

KENNY C. GUINN  
Governor

STATE OF NEVADA

MICHAEL J. WILLDEN  
Director



JONE M. BOSWORTH  
Administrator

FAMILY PROGRAMS OFFICE  
Ruby Station  
Fax (775) 684-4457

DEPARTMENT OF HUMAN RESOURCES  
DIVISION OF CHILD AND FAMILY SERVICES  
711 E. Fifth Street  
Carson City, Nevada 89701-5092  
(775) 684-4400

ADMINISTRATION  
Sand Springs Station  
Fax (775) 684-4455

ICPC & CPS  
Mountain Springs  
Fax (775) 684-4456

FISCAL  
Friday Station  
Fax (775) 684-4458

CHILD CARE & ELIGIBILITY  
Diamond Springs  
Fax (775) 684-4459

PAYROLL & PERSONNEL  
Buckland Station  
Fax (775) 684-7951

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## EXECUTIVE COMMITTEE TO REVIEW THE DEATH OF CHILDREN MEETING

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**DATE:** Friday, July 29, 2005

**TIME:** 10:00 am to 1:00 pm  
(or until adjourned)

**CONTACT:** Andrew Zeiser at 775.786.1328

**LOCATIONS:**

<b>CARSON CITY:</b> Division of Child and Family Services (DCFS) Information Management Services Conference Room 727 Fairview Drive, Suite E Carson City, NV 89701	<b>ELKO:</b> Nevada Youth Training Center (NYTC) Conference Room 100 Youth Center Drive Elko, NV 89810	<b>LAS VEGAS:</b> Youth Parole Bureau Large Conference Room 620 Belrose Street Las Vegas, NV 89107
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**PLEASE NOTE:** This meeting will be a video conference with locations set in Carson City, Elko, and Las Vegas as noted below. Public attendees are welcome to participate from any of the designated locations.

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*Estimated Time:*

### AGENDA

- |                     |   |
|---------------------|---|
| 10:00 am – 10:10 am | 1. Call to order, roll call   |
|                     | 2. * Approve minutes from previous Executive Committee meetings: January 28 and April 25, 2005  |
| 10:10 am – 10:45 am | 3. * Presentation: Nevada Institute for Children’s Research and Policy (NICRP) <ul style="list-style-type: none"><li>• Overview of NICRP role in CDR data collection process</li><li>• Review draft data protocols and confidentiality agreements</li><li>• Update on Nevada Broadcasters Association (NBA) contract for public awareness campaign services</li></ul> |
| 10:45 am – 11:15 am | 4. * Review and discuss State and federal laws related to child death review – Karen Dickerson <ul style="list-style-type: none"><li>• Attorney General’s memo regarding applicability of Open Meeting Law to Administrative Team meetings</li></ul>  |

- |                        |              |  |
|------------------------|--------------|--|
| 11:15 am –<br>11:30 am | 5.           | <ul style="list-style-type: none"> <li>* Review and discuss changes to Recommendation and Response Sheet requested by Administrative Team – Barbara Legier <ul style="list-style-type: none"> <li>• Checkbox for MDT to request individual case review by Administrative Team</li> <li>• Checkbox for Administrative Team to request additional information related to specific cases</li> <li>• Checkbox for Administrative Team to request a report in-person from an MDT member</li> <li>• Addition of rationale/explanation for recommendations</li> <li>• Review quarterly due dates within State fiscal year: 10 days within end of quarter</li> </ul> </li> </ul> |
| 11:30 pm –<br>11:45 am | 6.           | <ul style="list-style-type: none"> <li>* Review and approve proposed CDR performance indicators – Barbara Legier <ul style="list-style-type: none"> <li>• Review and discuss proposed indicators</li> <li>• Finalize indicator recommendations</li> <li>• Review timeline for next biennial report</li> </ul> </li> </ul>  |
| 11:45 am –<br>12:00 pm | <i>BREAK</i> |  |
| 12:00 pm –<br>12:20 pm | 7.           | <ul style="list-style-type: none"> <li>* Review and discuss Executive Committee functioning – Barbara Legier and Marji Walker <ul style="list-style-type: none"> <li>• Standing Administrative Team agenda item for Executive Committee report, both written and in-person</li> <li>• Request from the Administrative Team for the Executive Committee to update related policy, procedure, and protocol on the functioning of the local CDR Teams</li> <li>• Development of Executive Committee bylaws, including officer elections and term limits</li> </ul> </li> </ul>  |
| 12:20 pm –<br>12:40 pm | 8.           | <ul style="list-style-type: none"> <li>* Review and discuss regional CDR team functioning – Barbara Legier and Marji Walker <ul style="list-style-type: none"> <li>• Development of standard language for MOUs to share data between regional CDR teams and other agencies such as coroner’s office, law enforcement</li> <li>• Update on CDR case reporting system and discuss new data entry protocols, if necessary</li> </ul> </li> </ul>  |
| 12:40 pm –<br>12:50 pm | 9.           | <ul style="list-style-type: none"> <li>* CDR budget and expenditure update <ul style="list-style-type: none"> <li>• Includes discussion of proposed Clark County training and alternate funding sources</li> </ul> </li> </ul>   |
|                        | 10.          | Legislative update – Barbara Legier and Marji Walker   |
| 12:50 pm –<br>1:00 pm  | 11.          | Public comment (Discussion only: Action may not be taken on any matter brought up under this agenda item until scheduled on an agenda for action at a later meeting.)  |
|                        | 12.          | Set date and topics for third quarter meeting  |
|                        | 13.          | * Adjournment  |

\* *Denotes set or possible action items*

**MINUTES**  
*of the*  
**Executive Committee to Review the Death of Children Meeting**  
*held on*  
**January 28, 2005**  
*at*  
Division of Child and Family Services (DCFS)  
Information Management Services  
Conference Room  
727 Fairview Drive, Suite E  
Carson City, NV 89701

**I. Call to order, roll call**

Michelle Lucier, Co-Chair of the Executive Committee, called the meeting to order at 10:05 am. She asked everyone to introduce themselves to serve as roll call.

Members present:

- Dickerson, Karen – AG (via teleconference)
- Fabrizius, Vicki – DCFS
- Gunter, Jean – NSHD
- Huth, Cynthia – NSHD
- Jones, David – DPS
- Lucier, Michelle – WCDSS
- Pittsley, Alice – DCFS
- Robb, Larry – DCFS (via video conference from Elko)
- Sauchak, Cyndi – LVMPD (via video conference from Las Vegas)

Members absent:

- Achurra, Paula – DCFS
- Howell, Lisa – CCDFS
- Mehta, Neha – Sunrise Children’s Hospital
- Landry, Robin – DCFS
- Moyle, Norma – BIA

Staff and Guests:

- Legier, Barbara – DCFS
- Nichols, Andrea – AG (via teleconference)
- Pyzel, Cindy – AG
- Tennyson, Jerolyn – DCFS (via video conference from Elko)
- Thomas, Caroline – DCFS
- Walker Marji – DCFS
- Zeiser, Andrew – Consultant

## **II. Approve minutes from previous Executive Committee meeting and joint training: December 15, 2004**

Michelle Lucier asked if everyone received and reviewed the minutes. She asked for changes or corrections. None were made. She then asked for a motion to approve.

