
Palliative Care and Quality of Life Advisory Council Meeting Minutes

DATE: Thursday, Sept. 22, 2022

TIME: 3:00 p.m.

Meeting Locations

This is a virtual meeting and there is no physical location to attend.

- [Click here to join online](#)
- 775-321-6111 (conference ID: 611 605 562#)

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

1.) Call to order and roll call – **Chair Veneta Lepera, BA, BSN, RN**

Members:

Marilynn Jeanne Hesterlee, Council Administrator – present
Veneta Lepera, BA, BSN, RN, Council Chair – present
Kim Anderson, Council Vice-Chair – present
Mary-Ann Brown, RN, MSN, CHPCA, GCHCE HEC-C – present
Kelly Conright, MD – absent
Melissa St. Jean, MSW – absent
Patricia Pollina, APRN, ACHPN, NP-PC – present
Stephanie Schneider – absent
Tom McCoy, JD – absent
Lucille Walker – absent

Bureau of Health Care Quality and Compliance support staff:

Nathan Orme, Education and Information Officer – present
Shannon Stodieck, Administrative Assistant – present
Pierron Tackes, Deputy Attorney General for Div. of Pub. and Behavioral Health – present

The chair announced there was a quorum and convened the meeting at 3:09 pm

2.) **PUBLIC COMMENT**

Public testimony under this agenda item may be presented by computer, phone, or written comment. Due to time considerations, each individual offering public comment will be limited to not more than **three (3)** minutes.

No public comment

3.) Review and possible approval of meeting minutes from July 21, 2022 – **Possible Action Item**

The minutes couldn't be approved as the date of the minutes were improperly ajenized. Pierron Tackes, Deputy Attorney General, stated that late yesterday (Wednesday, Sept. 20, 2022) afternoon it was discovered that the date listed on the minutes for the agenda was incorrect. Tackes advised that the council not act on the minutes from the previous meeting at this meeting, because it was improperly ajenized, and the Open Meeting Law does require that the agenda be properly noticed for the public. She went on to state that it would be an Open Meeting Law violation to proceed forward with an approval of the minutes for the July meeting since it's not properly on the agenda. She then noted that it's an Open Meeting Law requirement that minutes be approved within 45 days or at the next meeting, whichever is later, and that would bring us to today's meeting and so we're in a situation where either way, we're having difficulty complying with the Open Meeting Law. However, in this case there is good cause exception for approval of the minutes, so given that this was ajenized improperly, Tackes asked that the July minutes be considered at the next meeting.

4.) Review and Discussion of Nevada Palliative Care Awareness Day, November 18, 2022 – Veneta Lepera – **Discussion Item.**

Chairperson Lepera thanked Mary-Ann Brown for her enormous amount of work up in the Reno area to get this going with Renown. She also thanked Dignity Health for stepping up and supporting the State of Nevada and the Clark County area and volunteering the space within their hospital and their venue. Chairperson Lepera provided a rundown of what the work group has been working on. She went on to state that there will be a clinical portion that will have CME's and CEU's available to clinicians to learn about palliative care, per the Council's recommendation several years ago that the state make a requirement for clinicians to educate themselves in palliative care. This event makes that possible and makes it free for clinicians to get the required credits and CME NCU. The second half of the day will be an event for the public to learn about palliative care, what it actually does, what it can do, and then have an opportunity to fill out and complete an advanced directive, get it notarized and then have it registered with the state and Nevada lock box.

Chairperson Lepera asked Vice-Chairperson Anderson if she would like to jump in and say anything. Vice-Chairperson Anderson went on to state that Dignity has stepped up in a big way to do the professional looking Flyers and that she believed that they were on their 4th or 5th revision and that she guessed there could be a lot of changes to make this a bigger event and to maybe make it get out to more people in the general public. Kim thinks that the council has really done a great job in putting this together in such a short time.

Chairperson Lepera stated that she saw Mary-Ann Brown's hand up and asked Mary-Ann if she had something to add. Mary-Ann stated that she wanted to echo the thank you for the committee that's worked mightily towards this, particularly Kim, Veneta, also Jeanne and Nathan, we appreciate your support, but Kim's really been sort of on it as has Veneta and I. I think next year right after this event or once we've had a chance to recoup, we should do a debrief and begin planning for next year. And I agree we could have a much bigger event. Mary-Ann went on to state that she was at a teaching a class today at a local hospital to some hospitalists "who were all very interested in the topics for the Palliative Care Awareness Program. So, I think we could make this much, much bigger next year. I also, heard you talk about having a physician available to sign POLST forms and I really think that's not appropriate in a public workshop. A POLST form needs to be just signed by a provider who has a

