

WASHOE COUNTY DISTRICT BOARD OF HEALTH MEETING
April 28, 2011

PRESENT: Mr. Matt Smith, Chairman; George Furman; MD; Councilman Dan Gustin;
Commissioner Kitty Jung; and Councilwoman Julia Ratti

ABSENT: Amy Khan, MD, Vice Chairman; and Denis Humphreys, OD

STAFF: Mary-Ann Brown, Interim District Health Officer; Eileen Coulombe, Administrative Health Services Officer; Bob Sack, Director, Environmental Health Services; Dr. Randall Todd, Director, Epidemiology and Public Health Preparedness; Kevin Dick, Director, Air Quality Management; Stacy Hardie, Acting Division Director, Community and Clinical Health Services; Lori Cooke, Fiscal Compliance Officer; Stacey Akurosawa, EMS Coordinator; Tracie Douglas, Public Information Officer; Candy Hunter, Public Health Nurse Supervisor; Dave McNinch, Environmental Health Specialist Supervisor; Noel Bonderson, Air Quality Specialist Supervisor; Scott Monsen, Vector-Borne Diseases Program Manager; Tony Macaluso, Environmental Health Specialist Supervisor; Luke Franklin, Environmental Health Specialist; Jeanne Rucker, Environmental Health Specialist Supervisor; Scott Baldwin, Environmental Health Specialist; Mark Wickman, Environmental Health Specialist; Brenda Wickman, Environmental Health Specialist; Peggy Quinlan, Environmental Health Specialist; Janet Piette, WIC Nutritionist; Soni Monga, WIC Nutritionist; Nick Florey, Environmental Health Specialist; Laurie Griffey, Administrative Assistant; Bryan Tyre, PE, Registered Engineer; Mike Lupan, Environmental Health Specialist; Mike Ezell, Senior Environmental Health Specialist; Byron Collins, Environmental Health Specialist; Lee Salgado, Environmental Health Specialist; Kathleen Hanley, Senior Environmental Health Specialist; Peg Caldwell, RN; Jim English, Senior Environmental Health Specialist; Krista Hunt, Environmental Health Specialist; Steve Fisher, Department Computer Application Specialist; Curtis Splan, Department Computer Application Specialist; Jennifer Hadayia, Public Health Program Manager; Steve Kutz, RN, Public Health Nursing Supervisor; Rick Sanchez, Environmental Health Specialist; Frank Cauble, Community Health Aide; Tina Burton, Plans/Permit Application Aide; Jeff Whitesides, Manager, Public Health Preparedness Program; Margot Jordan, Public Health Nurse II; Jim Shaffer, Vector-Borne Diseases Specialist; Melissa Peek, Epidemiologist; Denise Stokich, Epidemiologist; AmberEnglish, Environmental Health Specialist; Bev Bayan, WIC Program Manager; Janet Smith, Recording Secretary; and Leslie Admirand, Deputy District Attorney

At 1:05pm, Chairman Smith called the Washoe County District Board of Health meeting to order, followed by the Pledge of Allegiance led by Commissioner Kitty Jung, member of the District Board of Health.

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ROLL CALL

Roll call was taken and a quorum noted. Mrs. Janet Smith, Recording Secretary, advised that Dr. Khan and Dr. Humphreys are excused.

PUBLIC COMMENT

Ms. Carla Fells, Executive Director, Washoe County Employees Association (WCEA)

Advised she is present "representing approximately 100 of the employees who work for the Health District; that she has received numerous calls 'across the strata' of Health District employees who are concerned regarding the selection of the new District Health Officer. She is not advocating for or speaking against any particular candidate." As the Board is "very aware, these are very austere financial times with the employees worried about pending layoffs, financial reductions within the programs provided to the citizens of Washoe County, etc." Regardless of whom the Board selects as the new District Health Officer, the "Board of Health has a responsibility to the public, which these employees serve, to ensure public health programs remain intact for the neediest of the community; that the employees want to make sure they are heard and there are no agendas. A number of the employees who contacted her have been with the Health District through successive Health Officers; that regardless of who is chosen the employees want to be able to participate in the process of which programs are reduced, and if layoffs are going to occur. Everyone is concerned, not only about their jobs; they are also concerned as to the level of services provided to the public."

APPROVAL/DELETIONS – AGENDA – APRIL 28, 2011

Chairman Smith called for any additions or deletions to the agenda.

**MOTION: Ms. Ratti moved, seconded by Mr. Gustin, that the agenda of the District Board of Health April 28, 2011 meeting be approved as presented.
Motion carried unanimously.**

APPROVAL/APPROVAL/CORRECTIONS – MINUTES – MARCH 3, 2011 BUDGET MEETING AND OF MARCH 24, 2011

Chairman Smith called for any additions or corrections to the minutes of the March 3, 2011 District Board of Health Budget meeting.

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Councilman Gustin advised that he was not present during the Budget meeting; therefore, he would recuse himself from the vote.

MOTION: Ms. Jung moved, seconded by Ms. Ratti, that the minutes of the District Board of Health March 3, 2011 Budget meeting, be approved as received. Motion carried with Mr. Gustin abstaining.

Chairman Smith called for any additions or corrections to the minutes of the March 24, 2011 District Board of Health meeting.

MOTION: Ms. Ratti moved, seconded by Mr. Gustin, that the minutes of the District Board of Health March 24, 2011 meeting be approved as received. Motion carried unanimously.

Ms. Jung

Stated she would commend Ms. Smith, Recording Secretary, for doing an excellent job on the minutes; that "she can always be assured that what she says has accurately been recorded" by Ms. Smith.

RECOGNITIONS

Chairman Smith and Ms. Mary-Ann Brown, Interim District Health Officer, presented Certificates of Recognition to Ms. Margie Varela for 15 Years-of-Service; and Mr. Frank Cauble for 20 Years-of Service.

Mr. Bob Sack, Director, Environmental Health Services, presented a plaque to Ms. Tracie Douglas, Public Information Officer, commemorating her retirement after thirty (30) Years-of-Service. Mr. Sack advised that Ms. Douglas "will be continuing her education and UNR and is the recipient of the Paul Leonard Journalism Scholarship."

