



Washoe County District Board of Health Meeting Minutes February 23, 2012

PRESENT: Mr. Matt Smith, Chairman; Commissioner Kitty Jung, Vice Chair, George Furman, MD; George Hess, MD; and Councilwoman Julia Ratti

ABSENT: Dr. Denis Humphreys and Councilman Gustin are excused

STAFF:

Dr. Joseph Iser, District Health Officer Kevin Dick, Director, Air Quality Management Tony Macaluso, Environmental Health Specialist Supervisor, EHS Mary-Ann Brown, Director, Community and Clinical Health Services Lori Cooke, Fiscal Compliance Officer, AHS Dennis Cerfoglio, Senior Air Quality Specialist, AQM Peg Caldwell, RN1, EMS Program, EPHP Norma Jackson, Office Assistant III, Vital Statistics, EPHP Phil Ulibarri, Public Information Officer Sharon Clodfelter, Biostatistician, CD Program, EPHP Bev Bayan, WIC Program Manager, CCHS Paul Moffat, CDC Public Health Advisor Tina Burton, Plans/Permits Application Aid, AQM Leslie Admirand, Deputy District Attorney	Eileen Stickney, Administrative Health Services Officer Randall Todd, DrPH, Director, Epidemiology and Public Health Preparedness Dan Inouye, Air Quality Supervisor, AQM Patsy Buxton, Fiscal Compliance Officer, AHS Stacey Akurosawa, EMS Coordinator, EMS Program, EPHP Dave Kelly, Environmental Health Specialist, EHS Megan McKinley, Public Health Investigator II, CD Program, EPHP Julie Hunter, Senior Air Quality Specialist, AQM Steve Fisher, Department Computer Application Specialist Curtis Splan, Department Computer Application Specialist Susanne Paulson, Epidemiologist, CD Program, EPHP Nicole Alberti, Health Educator II, PHP Program, EPHP Craig Petersen, Senior Air Quality Specialist, AQM Peggy O'Neill, Recording Secretary, AHS
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TIME / ITEM	SUBJECT / AGENDA	DISCUSSION	ACTION
1:05 pm 1, 2	Meeting Called to Order, Pledge of Allegiance and Roll Call	Chairman Smith called the meeting to order, followed by the Pledge of Allegiance led by Dr. Hess. Roll call was taken and a quorum noted. Dr. Denis Humphreys and Councilman Gustin are excused.	
3.	Public Comment	No public comment was presented.	
4.	Approval/Deletions – Agenda – February 23, 2012	Chairman Smith called for any deletions to the Agenda of the February 23, 2012 DBOH Meeting. Councilwoman Ratti moved, seconded by Dr. Hess that the DBOH Agenda be approved as presented.	MOTION CARRIED: The agenda for the DBOH February 23, 2012 meeting is approved as presented.

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5.	<p>Approval/Deletions – Minutes – Meeting of January 26, 2012</p> <p>Board Comments</p>	<p>Chairman Smith called for any additions or corrections to the minutes of the January 26, 2012 DBOH Meeting.</p> <p>Chairman Smith reported that next month, the format of the minutes will be changed to provide a more concise statement of the proceedings. We will, of course, still have the complete audio recording of the meeting for more in depth review if it is needed. Commissioner Jung questioned why the change was implemented. She does read the minutes and questions the need for them to be shortened. An increase in efficiency is being examined. We will try the new format and determine if the Board likes them.</p> <p>Council woman Ratti moved, seconded by Dr. Hess that the minutes be approved as presented.</p>	<p>MOTION CARRIED: January 26, 2012 Minutes approved as presented.</p>
6.	<p>Recognitions and Proclamations</p>	<p>Chairman Smith and Dr. Iser introduced new recording secretary, new epidemiologist, presented Certificates of Recognition for Years of Service; recognized promotions and new responsibilities and certifications.</p>	
7.	<p>Consent Agenda</p>	<p>A. <u>Air Quality Management Cases:</u></p> <p>1. Belfor Property Restoration, Case No. 1070, Unappealed Citation No. 4891 – Staff Reported Citation No. 4891, Case No. 1070, was issued for Belfor Property Restoration on January 16, 2012, for failure to control dust on a demolition site located at 6457 Meadow Valley Lane in Reno, in violation of Section 040.030 (Dust Control) of the Washoe County DBOH Regulations Governing Air Quality Management. Staff recommends the citation be upheld and a fine in the amount of \$250.00 be levied as a negotiated settlement.</p> <p>B. <u>Sewage, Wastewater & Sanitation Cases:</u> None.</p> <p>C. <u>Budget Amendments / Interlocal Agreements:</u></p> <p>1. The Board was advised Staff recommends approval of the Notice of Subgrant Award (continuation award) from the Nevada Department of Health and Human Services, Health Division, Bureau of Child, Family and Community Wellness, in the amount of \$486,542, for the period of</p>	<p>ACTION ITEM: Letter to Belfor regarding fine and due date.</p>

