

DRAFT
Meeting Minutes of the
CLARK COUNTY CHILDREN'S MENTAL HEALTH CONSORTIUM
April 1, 2011

- I. Call to Order.** The meeting was called to order at 10:10 A.M. by Jackie Harris, Chair.
- II. Introductions.** Jackie asked members and guests to introduce themselves. In addition to Ms. Harris of Bridge Counseling Associates, other CCCMHC members in attendance were: Mike Bernstein, Southern Nevada Health District; Jennifer Bevacqua, Nevada Youth Care Providers Association; Lisa Durette, M.D., Local Chapter of the American Academy of Child and Adolescent Psychiatry; Janelle Kraft-Pearce, Las Vegas Metropolitan Police Department; Patty Merrifield, Nevada Division of Child and Family Services; Karen Miller, Parent; and Karen Taycher, Nevada PEP. Guests in attendance were: Teri Kirby and Santiago Delatoree, Nevada PEP 360 Center; Robert Marshall, Montevista Hospital; Roberta Miranda, Bridge Counseling Associates; and Christa Peterson, Ph.D., Consultant.
- III. Public Comment and Discussion.** Dr. Durette asked about the status of the children's acute psychiatric unit at Desert Will Treatment Center. Jackie Harris explained that DCFS announced at a legislative hearing that the unit would be converted into a residential treatment center unit for adolescents with co-occurring mental health and substance abuse problems. Dr. Durette expressed concerns about where uninsured children in crisis would be able to receive inpatient treatment. Patty Merrifield explained that the census has been very low in this unit, frequently at zero, and the greatest number of youths needing inpatient treatment are those with co-occurring disorders. She suggested that DCFS may have some limited funds to purchase bed days at private hospitals for the younger children in psychiatric crisis who are unable to qualify for institutional Medicaid eligibility. DCFS will work with any private psychiatric hospital who needs guidance on how to apply for institutional Medicaid eligibility. Bob Marshall reported that Montevista continues to provide acute inpatient psychiatric services to children, but their beds are usually not full either.
- *IV. Review and Approval of Minutes.** Christa Peterson distributed the approved minutes of the 1/7/11 meeting and the draft minutes of the 2/4/11 meeting. A motion to approve the minutes as read was made by Karen Taycher, seconded by Janelle Kraft-Pearce, and approved unanimously by the members present.
- *V. Review of Membership and Approval of Recommendations.** Jackie Harris announced that Kim Wooden has resigned as the Clark County School District representative to the CCCMHC. She also reported Dee McLellan has moved out of state which will require the appointment of a replacement to represent the Nevada Division of Mental Health and Developmental Services. Christa Peterson distributed letters written to the Clark County School District Board of Trustees and to the Nevada Division of Mental Health and Developmental Services requesting recommendations for potential appointees.
- *VI. Follow up Discussion on Crisis Intervention Team Training and Programs for High Risk Youth from the perspective of the Southern Nevada Community Gang Task Force and Approval of Recommendations.** Janelle Kraft-Pearce reported that the Las Vegas Metropolitan Police Department has provided space in their crisis intervention training to allow school district police officers to participate in the training as recommended by the CCCMHC. Nevada PEP and the Division of Child and Family Services have also been added back into the CIT training program. Janelle also indicated that there is some reorganization occurring within the police department and she will provide an update at a future meeting.
- *VII. Update on the activities of the Nevada Children's Behavioral Health Consortium and Approval of Recommendations.** Jackie Harris reported that the Nevada Children's Behavioral Health Consortium met last month and the primary topics of discussion were the most recent Medicaid utilization report and the treatment home model currently used by most providers in Nevada. Concerns were also raised at the meeting about funding cuts to youths in parental custody who are placed in treatment homes. Room and board costs for these youths will be the responsibility of the parents. Karen Miller expressed a concern because funding cuts to education may also result in more students per classroom, and this may increase the need for residential care. There was also a discussion of the impact on waiting lists of the closure of the West Early Childhood Day Treatment Program. The next meeting of the state consortium will be held on June 30, 2011, from 2:00 to 5:00 P.M. in Building 8 of the West Neighborhood Family Service Center.

Jackie Harris reported on a meeting held with Katherine Sandoval, the First Lady that was arranged by Pam Becker, the Nevada Children's Behavioral Health Consortium Chair and attended by Ms. Becker, Kevin Quint, Commission Chair, Jackie Harris, CCCMHC Chair, and Karen Taycher.

Jackie reported that the meeting went well. She was able to share the CCCMHC's 10-Year Plan and Status Report with the First Lady. The First Lady offered to help the CCCMHC with one policy reform issue. Christa Peterson suggested that Medicaid policy concerning mobile crisis intervention services could be revised to encourage capacity building in Clark County. Karen Taycher added that the First Lady will be touring the Las Vegas office of Nevada PEP.

- *VIII. Update on Commission on Mental Health and Developmental Services' Children's Mental Health Plan and Approval of Recommendations.** Patty Merrifield reported on the last meeting of the Commission on Mental Health and Developmental Services. She indicated that the Commission appointed Marcia Cohen and Dr. Barron (two Commission members) to service on DCFS's Desert Willow Treatment Center Governing Board. Patty also reported that the Commission discussed the closure of the children's unit at Desert Willow Treatment Center due to the low census and its conversion to a residential treatment center program for adolescents with co-occurring mental health and substance abuse problems, who are now being sent out of state. Karen Taycher also mentioned that youths with co-occurring intellectual disabilities and mental health problems are also being frequently sent out of state due to the lack of in-state residential programming.

- *IX. Reports from the Workgroups and Approval of Recommendations**

Workgroup on Public Awareness. Christa Peterson distributed a written progress report and Mike Bernstein, Workgroup Chair, provided additional detail on the activities of the workgroup, including plans for National Children's Mental Health Awareness Day. Since the local awareness day activities will be focusing on overcoming the trauma of bullying, Karen Taycher suggested that Senators Leslie and Parks be informed as they both have sponsored bullying prevention legislation in the current session of the Nevada Legislature. Jackie Harris also informed the members of a letter sent by the Nevada Office of Suicide Prevention to the Clark County School District, encouraging them to re-initiate their TeenScreen program. She is not aware of any response yet from the school district. Karen Taycher will follow up with Charlene Green, Deputy Superintendent for Student Support Services.

Workgroup on Crisis Services and Early Intervention. Patty Merrifield explained that the workgroup has not met for about a year and she has resigned as chairperson. She suggested that the workgroup should continue to examine early childhood programs and collaborations, and follow up on the re-integration of hospitalized youth back into their home schools after they have been discharged from psychiatric inpatient care. Patty will send contact information for the Governor's Early Childhood Advisory Council to Christa Peterson. Karen Taycher suggested that the members postpone the decision about a new workgroup chair until the school district representative is appointed.

