

WASHOE COUNTY DISTRICT BOARD OF HEALTH MEETING MINUTES

Members

Kitty Jung, Chair
Julia Ratti, Vice Chair
Neoma Jardon
Dr. George Hess
David Silverman
Dr. John Novak
Michael D. Brown

**Thursday, February 26, 2015
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, February 26, 2015, in the Health Department South Conference Room, 1001 East Ninth Street, Reno, Nevada.

1. Call to Order, Pledge of Allegiance

Chair Jung called the meeting to order at 1:05 p.m.

Phil Ulibarri led the pledge to the flag.

2. Roll Call

The following members and staff were present:

Members present: Chair Kitty Jung
Vice Chair Julia Ratti (arrived at 1:27 p.m.)
Dr. George Hess
Dr. John Novak
Michael D. Brown

Members absent: David Silverman
Neoma Jardon

Staff present: Kevin Dick, District Health Officer, ODHO
Leslie Admirand, Deputy District Attorney
Charlene Albee, Division Director, AQM
Anna Heenan, Administrative Health Services Officer, AHS
Steve Kutz, Division Director, CCHS
Bob Sack, Division Director, EHS
Randall Todd, Division Director, EPHP
Jeff Whitesides, Supervisor, EPHP
Christina Conti, EMS Program Manager, EPHP
Phil Ulibarri, Public Communications Program Manager, ODHO
Kelli Goatley-Seals, Health Educator Coordinator, CCHS
Dawn Spinola, Administrative Secretary/Recording Secretary, ODHO

3. Public Comment

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

4. Approval of Agenda

Dr. Hess moved to approve the agenda for the February 26, 2015, District Board of Health meeting. Dr. Novak seconded the motion which was approved four in favor and none against.

5. Approval of Draft Minutes

Dr. Novak moved to approve the minutes of the January 22, 2015 District Board of Health regular meeting as written. Dr. Hess seconded the motion which was approved four in favor and none against.

6. Recognitions

Presented by Mr. Dick and Chair Jung

A. Years of Service

1. Paula Valentin, 15 years of service, hired 2/3/2000 – EHS

Mr. Dick thanked Ms. Valentin and presented her with a Certificate of Appreciation.

2. Maria Magana, 20 years of service, hired 2/13/1995 – CCHS

Mr. Dick thanked Ms. Magana and presented her with a Certificate of Appreciation.

B. New Hires

1. Charlie Gray – Environmental Health Specialist Trainee I, hired 1/5/15 – EHS

Mr. Gray provided an overview of his background.

2. Andrea Esp – Public Health Emergency Response Coordinator, hired 1/26/15 – EPHP

Mr. Whitesides introduced Ms. Asp and stated the division was happy to have her.

3. Cara Argall – Health Educator, hired 1/26/15 – EPHP

Mr. Whitesides introduced and welcomed Ms. Argall.

4. Heather Kerwin – Part-Time Statistician, hired 2/17/15 – EPHP EMS

Mr. Dick introduced Ms. Kerwin and noted she had been the Independent Contractor who had compiled the Community Health Needs Assessment. Ms. Conti briefly reviewed Ms. Kerwin's qualifications and stated they were very happy to have her.

C. Transfers

1. Mary Clauson, OAIL – Transferred from Vitals to EHS Front Desk effective 1/12/15

Mr. Dick introduced and congratulated Ms. Clauson.

D. Departures

1. Megan McKinlay, 1/29/07 - 1/12/15 – EPHP

Ms. McKinlay was not in attendance.

E. Presentation of Award

1. Extra Mile Award presented to the Reno Housing Authority (RHA)

Ms. Seals congratulated the City of Reno Housing Authority for implementing the Smoke-Free Living Program in all of their housing units, as well as offering cessation services to their residents. Mishawn Griffin accepted the award on behalf of the RHA and explained residents and staff appreciated being smoke-free.

F. Achievements

1. Inter-Hospital Coordinating Council (IHCC) Presentation of Accomplishments

Ms. Conti introduced Kent Choma, Chairman of the IHCC, who provided a brief overview of the organization's activities over the past year. Ms. Conti explained the complete list had been included in the Board packet.

Dr. Hess stated the IHCC was an amazing group and one of the places where all four hospitals truly cooperate. Chair Jung thanked him for maintaining his liaison services.