MOTION: Made by Alice Pittsley, seconded by Jean Gunter and Cyndi Sauchak, to approve the minutes from the December 15, 2004, Executive Committee meeting and joint training as submitted.

MAJORITY VOICE VOTE; MOTION CARRIED.

ABSTAINED: David Jones.

## **III. Update on additional Open Meeting Law research from Attorney General – Karen Dickerson**

Michelle Lucier asked Karen Dickerson to begin. Karen noted that this matter is more applicable to the Administrative Team than to the Executive Committee. She explained that there are other provisions in Nevada Revised Statutes (NRS) that may allow for the Administrative Team to hold closed sessions within their regular meetings that would not be open to the public. She has written a memo to Jone Bosworth, Administrator of the Division of Child and Family Services (DCFS), which will clarify the matter. The memo will also be copied to Barbara Legier and Marji Walker, and will be sent out today.

Karen moved on to explain that NRS 241.020 and 241.030 makes allowances such that if documents reviewed by a public body are confidential under any other section of NRS, they do not have to be released to the public. Section 030 applies to professional conduct, and allows for a public body to determine the physical or mental health of a person.

Andrew Zeiser asked how the Administrative Team determines the physical or mental health of an individual. Karen said this is done through the child death review (CDR) process. Marji asked how documents would be protected under this section of the law. Karen asked to which documents Marji is referring. Marji and Barbara said documents such as the Administrative Team Recommendation and Response Sheet, coroner's reports, etc. Karen said that when information such as this is presented or discussed, the session can be closed based on the above-referenced section of the law. However, this requires a motion on the part of the group to enter a closed session, then documents from the regional CDR teams can be reviewed confidentially by the Administrative Team. Karen explained that NRS 288.220 also references certain proceedings not required to be open to the public. She said by the next meeting, the Executive Committee members will receive a copy of the memo explaining her findings under each of these sections of NRS.

Cindy Pyzel explained that Karen has referenced a narrow section of the open meeting law. Based on this, a closed session would have to be noted on the meeting agenda, and the relevant NRS would have to be specifically referenced. Cindy said this part of the law does not specifically cover the types of review completed by the Administrative Team, so she still recommends that DCFS seek legislative change in the long run. This is the best opinion that could be established by the Attorney General's Office (AG) relative to the issue at hand, but Cindy advised that this is an "imperfect vehicle" and should be applied both carefully and sparingly. She advised both groups to seek further guidance from the AG in the application of this to reviews completed by the Administrative Team. Furthermore, she reminded everyone that the section of law that allows for closed sessions by the Mental Health and Developmental Services (MHDS) Commission, which has been frequently referenced in these discussions, is specific to the Commission and cannot be generalized to other groups.

Cindy also noted that there are several bill draft requests (BDRs) related to the open meeting law set forth for the current legislative session, and these should be reviewed by the Administrative Team and/or Executive Committee members for applicability to the CDR process. DCFS may be able to "tag on" to one of these BDRs. She reminded everyone that confidentiality for the regional CDR teams is clearly covered by NRS, but the Administrative Team is not specifically covered at this time.

Barbara asked if the Administrative Team notifies an individual that they are discussing a specific incident, is the individual allowed to bring an attorney to the meeting, per the stipulations of the open meeting law? Cindy said yes. Barbara asked if the attorney is barred from using the information presented at the meeting. Cindy said the NRS only protects certain items of discussion, and may not maintain confidentiality for all matters discussed. Cindy said that these types of discussions do not apply to specific people, but rather to larger issues that are more generalized. Therefore, protections may be limited.

Barbara said her understanding is that in general, the AG advises that Administrative Team meetings only be closed under special circumstances, and that DCFS should proceed as planned for the meanwhile with generalized discussion of cases. Additionally, staff should also seek future protection through legislative change. Additional discussion followed about efforts to obtain confidentiality protection through NRS. Cindy emphasized that the Administrative Team is undertaking a statewide quality assurance (QA) system to protect children from death, and this is a viable argument for obtaining protection under the law.

Barbara asked about next steps: Should staff meet with Karen or Andrea Nichols to review the BDRs related to the open meeting law? Cindy agreed, but underscored that there are only BDRs at this point, not actual bills. Additional discussion followed. Cindy said the medical case reviews surrounding child death would provide a compelling argument related to the Health Information Portability and Accountability Act (HIPAA). Vicki Fabrizius asked about previous staff discussion regarding "cleaning up" the CDR legislation further, and if this can be included in the efforts made relative to the confidentiality protections. Cindy suggested that this would be a ground-up effort and have to be targeted for the 2007 legislative session. Additional discussion followed.

Marji asked again about next steps. Cindy said she can send Marji a list of current BDRs and bills related to the open meeting law. Vicki suggested that Andrew work with staff to explore this. Cindy emphasized that everyone needs to be vigilant throughout the session to keep an eye on what is occurring.

Michelle then asked for comments from Elko and Vegas participants. Cyndi Sauchak expressed thanks for Cindy Pyzel's suggestions. Larry Robb agreed.

#### **IV. Review proposal from Nevada Broadcasters Association for public awareness campaign services**

Michelle Lucier asked for an update from Marji Walker. Marji reviewed a draft of the proposed contract with the Nevada Broadcasters Association (NBA). This includes an allowance of \$5,000 for initial production costs and \$7,500 per month for television and radio spots through June, as discussed at the December Executive Committee meeting. Deliverables include the following: Completion of eight non-commercial sustaining announcements (NCSAs), including four television announcements and four radio announcements. The campaign is to commence no later than February 28, 2005. Television and radio announcements are to air in the morning, afternoon, and evening, along with any additional times available. Per the NBA, approximately 600 radio and 150 television announcements total should be broadcast during the proposed time frame.

David Jones asked if there will be a focus based on population type. Barbara Legier said that Bob Fisher indicated that the NBA will work to target the messages based on geographic area. For example, messages about the dangers of leaving kids in cars would be targeted more for the Vegas area where this has been a problem. David emphasized that geographic targeting should be done as part of the campaign.

Marji then requested that the Chair allow for discussion under items six and seven of the agenda, which are related.

*\*\*\* The following agenda items were taken out of order at the request of Marji Walker.*

#### **VI. Review and approve changes to NICRP data services contract**

Marji Walker said that a teleconference is set next week for Wednesday, February 2, to discuss changes in the proposed contract with the Nevada Institute for Children's Research and Policy (NICRP), based on the services provided by the National MCH Child Death Review Center as outlined by Teri Covington at the December 15, 2004, meeting. Marji said that issues to be addressed include obtaining analysis and reports from data stored at the federal level. Jean Gunter said she may be able to contribute resources to this project.

Barbara Legier requested confirmation that staff is trying to determine what is appropriate for NICRP to do in light of services provided by Teri Convington's group. Marji said yes, and also noted that this discussion relates to the data entry support needs of Clark County as well. She reviewed the matching formula for contracting through the University of Nevada, Las Vegas (UNLV) via Title IV-E funds. If DCFS initiates a contract for \$50,000 with the NBA for the public awareness campaign, they will receive approximately \$12,000 in additional value.