Workgroup on Infrastructure and Service Coordination. Christa Peterson distributed a written progress report and Karen Taycher, Workgroup Chair, provided additional detail on the activities of the workgroup.

- *X. Update on Legislative Activities and Approval of Recommendations.** Christa Peterson distributed a copy of Senate Bill 448 as well as the agenda for the April 5 legislative hearing on the bill. Patty Merrifield provided an overview of the bill, while Jackie Harris and Karen Taycher discussed the concerns about children's mental health treatment quality that the bill is trying to address. Jackie Harris also explained the processes by which the Nevada Substance Abuse Prevention and Treatment Agency monitors the quality of the providers with whom they contract. Bob Marshall of Montevista Hospital provided public comment that the hospitals already feel over-regulated and indicated that the Nevada Hospital Association is not in favor of the bill. Christa Peterson commented that the bill significantly broadens the scope of the Commission's regulatory authority over mental health treatment providers. She also provided some historical information on the legislation passed in 1986 to establish the Commission. There was a consensus among the members that Jackie Harris should testify on behalf of the CCCMHC at the April 5 hearing and express the members' desire to see improvements in the quality of mental health treatment.

- *XI. Update from the providers of Medicaid Mental Health Rehabilitative Services Programs and Approval of Recommendations.** Jennifer Bevacqua reported on her follow-up regarding the issue of mental health providers removing children from school early to provide transportation to after-school treatment programs. This issue was discussed at a Youth Care Provider Association meeting and there is

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now an increased awareness of the problems with this practice. Providers will be attempting to readjust their transportation and program schedules to avoid this problem in the future.

***XII. Selection of Agenda Items, Date and Location for next meeting.** The next meeting of the CCCMHC is tentatively scheduled for May 5, 2011. Suggested agenda items include: update on the Children's Unit at DWTC; Crisis Intervention Training; Medicaid Utilization Report; and Mobile Crisis Intervention Services.

XIII. Adjournment. The meeting was adjourned at 12:20 P.M.

Respectfully submitted,

Patricia Merrifield
Secretary

Clark County Children's Mental Health Consortium
Workgroup on Public Awareness and Behavioral Wellness
Progress Report
4-1-11

Under the leadership of Mike Bernstein of the Southern Nevada Health District, this workgroup met three times the last progress report on 1-7-11. In addition to Mr. Bernstein, CCCMHC member Cynthia Escamilla, Parent, participated in the Workgroup. Other workgroup participants were: Linda Flatt, Nevada Office of Suicide Prevention; Dorena Ash, Nevada PEP; Joanne Libertelli, Spring Mountain Treatment Center; Arlene Hummel, Susan Sernoe and Katherine Kerr, Clark County School District; Eric Kennedy, Montevista Hospital; Lisa Wetzell, Nevada Division of Child and Family Services; Ann Feher, Nevada Youth Parole; Leanne Earnest, Nevada Psychological Association and Desert Regional Center; Vena-Wilson-Davis, Mojave Mental Health Services; Natasha Mosby, Youth Advocate Programs; A. Helen Melendez, Suicide Survivor; Bonnie Winkleman; Clinical Director, Spring Mountain Treatment Center, Barbara Ludwig and Christa Peterson, Ph.D., Consultants.

Over the past three months, the workgroup has been planning activities for National Children's Mental Health Awareness Day on May 3, 2011. This year's theme is: "Building resilience in children dealing with trauma." Through the cooperation of the Clark County School District, the workgroup is recruiting local public high schools to produce videos dramatizing how youths have overcome the trauma of bullying. A flyer and instructions for producing and submitting the videos was emailed to 49 public high schools on March 29, 2011. Videos submitted by April 27 will be judged by the workgroup on their message, appropriate content and technical merit. The two top videos will be used in assemblies for sixth graders highlighting children's mental health on May 3 at O'Callahan Middle School, and the high schools producing the top two videos will receive a cash prize. The workgroup is also collaborating with the state and other regional consortia to host a Children's Mental Health Day luncheon on May 3 at the legislature in Carson City. Nevada's First Lady will be in attendance to read a proclamation from the governor and tables will be available to disseminate materials and brochures to legislators. In addition, Clark County students with the top video will attend the luncheon and show their video.

The workgroup has continued to monitor screening activities provided by the GLS Youth Suicide Prevention Initiative implemented through the Nevada PEP-Office of Suicide Prevention partnership. Barbara Ludwig and Dorena Ash of Nevada PEP continue to spearhead the screening activities using the evidence-based Columbia University TeenScreen Program. During January and March, 7th, 8th, 10th, 11th and 12th grade students at Faith Lutheran High School were screened, completing this year's program at Faith. Through the support of the school's counseling department, all students grades 7-12 were offered the screening. Parent consent rates ranged from 18% for 11th graders to 47% for 7th graders with an overall consent rate of 36% as compared to the national average of 25%. A total of 387 students were screened. Of those screened, 50 or 12.9% were identified as positive for mental health problems or suicide risk. After completion of a clinical interview, 45 of the 50 students were confirmed as needing mental health services. Six of the 45 students were already receiving mental health services. Thirty-nine of the remaining students were referred for services and 38 students (97%) have been successfully linked with mental health services to date. Twenty community volunteers assisted with the screenings, including three staff from Nevada PEP, and 10 licensed mental health professionals. Students were linked with services through a network of 105 community mental health providers who have written agreements to accept TeenScreen referrals. School personnel and family members have been extremely

positive about the screening process, and some of their comments will be reflected in an upcoming national press release on the TeenScreen program. Additional local pediatricians have also been identified and trained to implement mental health screening in their clinics.

The workgroup has also been focusing on efforts to develop a comprehensive, local youth suicide prevention plan. The workgroup is planning to engage community decision-makers in the process through a Teen Suicide Prevention Summit tentatively scheduled for September, 2011. The Nevada Office of Suicide Prevention, the Las Vegas Junior League and the Clark County Public Education Foundation have tentatively agreed to co-sponsor the summit, which will be held in conjunction with National Suicide Prevention Week.

Clark County Children's Mental Health Consortium
Workgroup on Infrastructure and Coordination
Progress Report
April 1, 2011

Chaired by Karen Taycher of Nevada PEP, the Workgroup on Infrastructure and Coordination has met twice since the last update on 1-7-11. Other CCCMHC members participating were: Jackie Harris of Bridge Counseling (representing Substance Abuse Providers; Tom Morton, Clark County Family Services; Fritz Reese, Clark County Juvenile Justice Services; and Kim Wooden, Clark County School District. Other participants from the community included: Jack Martin, Youth Parole Bureau; Dorena Ash, Parent; Rosemary Virtuoso, Clark County School District; Tamesiha Sappington and Melissa Betterley, Mojave Mental Health; Benjamin C. Simpkins, Montevista Hospital; and Christa Peterson, Ph.D., Consultant.

