

HEALTHCARE WORKFORCE WORKING GROUP (HCWWG)

Meeting Minutes – June 16, 2026

The Health Care Workforce Working Group (HCWWG) held a public meeting on **June 16, 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

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chair Vikki Erickson.

Roll call was conducted by Dr. Mitch DeValliere. A quorum was established.

Members Present

- Vikki Erickson, Executive Director, State of Nevada Board of Examiners for Social Workers (Chair)
- Krisann Alvarez, Licensed Psychologist, Division of Child and Family Services
- Dr. Tyree Davis, Chief Medical Officer for Ancillary Services, Nevada Health Center
- Dr. Mitch DeValliere, Agency Manager, Division of Public and Behavioral Health
- Frank DiMaggio, Executive Director, Nevada State Board of Osteopathic Medicine
- Tarryn Emmerich-Choi, Health Resource Analyst III, Nevada Health Authority
- Charles Harvey, Executive Director, 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
- David Wuest, the Executive Secretary of the Nevada State Board of Pharmacy

Members Absent

- 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
- Steve Messinger, Policy Director, Nevada Primary Care Association
- Sarah Restori, Administrative Director, Nevada Board of Psychological Examiners

Others Present

- Micki Golden, Accreditation Analyst, Division of Public and Behavioral Health
- Peter Heryford, Health Program Specialist I, Division of Public and Behavioral Health

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

2. PUBLIC COMMENT

Chair Erickson opened the first public comment period and provided instructions for participation in accordance with Open Meeting Law requirements.

No public comment was received.

3. APPROVAL OF APRIL 21, 2026 MEETING MINUTES

Chair Erickson introduced the item for approval of the April 21, 2026 meeting minutes.

Motion: To approve the April 21, 2026 meeting minutes

- **Motion by:** Dr. Tyree Davis
- **Second by:** Charles Harvey

No discussion was offered.

Vote: Motion carried unanimously.

4. PRELIMINARY HEALTHCARE WORKFORCE SURVEY RESULTS

Mitch DeValliere introduced the agenda item and explained that three licensing boards had participated in the pilot implementation of the Healthcare Workforce Survey using REDCap. The pilot was intended to evaluate survey functionality, identify any issues with the survey instrument, and provide preliminary baseline data before statewide implementation.

Jason Molino presented the REDCap dashboard and summarized the preliminary survey findings. He demonstrated the reporting capabilities available through REDCap, including graphical summaries, response distributions, downloadable charts, and statistical reporting functions. Members were informed that the system could generate visual reports suitable for inclusion in future workforce reports and presentations.

Mr. Molino explained that overall survey completion rates were encouraging for the pilot, although several data quality issues were identified. While most respondents completed demographic information such as email address, race, ethnicity, and primary language, several surveys contained incomplete information or missing National Provider Identifier (NPI) numbers. Some respondents indicated they possessed an NPI number but did not provide the number in the open-response field.

Members discussed whether incomplete surveys should continue to be included in the dataset. Mr. Molino noted that many incomplete responses appeared to contain legitimate data, with respondents completing nearly every survey question but failing to select the final "Survey Complete" button before exiting the survey. Because of this, the data contained within many incomplete surveys appeared valid despite not being officially submitted.

Discussion also included whether a future survey distribution should include:

- A clearly defined survey closing date
- Additional reminder emails encouraging respondents to complete partially finished surveys
- Guidance regarding incomplete responses

- Consistent follow-up messaging from participating licensing boards

Members agreed these modifications could improve overall response rates and reduce incomplete submissions in future survey cycles.

Mr. Molino further demonstrated several reporting features available within REDCap, including workforce practice locations, hours worked, Medicaid participation, multiple practice locations, and statistical summaries such as minimum, maximum, median, standard deviation, and percentile distributions. Members noted that trends varied considerably among different professional licensing groups.

Committee members asked several questions regarding incomplete surveys.

Krisann Alvarez asked whether incomplete surveys tended to stop at specific questions or whether respondents generally completed most of the survey before exiting. Mr. Molino responded that many incomplete surveys appeared to contain thoughtful responses throughout and that failure to officially submit the survey appeared to be the most common issue rather than abandonment of particular questions.

Mitch DeValliere thanked Jason Molino, Peter, Adam Higginbotham, Charles Harvey, and Joelle McNutt for their work developing and distributing the pilot survey.

Discussion then shifted to survey distribution methods used by participating licensing boards.

Joelle McNutt explained that she distributed the survey using the communication developed during the previous HCWWG meeting and included a submission deadline within the email.

Adam Higginbotham reported that the Nevada State Board of Dental Examiners conducted three separate email distributions and expressed appreciation that dental professionals produced the highest survey response rate among participating boards.

Dr. Tyree Davis commented that reminder emails likely contributed to higher participation and encouraged continued follow-up communications by participating boards.

Members discussed estimated survey distribution numbers. Mitch DeValliere explained that approximately 12,000 surveys were distributed across the participating licensing boards based upon an estimated 4,000 licensees per participating board.