Ms. Tracie Douglas, Public Information Officer

Stated her tenure at the Health District "has been one of the best things she has ever done; that she hopes the next things she does are just as much fun or even better." She stated "she has been able to accomplish so much due to the tremendous level of support she has had throughout the years." Stated, she "has worked under the auspices of several Health Officers and Division Directors, all of whom have given her incredible support allowing her to be very creative resulting in

her being able to do some really good things for the community. The bottom line is making everything the Health District does known to the community. She regrets the PIO position will be eliminated, as it is important for the public health message to get to the community." Ms. Douglas thanked the Board members, Mr. Sack, Mr. Dick, Mr. Monsen, Ms. Rucker and the Staff for supporting her efforts through her tenure as the PIO.

Mr. Gustin

Stated he has "known Tracie for a number of years and has always been impressed that her concerns were 'what is best for the Health Department'; that she will be missed."

PRESENTATION –iREFILL WEBPAGE

Ms. Douglas

Advised, the iRefill program was implemented last year in an effort to significantly decrease the use of "single-use plastic water bottles replacing those bottles with Nalgene refillable bottles; that this Program has received a tremendous amount of support." The iRefill Campaign webpage is through the Truckee Meadows Water Authority (TMWA) as a partner with the Health District in this Program.

In response to Ms. Jung

Regarding the County not allowing the iRefill Campaign on the County website, Ms. Douglas advised "that at the time the iRefill webpage was being developed there were concerns regarding other Health District website affiliations; therefore, the request for the iRefill website was denied. Ms. Douglas advised "there were no impacts to the Health District because of the denial; that TMWA is sharing the site with the Health District; that the Health District will have access to the passwords and codes for updating the site as needed."

Ms. Douglas presented the iRefill website, advising that "nationwide six (6) million single use water bottles are utilized every day with the majority not being recycled." Ms. Douglas reviewed the various links throughout the website including: the 'pledge' not to use single-use water bottles; information for public agencies and private businesses to participate; tips and resources, including how to clean your water bottle, etc. She has provided the Board members have been provided with a box of mint tins, which are intended to connect the public to the iRefill.org website."

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Ms. Jung

Advised, the County has "just installed an iRefill hydration station in Building A." Stated, "Washoe County has adopted a policy, which prohibits the use of County dollars, for the purchase of single-use water bottles for any use; that she would challenge the Cities of Sparks and Reno to do the same."

Ms. Ratti

Requested Ms. Jung forward her a copy of the Washoe County Policy to allow the City of Sparks to respond to the challenge.

Ms. Douglas

Advised the website does promote the hydration station and displayed a picture of the hydration station in Building A.

The Board thanked Ms. Douglas for the update.

Ms. Brown introduced Ms. Stacy Hardie, RN, Public Health Nursing Supervisor of the Family Planning Program, and current Acting Director of Community and Clinical Health Services, advising that Ms. Hardie recently attended the National Family Planning and Reproductive Health Association Conference in Washington DC as the *Nevada Family Planning Champion*.

Ms. Brown introduced Mr. Scott Monsen, Vector-Borne Diseases Program Manager; and Mr. Jim Shaffer, Vector-Borne Disease Specialist, advising that Mr. Monsen and Mr. Shaffer recently had an article published in "*Stormwater – Journal for Quality Professionals*" – '*How One County Health District Deals with Mosquitoes in the Urban Infrastructure – Prevention Through Design*'.

Ms. Brown advised the last recognition will be continued to next month's meeting as Dr. Chen is unavailable.

INTERVIEW – RECOMMENDED CANDIDATE – POSITION – WASHOE COUNTY HEALTH DISTRICT OFFICER

Chairman Smith

Advised two (2) members of the Personnel and Administration Committee, Dr. Furman and Ms. Ratti are present; that Dr. Humphreys serves as Chairman of the Committee; however, he was unable to attend today's meeting.

Dr. Furman

Advised the Personnel and Administration Committee conducted interviews of the candidates for the position of the Washoe County District Health Officer; that the Committee's unanimous recommendation is that the Board of Health interview one (1) candidate, Dr. Joseph Iser.

Ms. Ratti

Requested Ms. Hart from Washoe County Human Resources (HR) provide an overview of yesterday's process.

Ms. Kathy Hart, Washoe County Human Resources

Advised the Board members have been provided with a copy of Dr. Joseph Iser's resume and Curriculum Vitae; that the Board members have been provided with the list of questions to facilitate the interview of Dr. Iser for the position of District Health Officer.

Advised, Washoe County Human Resources (HR) contracted with Avery Associates to conduct the recruitment of candidates on a national basis; that after a review of the candidates Avery Associates presented a final list of five (5) candidates for consideration as the Washoe County District Health Officer. The names of the five (5) candidates was presented to the District Board of Health's Personnel and Administration Committee for review, discussion and consideration; that it was the determination of the P/A Committee that it would interview all five (5) candidates. The five (5) candidates were contacted and invited to participate in the interview process, at which time two (2) of the candidates withdrew their names from consideration. The three (3) remaining candidates met with the Division Directors on Tuesday, April 26th; that she then met with the Division Directors to obtain feedback as to their insights and comments on the three (3) candidates. After the interviews of the candidates by the P/A Committee yesterday, April 27th, she reviewed the comments and insights of the Division Directors with the P/A Committee members. The

Committee then discussed the three (3) candidates and voted to recommend the Board of Health interview Dr. Iser for the District Health Officer position.

Ms. Ratti

Advised the Committee was "impressed with the three (3) excellent candidates, all of whom did an excellent job in the interview process from beginning to end. The interview process was robust with great questions and good dialogue"; that at the end of the interview process it was the consensus of the Committee members "there was one (1) candidate who was particularly qualified for the position. The candidate is Dr. Iser who has been asked back today to be interviewed by the full Board. Stated there is "no presumption by the P/A Committee" that the recommendation to interview Dr. Iser completes the process; that it will be a determination of the Board after Dr. Iser's interview. "The Committee didn't necessarily eliminate any other candidates; however, Dr. Iser is the top candidate being recommended for interview today. The Board members have been provided with a list of questions; that yesterday's process was to rotate to each member to ask the questions; that the Board will then have a discussion and present a determination as to how to proceed."

The Board members introduced themselves to Dr. Iser.