In January, 2011, the workgroup finalized the 10-Year Strategic Plan Status Report and submitted it to Mike Willden, Director of the Nevada Department of Health and Human Services as required by NRS 433B.

In February, the workgroup facilitated the distribution of the CCCMHC's 10-Year Strategic Plan to a total of 16 key legislators, including: the chairs and vice-chairs of the Senate Finance, Education Government Affairs, and Health and Human Services Committees; and the chairs and vice-chairs of the Assembly Education, Government Affairs, Health and Human Services, and Ways and Means Committees.

The CCCMHC's bill (AB 48) was introduced and heard in the Assembly's Health and Human Services Committee on February 14, 2011. Karen Taycher and Jackie Harris testified on behalf of the bill. It was amended and passed out of Committee.

The workgroup convened on February 24 in its continuing effort to improve the implementation of the local barrier-busting memorandum of understanding, which includes the work of the neighborhood and county-wide community resource teams. The data collection form and process have been improved. Participating agencies have also been using the new form to collect data on existing out-of-state placements in order to identify unmet needs. The workgroup has also discussed expanding the team reviews to include youths who are returning from out-of-state placements and expanding the membership of the team. The workgroup has also identified the need for more specific procedures on eliminating multiple staffing, expediting cases to the community-wide team, appeal processes, Once the specific procedures have been drafted, a training will be conducted for resource team leaders to make sure that all of the neighborhood teams are operating consistent with the procedures and as effectively as possible. The workgroup will meet again in April to continue their efforts to improve the barrier-busting resource teams.

DRAFT
Meeting Minutes of the
CLARK COUNTY CHILDREN'S MENTAL HEALTH CONSORTIUM
May 6, 2011

- I. **Call to Order.** The meeting was called to order at 10:10 A.M. by Jackie Harris, Chair. Jackie welcomed members and guests.
- II. **Introductions.** Members and guests introduced themselves. In addition to Ms. Harris of Bridge Counseling Associates (representing Substance Abuse Providers), other CCCMHC members in attendance were: Mike Bernstein, Southern Nevada Health District; Jennifer Bevacqua, Nevada Youth Care Providers Association; Patty Merrifield, Nevada Division of Child and Family Services; Karen Miller, Parent; Fritz Reese, Clark County Juvenile Justice Services; and Palisa Sturgis, Nevada Division of Health Care Financing. Guests in attendance were: Derrick Carroll and Katherine Stanton, Fresh Start Family Services; Linda Flatt, Nevada Office of Suicide Prevention; Lisa Wetzel, Nevada Division of Child and Family Services; TJ Rosenberg, Whitney Sadow, Katherine Stansberry; Dorena Ash and Teri Kirby, Nevada PEP; Suzanne Faust, Ph.D., Private Provider; Ben Simpkins, Montevista Hospital; Stuart Ghertner, Southern Nevada Adult Mental Health Services; Kathy Kelly, LCSW, Private Provider; Roberta Miranda, Bridge Counseling Associates; and Nicholas Zink, Youth.
- III. **Public Comment and Discussion.** Palisa Sturgis discussed a clarification to the Medicaid regulations concerning billing for transportation to children's mental health day treatment programs. Mike Bernstein discussed a webinar he participated in to learn about how texting can be used to increase students' access to the state's Crisis Call Center for suicide prevention.
- IV. **Recognition of TeenScreen Community Volunteers** Jackie Harris provided an overview of the screening activities that were completed this academic school year at Faith Lutheran Jr-Sr High School. Linda Flatt discussed a study on the effectiveness of school screenings in preventing youth suicide. Jackie thanked all those providers and other volunteers who donated their time to the screening activities. She presented those present with a certificate of appreciation, including Whitney Sadow, Dorena Ash, Lisa Wetzel, Dr. Suzanne Faust, and Kathy Kelly. Christa Peterson indicated that certificates will be mailed to those not present.
- *V. **Review and Approval of Minutes.** Christa Peterson distributed the approved minutes of the 2-4-11 meeting and the draft minutes for the 4-1-11 meeting. Approval of the 4-1-11 draft minutes was deferred absent a quorum.
- *VI. **Review of Membership and Approval of Recommendations.** Christa Peterson distributed an updated membership list and a letter from Dr. Harold Cook recommending Stuart Ghertner be appointed as the Nevada Division of Mental Health and Developmental Services representative to the CCCMHC. Absent a quorum, approval of Dr. Cook's recommendation was deferred until the next meeting. Christa Peterson also reported that there has not been a response to the letter sent by Jackie Harris to the Clark County School District Board of Trustees requesting a recommended representative.
- *VII. **Recap of Children's Mental Health Awareness Day Activities and Approval of Recommendations.** Mike Bernstein provided a recap of the local activities held in commemoration of National Children's Mental Health Awareness Day. The CCCMHC sponsored a high school video contest. High School students were asked to submit videos that

depicted ways to overcome the effects of bullying. The first and second top rated videos have been selected and will receive a cash prize from Montevista Hospital and Seven Hills Behavioral Institute, respectively. The top video was produced by Advanced Technologies Academy and the 2nd place video was produced by the Southwest Technical Academy. Clark County School District used the top rated video and built a program around it to teach middle school students how to combat the effects of bullying. The program was provided through school assemblies at O'Callaghan Middle School on Children's Mental Health Awareness Day. There was TV coverage of the event. Mike thanked Susie Sernoe and her staff of Clark County School District and Nevada PEP for their assistance in the implementation of the contest and the assemblies.

Jackie Harris provided a recap on the events held at the Nevada Legislature for National Children's Mental Health Day. Jackie reported on the luncheon sponsored by the First Lady, Katherine Sandoval. The Governor attended and provided a proclamation about Children's Mental Health Awareness Day. The students and their teacher from Advanced Technologies Academy attended the luncheon and showed their top rated video. The Governor and First Lady distributed certificates of appreciation to state and regional consortia members with 10 years of service. Nevada PEP helped distribute green ribbons and other information about children's mental health throughout the legislative building following the luncheon.

***VIII. Update on Crisis Intervention Team Training and Approval of Recommendations.**

This item was deferred until CCCMHC member Janelle Kraft Pearce can be in attendance.

***IX. Update on Legislative Activities and Approval of Recommendations.** Patty Merrifield provided an update on SB 448 which proposed to expand the authority of the Mental Health Commission and create a state Children's Mental Health Policy Board. The bill was heard in the Health and Human Services Committee on April 5 and died in committee. There was a discussion of the problems in gaining support for passage of the bill. Jackie Harris apologized for not being able to attend the hearing and testify on its behalf.