relationship with the patient. What I usually do is give out a sample post, not a real post, just a sample, and encourage them to talk to their primary care provider or specialty provider because really it needs much more discussion and assessment of a patient's health status, then an advanced directive. So, I would discourage anyone doing POLST forms at the workshop.” Chairperson Lepera went on to say that she may have misrepresented what her plans were for the POLST forms being part of the discussion. She went on to state that she plans on discussing what a POLST form is when she is going over the introduction of Palliative Care in Las Vegas and the Advanced Directives. Chairperson Lepera stated that Doctor Lee is going to be there, and that Chairperson Lepera will have a POLST form to show, but that she agrees with Mary-Ann that they need to be filled out with any provider that has access to their complete medical record, be it in the hospital or in the doctor’s office. Mary-Ann told Chairperson Lepera that she would send a sample POLST form to her that they hand out and that it’s very helpful because then they can take that to their provider, who can then exchange that out for a signed POLST form that can be executed appropriately.

5.) Discussion and possible action to approve council logo – Nathan Orme – Possible Action Item

Nathan Orme presented the new Palliative Care and Quality of Life Council logo. There was some discussion on whether to move forward with the logo. Chairperson Lepera stated she provided the ribbon for the logo. Chairperson Lepera wanted to recommend a change of color to the Palliative Care and Quality of Life Advisory Council words. Mary-Ann Brown made a motion to approve the logo, Vice-Chairperson Anderson seconded the motion and the motion carried.

6.) Review and possible action to approve marketing campaign (including possible expenses) for professional portion of Nevada Palliative Care Awareness Day – Kim Anderson and Nathan Orme – Possible Action Item

On or before October 1, 2022, an email with go out from Chairperson Lepera to the Skilled Nursing facilities, Assisted Living facilities, Acute facilities (i.e. hospitals, home health and hospice agencies).

On the next email going out from Jeanne, Kim recommends that a reference to the original bill and the intention by the state was and attach the flyer as it will not be going out in the first email.

On or before November 14, 2022, an email on the session presenters, their credentials and their bios which would go out again to the Skilled Nursing facilities, Assisted Living facilities, Acute facilities (i.e. hospitals, home health and hospice agencies) along with a simple reminder of “Have you registered yet?”

Additional postings would go out to the statewide website, Project Echo sharing the flyer on all of their postings, as well as 150 attendees from last year that the email will go out to through the attendee list as well as the write ups that Renown and Dignity Health are working on.

Vice-Chairperson Anderson asked that the board members reach out to 10 new people that we can invite to the event.

We have missed out on getting information in to the Quarterly or Monthly edition of the Senior Focus newsletter.

Mary-Ann Brown made a motion to approve the letter, Patricia Pollina seconded the motion. Motion carries.

7.) Review and possible action to approve marketing campaign (including possible expenses) for public portion of Nevada Palliative Care Awareness Day – Veneta Lepera and Nathan Orme –
Possible Action Item

Chairperson Lepera stated that the next part of the marketing campaign that she wanted to address was the part on obtaining an official vote and approval of the flyers. Chairperson Lepera asked Nathan to share a copy of the flyers that will be going out.

There was some discussion on the look and formatting of the flyers such as the QR code, the link to Project Echo and the RSVP the Renown is asking for due to room size.

Chairperson Lepera mentioned that Mary-Ann Brown generously offered to track the community event for both Las Vegas and Reno.

Further discussion was had on the different times and event topics throughout the day.

Chairperson Lepera stated that she is still working on securing tablets for the public and any clinicians that may have hearing disabilities.

Chairperson Lepera recognized Dignity Health, Renown and the UNR Project Echo program as the big donators for this year's event.

There was discussion the clinical and public portions of the event will look very similar with some modifications. The actual community portion now will start at 1:30 pm and go to 3:30 pm which then eliminates the 1:00 pm check-in, the opening remarks, and the keynote speaker.

The council went on to discuss the advanced directive workshops and Mary-Ann Brown informed the council that Renown has a really good organized system in place for people to sign-up for the workshops so that they can manage the volume and have the appropriate notaries on staff at the event, as well as having a phone number that people can contact if they are having trouble registering through Renown's system for the workshops. Mary-Ann also mentioned that all of this information will be on the flyer and that she thinks this is really going to help and that it is for Las Vegas and Reno.

