



DEPARTMENT OF
HEALTH AND HUMAN SERVICES

DIRECTOR'S OFFICE

Helping people. It's who we are and what we do.



November 1, 2022

Memorandum

To: Dr. Jon Pennell, Chair
Nevada State Board of Health

From: Tina Dortch, Program Manager
Nevada Office of Minority Health and Equity (NOMHE)

Re: **(NRS.232.482) There is hereby created in the Office an Advisory Committee consisting of nine voting members appointed by the Department and State Board of Health; December 2, 2022 APPOINTMENT Requested**

In accordance with Nevada Revised Statutes (NRS) 232.482, it is the responsibility of the State Board of Health to appoint six members of the Nevada Office of Minority Health and Equity (NOMHE) Advisory Committee on Minority Health (i.e. AC), as detailed below:

1. The Director of the Department shall appoint three members who have an interest in health issues related to minority groups.
2. The State Board of Health shall appoint:
 - a. Three members representing each geographic region of the State, including one member who resides in southern Nevada, one member who resides in northern Nevada and one member who resides in rural Nevada;
 - b. One member who is a representative of a non-profit organization located in the state;
 - c. One provider of health care in this state; and
 - d. One member of the public at large.
3. One Legislator who is appointed by the Legislative Commission shall serve on the Advisory Committee in an ex-officio, nonvoting capacity.

As of December 2022, three of the nine NOMHE seats will be vacant. Per this letter, **appointment is being requested for three (Board of Health appointed) candidates**. With this action all nine seats will be filled - six by Board of Health appointments.

Staff Recommendation

Staff recommends that, effective with your ruling, the Nevada Board of Health appoint the following persons to the Nevada Office of Minority Health and Equity Advisory Committee on Minority Health, to serve a two-year term:

- **Nancy Bowen** (Chief Executive Officer, Nevada Primary Care Association)
Nonprofit Representative (Board of Health appointment)
- **Debra Lax** (Pastor, Bethel AME Church)
Representative from Public at Large (Board of Health appointment)
- **Nicholas Dunkle** (Diversity Advisor, High Sierra Area Health Education Center)
Nonprofit Representative (Board of Health appointment)

A copy of each candidate's resumes are attached and a matrix denoting a selection process which addresses maintaining the statutorily required ethnic, geographic and professional diversity inclusive composition.

Presenter

Tina Dortch, Program Manager, Nevada Office of Minority Health and Equity

NOMHE Advisory Committee on Minority Health Board Composition as of Dec. 2022

	Name	Ethnicity	N NV, S NV or Central NV	Notable Interest in Health Issues Related to Minorities	Nonprofit	Healthcare Provider	Representative from Public at Large
1	Rutu Ezhuthachan, MD (1 of 6 BoH Appt; June 2022)	Asian (Subcontinent India)	Southern NV			CMO, Health Plan of NV Medicaid	
2	Crystal Lee, PhD (1 of 3 Dir Re-Appt; May 2022)	Native American	Southern NV	Professor of Native American Health Equity; Research Clinician		CEO, United Natives Health Center	
3	Samuel Hickson, PhD (2 of 3 Dir Appt; May 2022)	Hispanic	Southern NV	LGBTQ awareness, disparities, research		Social Worker, Intermountain Healthcare	
4	Erik Jimenez (2 of 6 BoH Re- Apptd; Sept 2021)	Latino	Northern NV	ABLE Savings Account (for Differently Abled)			
5	Reimund Sarifica, PhD (3 of 6 BoH Apptd; June 2022)	Asian/Pacific Islander	Southern NV	Assoc Professor – UNLV School of Nursing	Pres, AAPI Nursing Association of NV		
6	Nicholas Dunkle 4 of 6 (BoH Apptd; Dec 2022)	Caucasian	Northern NV		Hi Sierra Area Health Education Center		
7.	Rev. Dr. Karen Anderson (3 of 3 Dir Apptd; Aug 2020)	African American	Southern Nevada	Former Nurse		Former Healthcare Admin	Faith-Based Community Leader
8.	Rev. Debra Lax (5 of 6 BoH Apptd; Dec 2022)	African American	Northern Nevada	Health Equity & Social Justice Advocate			Faith-Based Community Leader
9.	Nancy Bowen (6 of 6 BoH Apptd; Dec 2022)	Caucasian	Northern Nevada		CEO, NV Primary Care Association	Supports FQHCs, MCOs	

PROFESSIONAL PROFILE

Over 23 years of mission driven experience in nonprofit health care administration, fiscal oversight, program management and compliance of federal, state, and local grants. Successful implementation of strategic plans, diversification of funds, while mentoring and developing staff to enhance organizations' impact on comprehensive healthcare for the underserved.