Andrew Zeiser confirmed that services from NICRP would be contracted through UNLV Title IV-E funds in order to obtain 2004 child death data processing services, along with future data processing in years forward. Marji and Barbara said yes. Marji emphasized that this arrangement would have to be evaluated for effectiveness based on future review by the State Legislature. She also noted that staff will not obtain all of the details until the February 2 meeting. They will have additional information available at that time.

Barbara confirmed that the NBA contract would be executed through UNLV as well. Marji said yes, because the \$50,000 contract with the NBA provides a matching amount of approximately \$12,000 to use for the NICRP contract, in order to address the 2004 case backlog and forward-year data entry. This will also support obtaining services from Teri Covington and other federal groups.

Cindy Pyzel asked if the Executive Committee currently links with the Committee for the Protection of Children, which manages the Children's Trust Fund (CTF). Marji said not at this time. Barbara said that staff have ensured that there would not be duplication of effort with other groups. Cindy confirmed that the Executive Committee will be addressing child death prevention, versus child abuse and neglect prevention as done by CTF. Barbara said yes.

Marji then asked David Jones about current Department of Public Safety (DPS) efforts related to child death prevention. David said that DPS primarily focuses on seat belt and traffic safety messages. Marji and Michelle briefly reviewed the four agreed-upon topic areas: teen suicide, co-sleeping, shaken baby syndrome, and car safety.

Larry Robb interjected to ask what is supposed to be done with the 2004 child death data. Should the regional team wait to submit it until a contract with NICRP is executed? Marji requested that he forward it to her for the time being.

Barbara asked if and additional motion is necessary regarding the changes to the contract. Marji said that the necessary approvals are in place from prior Executive Committee meetings.

## **VII. Update on data entry support staff from DCFS**

This was discussed above under agenda item six.

*\*\*\* The Chair returned to the order of items on the agenda.*

## **V. Review and discuss content for 2005 public awareness campaign**

Andrew Zeiser began by briefly explaining the process for the public awareness campaign subcommittee: Ideas from the Executive Committee members will be gathered at today's meeting, then forwarded to the subcommittee for review and refinement. Once narrowed down, the subcommittee members will work directly with NBA staff to develop the messages surrounding the four agreed-upon topic areas: teen suicide, co-sleeping, shaken baby syndrome, and car safety.

Vicki Fabrizius asked about developing bilingual messages. Barbara Legier and Marji Walker said that this will be addressed with NBA and through brochures that are being developed.

Marji then suggested going through each of the four topics to obtain feedback from the members.

### **CO-SLEEPING**

Michelle Lucier said all of the co-sleeping deaths in Washoe County are a result of drug and alcohol abuse on the part of parents. Barbara suggested educating the public about what co-sleeping is. Vicki suggested using a visual representation during television commercials. Marji asked how this would be communicated on radio. Several members suggested that it be worded as "sleeping with children" in order to make it clear to the general public. Alice Pittsley said she believes this topic area should focus on infants. Cyndi Sauchak agreed that they should focus on specific age groups. In the southern region, she noted there are fewer problems with drug and alcohol abuse, but more problems with positional asphyxia in terms of excessive bedding, pillows, etc. This may be a more appropriate topic for the southern region. Alice asked if this topic might also pertain to parents making decisions about where children sleep. Cyndi said she believes this may be a separate topic, but safe sleeping environments need to be addressed.

Discussion followed about cultural challenges surrounding co-sleeping, because in some cultures parents believe this is an appropriate activity. Cyndi suggested that addressing sleep deprivation with new parents may be appropriate also, i.e., new parents without adequate sleep may fall asleep with their baby. Cynthia Huth asked if the messages are 30 seconds or one minute in length. Marji said she believes they are 30 seconds, per the proposal from NBA. Barbara said NBA may be flexible about this. Cynthia recommended that this specification be added to the contract, noting that the average message length is 30 seconds. She also suggested that staff and the subcommittee members work with NBA by writing an actual script and then submitting it to NBA staff for editing. Overall, she recommended being more specific with the content of the messages, rather than leaving them open-ended for NBA development. Marji said this will be the work done by the subcommittee, and that approval of the final messages is outlined in the contract. She also noted that proof of airtime is included in contract as well.

Marji then suggested that other members of the Executive Committee can work with the subcommittee if they are interested in contributing to the development of the message scripts. Additional discussion followed about the contract process.

Alice returned to the discussion of co-sleeping. She said that Cyndi's idea about addressing sleep deprivation is a good starting point for discussing the poor decisions that may follow from this. She recommended quoting the number of otherwise-healthy infants who died because of poor decisions made by parents. She also suggested including reminders about being alert. Cyndi recommended making statements about safe sleeping by not having too many items around infants such as blankets, stuffed animals, etc. Vicki suggested a message that infants and children should have their own bed. David Jones agreed. Additional discussion followed.

## TEEN SUICIDE

Michelle asked the members to move on to discuss teen suicide. She began by suggesting that schools need to recognize the problem of teen suicide along with parents. Often, a lack of communication between school staff and parents contributes to a failure to identify problems. Cindy Pyzel noted that the MHDS Commission is very interested in this topic area as well. She said that Jone Bosworth has presented information to the Commission about teen suicide and there are current funding requests to address this problem through BDRs for the upcoming legislative session.

Cyndi Sauchak suggested presenting information about warning signs along with appropriate contact information. David suggested that a radio spot might include a discussion between two teenagers and information about how teens worried about their friends can get help. Barbara brought up two television spots focused on drug use and abuse that included the same concept in which a teen wants to help a friend in trouble, which she believes is a very effective approach. Additional discussion followed. Barbara said that the message should communicate that friends and parents need to pay attention and seek help. Cindy Pyzel noted that there is existing information available about appropriate interventions for suicide prevention from which the Committee can draw.

David also suggested that the Committee collaborate with the suicide hotline for this particular topic. Cynthia emphasized that the telephone number provided should be the Crisis Call Center, which is the only statewide, 24-hour, toll-free hotline. She noted that southern Nevada does have a separate hotline, but it is neither 24-hour nor toll-free. Because of this, she believes the Crisis Call Center number should be used. Cynthia recommended that they also be contacted for advice on the message content. Cyndi Sauchak agreed and said that as a courtesy, the Committee should inform any agencies involved that messages will go out with their contact information.

## SHAKEN BABY SYNDROME

Michelle moved on to discuss shaken baby syndrome. Cynthia said that the Nevada State Health Division (NSHD) has done announcements on shaken baby syndrome. Marji asked if the Committee might borrow one from NSHD that is not being used currently. Cynthia said that she can provide some information to the Committee. Cyndi Sauchak suggested that a story from a parent who has experienced a death from this might be a powerful message in the television spots. She provided additional examples of striking cases where this has occurred. She also suggested discussing the long-term effects of children who survive shaking incidents.