7. Regional Emergency Medical Services Authority

A. Review and Acceptance of the REMSA Operations Reports for January, 2015.

Mr. Gubbels reported for the month of January Priority One compliance in Zone A was 93 percent. For Priority One Zones B, C and D, it was 99 percent. Year-to-date average for July through January for Priority One Zone A was 93 percent. For Priority One Zones B, C and D, it was 98 percent.

Average Priority One response time in minutes was 5:13 for Reno, 5:55 for Sparks and 9:42 for Washoe County. Average Priority Two response time in minutes was 5:27 for Reno, 6:42 for Sparks and 9:53 for Washoe County. Year-to-date average for July through January for Priority One response was 5:16 for Reno, 5:59 for Sparks and 9:32 for Washoe County. Cumulative Average Priority Two response time will be compiled by First Watch and reported to the Board in March.

Average bill for January was \$1,070, bringing the year-to-date total to \$1,070.

Mr. Gubbels noted a new page in the report which listed clock edits and upgrades, as required by the new franchise agreement. He pointed out there were five clock edits included, which represent corrections to times entered incorrectly or omitted under unusual circumstances and corrected after review. There had been one call upgraded from a Priority Two to a Priority One.

Mr. Gubbels pointed out the report also provided a section that clarifies which classes had been hosted at REMSA versus which classes they oversee at the American Heart Association center. He noted another requirement of the franchise was for them to report how many CPR classes they provide for the community and those numbers had been included.

Mr. Gubbels noted the results of the first EMS survey had been received and included in the report. He reviewed the structure of the survey and discussed the questions that were the most important to REMSA. The survey does allow for comments and any negative

comments were followed up on. In answer to the question posed by Dr. Hess, Mr. Gubbels explained that the survey was sent to a randomly-selected 10 percent of all transported patients.

Vice Chair Ratti thanked Mr. Gubbels and stated the numbers provided were the ones she had been looking for.

Chief Brown moved to accept the report as presented. Dr. Hess seconded the motion which was approved five in favor and none against.

*B. Update of REMSA's Community Activities for January, 2015.

Mr. Gubbels introduced three members of his staff, Kevin Romero, Aaron Abbott and J.W. Hodge. Mr. Hodge highlighted three items from the community report, including an article that had been published regarding some of the site courses discussed earlier and a fund-raising run that had been conducted to raise funding for CPR training kits for schools. Another run is scheduled for June.

8. Acknowledge receipt of the Health District Fund Financial Review for Fiscal Year 2015 year to date January 31, 2015

Staff Representative: Ms. Heenan

Ms. Heenan reviewed the highlights of the report. She explained the District had been in a negative cash situation in January due to a general fund transfer timing issue with Washoe County. It had not created a fiscal instability situation but processes are being established to be sure that does not reoccur.

Dr. Hess moved to accept the report. Chief Brown seconded the motion which was approved five in favor and none against.

9. Approval of the Fiscal Year 2015 – 2016 Budget

Staff Representative: Mr. Dick

Mr. Dick provided a Power Point presentation (attached Exhibit A) which gave an overview of the budget and the components utilized in its development.

Vice Chair Ratti asked if the numbers assumed a full staff or if there was an offset for vacancies. Mr. Dick replied it was for the full complement and the District would anticipate some gaps during turnovers, creating a contingency. He added that the District was now budgeting for anticipated retirement payouts.

Dr. Hess stated he felt the overview was very well done but noted the absence of detail for each of the divisions that had been included previously.

Mr. Dick stated all of the credit for the quality of the budget and the overview should go to Ms. Heenan and the Fiscal Compliance Officers, Patsy Buxton and Erin Dixon, and the Division Directors and Supervisors. He explained to Dr. Hess that staff would be happy to provide him with any additional detail he would like to receive.

Chair Jung asked if there would be any reason to review the County-Wide Cost Allocation Plan (COWCAP) and see if the services provided could be provided elsewhere for a lower cost. Ms. Heenan explained there had not been an analysis, but she explained that the major components covered by COWCAP were not candidates for contracting out. Chair

Jung noted that some departments had contracted with outside agencies for some services and the County did not object to that.

Vice Chair Ratti expressed her appreciation for the budget report format.

Mr. Dick continued with his presentation.