Jackie Harris provided an update on status of the CCCMHC's bill, AB 48. She indicated that after the bill was passed out of the Health and Human Services Committee, it was sent to the Ways and Means Committee because it originally had a funding requirement attached. It has not yet been heard by this latter committee.

Patty Merrifield reported that the DCFS budgets will be heard on May 12.

Jennifer Bevacqua provided a description of two bills which affect the administration of psychotropic medications in treatment homes. SB 371 proposes that the court shall designate a person to oversee all health care for each foster child, which may be the biological parent but cannot be the treating physician. SB 246 proposes that training in the management and administration of medications be required for staff of all public institutions, including juvenile detention and those employed by treatment homes.

***X. Update on Commission on Mental Health and Developmental Services' Children's Mental Health Plan and Approval of Recommendations.** It was reported that the Children's Subcommittee of the Commission desires to continue working on issues addressed in SB 448. These issues are on the next agenda for the Commission, scheduled for May 20, 2011 at 8:30 A.M. at Desert Regional Center.

***XI. Update on the activities of the Nevada Children’s Behavioral Health Consortium and Approval of Recommendations.** There was no update available from this consortium. The next meeting of this consortium is scheduled for June 30, 2011. The Accountability and Workforce Development Workgroup is scheduled for May 13 at 1:30 pm at the West Neighborhood Family Service Center, Building 8.

***XII Update from the providers of Medicaid Mental Health Rehabilitative Services Programs and Approval of Recommendations.** Jennifer Bevacqua reported that there will be an upcoming hearing to review changes to Medicaid’s Policy Manual, Chapter 400. A recent survey by Medicaid has shown an increase in day treatment programs. Jennifer also mentioned that Medicaid is requiring re-enrollment for all providers of mental health rehabilitative services. She also cautioned the members and guests to carefully research the qualifications of providers prior to using them.

***XIII. Selection of Agenda Items, Date and Location for next meeting.** The next meeting of the CCCMHC will be held on June 3, 2011 at 10:00 A.M. The Workgroup on Public Awareness will meet on May 16 at 1:30 P.M.

XIV. Adjournment. The meeting was adjourned at 11:30 A.M.

Respectfully Submitted,

**Patricia Merrifield
Secretary**

DRAFT

Meeting Minutes of the
CLARK COUNTY CHILDREN'S MENTAL HEALTH CONSORTIUM
June 3, 2011

- I. Call to Order.** The meeting was called to order at 10:15 A.M. by Jackie Harris, Chair. Ms. Harris welcomed members and guests.
- II. Introductions.** The chair asked members and guests to introduce themselves. In addition to Ms. Harris of Bridge Counseling Associates (representing Substance Abuse Providers), other CCCMHC members in attendance were: Mike Bernstein, Southern Nevada Health District; Cynthia Escamilla, Parent; Patty Merrifield, Nevada Division of Child and Family Services; Tom Morton, Clark County Family Services; Palisa Sturgis, Nevada Division of Health Care Financing and Policy; Karen Taycher, Nevada PEP; and Judge William Voy, Eighth Judicial Court. Others in attendance were: Sandra Jones, Heads Up Nevada; Teri Kirby, Charlene Gumber, and Katherine Stansberry, Nevada PEP; Susie Sernoe and Katie Kerr, Clark County School District; Derrick Carroll, Fresh Start Family Services; Stuart Ghertner, Southern Nevada Adult Mental Health Services; Eric Kennedy, Montevista Hospital; Barbara de Castro, Majestic Health Services; Linda Santangelo, Ph.D., Desert Willow Treatment Center; Katherine Stanton; and Christa Peterson, Ph.D., Consultant.
- III. Public Comment and Discussion.** Jackie will ask for any public comment and offer to return to this agenda item at any time during the meeting. Susie Sernoe of the Clark County School District expressed her disappointment about the lack of credit given to CCSD and Nevada PEP in the media coverage of local events held for Children's Mental Health Awareness Day. Mike Bernstein explained that credit was given in the press release but that the media did not include it in the coverage. Susie also announced that she will be leaving her position as Director of CCSD Wraparound Services due to budget cuts in the school district. Karen Taycher thanked Susie for all her work with the CCCMHC.
- *IV. Review and Approval of Minutes.** Christa Peterson distributed the draft minutes of the 4-1-11 and 5-6-11 CCCMHC meetings. Approval was deferred due to lack of a quorum.
- *V. Review of Membership and Approval of Recommendations.** Christa Peterson distributed an updated membership list and letter from Harold Cook recommending Stuart Ghertner for the Mental Health and Developmental Services representative to the CCCMHC. Jackie Harris asked Patty Merrifield to follow up with DCFS Administrator Diane Comeaux to request that Dr. Ghertner be appointed to the CCCMHC.
- *VI. Update on Desert Willow Treatment Center's Children's Unit and Approval of Recommendations.** Linda Santangelo provided an update on Desert Willow Treatment Center's Children's Unit. She indicated that she is working with her staff to convert the unit to a residential program for adolescents with substance abuse problems. Services will include screening, assessments, medication monitoring, and family therapy. Dr. Santangelo discussed the challenges in getting staff trained and certified in family therapy and other necessary services to the new target population. Dr. Santangelo indicated that the Children's Unit is still open and the timeline for conversion is not set. Karen Taycher asked where children needing inpatient care would go once the Children's Unit is closed. Patty Merrifield state that there are funds to place these children in private hospitals. Cynthia Escamilla stressed the need for aftercare support for these children once discharged from private facilities. Karen Taycher commented that there is a lack of good system-wide data on the unmet needs of younger children, but anecdotal evidence has suggested to her that many are going out of state due to lack of community-based services. Judge Voy stated that it is difficult for providers to develop community-based services for younger children, because the state will not commit to providers up front so they can assure that they have a guaranteed census. A follow up to this discussion will be placed on the next agenda.

***VII. Workgroup Reports and Approval of Recommendations**

Workgroup on Public Awareness. Christa Peterson distributed a written report, and Mike Bernstein discussed the report. There was a request to add Nevada PEP to those who participated in the program held at O'Callaghan Middle School for Children's Mental Health Awareness Day. Patty Merrifield suggested that the CCCMHC provide schools with the video from the Children's Mental Health Awareness Day contest as schools are mandated to provide anti-bullying programming. Christa Peterson explained that the school social workers built a bullying prevention lesson plan around the video, using selected parts of the video. Patty's request will be referred to the Workgroup for follow up. The members also discussed potential dates for the Youth Suicide Prevention Summit meeting. There was a consensus among the members present that the best dates for the meeting were September 8 and/or September 9, 2011.

Workgroup on Infrastructure. Christa distributed the written report. Karen Taycher summarized the report and added the CCCMHC bill, AB 48, was on the state senate list for approval today. Patty Merrifield informed the members that \$45,000 has been approved in the DCFS budget for the three regional consortia.

