

WASHOE COUNTY DISTRICT BOARD OF HEALTH MEETING MINUTES

Washoe County



Health District

Members
Matt Smith, Chair
Kitty Jung, Vice Chair
Dr. Denis Humphreys
Neoma Jardon
Julia Ratti
Dr. George Hess
David Silverman

**Thursday, September 25, 2014
1:00 p.m.**

**Washoe County Administration Complex
Health District South Conference Room
1001 East Ninth Street
Reno, NV**

The Washoe County District Board of Health met in regular session on Thursday, September 25, 2014, in the Health Department South Conference Room, 1001 East Ninth Street, Reno, Nevada.

1. Call to Order, Pledge of Allegiance

Chair Smith called the meeting to order at 1:02 p.m.

Commissioner Jung led the pledge to the flag.

2. Roll Call

The following members and staff were present:

Members present: Chair Matt Smith
Vice Chair Kitty Jung
Dr. Denis Humphreys
Dr. George Hess
Julia Ratti
David Silverman

Members absent: Neoma Jardon

Staff present: Kevin Dick, District Health Officer
Leslie Admirand, Deputy District Attorney
Charlene Albee, Division Director, AQM
Steve Kutz, Division Director, CCHS
James English, Supervisor, EHS
Dave McNinch, Supervisor, EHS
Anna Heenan, Administrative Health Services Officer, AHS
Randall Todd, DrPH, Director, EPHP
Kelli Goatley-Seals, Health Educator Coordinator, CCHS
Dawn Spinola, Administrative Secretary/Recording Secretary

3. Public Comment

As there was no one wishing to speak, **Chair Smith closed the public comment period.**

4. Approval/Deletions to Agenda

Dr. Humphreys moved to approve the agenda for the September 25, 2014, District Board of Health meeting. Dr. Hess seconded the motion which carried six in favor and none against.

5. Approval of Draft Minutes

Dr. Hess moved to approve the minutes of the August 28, 2014 District Board of Health regular meeting as written. Mr. Silverman seconded the motion which carried six in favor and none against.

6. Recognitions

Presented by Mr. Dick and Chair Smith

A. Years of Service

1. Angela Penny, 10 years, hired 7/15/04 – CCHS
2. Josephina Rivera – 15 years, hired 9/1/1999 – CCHS

Ms. Penny and Ms. Rivera were not in attendance. Mr. Dick acknowledged their years of service.

B. New Hires

1. Alexandria Johnson - Public Service Intern – AQM 8/25/14
Mr. Dick explained that Ms. Johnson was at a class and therefore unable to attend.
2. Mary Clauson – OA II – EPHP (Vitals) 9/8/14
Mr. Dick noted Ms. Clauson was a former employee who had returned.
3. Brantley Hancock – Department System Specialist – AHS 9/8/14

Ms. Heenan said that Mr. Hancock had stood out as the top candidate throughout the interview process and stated that the District is very happy to have him on board.

7. Proclamation

Presented by Mr. Dick and Chair Smith

A. National Preparedness Month

Mr. Dick read the proclamation.

Commissioner Jung moved to adopt the proclamation. Dr. Hess seconded the motion which was approved six in favor and none against.

Mr. Dick noted he would have presented the proclamation to the Preparedness staff but they were busy with a Preparedness exercise.

8. Consent Agenda

Matters which the District Board of Health may consider in one motion. Any exceptions to the Consent Agenda must be stated prior to approval.

A. Air Quality Management Cases

Staff Representative: Ms. Albee

1. Recommendation to Uphold Citations Not Appealed to the Air Pollution Control Hearing Board
 - a. Nevada Department of Transportation (NDOT) – Case No. 1165, NOV No. 5353

B. Budget Amendments / Interlocal Agreements:

1. Approve Subgrant Amendment #2 from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health for the period January 1, 2014 through December 31, 2014 in the amount of \$335,053 for the Immunization Program Grant (IOs 10028 & 10029); and if approved authorize the Chairman to execute.