Chair Jung asked if Mr. Dick had been consulted by the labor negotiations team as to what the District budget could sustain. Mr. Dick had provided the budget packet to John Listinsky, who heads up labor negotiations in the Human Resources Department (HR), and discussed the financial constraints with him. Chair Jung asked if Mr. Dick would like to be part of the labor relations conversation that occurs between the Board of County Commissioners (BCC), attorneys and chief negotiators. Mr. Dick stated the District had a relationship with HR so was involved, and he felt he was being engaged and consulted. He suggested that if he were invited to one of the meetings he could determine if it was worthwhile for him to continue to attend. Chair Jung suggested it would be beneficial for the BCC members to see him there.

Dr. Novak asked what percentage of staff was covered by a labor agreement. Mr. Dick explained it was everyone except Division Directors and himself. Chair Jung stated the customary procedure is that the unrepresented staff are offered the same raise agreed to through negotiation as the represented staff were. If there are cuts, the BCC takes any cuts, makes the same cuts to the non-represented managers and then requests others to follow.

Vice Chair Ratti asked how the health care costs would affect the budget, as they were not yet accounted for. Ms. Heenan explained the Health Care Committee was in negotiations so until those were done and approved by the BCC, the District would not know if the insurance costs would increase or stay flat. Negotiations are expected to be finalized by April or May. That will be included in the budget before it is finalized and submitted. Ms. Heenan noted the ending fund balance could potentially be brought down to zero if the increases were substantial. If that were the case it may be necessary to further reduce expenditures or to request more funds from the County because the District budget cannot lawfully be submitted with a negative fund balance.

Chair Jung explained the BCC had asked for a different budget process while still meeting public hearing requirements. It had been decided the Finance staff would review the budgets and the County Manager would present them to the BCC. Additionally, each commissioner will be consulted as to what projects they would like to work on with respect to the budget, increasing engagement and involvement.

Chair Jung commended the presentation and applauded Mr. Dick for not manipulating the ending fund balance to appear sustainable. She noted it was fortunate that balance did not need to be large because the District was considered a sub-entity to the County, so the County could help if necessary, and will support the District on its path to sustainability.

Chair Jung stated the District Board of Health was entirely different than in previous years. She credited Mr. Dick and his administrative skills.

Dr. Hess noted Hazardous Materials was no longer funded and asked how they were being monitored. Mr. Sack explained the line item was a misnomer. It was for a grant from the State Department of Environmental Protection (NDEP) to do inspections related to certain hazardous waste generators. It was determined the program did not have much value so it was dropped. Environmental Health Services (EHS) oversees underground tanks, but in general does not have the authority to oversee the transportation of hazardous materials.

They do work closely with police and fire when responding to incidents. Those activities are covered by the general fund.

Dr. Hess asked who was responsible for monitoring above-ground tanks and Mr. Sack explained those were regulated by fire code. EHS would not get involved unless there was a leak. The larger facilities are regulated by NDEP and the Occupational Safety and Health Administration.

Chief Brown asked if the District had a rough idea how much all of the activities related to medical marijuana would cost. Mr. Dick explained inspection costs were included in the air quality permit fee. The cultivation facilities will also require a solid waste management permit. As the fees are included in the permits, it is not anticipated to be a large expense to the District.

Vice Chair Ratti moved to approve the budget as presented. Dr. Novak seconded the motion which was approved five in favor and none against.

Vice Chair Ratti asked if there would be additional budget meetings. Mr. Dick explained updates would be presented with the monthly meetings but special meetings could be called if necessary. Currently none were scheduled.

10. Review, discussion and direction to staff regarding the provisions of the Interlocal Agreement (ILA) entered into by the Cities of Reno and Sparks and Washoe County for the creation of the Health District. Take action to accept the ILA in its current form *or* direct staff to forward any recommendations for possible amendments to Reno, Sparks and Washoe County.

Staff Representative: Ms. Admirand

Deputy District Attorney (DDA) Admirand presented the staff report, and provided an overview of the ILA and the ILA amendments. She requested Board members identify any portion that they felt should be discussed and possibly amended.

Chair Jung explained this was a compulsory action that was supposed to occur annually and was another action being taken to bring the Board closer to compliance. She noted it would take an act of the Legislature to fundamentally change the Board but invited discussion.

Dr. Novak expressed concern about Section 7.b. which gives the entities the right to give 15 days notice prior to the end of the year for them to terminate the agreement. He suggested that time be lengthened to six months. Chair Jung suggested the other signatories would be unlikely to want to change that, but noted others had also brought it up.