Alice suggested that the NSHD message be used as a starting point. Additional discussion followed. Cyndi brought up Dr. Randall Alexander, who is a national expert on head trauma and did a demonstration with an egg regarding shaken baby trauma. Michelle agreed that a focus on the adverse effects on children who survive shaking is equally important to addressing the children who die.

David said there are national committees that have pre-existing spots that might be borrowed or customized for Nevada. Karen Dickerson suggested using a message from the American Prosecutors Research Institute (APRI). Cynthia reminded everyone that pre-packaged messages cannot be used with NBA because they have to be licensed separately for individual use. She emphasized that existing public service announcements cannot be used as non-commercial sustaining announcements through NBA, and provided additional details about this.

## CAR SAFETY

Michelle asked the group to move on to discuss car safety. Vicki suggested the focus be on appropriately securing car seats in cars. Cyndi Sauchak recommended addressing the problem of leaving children in hot cars in the Vegas area. Alice said she believes an important issue is teen drivers not using seatbelts. Cyndi said she believes that law enforcement is doing a good job focusing on the use of car seats and seat belts. Michelle agreed that something different should be focused on for the Committee's messages. Alice said that perhaps the focus could be on new teen drivers. Marji said that Cyndi's suggestion about leaving children in hot cars could be a new area of concern for the Committee to address. Cindy Pyzel said she believes there is already a campaign that addresses this in the southern region. Additional discussion followed.

Barbara asked what DPS is doing. David said their current campaign focuses on car seats. The areas of concern include older kids not buckled up, parents not buckled up, and car seats not properly secured in the seat. David said the focus is often on "buckling up" in general, rather than focusing on specific age groups. He provided additional information.

Larry Robb suggested that the Committee members review information on the following website: [www.kidsincars.org](http://www.kidsincars.org).

Cyndi Sauchak said she believes that the problems go beyond leaving kids in hot cars, and include leaving kids in running cars who accidentally put the car in gear. Additional discussion followed.

Michelle then called for the scheduled break.

*\*\*\* The meeting broke at 11:30 am, then resumed at 11:45 am.*

## **VIII. Review and approve training plan for regional CDR teams**

Michelle Lucier began by asking for comments on customizing regional training for rural versus urban teams. Alice Pittsley suggested setting dates. Andrew Zeiser brought up the key points discussed at the December 15 meeting: getting feedback from regional teams on training needs, requesting the regional teams to set dates, determining whether rural training will be done separately or together, and considering Teri Covington's travel and time availability.

Based on the above, Andrew suggested that this item may be somewhat premature because of the need to determine the rural teams' training requirements and schedules. He suggested that the individual team chairs provide feedback on dates and training needs. Andrew noted that DCFS staff has a teleconference set with Teri next week, during which they can discuss possible dates with her, then e-mail the regional teams about these dates and determine an appropriate schedule. Larry Robb said that in order to cut down on travel requirements for Teri, his team might be able to travel to Winnemucca. Marji Walker said it would be ideal to have the training completed by June 30, the end of the State fiscal year.

Cyndi Sauchak suggested that after the training, team members might cross-train and take part in other teams' meetings in order to better understand how other teams' reviews are done and explore the problems that are encountered.

## **IX. Review and approve revised 2002 – 2003 Statewide CDR Data Report**

Michelle Lucier asked Andrew Zeiser to provide initial comments on the current draft. Andrew explained that various changes to the narrative were requested and addressed with individual members of the Administrative Team and the Executive Committee. He discussed specific changes in child death categorizations requested by Dr. Neha Mehta and Vicki Fabrizio, which included changes within a few cases for manner of death and year recorded, along with the addition of two missing deaths. Based on these changes, small shifts occurred in the final statistics for age, race, gender, manner of death, total cases reviewed, deaths by year, etc.

Andrew then asked if there are any additional comments or changes. Larry Robb requested an additional change on page 15 of the draft within the Homicide by City section. He said the death noted in Wells should move from 2002 to 2003. Andrew agreed to make this change, and noted that the statistics would change slightly again based on the above discussion.

Michele noted that on page 25, the name 'March, Jeanne' should be 'Marsh, Jeanne.'

Jean Gunter then asked about homicide deaths by city and county, and whether these were noted by location of occurrence or location of the child's residence. David asked about the out-of-state deaths. Andrew said he believes that they are noted as city or county of the child's residence, not occurrence, hence the out-of-state origin for some of the deaths. He said he is not certain about

this, however, and explained that he did not have access to the case-level data when rewriting the report. In future years, this can be made more clear. Andrew then noted that if the members agree to approve the draft with the changes discussed, it would enable him to meet the time frame requested by DCFS. Michelle then asked for a motion to approve.

MOTION: Made by Cynthia Huth, seconded by Larry Robb, to approve the CDR 2002 – 2003 Child Death Report with changes discussed.

UNANIMOUS VOICE VOTE; MOTION CARRIED.

## **X. Public comment**

Vicki Fabrizius briefly brought up the Administrative Team Recommendation and Response Sheet, and asked about the use of phrase ‘multidisciplinary team’ (MDT), which she finds confusing. Brief discussion followed. Alice Pittsley and other members pointed out that this is matched to the language in NRS.

Cyndi Sauchak asked about the entries on the form requesting the number of mandatory reviews. Andrew Zeiser reminded everyone that this was discussed at the prior meeting, and that it was recommended that the regional CDR teams work to provide this information to the Administrative Team where possible and consider the form a pilot. Additional discussion followed about the logistics of how information is transferred between the regional teams and the Administrative Team.

Andrew noted that the mandatory review statistics provided on the Recommendation and Response Sheet are a courtesy to the Administrative Team, and that the actual data on this will be captured through the use of the national instrument for child death data, which was previously agreed to commence in 2005. He said his understanding is that the regional teams will provide initial information after the first calendar quarter of 2005 when they have their first quarterly meetings, both in terms of forwarding recommendations to the Administrative Team and completing electronic data entry based on the national instrument.

## **XI. Set date and topics for second quarter meeting**

Michelle Lucier asked for suggested dates. Andrew Zeiser explained that during the legislative session, it is best to have the primary meeting location in Carson City to accommodate staff, or continue with video conferencing. The members agreed that the next meeting would be scheduled for April 29, from 10:00 am to 1:00 pm tentatively. The members also agreed to utilize the video conferencing format again.

David Jones noted that he will attend the next scheduled meeting, but a different staff person from DPS may take over. He will bring this person to the next meeting, and said it would likely be John Douglas.

## **XII. Adjournment**

Michelle Lucier asked for a motion to adjourn.

MOTION: Made by Vicki Fabrizio, seconded by Cynthia Huth.

The meeting was adjourned at 12:15 pm.

**DRAFT MINUTES**  
*of the*  
**Executive Committee to Review the Death of Children Meeting**  
*held on*  
**April 25, 2005**  
*at*  
Division of Child and Family Services (DCFS)  
Information Management Services  
Conference Room  
727 Fairview Drive, Suite E  
Carson City, NV 89701

**I. Call to order, roll call**

Michelle Lucier, Co-Chair of the Executive Committee, called the meeting to order at 10:20 am.