The Board conducted the interview of Dr. Iser for the position of the Washoe County District Health Officer. In response to the Board, Dr. Iser reviewed his extensive resume specific to his "relevant educational and background experience, including working with various size departments and agencies and budgets. Dr. Iser reviewed his strengths and weaknesses; his management and leadership style; his philosophy of public health; how he would advocate for public health; and how he would manage an organizational and/or community crisis. Dr. Iser reviewed his perception of the challenges *facing* public health and how he would address such challenges, including the "changing face of public health"; and the focus on public health preparedness. Dr. Iser reviewed his experience in community collaboration to achieve various public health objectives; his experience addressing the Legislature, the media and other governmental entities; and his *style* in conflict resolution. Dr. Iser reviewed the "public health priorities during the next year; the next five (5) years and how he would address those priorities."

In response to Ms. Ratti

Regarding his tenure of employment in Nevada and Yolo Counties, and his reason(s) for leaving, Dr. Iser advised while employed in Nevada County he was recruited to apply for the position in Yolo County. His recruitment by Yolo County was based upon the reputation he had achieved at

the national level; and then through his relationship with the California Conference of Local Health Officers. Further, "there were aspects of the job in Yolo County, which were very attractive for him, including the supervision of the Environmental Health Division"; that another was the excellent reputation of how Yolo County treated its employees; Yolo County had a public health lab not available in Nevada County. After his interview with the County Board of Supervisors in Yolo County he accepted the job and left Nevada County.

Advised, his resignation from Yolo County was in part due to family issues; that the remainder of the reason was 'an act of consciousness', which cannot be discussed.

Dr. Iser reviewed his long-term goals, advising that a goal is to "grow the Health District back into a robust environment that can assist in taking care of the population who, after health care reform, will still *fall-through-the-cracks* and those who will still require services. After health care reform, there will remain public health issues that a health department will need to address; that most of those will have to do with assurance for the community."

Dr. Iser briefly reviewed his experience in working with budgets during times of financial downturns and crisis. He delineated his personal positives, advising his most personal positive is "his breadth of experience; and he is open and honest." Although he wasn't trained in management, "he has the experience to manage most issues along with the expertise of Division Directors." Advised a professional weakness would be "finances, as he is not an accountant; however, he has a rudimentary and necessary knowledge" of finances. Because of his "very strong sense of ethics he can be seen as a little rigid on ethical considerations"; however, "he works very well collaboratively." Stated "he is shy and not always social; that he is aware of this weakness; however, he can communicate to boards, media, community groups, etc. very well.

In response to Ms. Jung

Regarding reference checks, Dr. Furman stated Mr. Kimura advised the Committee that he (Mr. Kimura) had contacted Dr. Iser's references; and had conducted 'blind' reference checks; that all had given Dr. Iser "very positive references."

Ms. Kathy Hart

In response to Ms. Jung regarding Dr. Iser's references, Ms. Hart advised Mr. Kimura reviewed the comments from "both the references Dr. Iser provided and those who were not listed"; however, who had worked with Dr. Iser in Nevada and Yolo Counties. All of the 'blind' references contacted

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“provided similar information as Dr. Iser’s listed contacts had provided, including verifying the validity of the information Dr. Iser had provided; and information specific to his leadership and interpersonal skills”, which the Board had indicated were the characteristics the members wanted in a Health Officer. Advised that recruitment firms do provide both the positive and negative comments received during reference checks.

Ms. Ratti

Stated the words Mr. Kimura indicated were repetitively used to describe Dr. Iser were “empathetic, caring about the individuals with whom he worked, a good boss, an individual who can be trusted.” Stated a number of the comments were in regard to “relationships with employees; and comments regarding leadership and management; that all indicated he would be rehired.” Stated Mr. Kimura had advised that “he had received more cooperation in these reference checks than he was used to receiving.”

Dr. Furman

Stated he concurs with Ms. Ratti’s comments; that the comments received for Dr. Iser “were very positive.”

Chairman Smith

Advised, Dr. Iser has provided him an explanation as to the reasons he (Dr. Iser) left Yolo County; that “under the circumstances he would have also resigned.”

The Board continued the interview process. The Board members and Dr. Iser had a brief question and answer period.

In response to Mr. Gustin

Regarding “a duration of employment stipulated in the contract, and if there are any penalties for failure to meet the duration”, Ms. Katey Fox, Director, Human Resources, advised that the Human Resources and legal counsel would prepare the Employment Contract. Stated the Employment Contract would contain language specific to “opting out of the Contract by either party providing a thirty (30) day notification.” Should the Board make the determination “a minimum years of service can be stipulated in the Contract; however, that type of language is not generally stipulated in contracts.”

Ms. Admirand advised she would concur with Ms. Fox; that "it is usual for contracts within Washoe County to have a thirty (30) day termination notification period for either party without cause."

In response to Ms. Ratti

Regarding employment contracts "being one year in length", Ms. Fox advised that "typically Washoe County Employment Contracts are for one (1) year in length; that during the year performance expectations, goals to be accomplished may be stipulated in an addendum to the contract." The performance evaluation would then be completed "prior to the end of the year of employment at which time the terms of employment could be extended for an additional year." Typically should either party terminate the contract the employee receives "a month's pay."

In response to Mr. Gustin

Regarding accepting the offer of employment and the tenure he would anticipate, Dr. Iser stated that "he is 61 years of age; that he does not anticipate working beyond the age of 71; therefore, he would anticipate his tenure being five (5) to ten (10) years."

Mr. Gustin

Stated it is important for the Health Officer to "remain for a number of years in the position; that he would be asking for a commitment to the job."

Dr. Iser

Stated, should he be offered the job, he would request the opportunity to meet with the Division Directors prior to making a final decision; however, he would not be considering the move unless it was a long-term commitment."

**MOTION: Chairman Smith moved, seconded by Dr. Furman, that Dr. Joseph Iser be offered the position of Washoe County District Health Officer.
Motion carried unanimously.**

Dr. Iser requested the opportunity to consider the offer of employment.

B. DISCUSSION – POSSIBLE EMPLOYMENT CONTRACT – POSSIBLE START DATE – SALARY NEGOTIATIONS – WASHOE COUNTY DISTRICT HEALTH OFFICER – POSSIBLE DIRECTION TO STAFF AND HUMAN RESOURCES

Ms. Ratti

Questioned what the “next step in the process would be.”