***VIII. Update on Crisis Intervention Team Training and Approval of Recommendations.** This agenda item was deferred.

***IX. Update on Legislative Activities and Approval of Recommendations.** There was a discussion of two bills that have been approved by the Legislature: (1) SB 371 which proposes certain requirements for approval of psychiatric care for children in the custody of child welfare agencies; and (2) SB 246, which requires certain training for staff who administer medications to children in the custody of child welfare and/or juvenile justice agencies.

***X. Update on Commission on Mental Health and Developmental Services' Children's Mental Health Plan and Approval of Recommendations.** Christa Peterson distributed a letter from Dr. Julie Beasley of the Nevada Mental Health and Developmental Services Commission requesting feedback from the CCCMHC. Patty Merrifield explained that the Commission will need to revise their Children's Mental Health Plan as their bill draft was a central component and that did not pass. Jackie Harris suggested that the CCCMHC provide the following feedback: (1) there was insufficient time to review the bill with local stakeholders and get support; (2) there was a perceived negative impact on private providers; (3) suggest alternative ways to develop standards through contracts with providers; (4) suggest ways to involve provider groups, such as psychologists and psychiatrists in drafting revised legislation. Christa Peterson will draft a response to the Commission request for Jackie's signature.

***XI. Update on the activities of the Nevada Children's Behavioral Health Consortium and Approval of Recommendations. Jackie will ask state Consortium Members to provide any updates.** The next meeting of the NCBHC is June 30, 2011.

***XII. Update from the providers of Medicaid Mental Health Rehabilitative Services Programs and Approval of Recommendation.** An update from the providers was deferred due to Jennifer Bevacqua's absence. Patty Merrifield indicated that the workgroup on developing a new treatment foster care model for Nevada has prepared draft recommendations that will be considered by the state's Child Welfare Decision-Making Group (DMG). Barbara De Castro reported that the Youth Care Providers Association is preparing feedback on the recommendations. Karen Taycher asked about family involvement in the development of the recommendations. Patty stated that the workgroup was composed of state and county child welfare staff and was tasked to recommend what child welfare agencies want to purchase from therapeutic foster care. It is a recommendation

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to administrators not a final proposal or plan. There was a discussion about the workgroup process. Cynthia Escamilla suggested that there was a need for parent involvement and support of any changes in the model.

***XIII. Selection of Agenda Items, Date and Location for next meeting. Jackie will discuss next meeting dates. The following agenda items were suggested:** (1) Update on the Desert Willow Treatment Center's Children's Unit; (2) Update on the Treatment Foster Care model; (3) Update on the Crisis Intervention Team training.

XIV. Adjournment. The meeting was adjourned at 12:00 P.M.

Respectfully submitted,

Patricia Merrifield
Secretary

DRAFT

Meeting Minutes of the
CLARK COUNTY CHILDREN'S MENTAL HEALTH CONSORTIUM
September 2, 2011

- I. Call to Order.** The meeting was called to order at 10:00 a.m. by Jackie Harris, Chair. Ms. Harris welcomed members and guests.
- II. Introductions.** The chair asked members and guests to introduce themselves. In addition to Ms. Harris of Bridge Counseling Associates (representing Substance Abuse Providers), other CCCMHC members in attendance were: Mike Bernstein, Southern Nevada Health District; Cynthia Escamilla, Parent; Patty Merrifield, Division of Child and Family Services; Fritz Reese, Department of Juvenile Justice; Palisa Sturgis, Nevada Division of Health Care Financing and Policy; Karen Taycher, Nevada PEP. Others in attendance were: Santiago DeLaTorre, Nevada PEP; Katherine Stansberry, Nevada PEP; Linda Flatt, Nevada Office of Suicide Prevention; Teri Kirby, Nevada PEP; Tracy Basile, HOPE Counseling; Viki Kinnikin, Mojave Counseling; Mike Garone, Montevista Hospital; Darryl Dubroca, Spring Mountain Treatment Center; Joanne Libertelli, Spring Mountain Treatment Center; and Barbara de Castro, Majestic Health.
- III. Public Comment and Discussion.** Jackie will ask for any public comment and offer to return to this agenda item at any time during the meeting. Karen Taycher distributed a handout done by the National Alliance on Mental Illness, June 2007, entitled "Ten Best Practices for Schools."
- *IV. Review and Approval of Minutes.** Approval of minutes was deferred absent a quorum.
- *V. Review of Membership and Approval of Recommendations.** Copies of a letter from DCFS Administrator Diane Comeaux, appointing Stuart Ghertner as a member representing Division of Mental Health and Developmental Services with Dr. Ghertner's acceptance were distributed. There has been no response from the Clark County School District Board of Trustees to a letter sent by the chair in March 2011, requesting a recommendation for a potential appointee representing CCSD as required in statute. Questions regarding how quorum is calculated were raised; is it based on filled positions or on all positions including those vacant. A few noted that all other bodies that fall under Open Meeting Law requirements, DAGs have stated that all positions count in calculating quorum. Patty Merrifield will consult with Shannon Richards, DAG.
- *VI. Update on Legislative Activities and Approval of Recommendations.** A final copy of Assembly Bill No. 48 as passed was distributed. There was discussion of the chair sending a thank you letter to Mark Fiorentino and Erin Russell as well as an invitation to a future meeting. Barbara de Castro noted that the workgroup on psychotropic medications is being reconvened under the leadership of Dorothy Pomin, DCFS Family Programs Office. It is anticipated that this group will work on state policy related to SB 371 which sets new requirements related to the psychiatric care of children in foster care. Jill Marano put together a summary of legislation passed in the 2011 Session effecting child welfare. The consortium members expressed interest in hearing a review of this. Patty Merrifield will ask Jill to present at the October meeting. Patty will also share summary sent to DCFS staff of bills passed in the 2011 Legislative Session that effect DCFS (children's mental health, child welfare and/or juvenile justice).
- *VII. Discussion of Proposed CCCMHC Budget for FY 2011 – FY 2012 and Approval of Recommendations.** Patty Merrifield reviewed requirements for expending of state funds. The services of an individual can be secured through a contract; either by using the state's contract for temporary workers or by contracting with an individual. An individual must comply with all state contracting requirements. State law changed this session extending from one to two years the period of time between leaving state service and entering into a contract with a state agency. She

noted that the temporary employment policy of the Department of Health and Human Services prohibits state retirees from being a temporary worker under the state's temporary employment services contracts. It was noted that the consultants to the Commission on Mental Health and Developmental Services and to the Mental Health Planning and Advisory Council have been informed that their contracts will end on September 30, 2011 due to a prohibition to securing the services of state retirees. Patty Merrifield stated that she has not seen a department policy regarding contracts. Patty stated that DCFS will support the consortium in either using the state's temporary employment services contract or entering into a contract with an individual in support of the consortium's budget. She also noted that other items such as supplies need to be purchased using Purchase Orders. DCFS staff will work with the consortium to issue these for items on an approved budget.