Members present:

- Fabrizious, Vicki – DCFS
- Huth, Cynthia – NSHD
- Lucier, Michelle – WCDSS
- Mehta, Neha – Sunrise Children’s Hospital  
(via teleconference from Las Vegas)
- Pittsley, Alice – DCFS
- Sauchak, Cyndi – LVMPD (via teleconference from Las Vegas)

Members absent:

- Achurra, Paula – DCFS
- Dickerson, Karen – AG
- Gunter, Jean – NSHD
- Howell, Lisa – CCDFS
- Jones, David – DPS
- Landry, Robin – DCFS
- Moyle, Norma – BIA
- Robb, Larry – DCFS

Staff and guests:

- Bosworth, Jone – DCFS
- Legier, Barbara – DCFS
- Thomas, Caroline – DCFS
- Walker Marji – DCFS
- Zeiser, Andrew – Consultant

## **II. Approve minutes from previous Executive Committee meeting: January 28, 2005**

Because a quorum of the Executive Committee was not present, Michelle Lucier requested that approval of the minutes be tabled until the next regularly scheduled meeting.

## **III. Public Awareness Campaign subcommittee update**

Michelle Lucier asked staff for an update. Andrew Zeiser explained that the Public Awareness Subcommittee has finalized its recommendations for public awareness message content and a summary has been sent to the Nevada Broadcasters Association (NBA). A copy of the summary is included in today's meeting packet. Andrew indicated that NBA will be able to begin production on the announcements when their contract is executed. Cynthia Huth asked if the contract with NBA has been executed yet. Andrew said Marji Walker will provide this update under item four. Michelle then requested that staff move immediately item four.

## **IV. Update on DCFS contracts related to CDR**

Marji Walker reported that the contract with NBA has been executed. Michelle Chino, from the Nevada Institute for Children's Research and Policy (NICRP), is in the process of finalizing the fiscal documents with NBA.

Marji explained that a single subgrant processed through NICRP which includes all of the items recently reviewed and approved by the Executive Committee: 1) Contract with NBA to produce public service announcements; 2) Contract with NICRP to process the backlog of CDR data for 2004 and provide data management, support, and reporting for future years; 3) Contract with a staff person to provide data entry assistance to the Clark County regional CDR team. The University of Nevada, Las Vegas (UNLV) Board of Regents will serve as the fiscal agent for the subgrant. NICRP will work directly with NBA and the data entry staff as part of their contractual duties. This process was used to obtain matching funds through the Title IV-E grant in order to maximize available funding.

Marji noted that the data use agreement with the National Center for Child Death Review is the final item to be completed, and there is a meeting set to work on this today. The data use agreement needs to be executed in order to obtain passwords for the regional teams to begin using the web interface for the CDR case reporting system.

Michelle confirmed that Las Vegas will have support staff to help with data input as a result of the contract process. Marji said yes. Neha Mehta expressed her thanks for this. Marji asked Dr. Mehta who the current representative is from the Clark County Department of Family Services (CCDFS) on the Clark Team. Dr. Mehta said the CCDFS representatives are Ann Rubin and Mark Fitzgerald.

Marji asked if Lisa Howell is still participating. Dr. Mehta said that she attended a few meetings, but no longer participates on behalf of CCDFS on the Clark Team.

## **V. Review and discuss CDR data entry for 2005 based on February training for case reporting system**

Michelle Lucier explained that based on her understanding of the demonstration provided by Teri Covington for the CDR case reporting system, once data is entered by the regional teams into the web system it will be available for access and review by the Administrative Team electronically. The Administrative Team members can pull reports on their own, rather than requesting that the regional teams complete the reports again on paper through the recommendation and response sheet format.

Barbara Legier suggested that this change be tabled until the electronic case reporting system is put into use by the regional teams. She also asked who would be responsible for downloading the reports to provide them to the Administrative Team. Michelle said that based on the demonstration from Teri, a variety of reports can be pulled and the Administrative Team would be able to choose for themselves. Barbara said the Administrative Team members may not have the time to do this on their own. She suggested that aggregate reports be generated electronically by the regional teams, then forwarded to the Administrative Team along with the quarterly recommendations. She also suggested for the next meeting that the Executive Committee look at the specific reports available from the system that can be forwarded to the Administrative Team.

Michelle then asked who is responsible for reporting the data for the Clark Team. Andrew Zeiser asked Neha Mehta if this is the responsibility of Cyndi Sauchak or herself. Dr. Mehta said that she is uncertain because Judy New is still serving as the team coordinator.

Andrew explained that a reminder went out to the regional teams to request that they complete the quarterly recommendation and response sheet, and so the understanding was that this would be submitted after each team's most recent quarterly meeting. Dr. Mehta said that the Clark Team cannot complete first page of requested case statistics. Alice Pittsley said she believes it is important for the recommendations to be forwarded to the Administrative Team, even if the summary case statistics are not available.

Michelle asked if this discussion answers Jone Bosworth's concerns about the recommendations to the Administrative Team. Jone said she has received quarterly recommendation and response reports from the rural regions and Washoe County, but not Clark County. Her understanding from Dr. Mehta's comments is that there is some confusion about who is responsible for completing the report. Jone asked Dr. Mehta what she or DCFS staff can do to help get the process going for Clark.

Dr. Mehta said the Clark Team is waiting for contracted staff support to help them, as discussed above. Jone said she believes the form is simple enough for the regional teams to complete on their own, and does not understand why the form cannot be completed by the Clark Team. Jone briefly reviewed the basic statistical items from the face page and said that if there are challenges

in providing this data, perhaps CCDFS can provide some technical assistance to the Clark Team. Regarding the completed report, Jone said she would expect this to come from the Clark Team itself, not from an intermediary. Jone also suggested that because the other regional teams were able to complete the forms, they may be able to provide technical assistance to the Clark Team as well, if the Clark Team is not able to complete the form on its own.

Dr. Mehta said that tabulating the requested statistics is time consuming and the Clark Team does not have people available to complete the data required for the form, based on the fact that they are a volunteer group and that both of the Co-Chairs, Cyndi and herself, currently have full-time jobs. Dr. Mehta said that although the form seems simple, time constraints prevent them from completing it.

Marji then asked about the function of Judy New as the team coordinator. Dr. Mehta said at this time Judy is not providing data support. Jone reiterated that the situation appears to require that CCDFS provides some staff support to the team in order to complete the report. Jone said she will write a letter to Susan Klein-Rothschild requesting support for the Clark Team.

## **VI. Fiscal request: funding support for child death investigation training – Cynthia Sauchak**

Michelle Lucier asked for details about this request. Neha Mehta said that she does not know as much about this as Cyndi Sauchak (who was not present at this point during the meeting). However, Dr. Mehta explained that Clark County is trying to bring in a national trainer for child fatality review training in the Clark region. The total request to support this is \$9,500. Dr. Mehta said this training would be open to any stakeholders involved in the fatality review process.

Barbara Legier explained that this expense was not included in the current Executive Committee budget, which was just processed as part of the UNLV subgrant and therefore the budget funds are already encumbered for the current fiscal year. Additional discussion followed about how DCFS might be able to provide funding support in another way. Barbara agreed to follow up on this.

