



DEPARTMENT OF
HEALTH AND HUMAN SERVICES
DIRECTOR'S OFFICE
Helping people. It's who we are and what we do.



November 5, 2024

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 6, 2024 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 2024, three of the nine NOMHE seats will be vacant. Per this letter, **re-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 recommend that, effective with your ruling, the Nevada Board of Health appoint the following people to the Nevada Office of Minority Health and Equity Advisory Committee on Minority Health, to serve a two-year term:

- **Mr. Nicholas Dunkle** (Diversity & Initiatives Outreach Coordinator, School of Medicine, UNR – Reno)
Healthcare Provider (Board of Health Appointment)
- **Ms. Nancy Bowen** (Chief Executive Officer, Nevada Primary Care Association)
Nonprofit (Board of Health Appointment)
- **Reverend Dr. Whitlock-Lax** (Senior Pastor, Bethel African Methodist Episcopal Church)
Representative from Public at Large (Board of Health Appointment)

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

Presenter

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

Nicholas J. Dunkle

775-224-1462 | Ndunkle@med.unr.edu

Nicholas Dunkle
Diversity Initiatives and Outreach Coordinator
University of Nevada, Reno School of Medicine

September 28, 2024

Attn: Tina Dortch, Program Manager, Nevada Office of Minority Health & Equity

I hope you are well. I am writing to indicate my interest in continued service as a member of the Nevada Office of Minority Health and Equity Advisory Committee. I believe strongly that my background in medical school admissions, DEIB-focused program development, cultural competency training instruction, and passion for health equity enhancement in Nevada continue to make me a strong candidate for continued service through membership of the Advisory Committee. I have sincerely enjoyed my time as a member of the NOMHE Advisory Committee and hope to continue this invaluable work with yourself and the rest of the NOMHE team. I know that the work NOMHE does has a significant impact on reduction of health disparities statewide and I consider it a great honor to be part of this work.

With this in mind, I have attached my resume for consideration for continued membership of the NOMHE Advisory Council. I stand available for any questions and look forward to hearing back from you.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Nicholas J. Dunkle". The signature is written in a cursive, flowing style.

Nicholas J. Dunkle



NICHOLAS DUNKLE, B.S.

NDUNKLE13@GMAIL.COM

HONORS & PRESENTATIONS

- Healthcare Leadership Council
Redefining American Healthcare
Award 2022 Recipient
- Human Services Network 2023
Agency of the Year
- Nevada Primary Care Association:
Annual Conference 10/06/2021
- The Trudy Larson MD Institute for
Health Impact & Equity: *Sexual &
Gender Minority Health Conference
11/12/2021*
- UNR Pre-Professional Health Summit
Panelist 4/26/2024

SKILLS

- Leadership & management experience
through various positions
- Experience in professional training &
student advising
- Extensive DEIB & cultural competency
knowledge
- Effective communication &
presentation skills
- Diverse conventional & practical
academic background
- Proficient in Spanish
- Experience in qualitative research

ACTIVE PARTICIPATION

- Nevada Office of Minority Health &
Equity Advisory Committee Chair
- UNR CDI Committee, Non-Voting
Member
- Nevada Minority Health & Equity
Coalition Allied Partner
- UNR HSI Task Force
- NSHE IDEA Council

MASTER OF PUBLIC HEALTH, SOCIAL & BEHAVIORAL HEALTH
UNIVERSITY OF NEVADA, RENO | EXPECTED SPRING 2026

**BACHELOR OF SCIENCE, PUBLIC HEALTH
MINOR IN PSYCHOLOGY**
UNIVERSITY OF NEVADA, RENO | 2020

ASSOCIATE OF SCIENCE, ASSOCIATE OF ARTS
TRUCKEE MEADOWS COMMUNITY COLLEGE, RENO | 2016, 2023

EXPERIENCE

UNIVERSITY OF NEVADA, RENO SCHOOL OF MEDICINE
DIVERSITY & INITIATIVES OUTREACH COORDINATOR |
APRIL 2023 - PRESENT

- Management of statewide initiatives to educate, support, mentor & prepare students from the school's mission-based diversity groups
- Coordination of events connecting pre-med students with medical students & physicians from groups traditionally underrepresented in medicine
- Coordination of a mentor program for first generation & low-income pre-med students
- Delivery of competency-focused presentations to prospective undergraduate pre-medical students
- Provision of one-on-one advising to prospective students from mission-based diversity groups
- Development, coordination, & implementation of prospective student outreach & recruitment events in Southern Nevada
- Management of classified staff & evaluation processes
- Facilitation of first-generation pre-medical student opportunities & relationships with local health facilities through programming

