

HEALTH CARE WORKFORCE WORKING GROUP (HCWWG)

MEETING MINUTES

March 19, 2026 – 1:00 PM

The Health Care Workforce Working Group (HCWWG) held a public meeting on March 19, 2026, beginning at 1:00 PM. The meeting was conducted in a hybrid format and held in compliance with Nevada Open Meeting Law.

MEETING LOCATION

Physical Location:

10375 Professional Circle
Third Floor – Walker Room
Reno, NV 89521

Virtual Option:

Microsoft Teams

WORKING GROUP MEMBERS PRESENT

- Mitch DeValliere, Agency Manager, Division of Public and Behavioral Health (Acting Chair)
- Krisann Alvarez, Licensed Psychologist, Division of Child and Family Services
- Tyree Davis, Chief Medical Officer for Ancillary Services, Nevada Health Center
- Frank DiMaggio, Executive Director, Nevada State Board of Osteopathic Medicine
- Tarryn Emmerich-Choi, Health Resource Analyst III, Nevada Health Authority
- Charles Harvey, Representative, Nevada Physical Therapy Board
- Adam Higginbotham, Executive Director, Nevada State Dental Board
- Joelle McNutt, Executive Director, State of Nevada Board of Examiners for Marriage and Family Therapists & Clinical Professional Counselors
- Steve Messinger, Policy Director, Nevada Primary Care Association
- Sarah Restori, Administrative Director, Nevada Board of Psychological Examiners

WORKING GROUP MEMBERS NOT PRESENT

- Vikki Erickson, Executive Director, State of Nevada Board of Examiners for Social Workers (Chair; excused due to prior commitment)
- Edward Cousineau, Executive Director, Nevada State Board of Medical Examiners
- Cathy Dinauer, Executive Director, Nevada State Board of Nursing
- Jose Melendrez, Executive Director, University of Nevada, Las Vegas, School of Public Health
- David Wuest, Executive Secretary of the Nevada State Board of Pharmacy

OTHERS PRESENT

- Peter Heryford, Division of Public and Behavioral Health, Health Program Specialist I
- Jason Molino, Division of Public and Behavioral Health, Health Program Specialist I, Tribal Liaison

CALL TO ORDER

- Mitch DeValliere called the meeting to order at approximately 1:00 PM and conducted roll call. A quorum was established.
- Dr. DeValliere noted for the record that Vikki Erickson had recently assumed the role of Chair but was unable to attend due to a pre-planned engagement. He stated that she would chair future meetings.

PUBLIC COMMENT (AGENDA ITEM 2)

Dr. DeValliere read the public comment instructions aloud, including procedures for participation via phone, computer, or written submission. He reiterated that:

- Public comment is limited to five minutes per speaker
- No action may be taken on items raised during public comment unless included on the agenda

No public comment was received.

APPROVAL OF JANUARY 15, 2026, MEETING MINUTES (AGENDA ITEM 3)

Dr. DeValliere asked whether members had reviewed the January 15, 2026, meeting minutes and invited discussion.

Hearing no edits or corrections:

- **Motion:** Tyree Davis moved to approve the minutes as written
- **Second:** Sarah Restori
- **Vote:** Motion carried unanimously

The January 15, 2026, meeting minutes were approved as presented.

INFORMATIONAL: REDCAP AS A DATA COLLECTION TOOL (AGENDA ITEM 4)

Dr. DeValliere introduced the REDCap-based survey instrument included in the meeting packet and explained that the tool is being developed to support health workforce data collection pursuant to statutory requirements.

He noted that:

- The current version is in development and intended for feedback
- Suggestions provided during this meeting will be documented and incorporated
- A revised version may be brought back as an action item at a future meeting

Survey Content and Data Collection Discussion

Tarryn Emmerich-Choi raised several key considerations regarding data usability, particularly for Health Professional Shortage Area (HPSA) analysis:

- County-level data alone is insufficient; full physical address is required
- Address fields should be structured and potentially mandatory to ensure accuracy
- Additional data elements recommended:
 - Medicaid acceptance
 - Medicare acceptance
 - Sliding fee scale availability
- These elements are critical for federal and state workforce designation processes

Steve Messinger emphasized:

- The need to associate provider hours with specific practice locations
- Importance of capturing direct patient care hours per site
- Alignment between address data and service delivery metrics