Ms. Fox

Stated the Board can direct Human Resources to confer with Dr. Iser and legal counsel to develop an Employment Agreement, with the anticipated start date and recommended salary. Stated, in a previous meeting the Board discussed the two (2) possible salary ranges for the position: one salary range for a physician and another for a non-physician. Human Resources would present the proposed Employment Agreement for the Board’s consideration at the May meeting.

**MOTION: Mr. Gustin moved, seconded by Chairman Smith, that Washoe County Human Resources be requested to confer with Dr. Iser and legal counsel to prepare an Employment Agreement between the Washoe County District Board of Health and Dr. Iser as the Washoe County District Health Officer, including the potential start date.
Motion carried unanimously.**

C. POSSIBLE SETTING OF SALARY – WASHOE COUNTY DISTRICT HEALTH OFFICER

Chairman Smith

Stated the offer of employment has been presented to Dr. Iser; the Board has requested HR and legal counsel confer with Dr. Iser in the preparation of the Employment Agreement, including the salary range for the position of the Washoe County District Health Officer.

Dr. Iser

Stated that he “prefers the option” of being able to discuss the negotiations with HR and legal counsel privately, with the Agreement being presented during the Board’s May meeting for consideration.

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In response to Ms. Ratti

Regarding the advertised salary range and the establishment of the salary, Ms. Fox advised that "there are no steps in the salary range as an Employment Contract position; that the salary can be established any where within the range."

**MOTION: Mr. Gustin moved, seconded by Chairman Smith, that the negotiations of the Employment Agreement include the proposed salary to be reviewed and considered at the Board's May meeting.
Motion carried unanimously.**

In response to Chairman Smith

Regarding scheduling a meeting with the Division Directors, Ms. Coulombe advised the Division Directors have been asked to meet with Dr. Iser in the Administration Conference Room at the conclusion of today's Board of Health meeting.

Ms. Ratti

Stated, "on behalf of the Personnel and Administration Committee and the entire Board of Health, she would thank Washoe County Human Resources and Mr. Paul Kimura, Avery Associates for the support received in this process. Avery Associates did an excellent job in this recruitment."

Stated, she would "thank Dr. Iser for committing to the two (2) days of this process and for his patience during today's interview. She would thank the other two (2) candidates who were fabulous and provided a great pool of candidates, including the Health District's Ms. Mary-Ann Brown who did incredibly well."

Dr. Iser

Thanked the Board for the opportunity to interview and the offer of employment; that "he appreciates the fairness by which the Board has tried to make the decision."

Chairman Smith

Stated he would commend and thank the Personnel and Administration Committee "for their efforts throughout the process; that the Committee did an excellent job."

CONSENT AGENDA – AIR QUALITY MANAGEMENT CASE – EVERGREEN CARPET CARE – UNAPPEALED NOTICE OF VIOLATION

Staff advised that **Citation No.4611, Case No. 1062** was issued to **EVERGREEN CARPET CARE** on March 17, 2011, for the improper removal and disposal of possible “ACM” asbestos-containing materials from Units 626 and 636 at 1450 Idewild Drive, Reno, Nevada. The possible “ACM” materials were removed without the required surveys being taken or the proper notifications being filed with the Air Quality Management (AQM) Division, in violation of Section 030.107 (Hazardous Air Pollutants), Subsections (A) & (B) of the Washoe County District Board of Health Regulations Governing Air Quality Management. Staff advised Evergreen Carpet Care was advised of the right to appeal; however, no appeal was filed; that Staff recommends Citation No. 4611, Case No. 1062 be **upheld** and a fine in the amount of **\$2,500** be levied as a **negotiated settlement** for a **major violation**.

MOTION: Ms. Ratti moved, seconded by Mr. Gustin, that Citation No. 4611, Case 1062 (Evergreen Carpet Care), be upheld and a fine in the amount of \$2500 be levied as a negotiated settlement for a major violation.
Motion carried unanimously.

CONSENT AGENDA – BUDGET AMENDMENTS/INTERLOCAL AGREEMENTS

The Board was advised that Staff recommends **approval** of **Subgrant Award** from the **Nevada Department of Health and Human Services, Health Division** in the amount of **\$98,819** in support of the **Immunization Program, IO 10028** for the period of January 1, 2011 to December 31, 2011.

The Board was advised that Staff recommends the **ratification** of the **Interlocal Contract** between the **State of Nevada, Department of Conservation and Natural Resources, Division of Environmental Protection** and the **Washoe County Health District** in the **total amount of \$180,000 (\$90,000 per fiscal year)** in support of the **Safe Drinking Water Act (SDWA) Grant Program** for the period upon approval of the Board of Examiners through June 30, 2013.

The Board was advised that Staff recommends **approval** of the **Notice of Subgrant Award** from the **Nevada State Health Division** to provide funding in the **total amount of \$113,000** for the **Tobacco Education and Prevention Program Grant, IO 10010** for the period of March 29, 2011 through March 28, 2012.

MOTION: Ms. Ratti moved, seconded by Mr. Gustin, that the Subgrant Awards; and the Interlocal Contract be approved as presented and the Chairman authorized to execute on behalf of the Board.

Motion carried unanimously.

CONSENT AGENDA – TICOR TITLE – REQUEST FOR EXEMPTION – PURCHASERS OF HABITAT FOR HUMANITY HOMES – AIR QUALITY MANAGEMENT DIVISION – NOTICE OF EXEMPTION FEES

The Board was advised that Staff recommends **approval** of the request from Ticor Title to **permanently waive** the **fee** associated with **filing the Notice of Exemption** for **purchasers of Truckee Meadows Habitat for Humanity Homes**. Staff advised the current fee is \$13 per home; that it is estimated the fiscal impact would be "between \$39 and \$52.

MOTION: Ms. Ratti moved, seconded by Mr. Gustin, that the Air Quality Management Division Notice of Exemption Filing Fee (currently \$13), for purchasers of Habitat for Humanity Homes be permanently waived.
Motion carried unanimously.