Staff Representative: Ms. Patsy Buxton

2. Approve amendments totaling an increase of \$60,802 in both revenue and expense to the FY15 Ryan White CARE Act Program – Health Education/Risk Reduction Federal Grant Program, IO 11147.

Staff Representative: Ms. Patsy Buxton

3. Approve amendments totaling an increase of \$32,241 in both revenue and expense to the FY15 Ryan White CARE Act Program – Outreach Services Federal Grant Program, IO 11201.

Staff Representative: Ms. Patsy Buxton

4. Retroactive approval of District Health Officer acceptance of an additional \$40,500 as reflected in Subgrant Amendment #3 from the Division of Public and Behavioral Health for the period October 1, 2012 to September 30, 2014 in the amount of \$2,184,496 in support of the Women, Infants and Children (WIC) Program

Staff Representative: Ms. Patsy Buxton

Dr. Humphreys moved to approve the consent agenda as presented. Dr. Hess seconded the motion which was approved six in favor and none against.

9. Regional Emergency Medical Services Authority

Presented by Jim Gubbels, President, REMSA

- A. Review and Acceptance of the REMSA Operations Reports for August, 2014

Mr. Gubbels reported Priority One compliance in Zone A was 92 percent. For Zones B, C and D, it was 96 percent.

Average Priority One response times in minutes was 6:06 for Reno, 6:11 for Sparks and 9:07 for Washoe County. Average Priority Two response times in minutes was 6:54 for Reno, 6:51 for Sparks and 10:03 for Washoe County.

Councilmember Ratti moved to accept the REMSA operations report for August 2014. Mr. Silverman seconded the motion which was approved six in favor and none against.

B. Update of REMSA's Community Activities for August, 2014

Mr. Gubbels reported REMSA had had the privilege of hosting the International Roundtable for Community Paramedicine (IRCP). 210 participants from seven countries participated. He opined Community Paramedicine is not localized; it is a movement to change patient care around the world through a collaborative community approach. He encouraged a visit to the IRCP website.

Mr. Gubbels explained the preliminary results of their Community Health Programs were presented and the event had been well-attended by health and business leaders. He pointed out the Executive Summary that had been provided to the Board members (copy attached to minutes) which featured an explanation of the cost savings that had been achieved. He requested the opportunity for REMSA's program director, Brenda Staffan, to make a 10-15 minute presentation to the Board at the October meeting to explain how EMS is being integrated with community health care.

Chair Smith noted he had attended the event and opined the Board would be very interested in having Ms. Staffan present the information.

10. Presentation, Discussion, and Possible Direction to Staff regarding implementation of the opportunities outlined in the ACHIEVE status update

Staff Representative: Ms. Goatley-Seals

Ms. Goatley-Seals thanked the Board for their continued interest in the project. She offered to review it or answer questions.

Dr. Hess noted the suggestion to add staffing and requested clarification. Ms. Goatley-Seals explained the recommendation was for two staff per 100,000 citizens for a total of eight. Currently the program employs two full-time people. Dr. Hess asked how the new staff members might be funded and Ms. Goatley-Seals replied that they have been applying for grants but have so far been unsuccessful.

Mr. Dick pointed out the Chronic Disease (CD) program had come up in the Fundamental Review and he opined it was an area to look at and seek opportunities to expand.

Dr. Hess asked Ms. Goatley-Seals to prioritize the recommendations. She opined staffing would be the most important and the others were of equal value. Dr. Hess suggested that the budget would not accommodate additional staff. Ms. Goatley-Seals explained the program had explored other options such as increased cooperation and partnerships within the District.

Commissioner Jung noted she was not in favor of utilizing benchmarks developed by NACCHO, as Washoe County was unique. She does support the Fundamental Review recommendations. She recommended staff time be dedicated to monitoring the governing

boards and to work with a Board member to meet with the decision makers to explain how important some of these ideas are.

