



State of Nevada Advisory Council on Palliative Care and Quality of Life

MEETING MINUTES

Name of Organization: Palliative Care and Quality of Life Council

Date and Time of Meeting: March 14, 2018, 4:00pm-6:00pm

Locations: Aging and Disability Services
1820 E. Sahara Avenue, Suite 201
Las Vegas, NV 89104

Aging and Disability Services
9670 Gateway Drive, Suite 200
Reno, NV 89502

Telephone Conference: Call-in Number: 1-888-363-4735
Access Number: 1672671

A meeting of the State of Nevada Advisory Council on Palliative Care and Quality of Life was held on Wednesday, March 14, 2018 at 4:00PM(PST) in the designated Northern and Southern Nevada locations: Aging and Disability Services office.

Members present: Veneta Lepera, RN; Kim Anderson; Tom McCoy; Melissa St. Jean, MSW; Marie (Phyllis) Conner, RN; Lucille Walker; and Mary-Ann Brown, RN. Bri Santarsieri was present to take the minutes.

Member arrived late: Robert Pretzlaff, MD and Kelly Conright, MD.

Members called in: Jill Berntson, Deputy Administrator; Cheryl Spollino, APRN; Senator Joyce Woodhouse; and Marilyn Jeanne Hesterlee, RN.

Members absent: Tom Hunt, MD and Neville Campbell, MD.

- I. Call to Order/Opening Remarks
 - a. Veneta Lepera, Council Chair and Dignity Health Palliative Care Manager, called meeting to order at 4:00pm.
 - b. Council member introductions.

- II. Pause for Public Comment – None

- III. Review and Approval of the January 11, 2018 Meeting Minutes
 - a. No changes to the minutes.
 - b. Motion to approve
 - i. Marie Conner and Kim Anderson second the motion.
 - c. January 11, 2018 Minutes approved.

- IV. Review and Approval of By-Laws
 - a. No objections or changes to By-Laws.
 - b. Kim Anderson motion to approve By-Laws as is.
 - i. Melissa St. Jean second the motion.
 - c. By-Laws approved.

- V. Open Discussion of Recommendations and Tasks of Email Working Groups
 - a. Veneta Lepera: How does the council want to communicate? Are the word document working drafts working for everyone; should they be continued?
 - i. Melissa St. Jean: suggested using Google docs.
 - 1. Kim Anderson: Objected to Google docs.
 - ii. Veneta Lepera: Word documents convenient for Bri Santarsieri and Camala Foley to refer back to when pulling information for the state summary.
 - iii. Tom McCoy: Is there any way to update members of new ideas/comments on working drafts?
 - 1. Veneta Lepera: Write in the body of the email that there are new comments in one of the drafts and 'reply all'.
 - iv. Mary-Ann Brown: Give deadlines and having conference calls.
 - b. Veneta Lepera will include more deadlines in emails and be more assertive with sending up conference calls.
 - i. Units will receive email after council meeting about receiving text messages regarding council responsibilities.

Order of Agenda Items VI and VII switched.

- VI. Open Discussion of Recommendations and Tasks of Best Practice Group
 - a. Veneta Lepera: Need to determine what this bill means for facilities in Nevada, how we are going to notify them, and what the council will notify them of.
 - b. SB 136 date for compliance for facilities has already passed, so council cannot hold facilities to that date. Must include in the letter, a date that the council will adopt for facilities moving forward.
 - i. New date for facilities' notifications to the state of achieving palliative care education for facility of 100 beds or more – December 31, 2018.
 - 1. Unanimous vote in support of date of compliance being December 31, 2018.
 - c. Discussion of what exactly the council is asking the facilities to do for the state.
 - i. Kim Anderson: Referral to CAPC "Palliative Care Advisory Council: What's Next" handout.

1. Connecticut's program uses excel spreadsheet for measurables.
 2. List education/training of employees, provide overall education via videos, powerpoint, etc.
 3. State programs listed by CAPC offer various educational services such as online courses, speakers for CEUs or CMEs, etc.
- ii. Tom McCoy: Project Echo uses Zoom to hold centralized webinars - beneficial option for council.
 - iii. Mary-Ann Brown: Start with assessments on palliative care availability and services, provide facilities with general info and resources that are already used in NV, ask them to complete survey and return to council.

Momentary pause in order to disconnect conference line and call in to new line.

- iv. Jeanne Hesterlee: Council can send out survey to facilities with 100+ bed with letter from the state.
 - v. Mary-Ann Brown: Ask for contact person at each facility so the council has someone to reach out to.
- d. Council will send letter to all facilities with 100 beds or more by end of March.
 - i. Mary-Ann Brown will write letter, Veneta Lepera and Melissa St. Jean will write questions.
 - ii. Deadline of 30-45 days for facilities to send back completed survey.

VII. Open Discussion of Recommendations and Tasks of Education Group

- a. Veneta Lepera: Can pull information from CAPC or World Health Organization.
- b. Decision to use the definition of 'palliative care' that was used in SB 136.
 - i. Kim Anderson and Mary-Ann Brown to compile definitions.
- c. References to physical handouts of graph displaying process of palliative care, hospice care and death, bereavement – to be used in council letter and education.
 - i. Changed the term "end of life care" to "hospice" for graph that council will use.
- d. Veneta Lepera: Referral to domains of palliative care on handout. To be included in letter/handouts from council to facilities/providers.
- e. Mary-Ann Brown: Tasked to gather physician contact information.

VIII. Open Discussion of Recommendations and Tasks of Web Access/Promotional Group

- a. Kim Anderson: Referral to handouts of examples of state webpages for palliative care councils.
- b. Connecticut handout shows benchmarks.
- c. Questions to answer: Does it have to go out to bid for the state? What does process look like and who should council consult to get it started?
- d. Need to clearly delineate on website which information is for providers and which is for patients/the public.
- e. Robert Pretzlaff: Before we educate, need an exciting marketing campaign.
 - i. UNR graduate students are a viable idea for production of advertisements/marketing.

IX. Open Discussion and Decisions of Goals and Tasks for Council Members in Carrying out SB 136 Requirements

- a. Discussion of financial aid options.
 - i. Grant Management Advisory Council (GMAC)
 - 1. Tom McCoy is member – will meet with someone to find out more information and send contact info to Veneta.
 - 2. Dr. Pretzlaff: Veneta can reach out to Polly Bates.
 - ii. Stacy Escalante – has her own company, should pay her for her work.
 - iii. Veneta Lepera: Lou is friends with ZDog; could possibly do “splashy” eye-catching productions.

X. Schedule Next Council Meeting

- a. Veneta Lepera: Council previously decided June 14th would be next meeting, based on survey that was sent out.
 - i. Council members wanted to meet sooner/more frequently.
 - 1. Council decision May 2nd will be next council meeting, from 4pm to 6pm, location to be determined.
 - 2. Council decision to maintain location of current meeting for next meeting.

XI. Public Comment – None

XII. Adjournment

- a. Meeting adjourned at 5:45pm.