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		<p>January 1, 2012, through December 31, 2013, in support of the HIB Prevention Grant Program; and, if approved, authorize the Chairman of the Board to execute.</p> <p>2. The Board was advised Staff recommends approval of Subgrant Amendment #1 from the Nevada State Health Division in the amount of \$68,079 for the period January 1, 2012 to July 31, 2012, in support of Epidemiology and Laboratory Capacity (ELC) – Building and Strengthening Epidemiology, Laboratory and Health Information System Grant Program; and, if approved, authorize the Chairman to execute.</p> <p>3. The Board was advised Staff recommends ratification of Interlocal Agreement between the Washoe County Health District (WCHD) and the Nevada State Health District to provide a work location for the State Health Division’s Center for Disease Control (CDC) assignee for the purpose of providing direct and efficient assistance to the Health District for Strategic National Stockpile planning for the period upon ratification through November 27, 2012; and, if approved, authorize the Chairman to execute.</p> <p>4. The Board was advised Staff recommends approval of donation of pesticide (Golden Bear Oil) to The Churchill County Mosquito Vector and Weed Control District with a current market value estimated at \$386.</p> <p>Dr. Hess moved, seconded by Councilwoman Ratti, that Staff recommendations on the Consent Agenda be approved in one motion as presented.</p>	<p><u>SINGLE CONSENT AGENDA MOTION CARRIED:</u> Citation upheld and a fine in the amount of \$250.00 levied as a negotiated settlement; Approval of Subgrant Award, Subgrant Amendment #1, ratification of Interlocal Agreement and approval of donation of pesticide; the Chairman authorized to execute on behalf of the Board where applicable.</p>
8.	Air Pollution Control Hearing Board Cases	None	
9.	<p>Regional Emergency Medical Services Authority</p> <p>A. <u>Review and Acceptance of the Operations and Financial Report – January 2012</u></p>	<p>Mr. Jim Gubbels, Vice President, REMSA reported that the DBOH members have been provided with a copy of the January 2012 Operations and Financial Report; overall emergency response times for life-threatening calls in January 2012 was 92%, and 97% for non-life threatening calls; within the 8 minute zone, it was 91%; within the 15 minute zone, it was 92%; and within the 20 minute zone, it was 97%.</p>	

