GOVERNOR'S COMMISSION ON BEHAVIORAL HEALTH

with the DIVISION OF PUBLIC AND BEHAVIORAL HEALTH (DPBH)

DRAFT MEETING MINUTES

October 15th, 2026
9:00 AM to Adjournment

This meeting was held virtually.

MEETING LINK
https://teams.microsoft.com/meet/227917209936922?p=jUCsVOGttlANcAcmiv

Phone Conference Number and ID:
+1-775-321-6111
667 171 796#

1. CALL TO ORDER/ROLL CALL

After the call to order, Chair Schrag called on Andrea Rivers to introduce her new Executive Assistant; Rivers announced she would be attending another meeting at the same time, and introduced her Executive Assistant, Alex Rose who would follow up with the roll call.

Board Members Present:

- Braden Schrag, Chairperson
- Lisa Ruiz-Lee, Vice-Chairperson
- Dr. Lisa Durette, M.D.
- Nichole Schembre
- Jasmine Cooper
- Dan Ficalora

Quorum was present.

Members Absent:

All members were present.

Others in Attendance:

Alexandria Rose (*DPBH*); Shantal Baines (*DCFS*); Carolyn Wilson (*ADSD*); Bill Hammargren (*ADSD*); Brette Musser (*DPBH*); Gujuan Caver (*ADSD*); Susan Lynch (*DPBH*); Jennifer Spencer (*AG*); Ellen Richardson-Adams (*DPBH*); Michele Klem (*ADSD*); Andrea Rivers (*DPBH*); Jolene Zamora (*External*); Leon Ravin (*DPBH*); Kathryn Martin (*DCFS*); Stephanie Africa (*DPBH*); Joseph Roche (*DPBH*); Ronna Dillinger (*DPBH*); Linda Anderson (*External*); Mark Funkhouser (*External*)

2. PUBLIC COMMENT

Chair opened the floor for public comment; none heard.

3. FOR DISCUSSION/POSSIBLE ACTION: Discussion and Review of the Commission on Behavioral Health Bylaws and Roles and Responsibilities of the Commission's Members

Focus areas to include:

a. *Excused and unexcused absences*
b. *Terms of members and Chair/Co-Chair*
c. *Accountability of meeting attendance and quorum*
d. *Handling replacements of members as necessary*
e. *Language around timeline for reappointment paperwork to be submitted to the Governor's Office by members*
f. *Language around term lapses and members being in good standing can remain as reappointment paperwork is processed through the Governor's Office.*

The written report can be found here:
https://www.dpbh.nv.gov/siteassets/boards/cbh/COBH_Bylaws_-_10.2023.pdf

Chair Schrag opened the discussion noting that the conversation on this topic started at the prior meeting and that Vice Chair Ruiz Lee had recommended revisiting the topic when more Commissioners were present. Schrag invited Commissioners and any agency heads to provide input on areas that may require clarification or revision. He began by addressing the bylaws on excused and unexcused absences, stating that the current standard of two unexcused absences triggering a review remains appropriate. He explained that under this provision, any Commissioner with two or more unexcused absences (anytime less than 24 hours' notice is given) may present their reasoning at the next meeting before a recommendation is made to the Governor regarding potential removal. He then raised the need to clarify language regarding term limits for the Chair and Vice Chair. The current bylaws reference "may not serve more than two consecutive terms," but Schrag suggested specifying that each individual role- Chair or Vice Chair- may be held for a maximum of two terms. He emphasized that this limitation should apply only to leadership roles and not impact a member's ability to continue serving on the Commission, noting the value of retaining institutional knowledge and ensuring leadership continuity in emergencies. Schrag invited further feedback from Commissioners, especially those who may assume leadership roles in the future, and acknowledged that several current leadership terms, including his own and Vice Chair Ruiz Lee's, are nearing completion.

Dr. Durette suggested adopting bylaw language used in other organizations where she holds leadership roles. Specifically, she recommended specifying that, in the absence of both the Chair and Vice Chair, the immediate past Chair should preside over the meeting. She offered to make a motion if needed but invited discussion first.

Commissioner Schembre agreed with the points raised and shared her experience with nonprofit boards. She noted that after serving consecutive leadership terms, board presidents typically step out of executive roles and return to general board membership to allow others the opportunity to lead. She highlighted the value of long-standing members, explaining that their institutional knowledge can be both beneficial and challenging. She emphasized the importance of balancing leadership opportunities with retaining experienced voices for continuity.

