

Joe Lombardo
Governor

Richard Whitley,
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Director



Cody Phinney,
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Administrator

Ihsan Azzam,
Ph.D., M.D.
Chief Medical
Officer

The Health Care Workforce Working Group (HCWWG)

Meeting Agenda

October 17, 2024, 2024

1:00 P.M. To Adjournment

Microsoft Teams meeting

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Note: Agenda items may be taken out of order, combined for consideration, or removed from the agenda at the chairperson's discretion.

1. Call to Order and roll call:

Members: Dr. John Packham, Victoria Erickson, Cathy Dinauer, Frank DiMaggio, Edward Cousineau, Dr. Tejpal Johl, Dave Wuest, Sarah Restori, Joelle McNutt, Jose Melendrez, Maria Azzarelli, Dr. Antonina Capurro, Dr. Mitch DeValliere, Joseph Filippi, Steve Messinger

2. Public Comment:

Public comment may be presented in-person, by computer, phone, or written comment. No action may be taken upon a matter raised under public comment unless the matter itself has been specifically included on an agenda as an action item. To provide public comment telephonically, dial [775-321-6111](tel:775-321-6111). When prompted to provide the Meeting ID, enter 996 274 502#. Due to time considerations, each individual offering public comment will be limited to not more than five (5) minutes. A person making comment will be asked to begin by stating their name for the record and to spell their last name. A person may also have comments added to the minutes of the meeting by submitting them in writing either in addition to testifying or in lieu of testifying. Written comments may be submitted electronically before, during, or after the meeting by emailing Mitch DeValliere at bevalliere@health.nv.gov. You may also mail written documents to the Division of Public and Behavioral Health, 4150 Technology Way, 3rd. Floor, Carson City, NV 89706.

3. Informational:

Introduction of members – Dr. John Packham, Chair

4. Informational:

Discussion of Health Care Workforce Working Group (HCWWG) NRS 439A.111-122, purpose, roles and responsibilities – Dr. John Packham, Chair

5. For Possible Action:

Review and approval of HCWWG Bylaws- Dr. John Packham, Chair

6. For Possible Action:

Discussion and possible action to establish a health care provider database per NRS 439A.116- Dr. John Packham, Chair

7. For Possible Action:

Discussion and possible action to establish meeting schedule and future agenda items- Dr. John Packham, Chair

8. Public Comment:

Dr. John Packham, Chair

9. Adjournment:

Dr. John Packham, Chair

Note: Unless a specific time is noted, items on the agenda may be taken in any order and any agenda items not covered at this meeting may be placed on the agenda for the next scheduled meeting.

This body will provide at least two (2) public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. The Chair retains discretion to only provide for the Open Meeting Law's minimum public comment and not call for additional item-specific public comment when it is deemed necessary by the chair to the orderly conduct of the meeting.

Please be advised that at the discretion of the Chair, public comments may be limited to five (5) minutes.

Members of the public who are living with a disability and require accommodations or assistance at the meeting are requested to notify the Commission Secretary in writing at: Division of Public and Behavioral Health, 4150 Technology Way, 3rd Floor, Carson City, NV 89706, or by calling Mitch DeValliere (775)431-7144 no later than three (3) working days prior to the meeting date.

Supporting material for this meeting can be obtained at: Division of Public and Behavioral Health, 4150 Technology Way, Suite 210, Carson City, NV 89706, or by calling Mitch DeValliere (775)431-7144 or via email at bdevalliere@health.nv.gov.

NOTICES OF PUBLIC MEETINGS HAVE BEEN POSTED AT THE FOLLOWING LOCATIONS:

This notice and agenda have been posted on or before 9 AM on the third working day before the meeting at the following locations:

Division of Public and Behavioral Health – 4150 Technology Way, 1st Floor, Carson City

The agenda may be viewed electronically at the following websites:

Division of Public and Behavioral Health website:

<https://dpbh.nv.gov/Boards/HCWWG/hcwwg-information/>

If you have difficulties with the hyperlink for the meeting provided above, please try copy and pasting the following address:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTdhMjI0MTEtNDRhNC00ODU0LTImYjltZmE0ZjQ4MWY0ZjA5%40thread.v2/0?context=%7b%22Tid%22%3a%22e4a340e6-b89e-4e68-8eaa-1544d2703980%22%2c%22Oid%22%3a%2274a090ee-3b27-47a6-b5b0-98c1cfa1aea6%22%7d

NRS 439A.116 Establishment of database of certain information relating to renewal of license, certificate or registration; data request provided to certain professional licensing boards; confidentiality of information; duties of Director.