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	<p>B. <u>Update of REMSA's Community Activities Since December 2011</u></p>	<p>Advised the overall average bill for air ambulance service for January 2012 was \$6,297.00, with a year-to-date average of \$7,121.00. The overall average bill for ground ambulance services for January was \$1,010.00, with a year-to-date average of \$1,003.00</p> <p>This latest edition of the Journal for Emergency Dispatch has an article which highlights REMSA's performance during the Reno Air Race Crash, especially highlighting Dispatch.</p> <p>Councilwoman Ratti moved, seconded by Dr. Hess, that the Operations and Financial Report for the Month of January 2012 be accepted as presented.</p>	<p><u>MOTION CARRIED:</u> REMSA's January 2012 Operations and Financial Report accepted as presented.</p>
10.	<p>Presentation by Dr. Iser and Stacy Akurosawa regarding REMSA</p>	<p>Dr. Iser reported that this presentation arises from questions that came directly from members of the City Councils of Sparks and Reno, after Dr. Iser and Mr. Gubbels gave a presentation about the WCHD to the Sparks City Council, and about a week later, when Dr. Iser gave a similar presentation to the Reno City Council. Dr. Iser reported that it has taken a little over a month to get the questions from the record and prepare a comprehensive response from the WCHD to the questions posed by the various council members.</p> <p>Ms. Akurosawa began reading the presentation/staff report into the record. Shortly into the presentation, Councilwoman Ratti suggested that rather than reading the long presentation into the Record that they all review the report outside of the meeting, and then return with additional questions, if necessary. Dr. Iser requested that all DBOH responses or comments be submitted by close of business on Monday, February 27.</p> <p>It was determined that once finalized, an electronic version of the presentation would be submitted to the City Managers and the County Manager. It was noted that REMSA and Ms. Admirand have reviewed the report, and Ms Admirand stated that that protocol for review is very appropriate and would not implicate the Open Meeting Law.</p> <p>There is a copy of the draft report in the public record, but copies will be made available for anyone in the audience who wants one.</p> <p>Reiterated that any feedback will come to Dr. Iser and Ms. Akurosawa by close of business on Monday. We will revise if necessary, and then will send out by email to the respective managers and the Board members. Ms. Admirand noted that the report is not something that the Board needs to approve since it is Dr. Iser's report.</p>	<p><u>ACTION ITEM:</u> Feedback will come to Dr. Iser and Ms. Akurosawa by close of business on Monday. We will revise if necessary, and then will send out by email to the respective managers and the Board members.</p>

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11.	<p>Review – Acceptance – Monthly Public Health Fund Revenue and Expenditure Report – January 2012</p>	<p>Ms. Eileen Stickney, Administrative Health Services Officer, reported that the DBOH members have been provided with a copy of the Health Fund Revenue and Expenditure Report for the month of January 2012.</p> <p>Grant Revenues are billed timely, some monthly and some quarterly; Vital Statistics revenues are tracking high, and Estimates to Complete are \$360,000; they are most probably tracking high because of fee changes; positive variances stay in the program, and Ms. Stickney will address those more specifically in the FY 13 Budget discussion below.</p> <p>There is a variance in Expenditures on page 4, in the Equipment Services Motor Pool line item for \$15,625.48. The majority of this variance is driven by the Vector Program; seasonally, the Vector Program has PSIs who need transportation; there were no appropriations for this item because of our fleet of vehicles.</p> <p>The General Fund Transfer was addressed. The Transfer for FY 12 will be \$7,250,850. This amount includes the 10% adjustment. Ms. Stickney will discuss this further during Budget Update agenda item. Staff recommends the Board accept the Report as presented.</p> <p>Commissioner Jung moved, seconded by Councilwoman Ratti, that the Department Report for January 2012 be accepted as presented.</p>	<p>MOTION CARRIED: Department Report for January 2012 accepted as presented.</p>
12.	<p>Presentation of FY 13 Budget Update</p>	<p>Ms. Eileen Stickney, Administrative Health Services Officer, reported that DBOH members have been provided with a copy of the Status Report from Finance as presented to Board of County Commissioners (BCC) for FY 2012/13.</p> <p>Finance Staff presented a plan to the BCC for additional budget reductions to present a balanced budget within projected revenues. The current projected deficit is \$16.8 Million. The BCC has adopted option no. 1, directing staff to prepare budget plans to reduce each department's budget by 4.5% of the initial funding level, in the absence of any concessions. The reduction target for the Health Fund is to \$312,200.</p> <p>The BCC adopted option 3.2 on page 7 of the report, which states that if labor associations and other bargaining units agree to continued wage and benefit concessions, they would be applied to each department on a proportional amount of allocation by each labor unit within the department. The Health District has two labor units; the Washoe County Employees' Association (WCEA) and the Washoe County Nurses' Association (WCNA). Finance Staff additionally requested direction on salary sweeps and overhead allocation. The salary sweeps are to be done twice a year, December and June, with the overages being directed back to</p>	