Commissioner Jung noted she had come back from the National Associations of Local Boards of Health annual meeting with the imperative that the county needed a Community Health Assessment. As the funds were not available at the time, the ACHIEVE study was a stopgap. It had identified obesity was the biggest health issue in the county. She had heard that obesity rates had declined in the United States and requested a future Board item describing how Washoe County compares.

Ms. Goatley-Seals stated the program is legislatively mandated to collect height and weight data for children and report BMI, so they have that data available. She could compare Washoe County data with other areas in the state and the country.

Councilmember Ratti agreed with Commissioner Jung regarding the national benchmarks, but opined there was a disconnect between the Health District and the cities when it came to proactive efforts. As a Councilmember, it was challenging to advocate policy changes without more of a relationship between the Health District and the City so the District staff can explain why it would be important. She supported the idea of an ombudsman or liaison. She opined the timing was right to change health policies for the region.

Ms. Goatley-Seals explained things are happening and there are opportunities. The Planning Department has been working with the County Commissioners and just passed an ordinance change to encourage community gardens and better access to food production. Another example was a presentation that was recently made to the Reno City Council to increase pedestrian and bicycle facilities along the Keystone corridor. She opined it would be great to play a larger role and assist facilitation of those types of efforts.

11. Reappointment of Steven Brigman and Michele Dennis to the Sewage, Wastewater and Sanitation Hearing Board (SWS Board) for three-year terms, acknowledgement of the services of George Georgeson and Bruce MacKay to the Sewage, Wastewater and Sanitation Hearing Board and direction to staff to provide potential appointees for the vacant positions on the SWS Board at the October District Board of Health Meeting

Staff Representative: Mr. English

Mr. English presented the staff report and explained to the Board they were currently recruiting for replacements for the two seats. Recommendations will be presented to the Board for selection at the October meeting.

Dr. Humphreys asked if the individuals who will be reappointed had agreed to that and Mr. English assured him they had.

Commissioner Jung moved to approve. Dr. Humphreys seconded the motion which was approved six in favor and none against.

12. Acknowledgement of the service of Bill Miller to the Food Protection Hearing and Advisory Board (FPHAB) and direction to staff to provide potential appointees for the vacant position on the FP Board at the October District Board of Health Meeting

Staff Representative: Mr. McNinch

Mr. McNinch presented the staff report and noted they were in the process of recruiting for a replacement for the open seat on this Board as well. He emphasized that EHS wished to acknowledge Mr. Miller's service. EHS will be bringing regulation change proposals to the FPHAB prior to presenting them to the DBOH.

Chair Smith stated the Board thanked Mr. Miller for all of the time he had given to the FPHAB.

Councilmember Ratti asked if it was helpful to have a large property represented on the FPHAB. Mr. McNinch stated they would look at that and offered to contact anyone she might have in mind.

Ms. Admirand recommended the Board move that staff proceed with recruitment for the position.

Commissioner Jung moved to approve. Councilmember Ratti seconded the motion which was approved six in favor and none against.

13. Acknowledge receipt of the Health District Fund Financial Review for Fiscal Year 2015 year to date August, 2014

Staff Representative: Ms. Heenan

Ms. Heenan provided an overview of the current fiscal status of the Health District.

Commissioner Jung complimented the style of Ms. Heenan's report.

Commissioner Jung stated the employee bonus was the County Commissioner's way of thanking the employees and acknowledging how difficult things have been for the last seven years.

Commissioner Jung asked if the District paid out for compensatory time and Ms. Heenan clarified that all non-management staff are paid out up to 240 hours, which is the same for all county employees. The recent payout was driven by a grandfathered clause under which management previously received that benefit also.

Commissioner Jung moved to approve the report. Councilmember Ratti seconded the motion which was approved six in favor and none against.