Karen Taycher raised concerns about the policy restricting state retirees from qualifying under temporary employment contracts and the appearance this same restriction is being applied to contracting with state retirees. She noted that such restrictions cut off individuals who have the knowledge needed to do quality work, especially with pay and benefit cuts to state employees. Many staff seem to be leaving state positions and she's concerned about morale and the state's ability to attract strong candidates with pay cuts, furloughs and cuts in benefits. Patty noted that DCFS will not be able to provide clerical support and suggested that perhaps a special meeting could be called at a time enough members could commit to achieve a quorum suggesting that waiting until October to approve a budget was late. Jackie Harris will convene an Executive Committee review of the proposed budget before the next consortium meeting.

- *VIII. Update on Commission on Mental Health and Developmental Services' Children's Mental Health Plan and Approval of Recommendations.** Viki Kinnikin stated that the Commission subcommittee has not met in the last few months. The full commission is scheduled to meet on September 15 and this is on their agenda. Jackie stated that she sent feedback on behalf of the Consortium a few months ago.
- *IX. Update on Youth Suicide Prevention Summit Meeting and Approval of Recommendations.** Mike Bernstein shared the flyer regarding this summit. The names of panelists are being finalized. Misty Allen will update the panelist list. The workgroup meets after this. Laurie Flynn will give information on national state of the art in youth suicide prevention. Participants will break into workgroups to develop priorities for Clark County. Laurie will facilitate discussions of the recommendations and responses. Goal is to come up with a framework for youth suicide prevention plan for Clark County. About 45 have registered. CEUs are available and there is funding for parent stipends. There is space for 100 participants. Consortium members were encouraged to register. The registration is being held open beyond today, September 2, the initial closing date.
- *X. Follow up Discussion on Programs for High Risk Youth from the perspective of the Southern Nevada Community Gang Task Force and Approval of Recommendations.** No one was present to provide information.
- *XI. Update on Crisis Intervention Team Training and Approval of Recommendations.** No one was present to provide information and none of the members and visitors had heard anything about a training.
- *XII. Update on Desert Willow Treatment Center's Children's Unit and Approval of Recommendations.** Patty Merrifield reported that the unit has been opened when there has been a need. Cynthia Escamilla reported that she has heard of denied admissions from parents. Patty asked that Cynthia get back to with her individually with parental permission so that she can follow-up as she knew nothing about any such instances. Progress towards training staff in treatment of co-occurring substance abuse and mental health disorders has been halted due to staff vacancies. Patty reported that both the Licensed Psychologist and the

Licensed Clinical Social Worker for this unit have resigned. She announced that DWTC will be recruiting for both positions as well as for another Licensed Psychologist position and asked that consortium members and guests get the recruitment word out. Until key positions are filled, DWTC will not be able to implement training and program changes before filling these key treatment practitioner positions.

- *XIII. Update on the activities of the Nevada Children's Behavioral Health Consortium and Approval of Recommendations.** Jackie Harris and Jennifer Bevacqua shared information from the August 25, 2011 meeting. Chuck Duarte, Administrator of the Division of Health Care Financing and Policy gave updates regarding Medicaid and Health Care Reform. The Silver State Health Insurance Exchange is being created and Nevada received a \$4 million federal grant for planning and infrastructure, the majority dedicated to creation of an eligibility IT system. DHCFP cut \$8 million in funding for targeted case management. Where those cuts will be made and the impact on children's mental health are unknown.
- XIV. Update from the providers of Medicaid Mental Health Rehabilitative Services Programs and Approval of Recommendations.** Jennifer Bevacqua reported that there is not a crisis now. She noted that Magellan's contract will be ending and HP is the new contractor for QIO-like vendor. Palisa Sturgis stated that this change will occur in early December and that HP is already working on the transition. Jennifer announced that Magellan is proceeding with its annual Medicaid conference in October. She further explained that individual staff are now required to be enrolled with Medicaid and providers have been very busy over the past few months completing these enrollments and the required supporting documentation. Nevada Youth Care Providers put together a training on what Rehabilitative Mental Health Services are and what they are not and on parental involvement a couple of years ago. They offered to provide this training to DFS staff and that offer still stands.
- XV. Selection of Agenda Items, Date and Location for next meeting.** This consortium will meet next on October 7, 2011. Recommended agenda items included: membership; update on legislation, Patty Merrifield will invite Jill Marano, DCFS Family Programs Office to give overview of child welfare legislation and Jackie Harris will invite Lisa Ruiz-Lee, DFS Acting Director to present DFS' policy and implementation of SB 371; CCCMHC budget; support letter for NV PEP grant proposal; Youth Suicide Prevention Summit report; Southern Nevada Community Gang Task Force and programs for high risk youth; Crisis Intervention Team Training; DWTC unit conversion; Commission on Mental Health and Developmental Services' Children's Mental Health Plan; Medicaid Mental Health Rehab. Providers updates.
- XVI. Public Comment and Discussion.** Karen Taycher announced that Mike Willden, Director of the Department of Health and Human Services, will be speaking on September 6 on budget cuts in the department. He will be at the PLAN office in Reno with options for connecting statewide. Karen will have the announcement of this presentation sent to this consortium's distribution list.
- XVII. Adjournment.** The meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Patricia Merrifield
Secretary