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	<p>Board Comments</p>	<p>Other Post Employment Benefits (OPEB) which are currently below levels that are sustainable. As to the Overhead Allocation, all fund entities will be charged for their portion of allocated central service overhead costs to more accurately reflect the true costs of services and programs in the financial statements. Fully implementing this policy in FY 2012/13 would require some funds to receive a General Fund transfer to offset the overhead charges, so that the fund is not placed in a negative balance scenario. Finance staff is recommending a 3-year implementation plan.</p> <p>There are certainly implications for the Health Fund, specifically regarding the salary sweeps because of the interlocal agreement to which the Health District is subject. Ms. Stickney reported that she has had preliminary discussions with our County Finance Analyst, and the County is aware of the restrictions under which the Health District will have to operate, but more detail will be brought to the DBOH when we present at our scheduled budget meeting.</p> <p>Dr. Iser will present our Proposed Budget to the BCC on April 9 at 9:00 am, following our DBOH Budget Meeting on March 15.</p> <p>Vital Statistics' positive variance will be utilized to make electronic enhancements and a mailroom module within the Division, and then anything above and beyond those needs will go to the Health Fund.</p> <p>The Health Fund's General Funds Transfer was reduced by 10% in FY 2011/12, and with the additional variance to recover from last year, the Health Fund's baseline funding level for FY 2012/13 is \$6,936,091. We have to make up those prior adjustments, and possibly plan on this additional 4.5% or \$312,200 reduction. There are many variables still in the air since any concessions have not yet been finalized.</p> <p>Commissioner Jung added to the discussion that based on the history of the cuts, she felt the fairest thing to do was actual across the board cuts because the BCC had already altered everyone to core, non-core, admin, etc. Commissioner Jung stated that before that, it was public safety, and then we had to define public safety as those who show up when you dial 911.</p> <p>Commissioner Jung further clarified that the salary sweeps are already being done. They are now more strict and formulized. The County is dealing with 8 collective bargaining units so, it makes sense if each department does the adjustment voluntarily with us, then they are rewarded in that department. This is strategic planning by the BCC. In terms of the BCC trying to really get a cost center allocation, it is very important to see what these services actually cost, and that is</p>	

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		<p>what the BCC is trying to accomplish. In her opinion, these cost allocations should have been done 20 years ago.</p> <p>Ms. Stickney stated that the Health District does not participate in the salary sweeps because the Health District pays out its own retirements, etc., and other negotiations will be necessary since the Health District has some of its own resources, for which it should not be charged again (i.e., IT).</p> <p>Dr. Furman stated that he is fearful that the decline we are experiencing is going to be greater than projected. Arizona State University published a recovery forecast on Feb. 1 for the Western States, and percentage-wise, Nevada has the lowest projected numbers of all Western States for personal income, wages, salaries, and new home starts. Dr. Furman is concerned that we are looking at tougher times in his opinion, and we should be prepared for tougher times.</p> <p>The Chairman asked when we will see the actual budget, and Ms. Stickney replied that the Health District will send out the Proposed Budget to the DBOH in the packet on March 9, 2012, and then have the DBOH Budget Meeting on March 15. The purpose of this meeting is to discuss the Proposed Budget. The Health District will then take the DBOH's comments or direction and incorporate them into the Proposed Budget prior to Dr. Iser's submission of said Proposed Budget to the BCC on April 9. The BCC has two statutory budget deadlines that must be met. They are required to have a tentative budget by April 15, and they are required to adopt a finalized budget by June 1.</p> <p>Dr. Hess questioned how we will address the grant matching funds in this declining revenue environment, and Ms. Stickney informed him that the vast majority of the grants we receive do not have a required match, with the exception of Family Planning, which requires a 10% match, and Air Quality that has a Maintenance of Effort (MOE) requirement. Dr. Iser pointed out that changes happen throughout the year, and we reforecast the budget monthly based on those changes. Ms. Stickney pointed out that these are the very items addressed in the Budget Amendment section of each month's DBOH meeting.</p>	
13.	Presentation of new on-line "Health Department Food Facility Rating List"	<p>Dr. Iser introduced the presentation by stating that in his first one on one meeting with Dr. Furman, Dr. Furman expressed his interest and desire that the County have an online Food Facility Rating List. He felt very strongly that the public should be able to very easily review restaurant inspections that could have an impact on their health. To that end, the Department began to develop the system that we are rolling out to you today.</p>	

