

## **Washoe County District Board of Health Meeting Notice and Agenda**

### **Members**

Kitty Jung, Chair  
Dr. John Novak, Vice Chair  
Oscar Delgado  
Dr. George Hess  
Kristopher Dahir  
Michael D. Brown  
Tom Young

**Thursday, October 26, 2017  
1:00 p.m.**

**Washoe County Administration Complex  
Commission Chambers, Building A  
1001 East Ninth Street  
Reno, NV**

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**An item listed with asterisk (\*) next to it is an item for which no action will be taken.  
1:00 p.m.**

- 1. \*Roll Call and Determination of Quorum**
- 2. \*Pledge of Allegiance**
- 3. \*Public Comment**

Any person is invited to speak on any item on or off the agenda during this period. Action may not be taken on any matter raised during this public comment period until the matter is specifically listed on an agenda as an action item.

- 4. Approval of Agenda – (For possible action)**  
October 26, 2017

- 5. \*Recognitions**

- A. Years of Service

- i. Holly McGee, 25 years, hired 10/19/1992 - CCHS

- B. New Hires

- i. Catrina Peters, 10/2/2017, Director of Programs and Projects – ODHO
  - ii. Susana Contreras, 10/2/2017, Office Assistant II – CCHS
  - iii. Sophie Banspach, CDC Associate, started two-year assignment with WCHD 10/2/17 - CCHS

- 6. Consent Items – (For possible action)**

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. Approval of Draft Minutes – (For possible action)  
September 28, 2017

- B. Budget Amendments/Interlocal Agreements – **(For possible action)**
- i. Retroactive Approval of Notice of Grant Award #2018030301 from the Nevada Governor’s Council on Developmental Disabilities (NGCDD) for the period 10/1/17 through 9/30/18 in the total amount of \$30,000 for the Public Safety & Emergency Responder Awareness Training project within Epidemiology and Public Health Preparedness, IO 11450; and if approved, authorize the District Health Officer to execute the Award.  
Staff Representative: Patsy Buxton
- C. Approve the modification of the Community and Clinical Health Services pharmaceutical fee schedule to add Vasectomy Procedure. – **(For possible action)**  
Staff Representative: Nancy Kerns Cummins
- D. Recommendation for the Board to Uphold Unappealed Notice of Violation Citation No. 5655 Issued to Lennar Reno LLC, Case No. 1197, with a \$1,520.00 Negotiated Fine and requirement to apply a dust palliative to the disturbed area within 30 days of the signed Memorandum of Understanding. - **(For possible action)**
- i. Case No. 1197, NOV No. 5655 – Lennar Reno LLC  
Staff Representative: Charlene Albee
- E. Acknowledge receipt of the Health Fund Financial Review for September, Fiscal Year 2018 – **(For possible action)**  
Staff Representative: Anna Heenan
- 7. \*Presentation and update on Community Health Alliance**  
Presented by: Chuck Duarte
- 8. \*Washoe County Food Policy Council updates and accomplishments**  
Staff Representatives: Lea Tauchen and Kelli Goatley-Seals
- 9. Regional Emergency Medical Services Authority**  
Presented by: JW Hodge
- A. Review and Acceptance of the REMSA Operations Report for September 2017 – **(For possible action)**
  - \*B. Update of REMSA’s Public Relations during September 2017
- 10. \*Regional Emergency Medical Services Advisory Board October Meeting Summary**  
Presented by: Christina Conti
- 11. Review, Discussion, and Possible Direction to Staff to Discontinue Collection of Information Regarding Certified Food Protection Managers at Food Establishments in Washoe County - (For possible action)**  
Staff Representative: Kevin Dick
- 12. Presentation and Acceptance of PHAB Progress Report and Timeline - (For possible action)**  
Staff Representative: Catrina Peters
- 13. \*Presentation: Accela Regional Licensing & Permitting Project – Health District Status Update**  
Staff Representative: Charlene Albee and James English
- 14. Review, approve and adopt the proposed Washoe County Health District Employee Policy Manual updates for Fiscal Year 18. - (For possible action)**  
Staff Representative: Laurie Griffey

**15. Review and Approval of the District Health Officer’s Annual Performance Evaluation Results and Possible Approval of a 1.62% Wage Increase, retroactive to his annual evaluation date of October 24, 2017. - (For possible action)**

Presented by: Chair Kitty Jung

**16. \*Staff Reports and Program Updates**

**A. Air Quality Management, Charlene Albee, Director**

Program Update, Divisional Update, Program Reports

**B. Community and Clinical Health Services, Steve Kutz, Director**

Divisional Update – Patagonia Health; Orvis School of Nursing Accreditation; Data & Metrics; Program Reports