## **VII. Legislative update on BDRs and bills related to child death review**

Marji Walker said there are not currently any bills directly related to the CDR process. However, Senate Bill (SB) 287 addresses leaving children unattended in cars. Essentially, the bill will set a minimum age for when children are considered responsible enough to stay in a car on their own.

Neha Mehta commented that this may be an effective deterrent to make it less likely that parents will leave children in their cars. She said this is a good preventive measure. Additional

discussion followed about the difficulty of charging parents who leave kids in cars in the absence of a law.

Michelle Lucier asked if Jone Bosworth is aware of any other bills that might concern CDR. Jone said that SB 287 is the primary bill and suggested that Marji send out information about it to the Executive Committee members. Jone also noted that representatives from Clark County have been absent in hearings related to this bill, and suggested that Dr. Mehta consider sending an e-mail or letter supporting the bill once the Clark Team has the opportunity to review its language.

Jone said she believes there are other bills that may relate to child death. Assembly Bill (AB) 47 would require screening of youths for substance abuse and mental health problems upon entering a juvenile detention facility. She referred to a related case of a youth in Clark who committed suicide while in a detention facility. DCFS staff is currently reviewing a Massachusetts screening instrument as a research-based approach to this.

Regarding the case brought up by Jone, Dr. Mehta said that the Clark Team has not reviewed it, but her understanding is that the youth was a known suicide risk and that failure to screen was not the problem. Additional discussion followed about the details of the case. Jone said she has been asked if the Administrative Team will review this case. Dr. Mehta reiterated that the Clark Team has not reviewed the case yet. Jone said she appreciates Dr. Mehta discussing the case further and noted that the details indicate why it should be referred to the Administrative Team for review. Dr. Mehta noted that there are other cases similar to this in Clark County.

Jone moved on to report that she is now receiving courtesy notifications from CCDFS of children dying in Clark County who have been involved in the child protective services (CPS) system, per a recently executed memorandum of understanding. Based on the notifications from Clark County, Jone said that Nevada is now number one in the nation for deaths of children involved with the CPS system. This is why she believes it is critical for the Administrative Team to receive case referrals and recommendations from the Clark Team.

Dr. Mehta said the Clark Team does not currently have a mechanism in place to follow up on local feedback to CCDFS. She has been told that CCDFS is going to be requesting an external review of cases of children who died while in CPS custody.

Michelle said her understanding is that this is why the statewide review process was set up, so that when recommendations are submitted to Administrative Team, they can effect the changes required to prevent future child deaths. Michelle emphasized that a representative from CCDFS serves on the Administrative Team in order to help effect these types of changes. Dr. Mehta acknowledged that although the Clark Team has not sent in their recommendations for the quarter, they will do so.

Jone said she would like to echo Michelle's comments: The purpose of the Administrative Team is to receive and review recommendations from the regional CDR teams so they can examine what can be done to impact change through action steps, training, and resource allocation. Dr. Mehta again committed that she would send the recommendations from the Clark Team.

Jone then requested that the next meeting set by the Executive Committee be jointly held with the Administrative Team, in order to help address the problems with the recommendation process. Michelle said her understanding is that there is confusion at the local level that has prevented the process from being further along at this point in time. She agrees that a joint meeting might help clear up some misconceptions about the process. Dr. Mehta suggested that it be scheduled after the Administrative Team holds their next meeting, so that the Executive Committee can hear feedback on the initial recommendations forwarded. Michelle said it appears that no one from the Clark Team is currently identified to receive feedback back from the Administrative Team.

Vicki Fabrizio pointed out that the recommendation and response sheet clearly explains how the recommendations are supposed to be forwarded to Administrative Team. Additional discussion followed. Michelle pointed out that Jone appears very willing to make changes once recommendations are submitted by the regional CDR teams to the Administrative Team. Michelle requested confirmation that recommendations will be forwarded by Clark for the first quarter. Dr. Mehta and Cyndi Sauchak agreed.

Jone said to Cyndi, who joined the meeting late, that her understanding is the Clark Team needs staff support to help them complete the recommendation and response sheet. Based on this, she will be sending a letter to CCDFS to request that they provide staff for this. Cyndi reiterated that the Clark Team has a high caseload volume and discussed this in some detail, reiterating comments made by Dr. Mehta earlier in the meeting.

## **VIII. Review training for regional CDR teams**

Michelle Lucier requested confirmation for the dates for the Washoe and Clark trainings on May 2 and 3, respectively. Andrew Zeiser confirmed that these are the dates set. He explained that he worked with Teri Covington to send out a survey to the regional CDR team Chairs in order to get feedback about each team's training needs. Andrew said he has received feedback from all of the teams except Clark. Neha Mehta and Cyndi Sauchak said they had a separate conference call with Teri Covington to discuss their training needs. Andrew asked if a location and time were set, and if this information was communicated to Teri. Dr. Mehta and Cyndi said yes.

Andrew then asked about Vicki Fabrizio's decision regarding Carson Team members' attendance at the Washoe Team training. Vicki said a maximum of seven people from the Carson Team would attend the training set in Reno for May 2. Michelle recommended that the time be set from 9:00 am to 3:00 pm. Michelle briefly discussed location details with Vicki.

## **IX. Public comment**

Michelle Lucier asked for further public comments. Jone Bosworth announced that there is a delay in the MOU signing between Clark, Washoe, and DCFS, for the courtesy notification of child deaths for children in the CPS system. Jone said that although she is now receiving

notifications, the MOU was misplaced by Clark and the document is being resent out for signature by Mike Capello and Susan Klein-Rothschild. Additional discussion followed.

Jone also noted that she received a memo from Karen Dickerson that provides clarification on the applicability of the open meeting law to the Administrative Team. The memo does indicate that the Administrative Team can close sessions of their meetings to discuss confidential CDR case information. Jone underscored that this is good news and she wanted to share this with the Executive Committee.

Cyndi Sauchak asked how case information should be forwarded to the Administrative Team. Jone reiterated that the recommendation and response sheet, which was previously approved by the Executive Committee, should be used to forward recommendations to her as the Chair of the Administrative Team. Dr. Mehta indicated that the recommendations from the Clark Team are currently written with no tie-in to specific cases, based on the previous understanding that the open meeting law would apply to the Administrative Team. Dr. Mehta said if the Administrative Team wants to know what cases the Clark Team recommendations are tied to, they can provide this information after the fact. Jone said this confidential approach is good, and if more information is needed on specific recommendations, this can be addressed in a closed session of the Administrative Team. Jone explained that there are two mechanisms to communicate with her: 1) As the Chair of the Administrative Team, and 2) as the Administrator of DCFS. Both approaches will allow for confidentiality of case information.

## **X. Set date and topics for third quarter meeting**

Michelle Lucier asked about a date. Andrew Zeiser suggested that it be set after the next quarterly regional CDR team meetings, so that the teams have additional opportunities to complete the recommendation and response sheet and get further into the statewide review process. Neha Mehta said that her preference is to set a date and keep it, and noted it was difficult for her to change dates for today's meeting. Andrew explained that the reason for the date change was purely due to the availability of the video conference locations, and that accommodations will have to be made for this when three locations are required to connect. Andrew agreed to distribute an e-mail with possible third quarter dates and build consensus on the next meeting date. Also, the regional CDR teams can let him know about their next quarterly meeting dates.

