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**Statewide Epidemiology Organization Workgroup (SEOW)  
DRAFT MEETING MINUTES  
Thursday June 17, 2021  
9:00 – 11 am**

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

**1. Ms. Thompson call the meeting to order at 9:02 am.**

Members in Attendance: Jennifer Thompson (Chair), Helen See (Chair-Elect), Kathryn Barker (Past-Chair), Elyse Monroy, Eric Ohlson, Ingrid Mburia, James Kuzhippala, Jennifer DeLet-Snyder, Richard Egan, Stephanie Asteriadis-Pyle, Trey Delap, Wei Yang, Yenh Long,

Members Absent: Amber Bachelor, Ihsan Azzam, Pauline Salla, Ying Zhang

Guests: Tracy Palmer, Health Project Manager, Bureau of Behavioral Health Wellness and Prevention (BBHWP), Linda Lang (proxy for Jennifer DeLett-Snyder), Wendy Whittset, Health Plan of Nevada, Behavioral Health; Linda Anderson, Nevada Public Health Foundation; Carres Southmore with the Office of HIV; Shawn Thomas with Overdose Data to Action. Susanne Sliwa, Office of Attorney General.

**2. No Public comment**

Agenda Item 2 Closed. Item 3 Open.

**3. Approval of minutes for the March 23, 2021, Meeting**

Ms. Long asks if she is listed as present and absent because she left early. Mr. Trevino responds that any who needed to leave early is listed in both areas.

Ms. See motions to approve the minutes

Mr. Eagan seconds the motion

Opposed: none; Abstention: none; Motion Passes

Item 3 closed. Item 4 open.

**4. Open Meeting Law – Question/Answer Session with Deputy Attorney General**

Ms. Sliwa is not currently present in the Teams meeting. Ms. Thompson suggests that we move on, and when she arrives, we will return to the agenda item. Ms. Thompson then asks if there are any questions for the Deputy Attorney General. Mr. Delap mentions he does have questions.

Mr. Delap would like guidance on communications. When is it serial communication, and when is it just planning a meeting? He uses, as an example, preparing the agenda, and providing agenda items. Ms. Sliwa notes that when members of a public body discuss the business of the public body it is considered serial communication. She suggests that communication(s) should go through the staff. There is a

discussion on what violates Open Meeting Law as Mr. Delap gives two scenarios. Ms. Thompson asks if Staff (Mr. Trevino) sends it via BCC, is it ok? Is it ok if Mr. Delap sends communication via BCC? Ms. Sliwa agrees it would be ok for Mr. Trevino as he is staff, however with Mr. Delap it would be on the line. She reiterates that it is always best to go through staff when communicating with the group. Ms. Lang asks if one member of the committee needs to call another member – a one-on-one call – is that a violation? Ms. Sliwa answers that it does not as long as it is less than a quorum, however, she cautions, understanding that it needs to happen at times, against doing it unless necessary and if it is more than one on one. Ms. Lang then asks if OML relates to subcommittees. Ms. Sliwa states that any committee, workgroup, subcommittee designated by a public body is also a public body and is subject to Open Meeting Law. Mr. Delap would like to know if the public is required to meet with security, sign-in (provide name) and pass-through locked doors (restricted area) if that would violate Open Meeting Law. Ms. Sliwa states that if no one being excluded that it would not violate the Open Meeting Law. She equates it to an office building having the same security policies/procedures. Mr. Delap is also concerned when confidential documents can be viewed in executive session. Ms. Sliwa is aware that the Behavioral Health Commission has an executive session in where they look at death reports etc. Ms. Sliwa reads Chapter 41 (241.030) that lays out when an executive session can be used. Lastly, Mr. Delap would like to know if a link to the document used at the meeting is sufficient and should the meeting be stopped if the link is broken/inaccurate. Ms. Sliwa believes it would be sufficient, but states is it always best to have copies available, and the meeting does not have to stop due to a broken link as long as it is published within 24 hours. She believes it would fall under technical difficulties. Ms. See wants to know who is responsible for all of the postings etc. is it Ben? Ms. Sliwa confirms yes, Ben – he is the staff. Ms. YenH asks about supporting material used on the day of the meeting. Ms. Sliwa responds that it would need to be posted within 24 hours. There are no other questions

Item 4 closed. Item 6 is open.