DIVERSITY ADVISOR

HIGH SIERRA AHEC | MAY 2020 - APRIL 2023

- Instruction & facilitation of state-mandated cultural competency training for health care organization staff
- Lead responsibility in Train-the-Trainer program facilitation & content development, +30 participants trained
- Development public health presentations & delivery to community stakeholders in coalition, commission, & conference settings
- Research & development of state-approved cultural competency training & supplemental training materials for asynchronous & live modalities
- Implementation of national cultural competency training facilitation via National AHEC Organization Scholars Program
- Spearheading of organizational DEIB projects including assessment, evaluation, policy creation, & more
- Responsibility for tracking & reporting project financials, evaluation data, & deliverables to board & staff members
- Creation & submission of formal legislative inquiries to regulatory bodies & legislative session testimony
- Creation of proposals, letters of intent, & service agreements to identify & establish third party cost-sharing partnerships
- Management of organizational COVID-19 Education & Outreach
 - Coordination & facilitation of COVID-19 Focus Groups
- Coordination of School Physical Activity & Nutrition Environmental Tool (SPAN-ET) communications & assessments



October 30, 2024

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,

I am writing to express my interest in a second term on the Nevada Office of Minority Health & Equity Advisory Committee (NOMHE) 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 continuing my membership on 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 2023, our members served 116,685 total patients with 89% of these patients having an income level below 200% of the federal poverty line and 75% were racial/ethnic minorities. Additionally, some of our clinics are in or nearby Persistent Poverty tracts identified by the U.S. Census.

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

Sincerely,

Nancy J. Bowen, MAIOP
Chief Executive Officer

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



Bethel African Methodist Episcopal Church (Sparks)

Rev. Dr. Debra A. Whitlock Lax
Pastor, Bethel AME Church
2655 Rock Blvd.
pdebz@bethelamesparks.com
408.726.7200

September 25, 2024

Nevada Office of Minority Health and Equity (NOHME)

Dear Tina Dortch:

I am writing to express my interest in serving a second term as a member of the Nevada Office of Minority Health and Equity (NOHME) Advisory Committee for the 2025-2026 term. As a female African American clergy member and the pastor of Bethel AME Church, I have been privileged to represent the voice of faith-based organizations and bring a unique perspective to the important work of health equity and inclusion.

Continuing to serve on the advisory committee is deeply important to me for three key reasons:

- 1. Representation of Marginalized Voices:** As an African American woman and clergy leader, I can continue to ensure that the needs, concerns, and challenges faced by marginalized communities, especially women and people of color, are brought to the forefront in discussions about health equity. Faith-based organizations have deep connections within these communities, making us well-positioned to advocate for culturally competent health solutions.
- 2. Bridging Faith and Health:** The intersection of faith and public health is vital, particularly in underserved communities. As clergy, I am trusted by my congregation and broader community, enabling me to address health disparities through outreach, education, and advocacy in a way that resonates spiritually and culturally with minority populations.
- 3. Empowering African American Women in Leadership:** African American women have historically played a pivotal role in addressing issues of social justice and community health. Serving on this committee allows me to continue empowering women and girls in our communities to advocate for their health and well-being, while also providing an example of leadership and service.

It would be an honor to continue contributing to NOHME's efforts in advancing health equity. I appreciate your consideration of my request for a second term and look forward to the opportunity to continue serving.

Warm regards,

Rev. Dr. Debra A. Whitlock Lax
Pastor, Bethel AME Church



REV. DR. DEBRA WHITLOCK-LAX

I am an ordained Itinerant Elder with the African Methodist Episcopal denomination in good standing, and I am a dedicated and seasoned minister actively pursuing a Senior Pastor position. I bring transformative leadership, profound spiritual guidance, and a commitment to community enrichment. Adept at fostering a nurturing and inclusive church environment, I am dedicated to facilitating spiritual growth, building robust congregational relationships, and contributing significantly to the overall well-being of the community.

CONTACT

PHONE: 408 726 7200 (mobile)
EMAIL: dwhitlocklax@gmail.com

WHAT IGNITES MY PASSION?

Passionate about deepening believers' faith through the study of God's word and fostering meaningful service within the church and foreign missions. Known for applying a creative, holistic approach to simplify complex theological concepts. As a self-proclaimed computer geek, I am driven to leverage technology to promote the Gospel. Committed to building bridges and fostering reconciliation by engaging in courageous conversations and cultivating strong relationships with community leaders and organizations. Personally, I am a dedicated student of the Word of God, finding solace in quiet solitude, prayer, and continuous learning of Hebrew and Greek for soul nourishment.

