

DIAPERING RESOURCES COMMITTEE (DRC)

DATE: March 19, 2025; 11:00 AM

The Diapering Resources Committee held a public meeting on March 19, 2025, beginning at 11:00 A.M. at the following location:

Zoom link: <https://us06web.zoom.us/j/87421294591>

Call In Audio: US +17193594580 or +12532050468

Meeting ID: 874 2129 4591

BOARD MEMBERS PRESENT

- Kelly Maxwell – Executive Director, Baby’s Bounty
- Blanca Ayala – Section Manager, Division of Public and Behavioral health (DPBH) Women, Infants, and Children (WIC)
- Ann McIntyre – Chief Executive Officer, Partnerships for America
- Jessica Roew – Health Program Manager 2, Nevada Early Intervention Services
- Sam Johnson – Baby’s Bounty
- Carissa Pearce – Health Policy Manager, Children’s Advocacy Alliance

BOARD MEMBERS NOT PRESENT

- Lacey Gero – Policy and Coalition Coordinator, National Diaper Bank Network

DIVISION OF PUBLIC AND BEHAVIORAL HEALTH (DPBH) STAFF PRESENT

- Tami Conn, MPH – Deputy Bureau Chief, Child, Family, and Community Wellness (CFCW), DPBH
- Karissa Machado, MPH – Section Manager, Maternal, Child and Adolescent Health (MCAH), CFCW, DPBH
- Rachel Marchetti, MBA – Nevada Home Visiting Program Manager, MCAH, CFCW, DPBH
- Helina Ashagrie, MPH – Program Coordinator, Nevada Home Visiting, MCAH, CFCW, DPBH
- Desiree Wenzel – Program Officer, Nevada Home Visiting, MCAH, CFCW, DPBH
- Shannon Frazer – Health Resource Analyst, Nevada Home Visiting, MCAH, CFCW, DPBH

1. Call to order and roll call – Kelly Maxwell, Committee Chair

Kelly Maxwell called the meeting to order at 11:04 AM.

It was noted Maria Teresa Johnson is no longer a member of the committee. This was discussed at the previous meeting, and she has been officially removed from the roster this meeting.

Roll call was taken by Vanessa Helfrick Paulus from Social Entrepreneurs, Inc. (SEI). It was noted a quorum of the DRC was present.

2. Public Comment

Ms. Helfrick Paulus read the public comment notice. No public comment was made.

3. FOR POSSIBLE ACTION: Discussion and possible action to approve the meeting minutes from January 22, 2025. - Kelly Maxwell, Chair

Ms. Maxwell motioned to adopt the draft minutes from the meeting on January 22, 2025.

Ann McIntyre seconded the motion.

Carissa Pearce abstained from voting due to absence from the January meeting.

All other members voted in favor; the motion to approve January minutes passed.

4. FOR INFORMATION ONLY: Update on Diapering Resources Committee Bylaws. - Kelly Maxwell, Chair

Ms. Maxwell asked members and meeting participants to review the DRC bylaws. She then asked if there were any questions or concerns regarding the bylaws.

Ms. McIntyre raised concern about the article in the bylaws related to the voting process for the DRC Chair. She expressed frustration with a lack of organization within the committee and noted she had not previously participated in a vote for the Chair.

Tami Conn clarified members of the committee are formally appointed by the Director's Office, but the Chair is elected by the DRC members. She explained the purpose of the bylaws is to outline the operational procedures of the committee, especially for areas not explicitly defined in NRS (Nevada Revised Statutes), such as term limits or procedural details.

Ms. Conn further emphasized that the current review of the bylaws is intended to determine whether any updates or changes are needed to reflect a more appropriate or effective process.

Ms. McIntyre clarified that her concern was not about the current Chair but about the overall process. She expressed her primary concern was with the procedural information recently provided to the committee, which had not been shared in the past. She added that the information shared during recent meetings has raised concerns about transparency and consistency in procedures.

Ms. McIntyre further stated she appreciated receiving the new information, including the bylaws, during the last two DRC meetings.

Ms. Conn explained SEI's role in helping support the implementation of existing processes and organization to the DRC.

Ms. Maxwell stated the DRC is on the path to a more productive and formal process.

Ms. McIntyre asked if the Committee Chair is the only official elected to the committee or if there is also a secretary or other positions.

Ms. Maxwell responded that, according to the bylaws, the Chair is the only elected member.

Ms. Maxwell asked if there were any additional questions or concerns about the bylaws.

There were no further questions or comments.

5. FOR POSSIBLE ACTION: Discussion and possible action to implement a Conflict-of-Interest form for the Diapering Resources Committee. - Kelly Maxwell, Chair

Ms. Maxwell asked if the conflict-of-interest form needs to be completed now or only if there is an agenda item with a potential conflict of interest.

Ms. Helfrick Paulus showed an updated version of the survey via screenshare. She clarified that, according to the bylaws, the survey must be completed by members each year. The updated survey link will be sent to all DRC members, as well as to new members.

Ms. Maxwell asked if a date could be added to the survey.

Ms. Helfrick Paulus responded she will add the year to the survey.

Ms. Pearce asked what is considered a conflict of interest. She would like to know if there is a clear list of what would be considered a conflict of interest for this Committee.

Kelly Marschall of SEI responded that typically, a conflict of interest is if someone would have a direct financial benefit from a decision made by this committee. There isn't an exhaustive list, as it is situational, but it is related to direct financial benefit.