CONSENT AGENDA – 2010/2011 OXYGENATED-FUELS PROGRAM REPORT

The Board was advised that pursuant to Section 040.095 (Oxygen Content of Motor Vehicle Fuel, Subsection D (Administrative Requirements) of the Washoe County District Board of Health Regulations Governing Air Quality Management, the Board members have been provided with a copy of the *2010—2011 Oxygenated-Fuels Program for Washoe County Report*. Staff recommends the Board accept the Report as presented.

Mr. Gustin

Questioned, "if Washoe County would ever be one of the areas that is no longer required to submit an Annual Oxygenated Fuels Report."

In response to Mr. Gustin

Mr. Kevin Dick, Director, Air Quality Management

Advised the Oxygenated-Fuels Program is mandated by law; that Staff have discussed "vehicle emission systems have improved in the past few years resulting in cleaner vehicles and less emissions." Additionally the fuels sold in Washoe County contain more ethanol throughout the

year; therefore, Staff will be investigating to determine if the Washoe County Health District will require this Program in the future.

Mr. Gustin

Questioned the effect the geographic region has on the District being mandated to have an Oxygenated Fuels Program,

In response to Mr. Gustin

Mr. Dick advised Washoe County receives its fuel from California, which have the additive; however, he has not yet had the opportunity to research that aspect of it.

**MOTION: Mr. Gustin moved, seconded by Ms. Ratti, that the Annual 2010—2011 Oxygenated-Fuels Program Report be accepted as presented.
Motion carried unanimously.**

REGIONAL EMERGENCY MEDICAL SERVICES AUTHORITY

A. Review and Acceptance of the Operations and Financial Report – March 2011

Mr. Jim Gubbels, Vice President of REMSA

Advised the Board members have been provided with a copy of the March 2011 Operations and Financial Report; that the overall emergency response times for life threatening calls in March 2011 was 91% and 95% for non-life threatening calls; that within the eight (8) minutes zone it was 91%; within the fifteen (15) minute zone it was 98%; and within the twenty (20) minute zone it was 97%. The overall average bill for air ambulance service for March 2011 was \$6,826, with a year-to-date average off \$7,191. The overall average bill for ground ambulance service was \$988, with a year-to-date average of \$989.

**MOTION: Ms. Ratti moved, seconded by Ms. Jung, that the REMSA Operations and Financial Report for the month of March 2011 be accepted as presented.
Motion carried unanimously.**

B. Update – REMSA's Community Activities Since March 2011

Mr. Gubbels

Advised he and Mr. Patrick Smith, will be attending the American Ambulance Association (AAA) *Stars of Life Awards* in Washington, DC, on Monday, May 2, 2011; that two (2) employees have been nominated to receive this award: Ms. Debbie Kubiak an Administrative Assistant, who was nominated for her support work for policies and procedures; grant writing, etc.; and Ms. Jessica Bauer, an EMT-Intermediate for "her rescuing of an individual from a burning vehicle last year on her way to work."

National EMS Week is May 16 – May 20, 2011; that he would request a Proclamation from the Board of Health in recognition of EMS Week; from the City of Sparks; the City of Reno; and Washoe County; that he can provide a template to the entities for that Proclamation.

REVIEW – ACCEPTANCE – MONTHLY PUBLIC HEALTH FUND REVENUE AND EXPENDITURE REPORT – MARCH 2011

Ms. Eileen Coulombe, Administrative Health Services Officer

Advised the Board members have been provided with a copy of the Health Fund Revenue and Expenditure Report for the month of March 2011; she reviewed the Report in detail advising Staff recommends the Board accept the Report as presented.

**MOTION: Ms. Ratti moved, seconded by Ms. Jung, that the District Health Department's Revenue and Expenditure Report for March 2011 be accepted as presented.
Motion carried unanimously.**

FISCAL YEAR 12 BUDGET UPDATE

Ms. Brown

Advised, "on May 10th the Board of Washoe County Commissioners will release 'budget targets' to the Departments; and on May 11th there will be the County Department Heads meeting during which additional detail will be provided to Staff.

Advised the Board members have been provided with a copy of a one-page handout '*Overview of Washoe County General Fund Budget Deficit Planning for Fiscal Year 2011/12*'; which provides "all of the information Staff has been providing regarding all of the challenges related to the budget and the process that will *unfold* as the County works through the very difficult and challenging times as the budget is finalized.

Advised, last month Dr. Khan had questions regarding the WIC Program; that Ms. Coulombe will provide an update.

Ms. Coulombe

Stated, she would thank Ms. Brown "who has done an excellent job in working very collaboratively with fiscal Staff in the budget process; that Ms. Brown is very knowledgeable and she (Ms. Coulombe) has appreciated that." As Ms. Brown indicated, May 10th is when the Health District will be advised as "to the specific budget targets; that as the Board is aware the Health District's initial target was 1.7% (\$136,000), which has been addressed." Advised, at the May 26th Board of Health meeting Staff will provide an updated "Sources and Uses specific to the adjustments for the Estimates to Complete; that she would request the Board members place the information in their Budget books."

Stated, at last month's meeting Dr. Khan questioned "how many participants receive WIC services each month"; that WIC provides services to an average of 6,000 participants per month. Advised this question was presented during the monthly FY 12 Budget update; therefore, she is presenting the response "during the same item, which is why there was not a "Program Update' listed on the agenda for this month."

Advised, in previous years Staff had not listed budget updates as action item as the updates were informational without a necessary action required. Due to the budget issues it was the consensus of Staff in the event it was necessary for the Board to provide direction to Staff this item should be listed as an action item, although there is not a recommended action for anything specific.

Stated, "one of the items discussed during the Budget presentation are the five (5) vacant positions, with an estimated value of \$447,000"; that after the budget targets are presented on May 10th, she would question if it would be the Board's direction to utilize those five (5) vacant positions to achieve any budget targets. Stated, "it would be helpful to Staff to be able to start with that assumption as one (1) of the scenarios they could use."

As the Board has been advised the "OEC (Organizational Effectiveness Committee) will be working with the County on another process for the different plans which are due in June and July. The Budget, which was presented, does have all the Programs (i.e., WIC, Family Planning, etc.), included as discussed in the Budget meeting."

Ms. Brown

Advised that "utilizing those five (5) vacant positions was presented as Staff's first provision" to achieve budget targets scenarios.