WORK EXPERIENCE

CHIEF EXECUTIVE OFFICER

Nevada Primary Care Association | Carson City | January 2018-Present

Responsible for the impact and performance of the association to the board. Provides oversight of the direction and future strategy of the organization. Responsible for records of the Association, and for ensuring policies and programs of the Association are in compliance, meets monthly with the Board of Directors to review corporate records and update members on current programs and planned Association initiatives. Hires, supervises, evaluates, and dismisses staff, and is responsible for the day-to-day fiscal management of the Association and for meeting the requirements of funding agencies, including reports, budgets, and new and continuation applications.

- Versed in the language of primary care, managed care, federally qualified health centers, Medicaid, and Medicare, and be able to effectively communicate these concepts in varied settings (e.g., county governmental agencies, State Legislative Committees, with State Legislators in private meetings, community-based social service agencies and non-profits, potential donors, and benefactors).
- Management of multiple budgets, reports, and corporate records.
- Management and development of leadership team and staff to accomplish policies and programs of the Association.
- Development and maintenance of productive working relationships with other primary care associations; local, state, and federal agencies, and local and statewide associations, and non-profit corporations helpful to the Association's accomplishment of its mission.
- Plan, promote, and advocate for enhancements for membership that include new programs, contracts, funds, services, goods equipment, and other benefits.
- Oversee the implementation of the adolescent and family planning services grant funded programs to reduce gaps in service at health centers.
- Direct the development of the association justice, equity, diversity and inclusion plan. Collaborate with High Sierra AHEC to create and implement the Nevada Cultural Competency Training.
- Plan and conduct of Board of Directors Meetings, the Annual Meeting of the Association
- Promote innovative programs and initiatives that position the Association as a leader/facilitator in statewide or intrastate regional program planning and /or implementation.
- Represent the Association at public meetings, hearings, conferences, and other events that promote the mission the Association. Represent the Association on committees, planning bodies, and other task groups, which address issues and challenges inherent in the Association's mission.
- Participate in meetings, conferences, and workshops required by funding agencies.
- Develop both discretionary and program funding to facilitate the accomplishment of the Association's goals and objectives.

DEPUTY DIRECTOR

Nevada Primary Care Association | Carson City | May 2012– Dec 2017

Provide outstanding leadership support to the Executive Director in the administration and execution of the NVPCA's strategic plan and oversee the internal operations and fiscal management. Direct staff in the areas of programs, training and technical assistance, communications, member services, and office operations.

- Initiated and implemented a team-based organizational structure as association grew from three to fifteen employees
- Five consecutive years of clean financial audits with no findings
- Oversee and coach staff on the Bureau of Primary Health Care Primary Care Association and Office of Adolescent Health Teen Pregnancy Prevention cooperative agreements' program work and compliance, including preparation and submission of federal reporting
- Assisted in the writing of competitive cooperative agreement grant
- Utilize performance management to lead and mentor five direct reports
- Revised personnel and fiscal policies to ensure compliance with federal and state law while creating a dynamic organizational culture
- Forged successful collaborations with other state primary care associations

Arizona Family Health Partnership | Phoenix | May 1994- May 2012

DIRECTOR OF OPERATIONS Oct 2008- May 2012

PROGRAM/BUSINESS MANAGER February 1999- Oct 2008

ADMINISTRATIVE COORDINATOR May 1994- February 1999

COMMITTEES

Primary Care Advisory Council, January 2018- Present

Subcommittee on Patient-Centered Medical Homes January 2018 – February 2022

Nevada Health Care Workforce & Pipeline Development Workgroup, February 2022 – present