14. Discussion and possible direction to staff to bring back a list of fees associated with Health District activities that are not currently on the Fee Schedule for consideration and possible adoption into the current schedule

Staff Representative: Mr. Dick

Mr. Dick explained the staff report contained a list of activities conducted by AQM and EHS that are not currently being charged fees for. Staff believes a proposed fee schedule should be developed, presented to the community for comment and brought back to the Board. This action is consistent with the Fundamental Review recommendation regarding cost recovery. He recognized the efforts of AQM and EHS staff in working to identify the gaps in the fees and compile a comprehensive list to be considered. He noted staff was requesting direction from the

Board to develop the fee schedule and go through the public process so that the final recommendations may be brought back to the Board for consideration.

Chair Smith opined the District should be paid for services it is providing. He stated he would like the staff to compile the recommendations, bring those to the Board for discussion, and then have the public hearings. In the past, the scheduling of the hearings has not allowed the Board enough time to adequately consider what is being recommended.

Dr. Hess noted he was not completely comfortable charging a fee to another tax-supported organization. He asked if that was normal. Mr. Dick explained the School District currently pays fees for asbestos abatement permits. The Counties and Cities also pay for abatement projects.

Ms. Albee explained the dust control fine money going to the school is earmarked by NRS to go to environmental programs for the students.

Mr. Dick noted staff had been directed to find areas where fees were not being charged and could be. He did not want them making policy decisions about who was and who was not going to be charged, that was why the Board had the complete menu. It was the Board's prerogative to create policy.

Chair Smith reiterated he would like to see the recommendations prior to a public hearing. Councilmember Ratti asked if there would be a meeting to receive public input to develop the charges or if they would be developed based on internal formulas and validated at the public hearing. He stated it would be the latter.

Ms. Admirand clarified the fees are typically discussed and voted on at a public hearing, but opined Chair Smith was requesting a non-action item just to introduce the fees and get some initial comments. The public would be invited to speak. Councilmember Ratti noted it was typical to conduct public outreach regarding the fees as well. She clarified with Chair Smith that he would like to have the non-action introduction prior to that.

Dr. Humphreys agreed with this approach, noting at some public hearings in the past they had been surprised by questions about how fees were calculated and not known the answers. Having the info prior to a public hearing and public meetings, they would understand the process so that would not be an issue during the public process.

Chair Smith requested a motion for staff to proceed and bring the recommendations back to the Board for informational purposes.

Dr. Humphreys moved to direct staff to bring back a list of services that are not currently on the fee schedule for Board consideration. Mr. Silverman seconded the motion which passed six in favor and none against.

15. Discussion of Process and Presentation of Evaluation Forms for District Health Officer's Annual Review and Possible Direction to Staff

Staff Representative: Chair Smith

Chair Smith stated he would like the Board to mirror County procedure for annual management reviews. He passed out a list of the people who would be receiving the survey (list and survey attached to minutes). He explained the survey would be sent out, the results graded

and returned to the Board, then a public hearing would be held to conduct the evaluation. If that plan was acceptable to the Board, the motion he would like to receive would be to follow County procedures for the District Health Officer reviews. Mr. Dick stated he would be in agreement with that.

Dr. Hess moved to follow County procedures for the District Health Officer reviews. Councilmember Ratti seconded the motion which passed six in favor and none against.

16. Presentation, Discussion and possible Direction to Staff regarding proposed District Board of Health Orientation Manual and Program (Continued from August 28, 2014 Meeting)

Staff Representative: Mr. Dick

Mr. Dick stated staff was looking for additional input or direction regarding whether the information provided in the manual is correct, if there are other things that could be added or if the proposed program should be altered.

Councilmember Ratti opined the manual should be a living document and that the manual itself and any changes made should not require Board approval. Mr. Dick noted the staff report stated that the information in the Orientation Manual will be updated by the District Health Officer to maintain the currency of the document. It also stated that significant changes to the contents would be brought before the Board for approval.

