing masters) in the state of Nevada to participate in Child Abuse and Neglect training.</li> </ul>	Sheryl Overstreet
10:45 am – 11:15 am	4. * Update: Response from MHDS Commission and outcomes related to recommendation Clark 2007-05 (revised): <ul style="list-style-type: none"> <li>• In order to decrease wait times in this situation, the team should work to streamline court orders. This would expedite the process so that the child has less wait time to get placed in the state mental health facility</li> <li>• Review the Medicaid application process to try to expedite this process and decrease wait times or paper work delays in special situations.</li> <li>• Review the state mental health facility’s processes so that children in these special circumstances can be admitted for their safety and the application for Medicaid can be completed later</li> <li>• Create and/or improve a state patient advocate system to ensure that all people involved with the child’s care fully understand the processes for navigating these systems. This should be a person or agency that is independent of the facilities, yet is still knowledgeable about issues such as insurance, facility transfer, appeals processes, etc.</li> </ul>	Patty Merrifield
11:15 am – 11:30 am	5. * Update: Child and Family Services Review (CFSR) Statewide Assessment <ul style="list-style-type: none"> <li>• Action may surround determining involvement of CDR Administrative Team members in this process</li> </ul>	Jeffrey Radecki
11:30 am – 11:45 am	<i>BREAK</i>	
11:45 am – 12:30 pm	6. * Action Updates: 2007 through 2008 in-process recommendations <p><b><u>2007 Quarter One:</u></b></p> <ul style="list-style-type: none"> <li>• Clark 2007-04: Update on development of foster home assessment tool</li> <li>• Clark 2007-05: Update on response from MHDS Commission and follow-up discussion with Patty Merrifield addressed under agenda item four above</li> </ul> <p><b><u>2007 Quarter Two:</u></b></p> <ul style="list-style-type: none"> <li>• No in-process recommendations</li> </ul> <p><b><u>2007 Quarter Three:</u></b></p> <ul style="list-style-type: none"> <li>• Clark 2007-13: Complete; tracking in place for future presentation on Gatekeeper training and rural toolkit</li> <li>• Clark 2007-14 item 3: Presentation by CIP addressed under agenda item three above</li> </ul> <p><b><u>2007 Quarter Four:</u></b></p> <ul style="list-style-type: none"> <li>• Clark 2007-16: Update on response from Nevada chapters of the American Lung Association (ALA)</li> <li>• Washoe 2007-05: This will be addressed by Clark 2007-16 above</li> </ul> <p><b><u>2008 Quarter One:</u></b></p> <ul style="list-style-type: none"> <li>• Clark 2008-04: Review courtesy update from Phil Ulibarri; resume discussion regarding CCDFS policies for screening cases based on hotline referrals</li> <li>• Clark 2008-05: Update on letters to local licensing entities</li> </ul>	Administrative Team Chair and Members Barbara Legier Jeffrey Radecki Andrew Zeiser

Estimated Time:	Items:	Primary Speaker(s):
12:30 pm – 1:00 pm	<ul style="list-style-type: none"> <li>• Washoe 2008-01: Update on development of water heater safety message for water bill inserts</li> </ul> <p><b><u>2008 Quarter Two:</u></b></p> <ul style="list-style-type: none"> <li>• Clark 2008-07: Update on related activities through NSHD</li> <li>• Clark 2008-08: Update on letter to Richard Whitley, NSHD Administrator</li> <li>• Clark 2008-09: Update on referral to Traci Pearl</li> <li>• Clark 2008-10: Update on clarification from Clark CDR Team; update on related material in PRIDE curriculum</li> <li>• Clark 2008-11: Update on related NAC regulations</li> <li>• Washoe 2008-02: Pending presentation by WCDSS staff</li> </ul> <p>7. * Review and respond to <b><u>2008 Quarter Three</u></b> summary of regional CDR team recommendations</p> <p>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.)</p> <p>9. * Set 2009 meeting dates:</p> <ul style="list-style-type: none"> <li>• <u>Proposed dates:</u>  Wednesday , February 18, 2009  Monday, May 18, 2009  Monday, August 17, 2009  Monday, November 16, 2009</li> </ul> <p>10. * Adjournment</p>	<p>Administrative Team Chair and Members  Barbara Legier  Jeffrey Radecki  Andrew Zeiser</p> <p>Diane Comeaux</p> <p>Andrew Zeiser</p> <p>Diane Comeaux</p>

Public notices for this meeting have been posted in compliance with NRS 241.020 at the following locations:

- **Bureau of Indian Affairs** 311 E Washington Street, Carson City, NV
- **Children’s Cabinet** 1090 S Rock Blvd., Reno, NV
- **Clark County Department of Family Services** 601 N Pecos, Las Vegas, NV
- **Legislative Counsel Bureau** 401 S Carson Street, Carson City, NV
- **State of Nevada – Department of Human Resources** 4126 Technology Way, Suite 101, Carson City, NV
- **State of Nevada – Division of Child and Family Services** 4126 Technology Way, Third Floor, 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
- **State of Nevada – Division of Child and Family Services** 1010 Ruby Vista Drive, Suite 101, Elko, NV
- **State of Nevada – Division of Child and Family Services – Desert Willow Treatment Center** 6171 W Charleston Blvd., Las Vegas, NV
- **United Way of Southern Nevada** 1660 E Flamingo Road, Las Vegas, NV
- **Washoe County Department of Social Services** 350 S Center Street, Reno, NV
- **Washoe County Library – South Valleys** 15650A Wedge Parkway Reno, NV