Chairman Smith

Stated, after last month's budget update there was concern elimination of Programs "was set in-stone"; however, it is important to note, "as the minutes indicate, the only reduction, which had been achieved, was the 1.7% as Staff had presented." The other issues were potential scenarios and were not a direction to the Board; that the Board will have to make decisions after the budget targets are presented. The "concern regarding elimination of Programs was a misunderstanding."

Ms. Brown

Stated, that as Chairman Smith noted, "is how the budget update was presented to the Board, presented to Staff, presented to the Board of County Commissioners and reflected in the minutes, as a means by which the Health District identified methods for attaining target reduction scenarios, which will be beyond the 1.7% reduction." Stated, she met with "individual Staff, groups of Staff, attended Staff meetings reiterating the Health District is in the exploration phase of 'how' the District may achieve these very serious, significant budget target scenarios."

Ms. Ratti

Stated, "it was also her understanding the Board approved the initial 1.7% reduction, with the remaining discussion being 'scenario planning', addressing what the possibilities could be within a range of possible budget scenarios. None of those scenarios are anything the Board members would want to have to do; that because the Board of Health meetings are incongruent with the Board of County Commissioners, it becomes necessary to present information to the Board of Health a little early. This doesn't always allow for as much public or employee process as would be ideal; however, that it's the reality of the time line." Stated, it is her observation "the Interim District Health Officer is doing an excellent job in reaching out communication-wise; as with the City of Sparks the budget changes so dramatically from one (1) month to another that the public

process doesn't work well to keep-up with that changing reality." Stated, the process isn't any better "for the employees; that unfortunately there isn't a way to change that in this budget process; that she is sympathetic to it, is aware it is frustrating and very hard for the employees." She would request "the Interim Health Officer to continue to do the excellent job she has been doing within the reality of the process; accepting the expectation it isn't a perfect process.

Ms. Coulombe

Stated, "to provide context, the 1.7% reduction equates to \$136,000, which has been adjusted in the budget; that Staff is aware there will be challenges moving forward." The County provides the Health District with a tax transfer for the Health Fund; that this amount will be adjusted. The District will have more information after May 10th; that Staff is committed to keeping the Board members and the employees informed. Stated, as presented, should it be the Board's direction, Staff will "begin with the five (5) vacant positions" to achieve budget targets." Staff will continue to review all Programs "looking for efficiencies and to assist in mitigating the reductions which are anticipated to be coming."

Ms. Ratti

Stated, "she is comfortable with utilizing the five (5) vacant positions as a starting point, with other scenarios, as she believes this will be a continuing scenario process." Stated, it is important to acknowledge "these dynamic budget processes of utilizing vacancies result in a *swiss cheese* organizational chart; that it is necessary to have a meaningful strategic planning process following that to ensure core services. It is necessary to understand there may be a reallocation of positions to achieve a rationale organizational structure when there will be the time to do so."

Ms. Coulombe

Stated, Staff "is aware of this; that these times are uncharted waters."

MOTION: Ms. Ratti moved, seconded by Ms. Jung, that the Fiscal Year 12 Budget update be accepted; that the five (5) current vacancies be utilized to achieve the budget targets as outlined by Staff.

Motion carried unanimously.

WASHOE COUNTY HEALTH DISTRICT – 2011 LEGISLATIVE BILL TRACKING REPORT –
POSSIBLE DIRECTION TO STAFF

Ms. Brown

Stated the Board members have been provided with the Health District's 2011 Legislative Bill Tracking Report for the period ending April 22, 2011 (a copy of which was placed on file for the record); that as the Board is aware "there has been a lot of activity with the deadlines being met, therefore, multiple Bills failed and are listed within that category." She provided the Board members with information regarding the Master [Tobacco] Settlement, "which is currently at-risk of being swept entirely." The Health District "currently does not receive any of those funds, as the Health District "lost those funds at the end of 2009"; however, this remains "a very important Bill for public health, specifically as it relates to the prevention of tobacco use and tobacco programs. The Master Settlement Agreement was established to assist in the prevention of people beginning to use tobacco products; and to address the results of tobacco use." Advised, "Staff has been waiting two (2) days to testify on this Bill as the hearings have been on-going.

Stated, the other update is in regard to SB 471, "which is the transfer of the authority and responsibility from the State Health Division to the local health authorities for a number of programs, including communicable disease investigation, containment and treatment." She "testified to the budget component of that Bill; that Staff is awaiting the Hearing on the actual changes in law, which would make this a reality." Advised this "Bill is exempt to the deadline rules"; therefore, it could happen at any time, including very late in the Session. Staff will keep the Board apprised of the status of this Bill.

Stated, "Staff has done a great job of letting her know the background analysis and the position of the Health District on any Bills. The quality and testimony of the Bill analysis has been amazing; that the written materials provided to the Legislature by Ms. Hadayia, Mr. Dick, and Dr. Todd – the content has been excellent." Staff has attempted to remain "aware of the hundreds of Bill, which have the potential, of impacting the public health of Washoe County."

Ms. Jung

Questioned, "if Staff is expending time on AB 314, which revises the sexual education curriculum", as the School District Superintendent is proposing to eliminate the program as a cost saving measure.

In response to Ms. Jung

Ms. Brown

Stated, she became "aware today that the School District will be eliminating sexual health education from the School District." She can confer with Ms. Hadayia regarding this Bill; that Staff may have provided testimony; however, it would have been earlier in the process.

In response to Ms. Jung

Ms. Ratti

Stated, "Staff has to be very careful, as the School District is setting forth its scenarios for "what will occur with the anticipated budget reductions."

Ms. Jennifer Hadayia, Public Health Program Manger

Advised, the first Hearing for AB 314 occurred in Assembly Education Committee; that Staff provided written testimony with very brief verbal testimony in support of the Bill; that it was a very long Hearing. Advised, the "Bill has been re-referred to the Ways and Means Committee due to the fiscal notes placed within the Bill; that Staff will continue to monitor the Bill and support it to the extent possible. Advised, "with the scenario planning that the School Superintendent has proposed, there are components of the Bill, which would address the various concerns, as it would allow for other qualified instructors to teach the course at the schools. This would allow for a reduction of the nine (9) full-time teachers who teach the *SHARE* Program; that components of the Bill would 'open' the teaching pool to include community members, health districts, etc. to provide that information to the schools, should it become necessary to reduce the number of teachers.