1. The Director shall establish and maintain a database of information collected from applicants for the renewal of a license, certificate or registration as a provider of health care. The information in the database must include, for each applicant from whom such information is collected:

- (a) The type of license, certificate or registration held by the applicant;
- (b) The race and ethnicity of the applicant;
- (c) The primary language spoken by the applicant;
- (d) The specialty area in which the applicant practices;
- (e) The county of this State in which the applicant spends the majority of his or her working hours;
- (f) The address of each location at which the applicant practices or intends to practice and the percentage of working hours spent by the applicant at each location;
- (g) The type of practice in which the applicant engages, including, without limitation, individual private practice, group private practice, multispecialty group private practice, government or nonprofit;
- (h) The settings in which the applicant practices, including, without limitation, hospitals, clinics and academic settings;
- (i) The education and primary and secondary specialties of the applicant;
- (j) The average number of hours worked per week by the applicant and the total number of weeks worked by the applicant during the immediately preceding calendar year;
- (k) The percentages of working hours during which the applicant engages in patient care and other activities, including, without limitation, teaching, research and administration;

(l) Any planned major changes to the practice of the applicant within the immediately following 5 years, including, without limitation, retirement, relocation or significant changes in working hours; and

(m) Any other information prescribed by regulation of the Director.

2. The Director shall develop and make available to each professional licensing board that licenses, certifies or registers providers of health care an electronic data request that solicits the information described in subsection 1 from an applicant for the renewal of such a license, certificate or registration.

3. Except as otherwise provided in this subsection, information included in the database is confidential and not a public record. The Director shall:

(a) Take all necessary measures to ensure the confidentiality of the identity of providers of health care to whom information in the database pertains, including, without limitation, measures to ensure that the identity of a provider of health care is not ascertainable due to his or her reported profession or the reported location at which he or she practices.

(b) Make data from the database that does not contain any information that could be used to identify an applicant for or the holder of a license, certificate or registration as a provider of health care available to the Working Group. The Working Group may use such data to support the recommendations made pursuant to [NRS 439A.121](#) or include such data in any report published pursuant to that section.

(c) Publish an annual report of data from the database that does not contain any information that could be used to identify an applicant for or holder of a license, certificate or registration as a provider of health care.

(d) Analyze the data in the database and make periodic reports to the Legislature, the Department and other agencies of the Executive Branch of the State Government concerning ways in which to:

(1) Attract more persons, including, without limitation, members of underrepresented groups, to pursue the education necessary to practice as a provider of health care and practice as a provider of health care in this State; and

(2) Improve health outcomes and public health in this State.

(Added to NRS by [2021, 796](#))

NRS 439A.118 Health Care Workforce Working Group: Establishment; membership; Chair; meetings; quorum; service without compensation; members holding public office or employed by governmental entity; administrative support.

1. The Director shall establish the Health Care Workforce Working Group within the Department. The Director shall appoint to the Working Group providers of health care and representatives of:

(a) Groups that represent providers of health care and consumers of health care;

(b) The Nevada System of Higher Education, universities, state colleges, community colleges and other institutions in this State that train providers of health care;

(c) The Department of Health and Human Services; and

(d) Professional licensing boards that license, certify or register providers of health care.

2. The Director shall appoint a Chair of the Working Group. The Working Group shall meet at the call of the Chair. A majority of the members of the Working Group constitutes a quorum and is required to transact any business of the Working Group.

3. The members of the Working Group serve without compensation and are not entitled to receive the per diem allowance and travel expenses provided for state officers and employees generally.

4. A member of the Working Group who is an officer or employee of this State or a political subdivision of this State must be relieved from his or her duties without loss of regular compensation to prepare for and attend meetings of the Working Group and perform any work necessary to carry out the duties of the Working Group in the most timely manner practicable. A state agency or political subdivision of this State shall not require an officer or employee who is a member of the Working Group to:

(a) Make up the time he or she is absent from work to carry out his or her duties as a member of the Working Group; or

(b) Take annual leave or compensatory time for the absence.

5. The Department shall provide such administrative support to the Working Group as is necessary to carry out the duties of the Working Group.

(Added to NRS by [2021, 797](#))

NRS 439A.121 Health Care Workforce Working Group: Duties; reports.

1. The Working Group shall:

(a) Make recommendations to the Director concerning the information included in the database pursuant to [NRS 439A.116](#);

(b) Analyze the information contained in the database; and

(c) Make recommendations to the Department of Health and Human Services, the Department of Education, the Board of Regents of the University of Nevada, the Legislature, professional licensing boards that license, certify or register providers of health care and other relevant persons and entities concerning ways in which to:

(1) Attract more persons, including, without limitation, members of underrepresented groups, to pursue the education necessary to practice as a provider of health care and practice as a provider of health care in this State; and

(2) Improve health outcomes and public health in this State.

2. The Working Group may publish reports of any of its findings or recommendations.

(Added to NRS by [2021, 798](#))

NRS 439A.122 Regulations; contracts and agreements; gifts, grants and donations.

1. The Director may:

(a) Adopt any regulations necessary to carry out the provisions of [NRS 439A.111](#) to [439A.122](#), inclusive;

(b) Enter into any contracts or agreements necessary to carry out the provisions of [NRS 439A.111](#) to [439A.122](#), inclusive; and

(c) Apply for and accept any gifts, grants and donations to carry out the provisions of [NRS 439A.111](#) to [439A.122](#), inclusive.