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Commissioner Ficalora expressed his agreement with the proposed approach and supported formally adding language specifying that the immediate past Chair may assume meeting leadership when the Chair and Vice Chair are unavailable.

Chair Schrag then called for a motion on item 3-b.

MOTION: Commissioner Durette made a motion for approval recommending that the chair and vice chair may remain no more than two consecutive terms, may continue their role as a regular Commission members, and that a past chair may fulfill the role in the absence of an existing chair or vice chair.

SECONDED: The motion was seconded by Commissioner Ficalora.

Before the vote's result could be considered, Commissioner Ruiz Lee asked for clarification regarding whether the Commission was proposing a new change or reaffirming what already exists in the current bylaws. She noted that Article 5, Section C of the bylaws already states that the past Chair shall preside over meetings in the absence of the Chair and Vice Chair. She questioned whether the proposed update was simply adding the word "immediate" to specify that the immediate past Chair would assume this role.

Schrag explained that while the concept already exists in the bylaws, updating the language in the officer section helps reinforce and clarify the intent. He confirmed that the change being proposed is specifically to insert the word "immediate" before "past chairperson" in Section C to ensure the bylaws reflect the intended process. He agreed that this addition would be a formal change in the officers' subsection.

Andrea Rivers sought clarification on whether the Commission intended to remove the word "consecutive "from the bylaws or retain the existing language stating, "two consecutive terms." After determining the intent, she confirmed that the bylaws would continue to limit service to two consecutive terms.

Schrag confirmed that the use of "consecutive" should remain and acknowledged that his earlier wording was a misspeak. He further explained that the current bylaws use the phrase "two consecutive terms in office" in a way that may unintentionally limit a Commissioner's total service, regardless of the specific leadership role held. He clarified that the proposed revision aims to make clear that the limit applies to terms served as Chair or Vice Chair, not to overall Commission membership. He emphasized the importance of clarity due to the possible misconception by applicants that Commission members may only serve two terms.

Ruiz-Lee agreed regarding the ambiguity created by the existing phrase "two consecutive terms in office," noting that it does not specify whether the limit applies to the same office or to any leadership role. She suggested that the Commission clarify whether members may serve two terms in each role (Chair and Vice Chair) or only two in total. Ruiz Lee also proposed removing the word "office" and replacing it with clearer language such as "in the role of chairperson or vice chairperson."

Spencer confirmed that the current bylaws are open to interpretation and agreed that the Commission should adopt more explicit language if it intends to differentiate term limits by

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specific leadership role. She advised that the Commission define whether the limit applies to all roles collectively or to each individual role.

Schembre expressed support for adding clarity and suggested explicitly documenting the rules for each role, including how many terms a commissioner may serve in total and in each specific leadership position. She noted that doing so would help prevent confusion about eligibility and progression between roles.

Ficalora recommended wording that allows a commissioner to serve two terms as Vice Chair who then may transition to serve two terms as Chair. He proposed that the bylaws specify "two terms in each role," providing flexibility while maintaining clear limits.

MOTION: Commissioner Ficalora made a motion to amend the bylaws adding the word "immediate" before "past chairperson" in Article 4, Section 5-C, and remove the word "office" from Article 4, Section 4, replacing it with the words "Vice Chairperson and Chairperson".

SECONDED: The motion was seconded by Commissioner Cooper.

RESULT: Passed unanimously.

Chair Schrag proposed that whenever a membership position becomes vacant, the vacancy should be added as a standing item to the Commission meeting agenda. This would ensure the issue is regularly acknowledged, discussed as needed, and kept visible for informational and planning purposes.

Chair Schrag then called for a motion on item 3-d.

MOTION: Commissioner Cooper made a motion for approval to include any vacancies in future Commission meeting agendas.

SECONDED: The motion was seconded by Commissioner Durette.

RESULT: Passed unanimously.

Chair Schrag proposed requiring commissioners to submit their request for reappointment at least 90 days before their term expires, but no later than 60 days prior. If the request is submitted within that window, the commissioner may continue serving pending the Governor's decision. If the request is not submitted by the 60-day deadline, the commissioner will not be able to continue to serve on the Commission after their term ends. Schrag asked whether the Commission agreed with this approach and invited a motion to adopt the proposed timeline and procedure.