Advised Staff's written testimony won't change, as the Health District supports the Bill "for its ability to provide comprehensive abstinence-based sexuality education to the youths in the community; that it is know the need is there. More than one-half of the Chlamydia and gonorrhea cases are in teens; that is why the Health District supports the Bill." Advised, "another component of AB 314 is to ensure the standards are developed based on medically accurate information; that it currently is before the Ways and Means Committee, as it has a significant fiscal note attached. It is not known if it will pass because of the fiscal note; however, it has met the first deadline of passing out of a first committee."

In response to Ms. Jung

Regarding receiving reimbursement to "other providers", Ms. Hadayia advised that "that component is not addressed in the Bill; that she could not speak as to the intent of the School District."

Ms. Jung

Stated should the School District provide reimbursement for the provision of this Program the Health District "may consider planning a proposal for providing that program."

Ms. Brown

Stated, as the Board is aware, "testimony occurs 'in-between' District Board of Health meetings; however, it is along the lines of what Staff has identified as what the District is opposing or supporting; that testifying is fairly limited, as the District has limited resources, and is based on the District's content experts." Stated, "should she believe there would be an amount of media coverage or the Board has not been previously advised of the Health District's position she will provide electronic updates to the Board. Advised, all Legislative activity is coordinated with the Washoe County Legislative Team. Advised, that after the Board accepts the monthly Legislative Reports the Report is forwarded electronically to the Sparks City Manager so he is aware of the Health District's level of activity and position.

Ms. Ratti

Stated she would commend Staff "for doing an excellent job with limited resources."

Ms. Brown

Stated Ms. Janet Smith has done an excellent job in ensuring the incoming Bill notifications are disseminated to the appropriate individual, keeping all of those accurate and documented."

**MOTION: Ms. Ratti moved, seconded by Mr. Gustin, that the April 2011 Legislative Tracking Report be accepted as presented.
Motion carried unanimously.**

UPDATE – ENDING FUND BALANCE POLICY

Ms. Brown

Advised, at last month's Board of Health meeting, Ms. Jung requested Staff investigate the establishment of an Ending Fund Balance Policy for the Health District, in consultation with Mr. Sherman. Advised, she has conferred with Mr. Sherman on two (2) occasions and was advised "that currently the County is in the process of reviewing the County's Ending Fund Balance Policy and what the Health District's relationship to the policy." The Health District is subject to the County's budget policies and the County provides the funding for the Health District, the Health District "is subject to the County's financial policies"; therefore, Mr. Sherman "is in discussion with the Comptroller and will provide her with more information. This item will continue to be an agenda item until such time as there resolution as to what is the most appropriate ending fund balance distinctly for the Health District." Stated, she advised Mr. Sherman "she would contact him prior to each meeting for a possible update."

Ms. Jung

Thanked Ms. Brown for the update, advising "there is no rush on this, as she is aware Mr. Sherman is in the process of completing the budget and getting it to the State."

Ms. Coulombe

Advised Staff will continue to work with Mr. Sherman and Finance; that Mr. Darin Conforti, Washoe County Budget Manager, has submitted his resignation for a position in Annapolis, which will impact the Finance Department. Stated, "once the County has completed the ground-work she and the Fiscal Compliance Officer will work with Finance to provide input in the process."

The Board thanked Ms. Brown and Ms. Coulombe for the update.

STAFF REPORTS AND PROGRAM UPDATES

A. Director – Epidemiology and Public Health Preparedness

Dr. Randall Todd, Director, Epidemiology and Public Health Preparedness, presented his monthly Division Director's Report, a copy of which was placed on file for the record.

In response to Ms. Jung

Regarding the P & I Ratio (pneumonia and influenza), "being almost 20%, with the national ratio and epidemic ratio being 8%", Dr. Todd advised he has not had the opportunity to conduct an analysis as to the difference in the ratios. Stated, this "underscores the messaging of the Health District regarding the importance of getting the flu shot, emphasizing this 'isn't just the flu', it is disease, which nationally results in approximately 36,000 deaths per year and 200,000 individuals in the hospital." In regard to providing an analysis and a publicity campaign, Dr. Todd stated, "it is a little late in this season to initiate a publicity campaign." Stated that "overall this has been a relatively mild flu season; that he and Staff will review the data; however, "he is not sure as to the ability to access data to fully answer the questions.

Ms. Jung

Stated, she would appreciate it if Staff could provide the Board with some additional information, as there is a disproportionate large number of seniors in the community."

Mr. Gustin

Stated he, too, would be interested in knowing if the deaths were among "the geriatric population."

Dr. Todd

Stated Staff will provide follow-up information to the Board. Advised, it is unusual "as the flu vaccine was in abundant supply and available very early in the season. This was noted in the District's annual POD exercise when there was a significant turn-out of individuals to receive the immunization; however, it was not as many as was anticipated. It was the consensus of Staff this was in-part due to the early availability of the vaccine."

B. Director – Community and Clinical Health Services

Ms. Stacy Hardie, Acting Division Director, Community and Clinical Health Services, presented the monthly CCHS Division Director's Report, a copy of which was placed on file for the record.

C. Director – Environmental Health Services

Mr. Bob Sack, Director, Environmental Health Services, presented his monthly Division Director's Report, a copy of which was placed on file for the record.

Mr. Gustin

Stated, he "was disappointed the Health District has had to reduce the number of swimming pool and spa inspections; that he is aware of Mr. Sack and Mr. Coutler's efforts to "bring swimming pools and spas into compliance with the requirements of the Regulations.

In response to Mr. Gustin

Mr. Sack advised to address the increased number of complaints and Staff's inability to conduct several inspections yearly, Staff is recommending the implementation of the Certified Pool Operators Course, in an effort to improve the knowledge and abilities of pool and spa operators. Advised, "within the last ten (10) years Staff has had to reduce the number of pool and spa inspections from an inspection once a month for annual pools/spas to two (2) inspections per year; that these are for the approximately 205 public permitted pools." Advised there are also approximately 300 seasonal pools/spas in the County.