Michelle asked for additional comments. Vicki Fabrizius said she believes it would be valuable for the regional CDR teams to receive additional training opportunities, and mentioned an out-of-state training opportunity later in the year. Jone Bosworth said the teams' training needs may dovetail with the training proposed by Cyndi Sauchak. Andrew Zeiser reminded everyone that basic training needs should be met in part by the May trainings scheduled with Teri Covington.

Jone agreed that Barbara Legier would look into alternative sources of funding for the proposed Clark County training since the funds cannot be drawn from the Executive Committee budget. Dr. Mehta clarified that this is a two-day training. Cyndi explained that the amount of the request was increased from what was originally requested because other funding was not

obtained and the scope of training was expanded. Cyndi said she understands that this is not currently budgeted for through the Executive Committee, but it would be a very valuable training opportunity. Jone reiterated that information about the training should be forwarded to Barbara Legier for review, and then DCFS staff can seek other funding sources. Jone recommended that the Executive Committee provide feedback about the specific training topics for this. Additional discussion followed about topic areas.

## **XI. Adjournment**

The meeting was adjourned at 11:25 am.

STATE OF NEVADA  
OFFICE OF THE ATTORNEY GENERAL

MEMORANDUM

**Date:** April 1, 2005

**To:** Jone Bosworth  
Division of Child and Family Services, Administrator

**From:** Karen Dickerson  
Deputy Attorney General

**Subject:** Open Meeting Law and the Child Death Review Administrative Team

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As discussed in my prior memorandum, meetings of the Child Death Review Administrative Team are subject to the Open Meeting Law. However, the following NRS provisions may provide the Administrative Team some flexibility in reviewing local team reports that would not be subject to public review.

NRS 241.020 Meetings to be open and public; notice of meetings; copy of materials; exceptions.

...

5. Upon any request, a public body shall provide, at no charge, at least one copy of:

...

(c) Any other supporting material provided to the members of the public body for an item on the agenda, except materials:

...

(3) Declared confidential by law.

NRS 241.030 Exceptions to requirement for open and public meetings.

1. Except as otherwise provided in NRS 241.031 and 241.033, nothing contained in this chapter prevents a public body from holding a closed meeting to consider the character, alleged misconduct professional competence, or physical or mental health of a person.

2. A public body may close a meeting upon a motion which specifies the nature of the business to be considered.

NRS 288.220 Certain proceedings not required to be open or public. The following proceedings, required by or pursuant to this chapter, are not subject to any provision of NRS which requires a meeting to be open or public:

1. Any negotiation or informal discussion between a local government employer and an employee organization or employees as individuals, whether conducted by the governing body or through a representative or representatives.
2. Any meeting of a mediator with either party or both parties to a negotiation.
3. Any meeting or investigation conducted by a fact finder.
4. Any meeting of the governing body of a local government employer with its management representative or representatives.
5. Deliberations of the Board toward a decision on a complaint, appeal or petition for declaratory relief.

According to the above statutes, the Administrative Team may close portions of their proceedings, upon motion, to discuss specifics of a child death that would be confidential under NRS Chapter 432B. The meeting can only be closed to discuss or obtain information otherwise confidential by law. Any decision-making or deliberations, however, need to take place during the open portion of the meeting and should not occur in a closed session.

Additionally, any supporting documentation provided by a local team to the Administrative Team would not have to be provided to the public only if such information is confidential under NRS Chapter 432B. Any confidential documentation under NRS 432B that is provided to the Administrative Team should be clearly marked as "confidential" and destroyed after the Administrative Team's closed session in which it is discussed.

Cc: Cynthia Pyzel  
Theresa Anderson  
Barbara Legier  
Marjorie Walker

**DRAFT**  
**NEVADA CHILD DEATH REVIEW**  
**MDT QUARTERLY SUMMARY REPORT & RECOMMENDATIONS**  
**AND**  
**ADMINISTRATIVE TEAM RESPONSE SHEET**

Referring Multidisciplinary Team: _____		Date of Referral: _____	
Contact Person: _____		Phone Number: _____	
Quarter: 1 <sup>st</sup> <input type="checkbox"/>	2 <sup>nd</sup> <input type="checkbox"/>	3 <sup>rd</sup> <input type="checkbox"/>	4 <sup>th</sup> <input type="checkbox"/> Special Report <input type="checkbox"/>
(7/1-9/30)	(10/1-12/31)	(1/1-3/31)	(4/1-6/30)

Total number of cases screened by the MDT for consideration for review this quarter: \_\_\_\_\_  
 Actual number of cases receiving review by MDT: \_\_\_\_\_

MANNER OF DEATH	NUMBER OF CASES
Natural	
Accidental	
Undetermined	
Homicide	
Suicide	
<b>TOTAL NUMBER REVIEWED</b>	

**TOTAL NUMBER OF MANDATORY REVIEWS (NRS 432.405) PER AREA:**

	1) Upon receiving a written request from an adult related to the child within the third degree of consanguinity, if the request is received by the agency within 1 year after the date of death of the child
	2) If the child dies while in the custody of or involved with an agency which provides child welfare services, or if the child's family previously received services from such an agency
	3) If the death is alleged to be from abuse or neglect of the child
a) _____ b) _____ c) _____	4) If a) a sibling b) household member, or c) daycare provider has been the subject of a child abuse and neglect investigation within the previous 12 months, including cases in which the report was unsubstantiated or the investigation is currently pending.
	5) If the child was adopted through an agency which provides child welfare services
	6) If the child died of Sudden Infant Death Syndrome
	7) Other reasons      Describe:
	8) More than one categorical reason for review

**MDT RECOMMENDATIONS: Recommendations should relate to specific observations and conclusions drawn from the case review process. SELECT ALL AREAS THAT APPLY (USE ADDITIONAL SHEETS AS NEEDED).**

**Training & Practice**  Observation/Identified Problem:

Specific Recommendations (topics, trainers, number of classes):

**Law**  Observation/Identified Problem:

Specific Recommendations:

**Policy**  Observation/Identified Problem:

Specific Recommendations:

**Marketing/Education**  Observation/Identified Problem:

Specific Recommendations:

**System Reform**  Observation/Identified Problem:

Specific Recommendations:

MDT recommends review of specific case. Please contact : \_\_\_\_\_ at \_\_\_\_\_ for a copy of the file.