Chair Schrag then called for a motion on item 3-e.

MOTION: Commissioner Ficalora

SECONDED: The motion was seconded by Commissioner Cooper.

RESULT: Passed unanimously.

Commissioner Schembre asked for clarification on the process for extending a commissioner's term. She stated that the bylaws do not appear to specify how commissioners are voted on for reappointment, including whether the process is automatic, requires a formal vote, or occurs

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during a Commission meeting. She requested additional guidance on where this information is documented- or whether it needs to be added to the bylaws- so commissioners understand what steps are required when their term expires and how they may continue serving.

Schrag explained that historically, commissioners who wished to continue serving simply submitted a reappointment request to the Governor, as all members serve at the Governor's discretion. He clarified that the Commission does not vote on retaining or removing members, except for decisions related to the roles of Chair and Vice Chair. Schrag stated that unless there is just cause for removal, commissioners remain in their positions based on the Governor's appointment, and the Commission has no authority to vote someone on or off the body.

4. FOR INFORMATION/DISCUSSION ONLY: Discussion and Review of Development of the Governor's Letter for 2027

Chair Schrag noted that the Commission already has a strong general format and that, as in past years, each Commissioner could contribute sections relevant to the boards and stakeholder groups they work with; while the Chair would draft the primary introduction and conclusion to the letter. Schrag invited Commissioners to offer input on the process and any updates needed and emphasized the importance of preparing the letter in a timely manner, especially with the upcoming legislative session, noting the value of presenting a unified message from the Commission.

Commissioner Durette emphasized the importance of keeping the Governor's Letter brief, noting that policymakers receive a large volume of documents during the legislative session, and recommended organizing the content into two clear sections- youth-related recommendations and adult-related recommendations- each synthesized from the respective advisory boards. Dr. Durette stated that concise, well-structured messaging would make the document more effective and offered to take the lead on drafting the youth-focused section.

Schrag stated that although no formal action item was required at this time, the Commission should begin developing the annual Governor's Letter. He confirmed that Dr. Durette will lead the youth-focused section and volunteered to lead the adult-focused section, with additional input from other Commissioners. Schrag supported a bifurcated format separating youth and adult recommendations, with substance use–related recommendations incorporated as appropriate. He emphasized the importance of keeping the document concise and completing it before the legislative session begins to ensure it can be shared and utilized effectively. Schrag then invited staff, including Andrea Rivers, to offer any further suggestions or recommendations regarding the preparation of the 2027 annual letter.

Rivers expressed support for the proposed approach to developing the annual Governor's Letter. She noted that following the September meeting, staff had already distributed the template used for the 2026 letter. Rivers confirmed that staff will assist with formatting and, once the Commission approves the final document, will handle transmittal to the Governor's Office. She stated she will work closely with the Chair and support staff as the development process moves forward.

5. FOR DISCUSSION/POSSIBLE ACTION: Recommendations for future agenda items.

Chair Schrag encouraged continued collaboration among Commissioners and agency partners, emphasizing that the Commission should serve as a forum for robust discussion and collective

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problem-solving. He invited anyone with emerging needs or topics requiring support to reach out to him, the Vice Chair, or other Commissioners. Schrag noted the importance of using the Commission's platform to elevate voices that may not otherwise have access to key decision-making spaces. He concluded by stating he had no additional items for the next agenda at this time and would work with staff on upcoming tasks.

Andrea Rivers provided an update on efforts to address Commission vacancies. She reported that staff have distributed vacancy announcement letters to multiple boards and licensing entities to generate interest. Additionally, social media posts promoting the vacancies are scheduled to be published on DHS platforms, with links to be shared with the Chair for further dissemination. Rivers also noted that the Governor typically reviews appointments around the middle of each month, although this timing is not a formal deadline and appointment processing times may vary.

Schrag thanked Rivers for the update and noted that he will follow up on two outstanding questions by the end of the week. He encouraged all participants to engage with the upcoming social media posts about Commission vacancies by liking, sharing, and forwarding them within their networks. Schrag emphasized the importance of broad outreach to agencies and boards to help generate interest in the open positions.

6. PUBLIC COMMENT

Chair opened the floor for public comment; none heard.

7. ADJOURNMENT

Chair Schrag adjourned the meeting at 9:49 AM.

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