DRAFT
CLARK COUNTY CHILDREN'S MENTAL HEALTH CONSORTIUM
Minutes
October 7, 2011

- I. Call to Order.** The meeting was called to order at 10:10 am.
- II. Introductions.** The chair asked members and guests to introduce themselves. In addition to Ms. Harris of Bridge Counseling Associates (representing Substance Abuse Providers), other CCCMHC members in attendance were: Mike Bernstein, Southern Nevada Health District; Karen Miller, Parent; Fritz Reese, Department of Juvenile Justice; and Karen Taycher, Nevada PEP. Others in attendance were: Kymborlee Rhodes, Counsltation & Counseling Associates; Santiago DeLaTorre, Nevada PEP; Linda Flatt, Nevada Office of Suicide Prevention; Teri Kirby, Nevada PEP; Tracy Basile, HOPE Counseling; Viki Kinnikin, Mojave Counseling; Mike Garone, Montevista Hospital; Joanne Libertelli, Spring Mountain Treatment Center; Barbara de Castro, Majestic Health; Sherrita Williams; Delila Wade; Renee Ball, Nevada PEP; Katie Kerr, Clark County School District; Jill Marano, Division of Child & Family Services; Jasmine Blackwell-Newton, UNLV; Stephanie Hoyle, Nevada PEP; T.J. Rosenberg, Nevada PEP; and Keisha Hopkins, Nevada PEP.
- III. Public Comment and Discussion.** None
- IV. Review and Approval of Minutes.** There was no review of minutes as there was not a quorum present to approve.
- V. Review of Membership and Approval of Recommendations** Reviewed membership. Jackie Harris asked for one of the standing committees to take on the task of looking at membership. Mike Bernstein, chair of the Public Awareness Workgroup agreed to take on this task and report to the full consortia.
- VI. Update on Legislative Activities and Approval of Recommendations** Jill Marano, from DCFS Family Programs office presented two documents to the full consortia – “DCFS Family Services Legislative Summary Update” as well as the “2011 Legislative Update.”
- VII. Discussion of Proposed CCCMHC Budget for FY 2011-2012 and Approval of Recommendations** Handout reviewed. The committee was asked if they might know of someone who may be able to work as consultant to the consortia. At this time, it cannot be a retired a state employee. Budget not approved due to no quorum.
- VIII. Discussion of Support Letter for Nevada PEP Grant Proposal and Approval of Recommendations** No vote taken due to no quorum. Will be reviewed at November meeting.
- IX. Update on Youth Suicide Prevention Summit Meeting and Approval of Recommendations** Mike Bernstein provided update as to the summit. It was very successful. Mike will provide a more detailed report at next meeting following the Public Awareness Workgroup meeting.
- X. Update from the Clark County Children’s Mental Health Consortium Workgroups Infrastructure:** Karen Taycher reported that Pedro Martinez would like to attend one of our meeting in either Novemeber or December. The CCSD is very interested in the committee’s work. Public Awariness: Oct. 17 is their next meeting. 1:00 p.m. Building 8. Will work on Summit plan and membership.

- XI. Follow up on SB 371 and DFS' implementation** Discussion and update. Brief summary provided by Janice Wolf, Children's Attorney Project. There was a workgroup meeting brought together by the Department of Family Services to look at the legislative impact. There has been difficulty with finding someone to take this role. The Consortia will ask the new interim Director to DFS, Lisa Ruiz-Lee to provide further information at the next consortia meeting.
- XII. Selection of Agenda Items, Date and Location for next meeting.** Next meeting to be held on Friday November 4, 2011 at 10:00 am. Discussion of agenda items to be included.
- XIII. Public Comment and Discussion** Heads Up provide hand on an up coming training on Asperger's, Helping our Community Understand Autism. Thursday, Oct. 20th 12:00 p.m. – 4:00 p.m. Palisa Sturgis, Southern Nevada Housing Authority announced that they have a new Social Services Manager, Jason Broshard.
- XIV. Adjournment.** The meeting was adjourned at 11:55 am.

Sincerely,

Jackie Harris
Chair

DRAFT
Clark County Children's Mental Health Consortium
Budget Request
FY 2011-2012

Members volunteer their time to serve on the CCCMHC. Hundreds of other individuals, including caseworkers, providers and families serve on workgroups for the CCCMHC. Nevada Division of Child and Family Services and Nevada Parents Encouraging Parents provide space, equipment, telephone, utilities, and clerical support to the work of the CCCMHC. The Nevada Office of Suicide Prevention provides funding support for the CCCMHC to develop and monitor a local youth suicide prevention plan under the GLS Youth Suicide Prevention Initiative and to provide local public awareness activities.

Budget Category	Request
Contractual	
See attached Scope of Work and Job Descriptions	
Consultant 15 hrs per month @ \$55.00/hour for 12 months	9,900
Assistant 10 hrs per month @ 15.00/hour for 12 months plus 9%	1,962
Printing and Graphics	500
In-direct Contract Cost 8%	1,188
Equipment/Space/ Telephone - in-kind from Nevada PEP	0
Supplies/Operating	
\$37.50 X 12 mos	450
Public Awareness Activities for National Children's MH Day	1,000
Parent Stipends	
24 meetings x 3 Parents x \$25.00 in-kind from Nevada PEP	
Subtotal	15,000

Total Request to DCFS \$15,000

Consortia LOGO

September 20, 2011

Mike Willden
Director
Department of Health and Human Services
4126 Technology Way
Carson City, Nevada 89706

Dear Mr. Willden:

I am writing to you on behalf of the Clark County Children's Mental Health Consortium. In the recent Legislative session, a budget supporting the regional consortia with state general funds was approved for \$15,000 each year of the biennium. As funding has been at a critical point over the last several years in our state, it is greatly appreciated that the Consortia activities were supported by the Department and its staff.

As you are well aware, the consortia is responsible for the following activities per NRS 433B.335:

- Development of a 10 year Strategic Plan for children's mental health to guide our community (Completed on 2010).
- Updates on the Strategic Plan yearly.
- Ongoing evaluation of the needs, services, and gaps in children's mental health.

Consortia membership primarily consists of individuals who are governmental agency and/or non-profit, private leaders in children's mental health, as well as parents, family members, and direct service providers of children's mental health. Historically, the consortia has relied upon part-time consultants to assist in the day-to-day activities of the consortia, respond to requests for information, as well as comply with the activities in 433B.335. Without the support of the consultant(s) the consortia would not be able to meet the requirements and provide the Department, Legislators, or the community-at-large with vital information to guide children's mental health.

Dr. Christa Peterson has served as consultant to the consortia since 2004. She has been an invaluable partner, bringing with her over 30 years of experience in children's mental health. I sincerely believe that the ability of the Clark County Children's Mental Health Consortium to not only comply with the requirements set forth in NRS, but present a comprehensive, thorough, and detailed report would not be present if not for Dr. Peterson's involvement.

On behalf of the consortium, I am requesting permission to use Nevada PEP as a contractor to oversee the operations of the consortium. As the Statewide Family Network for families with

children who have serious emotional disturbance, Nevada PEP brings together the consumers of children's mental health services whose voice is critical to the consortium's work on service planning and improvement. Dr. Peterson is currently employed as a consultant with Nevada PEP, and we would like to use her to continue to support the consortium under this contract.

Please let me know if I can provide any further information on this issue. I thank you in advance for your consideration and look forward to your response.

Sincerely Yours,

Jacqueline Harris, MA, MFT, LADC

Chair, Clark County Children's Mental Health Consortium

Cc: Diane Comeaux, Administrator

Karen Taycher, Infrastructor Workgroup Chair

Mike Bernstein, Public Awareness Workgroup Chair

Patty Merrifield, Crises & Early Intervention Workgroup Chair

Job Description

Consultant

1. Conducts research and evaluation studies to support the development and monitoring of the CCCMHC Plan as required by NRS 433.B

- a. Develops research and evaluation designs, psychological surveys, and other needs assessment tools as required.*
- b. Develops procedures for evaluation and coordinates data collection for needs assessment research and studies*
- c. Oversees the development of database development and data input activities*
- d. Provides statistical analysis and interpretation of data collected*
- e. Prepares publishable reports and presentations summarizing CCCMHC studies and interpreting similar scholarly research and evaluation findings from other states and communities.*
- f. coordinates final preparation of plan and status reports, overseeing typing, graphics, publishing and dissemination of plan through hard copy and electronic means*

2. Coordinates the public meetings of the CCCMHC and its three workgroups. The Consortium and Workgroups each meet at least once monthly.