#### 5. **Nomination of Elyse Monroy, Program Manager, Nevada Overdose Data to Action as Chair-Elect**

Ms. Monroy shares information about her background: she oversees the Overdose to Action (OD2A) program which is the source of funding for the CDC. Since 2015 Ms. Monroy has worked with opioid issues as the Health and Human Services Analyst. She helped finalize a lot of their opioid work and coordinated the two statewide opioid conferences. She has learned a lot about public health and epidemiology since serving in her role. Ms. Palmer, Health Program Manager with the Bureau of Behavioral Health Wellness and Prevention would Ms. Monroy to expand on her experience outside of opioid use and working with other entities, analytics, and data across all substances. For her understanding, Ms. Monroy restates Ms. Palmers question. What are my experiences analyzing and using data to inform public health policy and programs? Ms. Monroy has mainly worked with

opioid issues but believes her experience with data analysis is transferable. She would like to ensure that the data feedback loops are working appropriately. She would also like to see that data used by partners/programs which use the data come back to the SEOW to see how initiatives across the state are moving forward. Ms. Thompson informs the committee that voting will occur at the next regularly scheduled meeting. As there are no other questions, Ms. Thompson is closing Agenda Item 5. Ms. Sliwa is now in attendance; Ms. Thompson is reopening Agenda Item 4.

**6. Adverse Childhood Experiences/Youth Risk Behavioral Survey/Behavioral Risk Factor Surveillance System – Discuss Adding Analysis to the Epidemiology Profile**

Ms. Palmer discusses the need to integrate a comparative analysis of Adverse Childhood Experiences (ACE) Youth Risk Behavioral Survey (YRBS) questions with the Behavioral Risk Factor Surveillance System (BRFSS) in the Epidemiologic Profile (Epi-Profile). Dr. Yang acknowledges he has the results which are being double-checked. The work is being graphed to make it easy to read and highlighting different age groups. The YRBS and BRFSS are being compared for difference or common risk factors that may be impacted by ACEs. It will be ready in the next few weeks. Ms. Palmer is asking the committee to acknowledge the importance of the data and incorporate it into the next Epi-Profile. There is a discussion of when there should be a vote – after a review of the report? Ms. Palmer Clarifies that all the information is already in the Epi-Profile and that the State would like comparative analysis included in the Epi-Profile. Mr. Delap, for his clarification, states that the YRBS is collecting ACE data points, and the committee is being asked to include analysis into the Epi-Profile. Ms. Palmer and Dr. Yang confirm. Dr. Yang adds that a new component for Adults and ACE's exposure. There is discussion whether a vote is needed as the information is already in the Epi-Profile. Ms. Thompson says it would be easy to incorporate; the next profile will not be written until 2022 with a subcommittee meeting next spring. Mr. Palmer states the inclusion of the comparative data would change/enhance the Epi-Profile and would like everyone to understand and agrees that the changes are needed. Ms. Thompson will entertain a motion. There is a discussion about ACE being predictive or forensic. Mr. Delap believes it is both, and we are simultaneously monitoring youth and adults for possible correlation.

Mr. Delap makes a motion to add ACE analysis into the Epi-Profile

Ms. Long seconds the motion

Opposed: none; Abstention: none

Motion passes

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## 7. **Epidemiology Profile – Discuss/Clarify time frame of developing/publishing the Profile**

Ms. Palmer was asked to find out why the Epi-Profile is not being released on an annual basis. She checked the By-Laws, and they do not state how often it should be written. Ms. Palmer asks if it could be written annually. She states that the Bureau supports certain positions that focus on the epi-profile. Is it something that can be developed on an annual basis, as it will be enhanced, and we will continue to request data analysis? Is there a reason the Epi-Profile is not being released annually reflecting year-to-year trends? Ms. Barker mentions that all the administrative data sources and with that state's exhaustive data source that the committee determined that the committee would be unable to provide manageable profile – it would be enormous. They decided to pull from other data sources and use coalitions information to write a supplemental report every other year. Ms. Monroy acknowledges that her department releases several reports based on data they use and know other departments do as well – affirming Ms. Baker's reasoning. Ms. Lang, a proxy for Ms. DeLett-Snyder, notes that most of the core data sources only come out every other year, another reason to change - there would be no new data coming out. Ms. Thompson confirms what Ms. Barker and Ms. Lang have said for the change and Special Report. Mr. Kuzhippala also acknowledges it was a concern during his tenure. They wanted to do other special reports, but, due to focusing on the Epi-Profile, they were unable. Ms. Palmer thanks the committee for the information and says he has enough information to provide to the administrator(s). Ms. Thompson informs Ms. Palmer that we can get the dates of when the data sources are release to the Bureau when it is needed.