The Committee discussed next steps following completion of the pilot. Mitch DeValliere recommended accepting the preliminary results and proceeding with statewide implementation of the existing survey instrument without modifying the survey questions. He explained that future analysis would likely involve collaboration with the Office of Analytics to perform more detailed evaluation and reporting.

Motion

- **Motion:** Mitch DeValliere moved to accept the preliminary survey results and continue survey distribution to the remaining licensing boards without making changes to the survey questions.
- **Second:** Krisann Alvarez.

During discussion of the motion, members emphasized several considerations before statewide implementation.

Charles Harvey reported that his board may not have successfully distributed the survey to its entire population of licensees and expressed concern that repeated surveys and frequent board communications may have contributed to survey fatigue among licensees. He suggested reviewing communication strategies to determine whether message wording, frequency, or sender affected response rates.

Chair Erickson agreed that communication strategy should be evaluated and questioned whether survey invitations may have been mistaken for spam or routine email communications.

Dr. Tyree Davis cautioned that the current sample size represented only a small percentage of the overall licensed workforce. While supporting continued implementation, he emphasized that conclusions drawn from the pilot should clearly acknowledge the limited response rate and avoid overinterpreting the preliminary findings.

David Wuest submitted a written comment expressing concern regarding validation of survey data. Mitch DeValliere clarified that the purpose of the survey was to establish workforce baseline information for planning purposes rather than conduct academic research. He explained that the resulting information would ultimately support reports to the Director's Office and inform future legislative discussions regarding workforce shortages throughout Nevada.

Following discussion, the Chair called for a vote.

Vote: Motion passed unanimously.

Following approval, members agreed that future efforts should focus on improving communication strategies while maintaining the existing survey instrument.

Adam Higginbotham agreed to share the email communications used by the Dental Board so other licensing boards could review successful messaging approaches.

Joelle McNutt noted that licensing boards had recently received numerous requests to distribute research surveys and suggested that survey fatigue may have negatively affected participation. She indicated she intended to discuss future survey distribution practices with her board.

5. HEALTHCARE PROVIDER DATABASE

Mitch DeValliere explained that establishment of the healthcare provider database remained an ongoing statutory responsibility under NRS 439A.116.

He clarified that the purpose of the survey was to gather workforce information identifying provider shortages and geographic workforce needs. The resulting data would support reports to the Director's Office and assist policymakers in identifying workforce shortages and potential legislative solutions.

Members acknowledged that although the pilot response rate was relatively low, the information would still provide valuable baseline data for future workforce planning.

No formal action was taken under this Agenda Item.

6. STATEWIDE DISTRIBUTION OF HEALTHCARE WORKFORCE SURVEY

The Committee discussed statewide implementation of the survey.

Mitch DeValliere stated that results from the pilot indicated the survey instrument functioned as intended and that future improvements should focus primarily on communication and participation rather than modifying survey questions.

Members discussed several strategies for increasing future response rates, including:

- Improving email messaging
- Tailoring communications for individual licensing boards
- Emphasizing the purpose and value of the survey
- Establishing firm survey deadlines
- Issuing reminder communications
- Exploring future integration of the survey into license renewal processes.

Committee members also discussed that while licensing boards are required to distribute the survey under statute, licensees are not currently required to complete it. Members emphasized the importance of communicating how survey participation benefits workforce planning and healthcare access throughout Nevada.

Krisann Alvarez stated that although response rates remained a concern, collecting baseline information represented an important first step. She noted that documenting current response rates would help inform future improvements and could support future discussions regarding statutory changes if necessary.

Chair Erickson agreed that the survey questions appeared appropriate and supported moving forward with statewide implementation.

Motion

Motion: Dr. Tyree Davis moved to authorize all participating licensing boards to distribute the Healthcare Workforce Survey to establish statewide baseline workforce data.

Second: Charles Harvey.

Vote: Motion passed unanimously.

7. FUTURE MEETING SCHEDULE AND FUTURE AGENDA ITEMS

Mitch DeValliere recommended scheduling the next HCWWG meeting after sufficient statewide survey data had been collected, suggesting late August or early September.

Members discussed allowing adequate time for licensing boards to distribute the survey and for respondents to complete it before reviewing preliminary statewide results.

Potential agenda topics for the next meeting include:

- Review of statewide survey results.
- Discussion of report development.
- Strategies to improve future survey participation.
- Long-term improvements to workforce data collection.

Members generally favored meeting during mid-August. Mitch DeValliere agreed to distribute a scheduling poll to determine the final meeting date.

No additional discussion occurred.

8. PUBLIC COMMENT

Chair Erickson opened the second public comment period.

No public comment was received.

9. ADJOURNMENT

Motion: To adjourn.

- **Motion by:** Charles Harvey
- **Second:** Dr. Tyree Davis

Vote: Motion carried unanimously.

The meeting adjourned at approximately **1:56 p.m.**