Chair Jung requested Council's input on the matter. DDA Admirand opined it made sense and was something she could research and provide draft language to the Board for consideration. Dr. Hess asked if the elected members should explore the idea with their boards and attorneys prior to anyone spending time on the issue.

Vice Chair Ratti noted the past few years had been contentious and the current period was quiet in comparison, providing the District the opportunity to attend to other details. She agreed the topic was important, but suggested this was not the best time to bring up another controversial issue. She suggested they take no formal action today, but to engage others in informal conversations to gauge their reactions. If the Board believes it should be addressed later, they can request it be agendaized.

Dr. Hess requested a summary of any changes to NRS 439 since the last Legislative session and DDA Admirand stated she would provide them for him.

Vice Chair Ratti moved to accept the ILA in its current format. Dr. Novak seconded the motion.

Vice Chair Ratti requested confirmation that ratification did not nullify the ability to make changes in the future. DDA Admirand clarified that was correct.

The motion was approved five in favor and none against.

11. Presentation, Discussion and Possible Adoption of the draft Washoe County Health District 2015 Legislative Principles, Acceptance of the February 2015 Nevada Legislative Session Report and Provide input and/or direction as DBOH may feel is appropriate.

Staff Representative: Mr. Dick

Mr. Dick noted each Board member had received an updated legislative tracking report, current as of the previous day (attached Exhibit B). He also drew their attention to the draft Health District 2015 Legislative Principles (HDLP), which had been developed at Chair Jung's request as a guideline for staff to follow in between Board meetings. They were based on the Washoe County principles adopted by the BCC, and altered to meet the needs of the Health District.

Mr. Dick reviewed the status of bills that were presently of the most interest to the District, staff activity associated with them, and the District's position on each of them.

Chair Jung requested Mr. Sack conduct additional research on the Dogs in Bars topic. She expressed her support of the HDLP as written and expounded on its usefulness as a guiding document for staff decision making when Board members were not available for consultation.

Vice Chair Ratti shared a story about how the topic of guiding principles and lack thereof had been brought up at the Legislature the previous day, and the jurisdictions which had legislative principles they could point to had provided a good position for those staff. She suggested a next step of developing more robust and detailed positions on known or recurring legislative topics, which was something the City of Sparks has done, that would be useful for future legislative sessions.

Dr. Hess requested additional information about the bills being tracked. Chair Jung suggested he contact Mr. Dick and discuss how he would like to see the report presented. Mr. Dick suggested staff could provide him with links to the bills.

Chief Brown moved to approve the draft Washoe County Health District 2015 Legislative Principles and accept the February 2015 Nevada Legislative Session report. Dr. Hess seconded the motion which was approved five in favor and none against.

12. Staff Reports and Program updates

A. Director, Air Quality Management

Ms. Albee stated she had nothing to add and offered to answer questions.

B. Director, Community and Clinical Health Services

Mr. Kutz reported staff had acted upon Chair Jung's request to check with patients to be sure they had enough food to last through the month and direct them to agencies that could help if they did not. Chair Jung asked that the service be tracked and Mr. Kutz explained that function would be integrated it into the electronic health record system.

C. Director, Environmental Health Services

Mr. Sack distributed copies of a bear and garbage video developed in conjunction with the Department of Wildlife to educate the public about being bear aware. It will be made widely available. Chair Jung opined Mr. Sack should make the same presentation to the BCC.

D. Director, Epidemiology and Public Health Preparedness

Dr. Todd stated he was receiving daily measles updates from the State. Currently there were eight confirmed cases, none in Washoe County. Two probable cases are located here, one has been ruled out due to negative lab results.

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

Mr. Dick stated he had nothing to add.

Chair Jung noted the District staff had been quite busy and thanked them for their good work.

13. Board Comment

Vice Chair Ratti congratulated District staff on a successful kickoff to the HPV immunization awareness campaign.

14. Emergency Items

None.

15. *Public Comment

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

16. Adjournment

At 2:58 p.m., Dr. Novak moved to adjourn. Dr. Hess seconded the motion which was approved five in favor and none against.

Respectfully submitted,



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

Dawn Spinola

Dawn Spinola, Administrative Secretary
Recording Secretary

Approved by Board in session on March 26, 2015.