HOBBIES

Jazz & Gospel Vocalist
Horseback Riding
Videography & Photography

EDUCATION

Doctor of Ministry

Redland University: San Francisco Theological Seminary
September 2015 - May 2023
Major: Executive Leadership

Masters of Divinity

Fuller Theological Seminary
September 2004 – June 2008

Bachelor of Science

William Jessup University
August 2003 – May 2004
Major: Biblical Theology
Major: Christian Leadership

Associates of Applied Science

St. Louis Community College
Major: Systems and Data Processing

MINISTERIAL WORK EXPERIENCE

Senior Pastor (Full Time)

Bethel African Methodist Episcopal Church
September 2020 - Present

Key Responsibilities and Achievements:

- Dynamic preaching of sermons and facilitation of engaging Bible study sessions.
- Organized and conducted impactful seminars and workshops for the congregation.
- Efficiently managed and coordinated volunteers for various church activities.
- Provided essential administration for church operations, ensuring smooth functionality.
- Conducted training sessions for church staff and volunteers on QuickBooks Online.
- Implemented and oversaw financial management processes to optimize church finances.

Senior Pastor (Full Time)

Tri-City African Methodist Episcopal Church
September 2019 – September 2020 (promoted to Bethel)

Key Responsibilities and Achievements:

- Energetically delivering sermons and leading captivating Bible study sessions.
- Implemented Quickbooks as the accounting solution for the church and managed the financial affairs of the church.

English Minister / Youth Pastor

Stillwaters Chinese Christian Church
September 2003 – September 2016

Key Responsibilities and Achievements:

- Crafted and delivered engaging sermons and Bible studies tailored specifically for a youth audience.
- Orchestrated both local and foreign missions, demonstrating organizational and leadership skills. Offered compassionate pastoral care, particularly focusing on family and parental support.

VOLUNTEERISM

- **Communication Team Leader:** Bishop Brookin's Toolkit Task Force
- **Sheriff Chaplain**
- **Reno Commissioner:** Human Rights
- **S. C. O. R. E. Certified Mentor**
- **National Anthem Singer for Events**
- **Board Member of:**
 1. NAACP
 2. Black Community Collective
 3. Nevada Office of Minority Health and Equity (NOHMW)

Organizer and Community Leader

1. SFS District Conference
2. Law Enforcement Day
3. Church Terrorism Training
4. A Place for Us: Street Ministry
5. Courageous Conversation
6. Community and Police Symposium
7. All of Us: Health Initiative
8. Nevada Women's March
9. Sheriff Prayer Breakfast
10. Nevada Interfaith Association
11. Senior Conferences
12. Paint & Sip Fellowships
13. 100 Hats for Africa
14. Missions Trips to Mexico, Haiti, Jamaica



MARKETPLACE WORK EXPERIENCE

Volunteer Coordinator

National Center for Facilitated Therapy
November 2018 – October 2020 (Part Time)

- Spearheaded community outreach initiatives, managing, scheduling, and training new volunteers.
- De facto Salesforce System Administration expert, overseeing and optimizing system functionality.
- Automated volunteer scheduling system through Google Forms and Site, enhancing efficiency and accuracy.

Chief Technology Specialist

As Needed /Contract Work

- Led software implementation,
- Conduct user training, and
- Provide software support for Microsoft business applications, Schedule Once, Zoom, & Crescendo.

Station Manager

Milpitas Community Television (Non-Profit)
September 2009 – 2017 (Full Time)

- Efficiently managed daily operations of TV station, overseeing community outreach and volunteer staff.
- Demonstrated project management skills in producing, directing, and editing video compositions.
- Successfully navigated and streamlined complex projects to completion within tight deadlines.

Senior Project Manager/ Change Management

PriceWaterhouseCoopers, LLC (PwC)
October 1998 -September 2001

- Led SAP implementation teams to design, author, and publish training curricula for: and materials for **Materials Management (MM):** Managed procurement, inventory management, and related processes.

Sales and Distribution (SD): Covered sales processes, order management, and distribution.

Financial Accounting (FI): This module handled financial transactions, accounting, and reporting.

Controlling (CO): Focused on management accounting, cost centers, and internal reporting.

- Conducted comprehensive "boot camp" styled instruction for the implementation team as well as end-user training sessions
- Implemented effective change management strategies, minimizing resistance and maximizing user adoption.

SAP Training Consultant

Sonderman Computer and Consulting
September 1995 – 1998

- Led SAP implementation teams to design, author, and publish training curriculum and materials primarily for: **Materials Management (MM):** Managed procurement, inventory management, and related processes.