Item 7 closed; Item 8 open

## 8. **Special Report – Discuss the Development of the Special Report**

Ms. Thompson will have a draft by the next meeting. She has data on youth suicide for those under 18 and people 18-29. Her data sources include the Nevada Violent Death Registry System (NVDRS) – qualitative analysis. Ms. Thompson will look at those who died by suicide and those who attempted and survived. She will look in the Child and Family Services data to see if they have been in the system and possible intervention points. A bill may have passed requiring all suicides to be reported. Ms. Thompson asks Ms. Palmer if she knows if it passed? Ms. Palmer will provide Ms. Thompson with that information so it will be part of the record. There is already a process to report suicide data. If anyone has other data sources or wants to help, I am open. Ms. Monroy is curious if anything from the Suicide Fatality Review (SFR) could be incorporated. Mr. Egan discusses the process for the SFR report and bringing the report to the committee for discussion Mr. DeLap begins a discussion on whether documents used for the Epi-Profile and other published reports (the Special Report) are archived for people who may want to view them. The response from Ms. Thompson is they are not archived but live on the SEOW website as attachments/Handouts. There is also a discussion about using the SEOW Homepage as a resource for the public. Ms. Thompson likes the idea. Mr.

Egan will look for the webpage he believes links to State reports that are published. Ms. See could Renown provide data that fills the gap of the report. Ms. Thompson asks if Ms. See Are you (Renown) open can you share that data. Ms. See is open and is concerned if there is opposing information. Ms. Thompson refers Ms. See to Madison Lopey who could work with her and as Ms. Lopey I not a member of the SEOW there would be no violation of OML.

Items closed: Item 9 open.

**9. Statewide Epidemiology Workgroup Article 11 Conflict of Interest – Discuss Article 11 Conflict of Interest form and set deadline for the return of the.**

Mr. Trevino mentions that the By-Laws require members to complete and submit the Conflict-of-Interest Disclosure form. It is to be filled out yearly and lists affiliations and employment that may conflict with this committee. The action would be to set a deadline for returning the form. There is a discussion on the date to return the form. The committee decided that July 1, the beginning of the new fiscal year, will be the deadline

Ms. Long Motion to have the COI form completed by each member by end of business day July 1, 2021

Mr. Kuzhippala Seconds

Opposed: none; Abstention: none

Motion passes.

**10. Discuss and Approve Agenda Items for next Meeting**

Mr. Thompson would like to have the election of Ms. Monroy, updated list of members, discuss possible new members, and review special report (she will have a rough draft) on the agenda for the next meeting. Mr. Egan appreciates staff scheduling these meeting out it makes it easier to attend. Mr. palmer would like to discuss and review comparative analysis Dr. Yang is providing for the committee. Ms. See would like to have a copy of the By-Laws as she will be the chair for the next year. It is suggested that the By-Laws be sent to all the members. Ben agrees to send out the by-laws when sending out the disclosure form.

Ms. See makes a motion to include the discussed agenda items on the next agenda

Ms. Mburia seconds

Opposed: none; Abstention: none

Motion passes.

11. **Public Comment**

Ms. Mburia asks if Ben will send out the disclosure form? Ben confirms he will send the form and the by-laws to all the members. Mr. Egan places a web link in the chat (<https://notice.nv.gov/>) to the public notice web paged. Ms. Palmer informs the committee that the legislative suicide bill was AB181. If you would like more information, she can reach out to Misty Allen the coordinator for the Office of Suicide Prevention.

Item 11 closed.

12. Adjourn – Ms. Thompson adjourn meeting at 10:41am

**AGENDA EMAILED OR FAXED FOR POSTING AT THE FOLLOWING LOCATIONS:**

- Grant Sawyer Building: 555 E. Washington Ave. Las Vegas, NV 89101
- Southern Nevada Health District: 280 S. Decatur Blvd. Las Vegas Nevada 89107
- Substance Abuse Prevention & Treatment Agency: 4126 Technology Way, 2<sup>nd</sup> Floor, Carson City, NV 89706
- Washoe County Health District: 1001 East Ninth St., Reno, NV 89512

**On the internet – agenda and supporting materials:**

- Department of Health and Human Services Website:  
<http://dphh.nv.gov/Programs/ClinicalSAPTA/Meetings/SEWHome/>
- Nevada Public Notices:  
[www.notice.nv.gov](http://www.notice.nv.gov)

We are pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. In the event of videoconference technical difficulties, the meeting may be conducted by teleconference from the same location. If special arrangements are necessary, please notify Ben Trevino, Bureau of Behavioral Health Wellness and Prevention, in writing please send to, 4126 Technology Way, Suite 200, Carson City, Nevada 89706 or by calling (775) 684-4081 before the meeting date. Anyone who wants to be on the advisory council mailing list can sign up on the listserv at [www.listserv.state.nv.us/cgi-bin/wa?HOME](http://www.listserv.state.nv.us/cgi-bin/wa?HOME).

If you need supporting documents for this meeting, please notify Ben Trevino, Bureau of Behavioral Health Wellness and Prevention, at 775-684-4081 or by email at [btrevino@health.nv.gov](mailto:btrevino@health.nv.gov).