**C. Environmental Health Services, Kevin Dick, Acting Director**

EHS Division and Program Updates – Child Care, Food, Land Development, Schools, Vector-Borne Disease and Waste Management

**D. Epidemiology and Public Health Preparedness, Dr. Randall Todd, Director**

Program Updates for Communicable Disease, Public Health Preparedness, and Emergency Medical Services

**E. Office of the District Health Officer, Kevin Dick, District Health Officer**

District Health Officer Report – Water System Regulation and Plan Reviews, EHS Division Director, Strategic Planning Update, Community Health Improvement Plan, Community Health Needs Assessment, Truckee Meadows Healthy Communities, Other Events and Activities and Health District Media Contacts.

**17. Review, Discussion, and Possible Direction to cancel the Washoe County District Board of Health Meeting currently scheduled for November 16, 2017. - (For possible action)**

Staff Representative: Kevin Dick

**18. \*Board Comment**

Limited to announcements or issues for future agendas.

**19. \*Public Comment**

Any person is invited to speak on any item on or off the agenda during this period. Action may not be taken on any matter raised during this public comment period until the matter is specifically listed on an agenda as an action item.

**20. Adjournment – (For possible action)**

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**Possible Changes to Agenda Order and Timing.** Items on the agenda may be taken out of order, combined with other items, withdrawn from the agenda, moved to the agenda of another later meeting; moved to or from the Consent section, or they may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later. Items listed in the Consent section of the agenda are voted on as a block and will not be read or considered separately unless withdrawn from the Consent agenda.

**Special Accommodations.** The District Board of Health Meetings are accessible to the disabled. Disabled members of the public who require special accommodations or assistance at the meeting are requested to notify Administrative Health Services in writing at the Washoe County Health District, PO Box 1130, Reno, NV 89520-0027, or by calling 775.328.2416, 24 hours prior to the meeting.

**Public Comment.** During the “Public Comment” items, anyone may speak pertaining to any matter either on or off the agenda, to include items to be heard on consent. For the remainder of the agenda, public comment will only be heard during items that are not marked with an asterisk (\*). Any public comment for hearing items will be heard before action is taken on the item and must be about the specific item being considered by the Board. In order to speak during any public comment, each speaker must fill out a “Request to Speak” form and/or submit comments for the record to the Recording Secretary. Public comment and presentations for individual agenda items are limited as follows: fifteen minutes each for staff and applicant presentations, five

minutes for a speaker representing a group, and three minutes for individual speakers unless extended by questions from the Board or by action of the Chair.

**Response to Public Comment.** The Board of Health can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda. The *Open Meeting Law* does not expressly prohibit responses to public comments by the Board of Health. However, responses from the Board members to unlisted public comment topics could become deliberation on a matter without notice to the public. On the advice of legal counsel and to ensure the public has notice of all matters the Board of Health will consider, Board members may choose not to respond to public comments, except to correct factual inaccuracies, ask for Health District Staff action or to ask that a matter be listed on a future agenda. The Board of Health may do this either during the public comment item or during the following item: “Board Comments – Limited to Announcement or Issues for future Agendas.”

**Posting of Agenda; Location of Website.**

Pursuant to NRS 241.020, Notice of this meeting was posted at the following locations:

Washoe County Health District, 1001 E. 9th St., Reno, NV  
Reno City Hall, 1 E. 1st St., Reno, NV  
Sparks City Hall, 431 Prater Way, Sparks, NV  
Washoe County Administration Building, 1001 E. 9th St, Reno, NV  
Downtown Reno Library, 301 S. Center St., Reno, NV  
Washoe County Health District Website [www.washoecounty.us/health](http://www.washoecounty.us/health)  
State of Nevada Website: <https://notice.nv.gov>

**How to Get Copies of Agenda and Support Materials.** Supporting materials are available to the public at the Washoe County Health District located at 1001 E. 9<sup>th</sup> Street, in Reno, Nevada. Ms. Laura Rogers, Administrative Secretary to the District Board of Health is the person designated by the Washoe County District Board of Health to respond to requests for supporting materials. Ms. Rogers is located at the Washoe County Health District and may be reached by telephone at (775) 328-2415 or by email at [lrogers@washoecounty.us](mailto:lrogers@washoecounty.us). Supporting materials are also available at the Washoe County Health District Website [www.washoecounty.us/health](http://www.washoecounty.us/health) pursuant to the requirements of NRS 241.020.