Advised a problem being encountered, is most facilities "have the individual responsible for maintenance servicing the pool/spa; that one of the most technical aspects of maintenance is pool chemistry. Pool chemistry can be very difficult to understand, particularly if the chemicals of the pool/spa get out-of-balance; that Staff will assist in training the pool/spa maintenance personnel and then those individuals are no longer employed at these facilities." In the current economy with cut-backs it is the maintenance personnel who are dismissed first; therefore, the pools/spas are not being properly maintained and the Health District does not have the resources to continually train and provide these inspections. Staff will be proposing Regulations which will mandate this certification of the operators to maintain the pools and spas properly; that there are resources within the community to provide the necessary training for certification. The pool and spa industry, which provide service to the pools and spas are very supportive of this type of program; that it will provide the Health District with additional enforcement authority, as the Permit to Operate can be revoked for failure to comply.

Mr. Gustin

Stated this is an important program and Staff is to be commended for their efforts.

Ms. Ratti

Stated with "Farmer's Market season approaching, she would question if Staff has a campaign against 'bath-tub cheese' and illegal vendors."

In response to Ms. Ratti

Mr. Sack

Advised that Staff "does not have a public information campaign; however, the District does have an active surveillance and enforcement Program, working in the areas of the schools, particularly right after school gets out." Stated, it is the consensus of Staff "there is a lot less of it; that it is occurring; however, it is less prevalent."

D. Director – Air Quality Management

Mr. Kevin Dick, Director, Air Quality Management, presented his monthly Division Director's Report, a copy of which was placed on file for the record.

Advised, the last three (3) pages of his report "are representations of a website widget, which was developed through funding from a Department of Motor Vehicles (DMV) grant; that this was initiated by Mr. Andy Goodrich and implemented through the efforts of Ms. Tracie Douglas, Public Information Officer; and significant assistance from Mr. Steve Fisher, Department Computer Application Specialist." Advised the "widget goes on a website, and is automatically updated with information from the Air Quality Monitoring Stations, on an hourly basis providing an update as to the status of the Air Quality Index – good; moderate; unhealthy for sensitive groups; unhealthful; very unhealthy; or hazardous. This will be a tool which Staff will be using and promoting to the media stations to include on their websites; the School District, etc.; that Staff will be launching a public outreach campaign next month to let everyone know it is available. Mr. Chris Matthews is currently reviewing it, working through any potential security issues to place it on the County website. There will also be a link, which will link to another website for additional air quality information, while providing an embed code allowing for the free-sharing of the website. The goal is for it to be a useful tool allowing for the public to obtain 'real-time' information regarding the air quality. There are a number of messages that will appear on the widget and will refresh with different ideas." Staff anticipates "doing the public promotion of this site next month."

Advised, "the Air Quality Management Division would not have been as effective from December 2010 through March 2011, had it not been for the outstanding work of Ms. Brown as the Interim District Health Officer. She has worked very hard and very long hours; and he would thank her for that."

E. Administrative Health Services Officer

Ms. Eileen Coulombe, Administrative Health Services Officer, presented her monthly Administrative Health Services Officer Report, a copy of which was placed on file for the record.

F. Interim District Health Officer

Ms. Mary-Ann Brown, Interim District Health Officer, presented her monthly Interim District Health Officer's Report, a copy of which was placed on file for the record.

Stated, as she has advised the Board, Staff has been working in conjunction with the Washoe County Departments that perform permitting, inspection and enforcement functions investigating the feasibility of shared services or collaborate. "It has been a very challenging; that Mr. Sack and Mr. Dick are participating as the content experts; that it has been an effort of sharing information both directions, educating other Departments to understand the Health District and the different issues of jurisdictions. Advising other Departments that the Health District reports to a governing Board and is not a 'County Department'; that this may provide the opportunities across-the-board for more efficiencies; and a better understanding of how it all fits together. She appreciates Mr. Sack and Mr. Dick for participating in these discussions."

Advised, "within seven (7) meetings, the EMS Multi-stakeholder Task Force was able to complete the Board of County Commissioners request to develop what a consultant or group of experts might review as the EMS system is analyzed. The final report from the Task Force will be presented to the Board of County Commissioners during the last meeting in May."

Advised, as a follow-up after the Board's hearing on the Fee Schedule, she was contacted by and met with Mr. Jess Traver, Director of Governmental Affairs for the Builders Association of Northern Nevada (BANN), to discuss "why the Health District has certain fees, as he understood the methodology process for determining the fee structure; however, he was uncertain as to the rationale of why there are those fees." Advised she "volunteered Mr. Sack, Mr. Dick and selected

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Staff to participate in a presentation discussion to the Infrastructure and Planning Council of BANN, as to what the Health District does and why it does it and to answer their questions. She requested the presentation be scheduled for August 2011, immediately prior to the Board's review of the Fee Schedule in September and prior to the Strategic Planning meeting in October. This was a very successful meeting with Mr. Traver and should result in good dialogue."

Advised, at the request of Commissioner Jung she has begun attending the Shared Services Committee meetings. Advised Sheriff Haley requested her participation in the Regional Dispatch Working Group with "assigned multiple committees; that this will continue as a subcommittee of the Internal Working Group of the Elected Officials Shared-Services Committee."

Stated, she has provided the Board members with information presented by the National Association of Local Boards of Health (NALBOH), specific to the '2011 County Health Rankings'; that Nevada and Washoe County are included in the information; that she would recommend the Board members review the data, as it is very interesting."

Stated, the Board members are aware of discussions regarding "Managed Competition"; that she attended a presentation provided to Leadership and the Management Team last week; that she has provided the Board members with a copy of the Power Point presentation." Those attending "left with lots of ideas as to what managed competition can mean in a government entity."

The Board thanked Ms. Brown for the update.

BOARD COMMENT

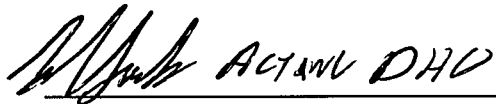
The Board members had no comments.

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There being no further business to come before the Board, the meeting was adjourned at 4:20 pm.



MARY-ANN BROWN, RN, MSN
INTERIM DISTRICT HEALTH OFFICER/SECRETARY



JANET SMITH
RECORDER