Primary Care Associations CEO Leadership Committee, Region IX Representative, June 2020 – present

Coalition to Expand Contraceptive Access, Contraceptive Care Workforce Expert Workgroup July 2022 - present

EDUCATION

Healthcare Executive Program Certification

UNIVERSITY OF CALIFORNIA LOS ANGELES

July 2017

Master of Applied Industrial/Organizational Psychology

CHICAGO SCHOOL OF PROFESSIONAL PSYCHOLOGY

2012-2013

Bachelor of Arts- Psychology

ARIZONA STATE UNIVERSITY

1996-1999

Business & General Studies - transfer to Arizona State University

MARICOPA COMMUNITY COLLEGES

1984-1993



October 28, 2022

Tina Dortch, MPA
Office of Minority Health and Equity
Nevada Department of Health and Human Services
3320 W. Sahara Avenue, Suite 260 - Room 216
Las Vegas, NV 89102

Dear Ms. Dortch,

In September 2022, I enjoyed attending the NOHME networking breakfast and learned that there will be an opening on the Nevada Office of Minority Health & Equity Advisory Committee (NOMHE). I am writing this letter to inform you that I am interested in serving on the NOMHE Advisory Committee as an individual from Northern Nevada. As the CEO of the Nevada Primary Care Association, I am extremely interested in improving the health outcomes and health equity of uninsured and underinsured Nevadans and feel that being a part of the Advisory Committee would benefit both our organizations, and especially Nevadans.

Nevada Primary Care Association (NVPCA) was founded in 1995 and is the federally designated Primary Care Association for the State of Nevada. NVPCA's goal is to provide our members with current and accurate information necessary to service Nevada's population, including underserved and low-income residents. In 2021, our Community Health Centers (CHC) served 111,945 patients, including 86% of patients with income levels below the federal poverty level and 69% racial or ethnic minorities.

I look forward to joining the NOMHE Advisory Committee. I can be reached at nbowen@nvzca.org or 775-283-5725

Sincerely,

A handwritten signature in blue ink, appearing to read "Nancy J. Bowen".

Nancy J. Bowen, MAIOP
Chief Executive Officer



NICHOLAS DUNKLE, B.S.

NICK@HIGHSIERRAAHEC.ORG

PERSONAL PROFILE

An ambitious University of Nevada, Reno alumnus & health equity advocate with extensive public health, health care, & behavioral health application experience. Outstanding leadership & training skill through varied management roles. Substantial attention to detail via data entry, reporting, & fund reconciliation across numerous platforms. A steadfast advocate for community representation & equity in public health & beyond.

SKILLS

- Leadership & planning experience through various positions
- Strong communication skills
- Extensive DE&I & cultural competency knowledge
- Effective & personable presentation skills
- Diverse conventional & practical academic background
- Proficient in Spanish
- Data entry & interpretation

ACTIVE PARTICIPATION

- National AHEC Organization Diversity Committee
- Nevada Ally Action Group
- Nevada Cultural Competency, Training Instructor
- Nevada Minority Health and Equity Coalition Allied Partner
- UNR Diversity in Medical Education Committee
- United Way Equity Learning Community