- a. Facilitates meetings as requested*
- b. Prepares handouts for the meetings;*
- c. Prepares workgroup progress reports*
- d. Ensures compliance with open meeting laws and regulations*
- e. Oversees the work of the assistant*

3. Completes other projects as requested by CCCMHC and workgroup chairs, including

- a. Collects data and conducts other research on topics relevant to workgroup activities as requested by workgroup chairs*
- b. Prepares brochures, press releases, special reports and other materials on children's mental health issues*
- c. Provides professional consultation to consortium members on children's mental health issues, including mental health service planning and delivery, legislation, evaluation, and financing*
- d. Develops and monitors budgets, funding plans, and grant requests to support CCCMHC activities*
- e. Responds to letters, emails, phone calls to the CCCMHC requesting information, referrals, etc.*

f. Drafts letters and presentations to state and community agencies, individuals, legislative and other committees at the request of the chair or workgroup chairs.

4. Coordinates membership issues including:

- a. Recruit new members*
- b. Contact and orient new members*

5. Coordinates and facilitates other CCCMHC-related meetings and events (i.e., trainings, press conferences, public awareness events etc), to include

- a. facilitates meetings and/or trainings*
- b. prepares documents on children's mental health issues*
- c. provides professional consultation on meeting topics*
- d. develops training curricula on psychological and children's mental health issues*
- e. designs training evaluations, and analyses training data*
- f. prepares summary of meetings and tracks work plans developed.*

6. Serve as Liaison between the CCCMHC and the Division of Child and Family Services, including:

- a). preparation of activity reports and summaries as requested*
- b) tracking parent reimbursement requests and other invoices*

Job Description

Assistant

1. Provides support in the development and monitoring of the CCCMHC 10-year Plan

- a. Assists with data input and data collection for needs assessment*
- b. Coordinates typing, graphics, publishing and dissemination of plan and status reports through hard copy and electronic means*

2. Assists in the coordination of meetings for the Consortium

- a. Develops and distributes meeting agendas in accordance with Open Meeting Laws;*
- b. Makes logistical arrangements for meeting*
- c. Arranges space and provides necessary supplies/equipment*
- f. Copies handouts for the meetings*
- e. Records, transcribes, and distributes meeting minutes*

3. Provides support in monitoring membership and attendance

- a. Monitors attendance and identifies nonattending members*
- b. Drafts and distributes letters requesting recommendations for appointments, appointments, resignations, termination of appointments*

4. Assists in coordinating other CCCMHC-related meetings and events (i.e., training, press conferences etc.)

- a. Makes logistical arrangements for meetings*
- b. Copies handouts and other materials*
- c. Prepares and distributes letters and brochures related to meeting*
- d. Collects and summarizes meeting/training evaluations and other outcome data*

5. Completes other tasks as requested by the CCCMHC

- a. copies and disseminates brochures, press releases, special reports and other materials on children's mental health issues*

Scope of Work

Professional Support to the Clark County Children's Mental Health Consortium

Under the direction of the Consortium Chair and its members, the contractor coordinates the programs, services, budget and operations of the Clark County Children's Mental Health Consortium. The contractor provides psychological services including research and evaluation activities, and employs individuals necessary to complete the tasks below, including: psychologists, statisticians, database developers, graphics designers, and administrative/clerical support. The contractor also prepares and monitors yearly budgets.

- 1. Conducts research and evaluation studies to support the development and monitoring of the CCCMHC Plan as required by NRS 433.B**
 - a. Develops research and evaluation designs, psychological surveys, and other needs assessment tools as required.*
 - b. Develops procedures for evaluation and coordinates data collection for needs assessment research and studies*
 - c. Oversees the development of database development and data input activities*
 - d. Provides statistical analysis and interpretation of data collected*
 - e. Prepares publishable reports and presentations summarizing CCCMHC studies and interpreting similar scholarly research and evaluation findings from other states and communities.*
 - f. coordinates final preparation of plan and status reports including typing, graphics, publishing and dissemination of plan through hard copy and electronic means*

- 2. Coordinates the public meetings of the CCCMHC and its three workgroups. The Consortium and Workgroups each meet at least once monthly. In addition to meeting facilitation, coordinates other meeting support activities including:**
 - a. Facilitates meetings as requested*
 - b. Develops and distributes meeting agendas;*
 - c. Makes arrangements for meeting*
 - d. Arranges space and necessary supplies/equipment*
 - e. Records, transcribes, and distributes meeting minutes*
 - f. Prepares and copies handouts for the meetings;*
 - g. Prepares workgroup progress reports*
 - h. Tracks committee membership and attendance*
 - i. Ensures compliance with open meeting laws and regulations*

- 3. Completes other projects as requested by CCCMHC and workgroup chairs, including**

- a. Collects data and conducts other research on topics relevant to workgroup activities as requested by workgroup chairs*
- b. Prepares and disseminates brochures, press releases, special reports and other materials on children's mental health issues*
- c. Provides professional consultation to consortium members on children's mental health issues, including mental health service planning and delivery, legislation, evaluation, and financing*
- d. Develops and monitors budgets, funding plans, and grant requests to support CCCMHC activities*
- e. Responds to letters, emails, phone calls to the CCCMHC requesting Information, referrals, etc.*
- f. Drafts letters and presentations to state and community agencies, individuals, legislative and other committees at the request of the chair or workgroup chairs.*

4. Coordinates membership issues including:

- a. Recruit new members*
- b. Draft letters requesting recommendations for appointments, appointments, resignations, termination of appointments.*
- c. Contact and orient new members, track nonattending members*

5. Coordinates and facilitates other CCCMHC-related meetings and events (i.e., trainings, press conferences, etc), to include

- a. facilitates meetings and/or trainings*
- b. prepares and copies documents on children's mental health issues*
- c. provides professional consultation on meeting topics*
- d. develops training curricula on psychological and children's mental health issues*
- e. designs training evaluations, and analyses training data*
- f. prepares summary of meetings and tracks work plans developed.*
- g. coordination of public awareness activities and development of media materials.*

6. Serve as Liaison between the CCCMHC and the Division of Child and Family Services, including:

- a). preparation of activity reports and summaries as requested*
- b) tracking parent reimbursement requests and other invoices*