This report has been submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Multidisciplinary Team Chair (Signature)

**Instructions: Reports must be received quarterly, on the calendar year, no later than 10 working days after the end of the quarter. Please submit reports to:**

**Kay Picton**  
Division of Child and Family Services  
Sand Springs Station  
711 E. 5<sup>th</sup> Street  
Carson City, NV 89701

**Email: [kpiction@dcfs.state.nv.us](mailto:kpiction@dcfs.state.nv.us)**  
**Fax: 775 684-4455**



**CHILD DEATH REVIEW - Budget Performance Indicators**  
101-3251

**BA 3251-10: Account to Review the Death of Children, page 73 of the Division of Child and Family Services Budget**

**PROGRAM DESCRIPTION:**

The Account to Review the Death of Children is established pursuant to NRS 432B.409(3) in the State General Fund from death certificate fees to be administered by the Division of Child and Family Services. The primary purpose of the account is to support statewide child death review activities of the mandated Administrative Team and the Executive Committee to Review the Death of Children. The activities of the child death review committees include the development of statewide protocols, training and multidisciplinary teams, and the compilation of child death statistics and an annual report of recommendations on improving the laws, regulations or policies related to child death.

*[These are the current indicators in the Division of Child and Family Services Budget.]*

Performance Indicators	Projected FY 2004	Actual FY 2004	Projected FY 2005	Projected FY 2006	Projected FY 2007
1. Annual Report	1	1	1	1	1
2. Training for multidisciplinary teams and joint committees	3	3	3	3	3
3. Public awareness campaigns with a least 2 prevention activities	2	2	2	2	2

**DRAFT RECOMMENDED BUDGET PERFORMANCE INDICATORS:**

1. Use of the Recommendation and Response sheet by the regional CDR teams statewide will result in changes to policies and procedures, along with the development of strategies and initiatives that will promote the reduction of child death.

Measure assigned to this: Number of policies, procedures, strategies, and initiatives.  
Projection: Two per quarter.

2. Funding from the CDR account will be allocated annually for public awareness activities designed to promote the reduction of child death.

Measure assigned to this: Amount budgeted for public awareness activities.  
Projection: Allocations made annually.

3. Funding from the CDR account will be allocated annually for regional CDR team training activities designed to increase the effectiveness of the child death review process and promote the reduction of child death.

Measure assigned to this: Amount budgeted for training activities.  
Projection: Allocations made annually.

4. The Executive Committee will monitor the leading causes of child death on an annual basis and determine the combined effectiveness of the child death prevention activities undertaken in the first three measures, including policy, public awareness, and training. Based on this, child

death prevention efforts will be evaluated annually and refined to target the areas of greatest need on a continuous basis.

Measure assigned to this: Annual evaluation of combined statewide prevention efforts.

Projection: Reduction in child death based on leading causes identified annually.

5. Report child death review findings and recommended prevention activities to related statewide boards and commissions in order to develop an integrated approach to the prevention of child death and reduce duplication of effort.

Measure assigned to this: Number of contacts with statewide boards and commissions.

Projection: Increased collaboration across statewide agencies toward the prevention of child death.

GL #	DESCRIPTION	SFY 04 TOTAL EXPENSED	SFY 05 WORK PROGRAM	6/30/2005 ACCRUED YTD	JULY ACTUAL	AUG ACTUAL	SEPT ACTUAL	OCT ACTUAL	NOV ACTUAL	DEC ACTUAL	JAN ACTUAL	FEB ACTUAL	MAR ACTUAL	APRIL ACTUAL	MAY ACTUAL	JUNE ACTUAL	TOTAL	SURPLUS <SHORTAGE> WORK PGM.
00-2511	BALANCE FORWARD	0	131,701	131,701	0	0	131,701	0	0	0	0	0	0	0	0	0	131,701	0
00-3601	LICENSES AND FEES	132,684	150,000	109,991	0	0	7,267	26,469	1,511	3,174	25,195	6,478	4,572	27,341	1,534	6,450	109,991	(40,009)
	<b>TOTAL INCOME</b>	<b>132,684</b>	<b>281,701</b>	<b>241,692</b>	<b>0</b>	<b>0</b>	<b>138,968</b>	<b>26,469</b>	<b>1,511</b>	<b>3,174</b>	<b>25,195</b>	<b>6,478</b>	<b>4,572</b>	<b>27,341</b>	<b>1,534</b>	<b>6,450</b>	<b>241,692</b>	<b>(40,009)</b>
10-0000	REVIEW OF DEATH OF CHILDREN	983	221,701	0	0	0	0	0	0	0	0	0	0	0	0	0	0	221,701
10-6200	PER DIEM IN-STATE		10,000	295	0	0	0	0	7	0	7	0	159	111	0	13	295	9,705
10-6210	MP DAILY RENTAL IN-STATE		10,000	91	0	0	0	0	0	25	0	0	33	33	0	0	91	9,909
10-6230	PUBLIC TRANSPORTATION IN-STATE		0	13	0	0	0	0	0	0	0	0	13	0	0	0	13	(13)
10-6240	PERSONAL VEHICLE IN-STATE		10,000	157	0	0	0	0	23	0	25	0	38	16	0	55	157	9,843
10-6250	COMM AIR TRANS IN-STATE		10,000	4,239	0	0	0	1,427	0	677	700	0	958	237	240	0	4,239	5,761
10-7020	OPERATING SUPPLIES		10,000	117	0	0	0	0	0	105	0	0	12	0	0	0	117	9,883
10-7046	QUICK PRINT JOBS-CARSON CITY		10,000	497	0	0	0	0	497	0	0	0	0	0	0	0	497	9,503
10-7294	CONFERENCE CALL CHARGES		0	9	0	0	0	0	0	0	0	0	0	0	9	0	9	(9)
10-7750	NON EMPLOYEE IN-STATE TRAVEL		0	644	0	0	0	0	0	0	0	0	0	644	0	0	644	(644)
10-8798	NON-TAXABLE GRANTS		0	11,185	0	0	0	0	0	0	0	9,001	0	0	0	2,184	11,185	(11,185)
	<b>TOTAL - 10</b>	<b>983</b>	<b>281,701</b>	<b>17,248</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,427</b>	<b>527</b>	<b>808</b>	<b>731</b>	<b>9,001</b>	<b>1,212</b>	<b>1,040</b>	<b>250</b>	<b>2,252</b>	<b>17,248</b>	<b>264,453</b>
<b>TOTAL EXPENDITURES</b>		<b>982.65</b>	<b>281,701.00</b>	<b>17,248.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,426.71</b>	<b>527.10</b>	<b>808.12</b>	<b>731.35</b>	<b>9,001.00</b>	<b>1,212.40</b>	<b>1,039.56</b>	<b>249.67</b>	<b>2,252.09</b>	<b>17,248.00</b>	<b>264,453.00</b>

ESTIMATED TOTAL INCOME 6/30/04 / OVER (SHORT) 6/30/04	241,692	(40,009)
ESTIMATED TOTAL EXPENSE 6/30/04 / OVER (SHORT) 6/30/04	17,248	264,453
	<u>224,444</u>	<u>224,444</u>

WORK PROGRAMS

REVENUE (CAT. 00)	(40,009)
TRANSITIONAL ASSISTANCE (CAT. 10)	264,453
RESERVE (CAT. 86)	0
<b>OVER &lt;SHORT&gt;</b>	<u><u>224,444</u></u>

**Cell:** G115

**Comment:** jmalbin:  
a portion of the work program authority was distributed to each of the GL's--requested game plan from Marjie

**Cell:** O115

**Comment:** jmalbin:  
projected expenditures are very rough--pending game plan from Marjie