BACHELOR OF SCIENCE, COMMUNITY HEALTH SCIENCES MINOR IN PSYCHOLOGY

UNIVERSITY OF NEVADA, RENO | 2020

TRIO SCHOLARS STUDENT & HIGH SIERRA AHEC STUDENT AMBASSADOR

ASSOCIATE OF SCIENCE

TRUCKEE MEADOWS COMMUNITY COLLEGE, RENO | 2016

HIGH SIERRA AREA HEALTH EDUCATION CENTER | MAY

- Instruction & facilitation of cultural competency health care organization staff, required by NRS 44 regulation
- Lead responsibility in Train-the-Trainer program content development
- Development of unique presentations & delivery stakeholders in coalition, commission, and confer
- Research & development of state-approved cultur training & supplemental training materials for asynchronous & live modalities
- Implementation of national cultural competency training facilitation via National AHEC Organization Scholars Program
- Spearheading of ongoing DE&I projects including assessment, evaluation, policy creation, & more
- Responsibility for tracking and reporting project financials, evaluation data, and deliverables to board and staff members
- Co-creation and submission of formal legislative inquiries to regulatory bodies
- Partner & stakeholder relationship building for DE&I training development & collaboration on continued initiatives
- Mission aligned integration of Geographic Information System (GIS) software & presentation of software to senior agency representatives, board members, & potential cost-sharing partners
- Creation of proposals, letters of intent, marketing materials, & service agreements to identify & establish organizational & third part cost-sharing business partnerships
- Management of organizational COVID-19 Education & Outreach
 - Coordination & facilitation of COVID-19 Focus Groups
- Collaborative development of marketing materials for statewide COVID-19 Education & Outreach
- Development of agency Longitudinal Tracking Initiative & Master Program Participant data compilation, integration, & reporting
- Coordination of School Physical Activity & Nutrit Environmental Tool (SPAN-ET) communications & procedures
- HPV Immunization Project reporting & social med

INTERNSHIP

ADVANCED DUI & COUNSELING | FEB 2020 - MAY 2020

- Researched & implemented telehealth software & hardware, creating inaugural Distance Counseling Services
- Created marketing & resource materials for organization & client use

**High Sierra Area
Health Education Center**

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MBA
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SLP, ASHA
NV Speech-Language-Hearing
Association

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Department of Psychiatry and
Behavioral Sciences

Kylee McClure, MSI
UNR School of Medicine

Craig Staturek
Office of Career Readiness,
Adult Learning, and Education
Opportunities

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Nevada Department of
Veterans Services

Tessa Swigart
Nevada Division of Public and
Behavioral Health
Office of Public Health
Investigations & Epidemiology

ADDRESS

639 Isbell Road, Suite 290
Reno, NV 89509

CONTACT

775-507-4022
www.highsierraahhec.org

High Sierra Area Health Education
Center is a federally and state
funded 501(c)(3) nonprofit committed
to serving under-served and rural
population of Northwestern Nevada in
collaboration with the University of
Nevada, Reno School of Medicine and
the Office of Statewide Initiatives.

August 30, 2022

Tina Dortch
Program Manager, Office of Minority Health and Equity
Nevada Department of Health and Human Services, Director's Office
3320 W. Sahara Ave. Suite 260 - Room 216
Las Vegas, Nevada 89102

RE: NOMHE Advisory Board Vacancy

I have recently been made aware that there will soon be a vacancy on the Advisory Board for the Nevada Office of Minority Health and Equity (NOMHE). I am writing you to indicate my interest and apply to fill this position.

Currently, I work as the Diversity Advisor at High Sierra AHEC. Through my role, I serve as a co-instructor for Nevada Cultural Competency (NVCC). This program is one of four listed programs approved by the state to meet NRS 449.103 requirements and meets requirements for professionals under AB 327. Our training currently has a self-reported participant improvement indication of 90% and we have trained over 20 facility representatives through our Train-the-Trainer program. Additionally, I serve in various capacities in the space of health equity, including the National AHEC Organization (NAO) Diversity Committee and an allied partner with Nevada Minority Health and Equity Coalition (NMHEC). Finally, I work to contribute to DEI principles within my own organization, spearheading policy change, staff/board involvement, objectives, and organizational evaluation. I strongly believe that my background will allow me to bring additional perspective to the board.

In addition to indication of my ability above, I have included my resume with this letter to facilitate review of my education, work experience, and achievements related to the position. I would love the opportunity to have a follow up conversation regarding my candidacy for the position and any related questions, if desired.

I stand available for any questions related to my application and look forward to hearing from you.

Thank you,

Nicholas Dunkle



Nicholas Dunkle
Diversity Advisor
High Sierra Area Health Education Center



DEBRA LAX

PROFILE

As former Senior Consultant for PriceWaterhouse Coopers and Sonderman Consulting moving multi-million-dollar complexed integrated SAP Implementation projects forward, under budget and meeting and exceeding deadline, energizes me.