Mr. Dick clarified with Councilmember Ratti that she was proposing that this agenda item should just be informational. She acknowledged that was correct, but if significant changes are made to the manual and staff feels the Board should see them that would be fine too.

Dr. Hess noted the DVD version was challenging to navigate and suggested a table of contents and page numbers. He suggested an Introduction to Public Health section be included and passed out suggested language.

Councilmember Ratti added that the Board should be able to provide feedback without it being agendaized for a public hearing.

Ms. Admirand opined the agenda item was written broadly enough that the Board did not need to approve the manual. If they preferred, they could give specific direction to update the manual as suggested by Dr. Hess.

Mr. Dick stated the requested changes would be made and suggested any additional materials requested to be included be provided to Ms. Spinola.

No action was taken.

17. Staff Reports and Program Updates

A. Administrative Health Services Officer

Ms. Heenan stated she had nothing to add.

B. Director, Air Quality Management

Ms. Albee provided statistical information on the King Fire. The Air Quality agencies throughout the west have all acknowledged the benefits of social media. Key partners are tied in so they can be informed and ready for impacts.

The recommendations for athletics at the school districts regarding activity levels have been established and distributed. They are being widely used and appreciated.

Chair Smith asked if there was a problem with the monitoring stations and Ms. Albee explained all sites were up, the problem was with the EPA AirNow system nationwide in pushing out the results of the monitoring data.

C. Director, Community and Clinical Health Services

Mr. Kutz stated he had nothing to add to his report. Commissioner Jung asked when the Board members would be receiving their flu shots and he replied that could be done at the October meeting.

D. Director, Environmental Health Services

Mr. McNinch pointed out that next month's EHS report will include the fact that the number of temporary food permits that have been issued through August 2014 is approximately 1,800.

Dr. Hess asked where the Bella Vista Ranch was located and if there was any way to mitigate poor irrigation practices. Mr. McNinch told him it was in Hidden Valley and Mr. Dick stated he had recently received information that he would be discussing with Ms. Admirand regarding what the District's options are when working with them to seek improvements to the irrigation problems.

E. Director, Epidemiology and Public Health Preparedness

Dr. Todd stated he had nothing to add but would be happy to answer any questions.

F. District Health Officer, Office of the District Health Officer

Mr. Dick reported work on the Community Health Needs Assessment continues to move forward and is anticipated to be finished by the end of the year.

The Healthy Communities Conference will be held on January 8, 2015 at the Joe Crowley Student Union at UNR.

Mr. Dick reported he and Mr. English had met with Keep Truckee Meadows Beautiful (KTMB) and TMWA to discuss development of a Truckee River Management Plan. Previously KTMB had shown him and Mr. Sack some of the impacts of people living along the Truckee River. Mr. Sack had suggested it might be beneficial for the Health District to provide funding for the Truckee River Cleanup, that is currently supported with funds provided by TMWA through the Truckee River Fund. Mr. Dick and Mr. English met with KTMB and TMWA regarding supporting the cleanup with the tire fund to allow the Truckee River Fund resources to potentially be used to support the development of a Truckee River Management Plan.

18. Board Comment

Chair Smith noted he would be termed out in December. He requested the October agenda include an item to elect a new Chair and Vice Chair.

Commissioner Jung announced an issue had been brought up at the Board of Fire Commissioners about why REMSA was not considered a payee for dispatch. Information will be forthcoming.

Councilmember Ratti requested the presentation regarding the results of the REMSA community health programs be brought to the Board in October.

19. Emergency Items

None.

20. *Public Comment

None.

21. Adjournment

At 2:20 p.m., Dr. Humphreys moved to adjourn. Dr. Hess seconded the motion which was approved six in favor and none against.

Respectfully submitted,



Kevin Dick, District Health Officer
Secretary to the District Board of Health



Dawn Spinola, Administrative Secretary
Recording Secretary

Approved by Board in session on October 23, 2014.