Adam Higginbotham identified structural data issues:

- Free-text specialty fields will limit data standardization and analysis
- Recommended use of dropdown or multi-select fields, potentially informed by licensing boards
- Noted prevalence of dual or multiple licensure, requiring more nuanced data capture
- Suggested clarifying that responses should reflect practice within Nevada jurisdiction, as some providers practice intermittently in-state

Joelle McNutt expanded on data accuracy concerns:

- Dual licensure may result in inflated counts of providers versus actual individuals
- Recommended collecting data to distinguish unique individuals vs. licenses held
- Identified potential confusion in terminology such as “group private practice”
- Suggested revising response options to better reflect:
 - Multi-specialty group practice
 - Agency settings
 - Private practice as a distinct category

REDCap Demonstration

Peter Heryford and **Jason Molino** provided a demonstration of the REDCap survey interface, noting:

- Use of text fields, checkboxes, and branching logic
- Conditional questions (e.g., “Other” responses triggering additional fields)
- User-friendly interface design intended to simplify completion

Krisann Alvarez (via comment) raised concern about percentage-based questions:

- Responses may exceed 100%
- Suggested implementing validation checks to ensure totals are accurate

Mr. Heryford confirmed that:

- Backend editing tools visible during the demonstration would not be seen by respondents
- Additional validation features would be explored

INFORMATIONAL: HEALTH CARE PROVIDER DATABASE (AGENDA ITEM 5)

Dr. DeValliere led a discussion on establishing a statewide health care provider database using REDCap.

Key points included:

- The database will support reporting to the Director's Office and inform legislative decision-making
- There is urgency to collect and analyze data prior to the next legislative session
- Target timeline:
 - Data collection by August–September
 - Analysis by the Office of Analytics
 - Report development for legislative use

Pilot Survey Discussion

Dr. DeValliere proposed conducting a pilot survey with a smaller licensing board prior to statewide rollout.

Discussion highlights:

- **Adam Higginbotham (Dental Board):**
 - Expressed willingness to participate
 - Noted challenges due to renewal cycle timing (June 30, biennial)
 - Recommended caution to avoid incomplete data capture
 - Indicated an email-based distribution could still be feasible
- Estimated participation numbers:
 - ~2,400 dentists
 - ~1,500–1,700 dental hygienists
 - ~4,000 total licensees
- **Joelle McNutt:**
 - Offered her board (~4,000 licensees) as an alternative pilot group
- **Charles Harvey (PT Board):**
 - Offered participation (~3,700 licensees)
 - Noted recent entry into the PT Compact and issuance of compact privileges

Dr. DeValliere stated that:

- A final decision on the pilot group will be made at the next meeting
- The goal is to minimize post-pilot changes to preserve data integrity
- The April meeting may function as a working session to finalize the survey

FOR POSSIBLE ACTION: MEETING SCHEDULE AND FUTURE AGENDA ITEMS (AGENDA ITEM 6)

Dr. DeValliere noted that the previously scheduled April 16, 2026, meeting conflicted with the Interim Finance Committee.

Scheduling Discussion

- Alternative dates proposed: **April 14** or **April 15**
- **Tyree Davis** preferred April 15
- **Sarah Restori** requested a later start time

Consensus

- Tentative agreement: **April 15, 2026, at 1:30 PM**
- Dr. DeValliere will confirm and distribute to the full Working Group

Future Agenda Items

- Finalization and approval of REDCap survey
- Selection of pilot licensing board
- Review of additional survey feedback

No additional agenda items were proposed.

PUBLIC COMMENT (AGENDA ITEM 7)

Dr. DeValliere opened a second public comment period.

No public comment was received.

ADJOURNMENT

- **Motion:** Tyree Davis
- **Second:** Charles Harvey
- **Vote:** Passed unanimously

The meeting adjourned at approximately **1:37 PM**.

ACTION ITEMS / FOLLOW-UP

- Incorporate feedback into REDCap survey (**DeValliere, Heryford, Molino**)
- Explore required fields and validation (address formatting, percentage totals)
- Develop standardized response options (specialties, practice types, licensure)
- Distribute survey draft for additional feedback prior to April meeting
- Determine pilot board at next meeting
- Confirm **April 15, 2026**, meeting logistics and send calendar invite