I enjoy collaborating with teams and crossing the finish line together. The key to success is keeping one's mind is stressful situations. Knowing how to prioritize, listening to feedback and input, prioritizing, and synthesizing complex data points to make sound decisions are seasoned skills I have acquired over the last thirty years. I'm sensitive to family dynamics and the benefits of telling stories and holding memories close to the heart. My dissertation project focuses on digital storytelling.

I am a quick study of software. As a former database designer and SAP implementer, am able rapidly to learn software functionality how to marry user needs with product features.

CONTACT

PHONE:
408 726 7200 (mobile)

EMAIL:
dwhitlocklax@gmail.com or
pdebz@bethelamesparks.com

HOBBIES

Jazz & Gospel Vocalist
Horseback Riding
Videography
Exploring Photography

EDUCATION

Redland University - Doctor of Ministry: Executive Leadership (Pending)

Fuller Seminary – Masters of Divinity Degree
September 2004 – June 2008

William Jessup University – Bachelor of Science Degree
August 2003 – May 2004
Focus: Leadership

WORK EXPERIENCE

Bethel AME Church – Senior Pastor (F/T)
September 2020 - Present
Public Speaker and teacher, managing volunteers, and managing church operations, using Quickbooks (online) to manage the financial affairs of the church, and supervising staff and volunteers.

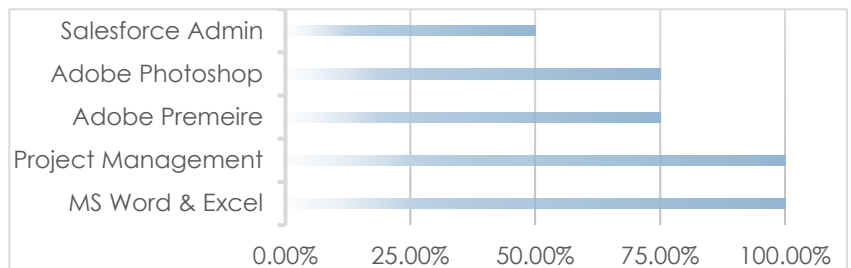
National Center for Facilitated Therapy Volunteer Coordinator (F/T)
November 2018 - October 2020
Community outreach, managing, scheduling, and training new volunteers. De facto Salesforce System Administration, automated volunteer scheduling system using Google Forms and Site.

Clergy Tax Financial – Chief Technology Specialist (P/T)
January 2018 - [Contract Work]
Software implementation, user training and support of Microsoft business applications, Schedule Once, Zoom, & Crescendo.

Milpitas Community Television – Station Manager (F/T)
September 2009 - 2017
Manage the TV Stations operations, community outreach, and volunteer staff. Produced, directed, and editor video compositions using project management skills to move complexed projects along a tight deadline to completion within deadline.

PriceWaterhouseCoopers-Sonderman Consulting–Sr. Project MGR (F/T)
September 1995 - 2001
Change Management – SAP Consultant & Bootcamp Instructor

SKILLS



From: [Debra Whitlock-Lax](#)
To: [Tina Dortch](#)
Cc: [Karen Anderson](#); [janet_serial](#)
Subject: Statement of Interest
Date: Monday, October 31, 2022 12:24:43 PM

WARNING - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear NOMHE,

My name is Rev. Debra A. Whitlock Lax. I am the Pastor of Bethel AME Church. I am interested in being on NOMHE's advisory committee. The mission of the AME denomination is to minister to all people's social, spiritual, and physical development. The denomination I belong to is known for its social justice and advocacy. NOMHE's mission is "to avoid and reverse disproportionately experienced, health-related disparities among the state's most vulnerable, high-risk populations." Health equity is a social justice focus with which I resonate. Historically, the AME Church and its leadership are on the frontline to ensure all minority groups and marginalized communities' needs are heard and supplied. I seek a seat at the table to add my voice and insight in collaboration with NOMHE. I am especially interested in equipping and educating faith-based organizations divinely situated to influence congregations and its community. I am also interested in influencing health-focused policy development especially directed toward bodies of color as well as binary beings as well as those who identify as non-binary. All humans matter.

Sincerely,

Rev. Debra A. Whitlock Lax / "PDebz"
Senior Pastor
Bethel AME Church Sparks
2655 Rock Blvd.
Sparks, NV 89431