Chairperson Lepera asked for a motion to be made to approve the flyers. Mary-Ann Brown made a motion to approve the conceptual flyers that have been presented with the needed adjustments based on logistics for both the CME program and the Advanced Directive workshop, Vice-Chairperson Anderson seconded the motion and the motion carried

8.) Review and possible action to approve expenses associated with Nevada Palliative Care Awareness Day – Kim Anderson and Veneta Lepera – **Possible Action Item**

Vice-Chairperson Anderson presented to the board all the items that would need to be purchased:

Name badges for attendees: \$20.00

Pull up banner \$580.00 plus shipping

Directional signs: \$750.00

Balloons: 48 for north and 48 for south/\$18 per dozen-\$72.00

Certificates for speakers: \$10.00 for the paper

Notary: not sure but there may be a chance for some free notary services at the event

Refreshments for North: water-100 bottles/\$15.00, assorted cookies: \$65.00, Napkins/small plates: \$15.00

Mary-Ann Brown made a motion to approve no more than \$2,000.00 in expenses, Chairperson Lepera seconded the motion and the motion carried.

Vice-Chairperson Anderson thanked the board for the \$2,000.00 expenditure approval but then stated that currently there is zero money to apply to expenditures and that we need for the event.

Vice-Chairperson Anderson then went on to discuss the pricing of the booths and recommended that we drop the price to \$300 from \$500 with the thought that more booths rentals may come around due to the short time frame.

Mary-Ann Brown made a motion to set the booth rental at \$300.00 per Vice-Chairperson Anderson, Chairperson Lepera seconded the motion and the motion carried.

9.) Review and possible approval of “Gift Account” for accepting donations and making expenditures. – Jeanne Hesterlee – **Possible Action Item**

Jeanne stated that she has completed the documents for the original authority and that the way it was worded was for operational expenses for the day for Palliative Care and that it is working. Vice-Chairperson Anderson asked Jeanne to keep the working group apprised along the way and then went on to state that she assumes that we will have to purchase the items personally and then be reimbursed later. Jeanne stated that she would check into that detail and let the group know as she doesn't want anyone person to inquire all of the expenses.

10.) Discussion and possible action on outstanding items (selling of booths, etc.) for Nevada Palliative Care Awareness Day – Kim Anderson and Veneta Lepera – Possible Action Item

There was some discussion on whether the council can accept donations. Chairperson Lepera made a motion to vote to accept donations, Mary-Ann Brown seconded the motion. Motion carries.

11.) Discussion and possible action on activities (filming and interviews, greetings, etc.) for the council members on the day of 2022 Nevada Palliative Care Awareness Day event (who, what and where) – Veneta Lepera and Mary-Ann Brown – Possible Action Item

Chairperson Lepera stated that she is working with someone with Dignity to get her bright and shining face out into the limelight.

Vice-Chairperson Anderson explained to Chairperson Lepera that the agenda item was basically to set-up the logistics for each individual council member and what they are doing for the particular event day.

12.) PUBLIC COMMENT

Action may not be taken on any matter brought up under this agenda item until scheduled on an agenda for a later meeting. Public testimony under this agenda item may be online, by phone, or written comment. Due to time considerations, each individual offering public comment will be limited to not more than three (3) minutes.

No public comment.

13.) Adjournment – Veneta Lepera – Chair

The chair adjourned the meeting at 4:09 pm.

AGENDA POSTED AT THE FOLLOWING LOCATIONS:

On the Internet at the Division of Public and Behavioral Health website

<https://dpbh.nv.gov/palliativecare/>

and at <https://notice.nv.gov/>

Agenda emailed for posting at the following Division of Public and Behavioral Health locations:

4150 Technology Way, First Floor, Carson City, NV

4220 S. Maryland Parkway, Bldg. A, Suite 100, Las Vegas, NV

727 Fairview Drive, Suite D, Carson City, NV

We are pleased to make reasonable accommodations for members of the public who are disabled and wish to call into the meeting. In the event of Microsoft Teams application has technical difficulties, the meeting may be conducted by teleconference from the same location. If special arrangements are necessary, please notify Shannon Stodieck, Division of Public and Behavioral Health, in writing by mail at 727 Fairview Drive, Carson City, Nevada 89701; or by calling (775) 684-1032 before the meeting date. Anyone who

wants to be on the advisory council mailing list can sign up on the listserv at <http://dpbh.nv.gov/Reg/HealthFacilities/dta/Lists/Listservs/>.

If you need supporting documents for this meeting, please notify Shannon Stodieck, Division of Public and Behavioral Health, Health Care Quality and Compliance, at 775-684-1032 or by email at ssodieck@health.nv.gov.

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