

# NEVADA DIAPERING RESOURCES COMMITTEE

**DATE: JUNE 18, 2025, TIME: 11:00 AM**

The meeting will be held virtually. Members of the public who wish to attend and participate are strongly encouraged to do so by utilizing the following link, or call-in number:

Microsoft Teams

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Meeting ID: 269 713 781 111 8

Dial in by phone

<tel:+17753216111,303729665>

Phone conference ID: 303 729 665#

## BOARD MEMBERS PRESENT:

- Lacey Gero
- Samantha Berkule Johnson, Ph.D.
- Ann McIntyre
- Blanca Ayala

## BOARD MEMBERS ABSENT:

- Kelly Maxwell
- Jessica Roew
- Carissa Pearce

## DIVISION OF PUBLIC AND BEHAVIORAL HEALTH (DPBH) STAFF PRESENT:

- Vickie Ives, MA, Bureau Chief, Child, Family, and Community Wellness (CFCW)
- Tami Conn, MPH, Deputy Bureau Chief, CFCW
- Karissa Machado, MPH, Section Manager, Maternal, Child, and Adolescent Health (MCAH) Section
- Rachel Marchetti, MBA, Nevada Home Visiting (NHV) Program Manager, MCAH
- Helina Ashagrie, NHV Program Coordinator, MCAH
- Shannon Frazer, NHV Health Resource Analyst II, MCAH
- Desiree Wenzel, NHV Program Officer I, MCAH
- Tammera Brower, Administrative Assistant IV, CFCW
- Barbara Bessol, Administrative Assistant III, MCAH
- Sean Watson, NHV Administrative Assistant I, MCAH
- Teresa Jarrett, Management Analyst II, MCAH

- Jazmin Stafford, Personal Responsibility Education Program (PREP) Coordinator, MCAH
- Cassius Adams, MS, Children and Youth with Special Health Care Needs Program Coordinator, MCAH
- Brittany Estin, Developmental Specialist III, Autism Treatment Assistance Program, Aging and Disability Services Division

### **1. Call to order and roll call**

Barbara Bessol called the meeting to order at 11:08 AM.

### **2. Public Comment**

No public comment was made.

### **3. FOR POSSIBLE ACTION: Discussion and possible action to approve the meeting minutes from March 19, 2025.**

Ann McIntyre commented that Committee members had not received copies of the previous meeting minutes prior to the current meeting. Ms. McIntyre requested that meeting minutes be emailed to Committee members along with the agenda.

Tami Conn suggested staff send out the draft minutes for the March 19 meeting along with the draft minutes for the current meeting for Committee members to review prior to the next scheduled meeting. Two sets of minutes can then be discussed and approved during the next scheduled meeting.

Ms. Bessol asked if the members needed a motion to proceed to agenda item four.

Ms. Conn stated a motion to move to agenda item four was not necessary. She asked if the members agreed they would review two sets of meeting minutes at the next scheduled meeting in which case the group can move on to agenda item four.

Blanca Ayala offered to motion to move meeting minutes review to the following meeting's agenda.

Vickie Ives clarified a motion was not needed to move on. Ms. Ives observed that according to Nevada Open Meeting Law, all agendas must be posted no later than three days prior to the meeting, but a full meeting packet is not required to be posted. Ms. Ives noted providing the full meeting packet to Committee members is normally part of the MCAH Section's standard process, and she apologized for any inconvenience to the members as the team goes through staffing transitions.

### **4. FOR INFORMATION ONLY: Update on Committee expansion and nomination process.**

Ms. Conn reiterated the information she provided at the March 19, 2025, meeting about the process of adding new members. The Diapering Resources Committee (DRC) must send out a Request for Information (RFI) and collect applications from interested individuals. She explained that when staff receive applications, they are packaged and submitted to the DHHS Director's Office. Ms. Conn further noted she knows there were

nominations made during the previous meetings and invited the nominated members to submit their applications within thirty days to be considered for formal appointment.

Ms. Conn directed support staff to distribute the RFI to members alongside the meeting minutes being sent for review.

Brittany Estin asked if those who had already applied would need to resubmit.

Ms. Conn responded she was unaware if a formal request for application was made outside of the nomination process.

Rachel Marchetti indicated no formal request had occurred yet.

Ms. Conn advised the nominated members to respond to the formal RFI with their resumes and contact information so the state team can work on getting those processed appropriately through the DHHS Director's Office.

Ms. Conn noted the RFI can be shared widely to get as many potential new members as possible. She clarified there is no limit on the number of individuals able to serve on the DRC and encouraged Committee members to share the RFI among their networks.

Ms. Conn asked if members had any questions about the nomination and appointment process.

No questions were asked.

Ms. Conn reiterated that state staff would be sending out meeting minutes and the RFI to Committee members following the end of the meeting and stated applicants will be notified if they have been appointed by formal letter.

#### **5. FOR POSSIBLE ACTION: Discussion and possible action to explore funding allocation possibilities from the State of Nevada and other funding types.**

Ms. Conn noted this agenda item was brought by the Chair for consideration at the previous meeting. She did not have anything to add and opened the floor for discussion amongst the Committee members.

No comment was made.

Ms. Conn noted staff will clarify the purpose of the agenda item with Chair Maxwell to ensure staff provide any necessary information or resources to assist Committee members during their discussion.

#### **6. FOR POSSIBLE ACTION: Discussion and possible action on updating the Diapering Resources Committee website.**

Ms. Conn noted the staff list and membership list require updates and asked Ms. Marchetti if she had additional information to provide the members.

Ms. Marchetti stated the previous support staff were working with Ms. Maxwell to ensure the staff/membership listings, RFI processes, and bylaws were up to date.

Ms. Conn asked if members wanted to add anything else to this agenda item.

No additional comments were made.

Ms. Conn requested support staff follow-up with Chair Maxwell on the need for this agenda item for future meetings.

## **7. Public Comment**

Lacey Gero stated the time frame in which members are notified of meetings has decreased. She brought up the possibility of addressing this observation in a future agenda item.

Ms. Conn stated all public meetings are posted no less than three days prior to the meeting, in accordance with Nevada Open Meeting Law. She further explained that her understanding was that all meeting dates had been previously approved.

Ms. Marchetti noted that at previous meetings, future meeting dates/times were chosen at the end of the present meeting by the Committee members. She contributed the lapse in notification to the change in support staff. The previous support staff removed the meeting placeholder, and current support staff were delayed in sending out a revised placeholder. She apologized to the Committee for any confusion and suggested support staff send Committee members a Doodle Poll to select future meeting dates/times.

Ms. Conn suggested that an agenda item be created to establish the meeting dates for the rest of the calendar year. These dates will then be voted on by Committee members.

Ms. McIntyre named September 17, 2025, as the next agreed date for the meeting.

Ms. Conn asked if this date was voted on in a previous meeting.

Ms. McIntyre said it was voted on, but noted she had a conflict for that day and time.

Ms. Conn offered to send out a Doodle Poll for September 17 to offer different meeting times to ensure a quorum.

## **8. Adjournment**

Meeting was Adjourned at 11:34 am.