2. If the Director enters into a contract or agreement pursuant to this section for the establishment or maintenance of the database, the analysis of data or the issuance of reports pursuant to [NRS 439A.116](#), the contract must provide the Director with unrestricted access to any data maintained by the contracting entity and any analysis or reporting performed by the contracting entity.

(Added to NRS by [2021, 798](#))

**Department of Health and Human Services
Health Care Workforce Working Group**

BYLAWS

Section I – Name

The name of this group shall be the Health Care Workforce Working Group (HCFWG) as identified in Nevada Revised Statutes (NRS) 439A.118 and shall be referred to hereinafter as the “Working Group.”

Section II – Authority

The Director shall establish the Working Group within the Department.

Section III – Mission

The mission of the Working Group shall be to:

- A. *Make recommendations to the Director concerning the information included in the database established and maintained by the Director as per NRS 439A.116*
- B. *Analyze the information contained in the database; and*
- C. *Make recommendations to the Department of Health and Human Services, the Department of Education, the Board of Regents of the University of Nevada, the Legislature, professional licensing boards that license, certify or register providers of health care and other relevant persons and entities concerning ways in which to:*
 - i. *attract more persons, including, without limitation, members of underrepresented groups, to pursue the education necessary to practice as a provider of health care and practice as a provider of health care in this state; and*
 - ii. *improve health outcomes and public health in this state.*

The Working Group may publish reports of any of its findings or recommendations.

Section IV – Members

- Subsection A – Composition

The Director shall appoint to the Working Group providers of health care and representatives of:

1. *Groups that represent providers of health care and consumers of health care;*
2. *The Nevada System of Higher Education, universities, state colleges, community colleges and other institutions in this State that train providers of health care;*
3. *The Department of Health and Human Services; and*
4. *Professional licensing boards that license, certify or register providers of health care.*

- Subsection B – Term of Membership

Each Member shall serve a term of one to two years or until a successor is appointed by the Director. Members may serve consecutive terms. Members’ terms should be staggered so that the entire membership will not be replaced at any one time. In the event of a vacancy, the Director shall

appoint a person similarly qualified to replace that member for the remainder of the unexpired term.

- Subsection C – Compensation

1. *The members of the Working Group serve without compensation and are not entitled to receive the per diem allowance and travel expenses provided for state officers and employees generally.*
2. *A member of the Working Group who is an officer or employee of this State or a political subdivision of this State must be relieved from his or her duties without loss of regular compensation to prepare for and attend meetings of the Working Group and perform any work necessary to carry out the duties of the Working Group in the most timely manner practicable. A state agency or political subdivision of this State shall not require an officer or employee who is a member of the Working Group to:*
 - a. *Make up time he or she is absent from work to carry out his or her duties as a member of the Working Group; or*
 - b. *Take annual leave or compensatory time for the absence.*

- Subsection D – Staffing

The Department shall provide such administrative support to the Working Group as is necessary to carry out the duties of the Working Group, including arranging the meetings, preparing agendas, taking the meeting minutes, and research needs within the availability of Department resources.

- Subsection E – Voting

Only members of the Working Group or authorized representatives as outlined in Subsection B shall be entitled to one vote on all business requiring action by the Working Group.

- Subsection F – Termination

Members who are absent from two consecutive meetings, and who do not notify a Chair in advance of their expected absence or send an alternate, can be terminated from Working Group membership by the Director.

Section V – Officers and Conflict of Interest

- Subsection A – Composition

The Director shall appoint a Chair of the Working Group. The Working Group shall meet at the call of the Chair. A majority of the members of the Working Group constitutes a quorum and is required to transact any business of the Working Group.

- Subsection B – Duties of Officer

The Chair shall preside at meetings and report the activities and recommendations to the Department. The Chair may appoint another member to act in his or her absence. The Chair may

appoint subcommittees and assign tasks to the members or subject matter experts, as necessary, to fulfill the purposes of the Working Group.

- Subsection C – Term of Office

A Chair may serve two years and may serve consecutive terms.

- Subsection D – Conflicts of Interest

Members are required to comply with NRS Chapter 281A, Ethics in Government, regarding the disclosure, and if applicable, abstention of conflicts of interest relating to item before the Working Groups consideration.

Section VI – Meetings

- Subsection A – Regular

The Working Group shall meet at least annually. The meetings shall be held at a time, date, and place as arranged by the Department. The Working Group shall meet as necessary if time critical issues warrant such a meeting. Members shall submit proposed agenda topics to the Department before the scheduled meeting.

- Subsection B – Open Meeting Requirements

Meetings shall be conducted in accordance with NRS 241 known as “Nevada’s Open Meeting Law.”

- Subsection C – Subcommittees

Standing or special subcommittees may be appointed by the Chair. Subcommittees must also comply with the open meeting law.

- Subsection D – Parliamentary Procedure

The Robert’s Rules of Order shall govern the functions of the Working Group.

Section VII – Amendment of the Bylaws

The bylaws may be amended as approved by a majority vote of the Working Group.