Ms. Maxwell asked if it is only for personal gain or also applicable to the organization where members work.

Ms. Marshall responded that because the questions also ask about members' employers and organizations, any financial conflicts at the organization level should also be considered when reporting conflicts of interest.

Ms. Conn added that this is required for the bylaws if/when this committee brings funds or donations into the Account.

Ms. Maxwell confirmed that Ms. Helfrick Paulus will email the survey to the DRC members.

Ms. Helfrick Paulus confirmed she would send the link via email following the meeting.

6. FOR POSSIBLE ACTION: Discussion and possible action to accept nominations and expand the committee. - Kelly Maxwell, Chair

Ms. Maxwell informed participants that Susan Crutchfield has expressed interest in filling the membership slot vacated by Maria Teresa Johnson.

According to the bylaws, when a member's seat is vacated, the organization represented by the member shall nominate a new member to the DRC by making a nomination. Nominations will be presented to the DRC for a vote to elect a new member.

Ms. Maxwell asked if anyone would like to nominate Susan Crutchfield as a DRC member.

Jessica Roew nominated Susan Crutchfield to the DRC.

Blanca Ayala seconded the motion.

Ms. McIntyre abstained from voting.

All other members voted in favor; the motion to nominate Susan Crutchfield as a DRC member passed.

Ms. Conn stated there is a process codified in state law (NRS 422A.660) to appoint new members to the DRC. There is a formal set of memos DPBH will send to SEI to draft. Once those memos are received by DPBH, the agency will route the paperwork to the Department of Health and Human Services' Director's Office.

[Clarification: The Committee does not have the authority to appoint new members. Only the DHHS Director may appoint members. The Committee may nominate individuals for the Director's consideration. This clarification will be addressed and agendaized at an upcoming DRC meeting.]

Ms. McIntyre stated she abstained from nominating Susan Crutchfield as a new member, because she lacked sufficient information about her experience and qualifications. She requested that in the future material be provided for review before voting on new members.

Ms. Pearce agreed she would like to have information about potential incoming board members before voting in the future as well.

Ms. Conn stated a redacted resume could be included as part of the meeting packet prior to a DRC meeting in which a new member nomination is expected to occur.

Ms. Helfrick Paulus confirmed this can be done. She asked whether the DRC would like to reach out to the organizations where two former DRC members previously worked.

Ms. Maxwell suggested a member from the UMC Healthy Living Center would be a

great addition to the DRC and offered to contact her connections there if no one else has a recommendation.

Ms. McIntyre asked how many members should sit on the DRC according to the bylaws.

Ms. Maxwell clarified the bylaws do not dictate a maximum number of members.

Ms. Conn noted the Nevada Home Visiting team can also refer The Children's Cabinet to the new member survey.

Ms. Helfrick Paulus shared the DRC Advisory Committee Membership Application survey via screenshare, which will be sent to members and will be posted on the DRC website.

Ms. Maxwell inquired about any additional organizations not currently represented on the committee that should be considered. She recommended including a pediatrician, a representative from Medicaid, and someone who works with older adults.

Ms. Roew suggested including an individual from the Autism Treatment Assistance Program (ATAP), which represents individuals who use adult diapers.

Rachel Marchetti confirmed her team can collaborate with the Aging and Disabilities Services Division to obtain contacts for potential new members to join the DRC.

Members will identify potential candidates and begin outreach efforts.

Ms. Maxwell stated that, according to the bylaws, the DRC shall elect the Chair from its membership at the first meeting in odd years by a majority of the vote for a two-year term with a maximum of two terms. She added that while she is willing to continue to serve as Chair, she has already been Chair for two years, and asked if anyone would like to make a motion to nominate a Chair.

Ms. McIntyre nominated Kelly Maxwell to be reappointed as Chair for another two years.

Ms. Roew seconded the motion.

Ms. Maxwell abstained from voting.

All other members voted in favor; the motion to reappoint Kelly Maxwell as DRC Chair from March 19, 2025, to March 18, 2027, and the motion passed.

7. FOR POSSIBLE ACTION: Discussion and possible action to explore funding allocation possibilities from the State of Nevada and other funding types. - Kelly Maxwell, Chair

Ms. Maxwell discussed a conversation she had with a contact in the Governor's Office regarding the possibility of the DRC being eliminated. She observed that it

appears very unlikely the DRC will be eliminated. She also discussed the matter with two state senators regarding the possibility of a Bill Draft Request, and the consensus was that the Governor's budget is very tight. Therefore, it seems improbable that the DRC will receive any funding allocation during this Legislative Session.

Ms. Conn confirmed there is no funding allocation proposed in the Governor's recommended budget, and it would require a separate appropriation. She noted Committee members can seek funds from state agencies and accept donations, and donations from diaper companies might be worth pursuing again with the assistance of SEI.

8. FOR POSSIBLE ACTION: Discussion and possible action on updating the Diapering Resources Committee website. – Kelly Maxwell, Chair

Ms. Maxwell stated she met with SEI to discuss the information that needs to be updated, including Question 5, a new list of resources, and the updated committee members. She will continue to collaborate closely with SEI to provide the updated information to DPBH for the DRC website.

9. Public Comment.

Ms. Helfrick Paulus read the public comment notice.

No public comment was made.

10. Adjourn.

The meeting adjourned at 12:02 PM.