

# Attachment One (1)

Committee on Domestic Violence  
and Sexual Assault  
February 20, 2026

Contents:

October 21, 2025 Meeting Minutes

**NEVADA OFFICE OF THE ATTORNEY GENERAL  
COMMITTEE ON DOMESTIC VIOLENCE AND  
SEXUAL ASSAULT (CDVSA)  
MEMBERSHIP SUBCOMMITTEE  
Meeting Minutes**

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*Tuesday, October 21, 2025, at 12:00 p.m.*

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Thank you for planning to attend this Teams meeting.**

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1. Call to order and roll call of members.
  - a. The CDVSA Membership Subcommittee meeting was called to order at 12:00 p.m.
  - b. Present
    - Elizabeth Abdur-Raheem
    - April Green
    - Zach Larson
    - Dr. Pamela Payne
    - Ciara Picton
    - Suzanne Ramos
    - Annette Scott
  - c. Absent
    - Jamie Gradick
  - d. Staff
    - Ombudsman Jamie Trevino
  - e. Public
    - None.
  - f. Quorum established.

**2. Public Comment.**

- a. None.
3. **For Discussion and Possible Action:** Subcommittee members will create an *Action Plan* for this new Membership Committee and possibly vote on any documents that need to be created or amended relating to new members.
- a. Subcommittee Members created an action plan with the following steps and discussions:
- Subcommittee members unanimously voted on and appointed April Green as the Subcommittee Chair
  - Subcommittee Members discussed what CDVSA members are statutorily required and what positions we have open now that the committee was joined with the Sexual Assault Advisory Committee.
  - Subcommittee Members discussed the lack of rural members and how members, specifically service provider members, should be rotated out more often and not automatically given another 2-year term unless no one else applies for the position.
  - Subcommittee Members will create a letter to send out to all CDVSA members on their commitment to come to the upcoming meetings and to see if anyone is interested in stepping down so we can open up and fill those positions.
  - Subcommittee Members agreed to take the attendance list of CDVSA members and to create a letter when members are unable to fulfill their obligation to come to regular meetings and to open those positions as necessary.
  - Ombudsman Trevino will be communicating with the Nevada Office of the Attorney General's Public Information Officer to create a press release to receive resumes and letters of interest for those wanting to fulfill the current open positions for the CDVSA.
  - Ombudsman Trevino will pull together a list of attendance from the last few years of CDVSA meetings for the next membership meeting.
4. **For Information Only:** the CDVSA and Subcommittee's future meeting dates:
- a. Membership Subcommittee: TBD | Location: Virtual Teams
- b. Committee on Domestic Violence and Sexual Assault: TBD | Virtual Location: Teams
5. **Public Comment.**
- a. None

6. **For Action:** Adjournment.  
Meeting adjourned at 1:00pm.

Minutes respectfully drafted by **Jamie Trevino**  
Office of the Attorney General

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DRAFT

# Attachment Two (2)

Committee on Domestic Violence  
and Sexual Assault  
February 20, 2026

Contents:

Interview Paperwork/Decision Letters

# NCPDV New Member Application Rating Sheet

**Date:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**Rater:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. <b>Experience &amp; Accomplishments</b> ....(Use Scale: 0-5) (Community Organizing, Domestic Violence Issues, Etc.)	<b>SCORE:</b>	<input type="text"/>
2. <b>Interests</b> .....(Use Scale: 0-5) (Applicable to Council Activities)	<b>SCORE:</b>	<input type="text"/>
3. <b>Goals</b> .....(Use Scale: 0-2) (Correlation with Council Goals)	<b>SCORE:</b>	<input type="text"/>
4. <b>Underserved Population</b> .....(Use Scale: 0-1) (If yes, give one point)	<b>SCORE:</b>	<input type="text"/>
5. <b>Other</b> .....(Use Scale: 0-2) (Additional qualifications you believe would be an asset to the Council)	<b>SCORE:</b>	<input type="text"/>
6. <b>Overall Impression</b> .....(Use Scale: 0-5)	<b>SCORE:</b>	<input type="text"/>

**20 POSSIBLE POINTS**

**TOTAL:**

# NCPDV New Member Interview Questions

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Interviewer: \_\_\_\_\_

**Interviewer:** Please introduce yourself to the applicant and describe a little about the Council and your participation and/or experience with it.

## Please rate each answer on a scale of 1-5

Why are you interested in becoming a member of the Council and what aspects of it interest you the most?

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

This position requires attendance at four quarterly Council meetings in addition to regular involvement in at least one Council committee. Does your schedule allow for this level of time commitment?

**Interviewer:** Please explain the importance of attendance for meeting quorum.

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

Please describe your experience with domestic violence issues, victims, and/or programs.

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

What unique experience, skill, or area of knowledge would you bring to the Council?

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

In reviewing your application, I was interested by \_\_\_\_\_

Can you please give me a little more information about that?

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

**Interviewer:** Please end interview by asking if the applicant has any questions.

**25 Possible Points**

**Total Score:**

# Attachment Three (3)

Committee on Domestic Violence  
and Sexual Assault  
February 20, 2026

Contents:

Action Plan

# Membership Subcommittee Action Plan

## Objective

Redesign and implement a transparent, compliant process for recruiting and appointing new members to the Committee on Domestic Violence and Sexual Assault (CDVSA).

## 1. Preliminary Steps

### Confirm Current Membership Status

- Conduct attendance reviews for all current members.
- Determine which members wish to continue serving.
- Identify open positions based on current roster and appointment requirements.

### Compliance Check

- Ensure adherence to statutory requirements and Open Meeting Law (OML).
- Review tenure policies and implement a rotating seat system if applicable, especially for service providers.

## 2. Recruitment Process

### Press Release & Public Announcement

- Finalize press release.
- Issue press release from the Attorney General's Office announcing open positions.

### Nomination Period

- Accept nominations and applications. Come up with new deadline.

### Application Requirements

- One-page resume.
- Letter of interest.
- Availability for daytime meetings (expectation: one virtual meeting per month).

## 3. Selection Process

### Application Review

- Determine who receives and reviews resumes.
- Consider redacting personal information for impartial evaluation.

### Decision Communication

- Send acceptance letters to selected members.
- Send formal notification to applicants not selected.

## 4. Appointment & Onboarding

### Formal Appointment

- Administer oath before a Notary Public.
- Complete Ethics Standards Acknowledgement Form.
- Issue official Appointment Letter.

### Orientation

Provide new members with a binder containing:

- Open Meeting Law requirements.
- Relevant statutes and committee guidelines.
- Do we want to create guidelines besides what is in statute?

## 5. Ongoing Responsibilities

- Maintain attendance records for all members.
- Monitor compliance with tenure and rotation policies.
- Prepare periodic updates for the full committee.