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	Board Comments	<p>David Kelly, Environmental Health Specialist, presented the program and gave a real time demonstration of the program at its Phase 1 stage. Visit www.washoeeats.washoecounty.us to view the program. Links will be provided on the Health District and Washoe County's websites. The website will provide the public greater transparency to the Health District's functions and more access to the information that the Health District gathers. This application will <i>also</i> promote greater accountability and responsiveness of businesses directly to the citizens of Washoe County, and is a great achievement for the Health District.</p> <p>The Chairman thanked Mr. Kelly for his fine presentation, and the IT group for its success in bringing Dr. Furman's dream to fruition. He again thanked Dr. Furman for his great suggestion to get this project in place. He asked that the Health District email a link to the Board members.</p>	ACTION ITEM: Email a link to the online Food Facility Rating List to the DBOH Members.
14.	Presentation – Proposed Revisions – District Board of Health Multi-Casualty Incident Plan – Mutual Aid Evacuation Annex (MCIP-MAEA)	<p>Stacey Akurosawa, Emergency Medical Services Coordinator, presented the revisions to the DBOH MCIP-MAEA Plan.</p> <p>In order to revise the MCIP/MAEA, we have held a number of seminars, tabletop exercises, stakeholder meetings, and a community-wide hospital, full scale exercise. We also hired a consultant to orient the participants and analyze the existing MCIP-MAEA. The participants included REMSA, fire agencies, law enforcement, and the 11 hospitals we hope to be signatory parties to the agreement.</p> <p>One of the challenges with the MAEA is that, fortunately, we have not had to implement this plan very often, unlike the MCIP, which was enacted several times last year. In May, we had the Airport Tri-Annual Exercise, and then in rapid succession, we had the Amtrak incident, the Air Race tragedy, the Caughlin fire and the West Washoe fire. The last time we used the MAEA was in December of 2008, when 12 patients had to be evacuated from St. Mary's.</p> <p>Several drafts of the Annex have been distributed to the Interhospital Coordinating Council. The Council members, many of which will be signatories to the agreement, have participated in these events, provided input for the agreement, reviewed the final document, and then voted to approve the Annex at their meeting on February 10, 2012. Should the DBOH vote to approve the Annex, the next step will be to conduct a seminar in March with each of the signatory hospitals and REMSA to identify the key personnel at each hospital for the positions which need to be filled under this Annex. In April, Mr. Brian Taylor of REMSA and Ms. Akurosawa will be developing the training for this Annex. In May, they will train side by side the REMSA staff with the hospital staff. These are the key personnel who will implement the plan.</p>	

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	<p>Board Comments</p>	<p>We hope to obtain all the signatures in June and implement the Annex in July. From this point forward, our plan is to update the MAEA every even year and the MCIA every odd year. We thank all the staff who has helped to update this process.</p> <p>Obviously, a great deal of work has gone into this Annex, and it is a major accomplishment. Dr. Hess moved, seconded by Commissioner Jung, that the proposed revisions to the MCIP-MAEA be approved as presented.</p>	<p><u>MOTION CARRIED:</u> The proposed revisions to the MCIP-MAEA are approved as presented.</p>
15.	<p>Staff Reports and Program Updates</p> <p>A. <u>Director – Epidemiology and Public Health Preparedness</u></p> <p>Board Comments</p>	<p>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.</p> <p>Dr. Hess questioned whether Board Members should attend Incident Command Structure training. It was suggested that the ICS 300 and 400 may not be appropriate for Board Members to attend. ICS 700 is a broad overview which might be a good starting place. ICS 300 and 400 level classes are for Management. The Board requested that we send links for all three tests that may be helpful.</p> <p>Dr. Todd informed the Board that Mr. Ulibarri is now trained in facilitating ICS 300 and 400 classes. The Health District wanted to have an on-site facilitator so that our classes can be tailored for public health. Dr. Todd informed the Board that he will look on the FEMA website to see if there is information or classes designed specifically for policy making boards.</p> <p>Dr. Iser stated that he would recommend ICS 100, 200, and 700 as tools for the Board. Dr. Iser has completed ICS 300 and 400, which are management level. ICS 700 is the broadest overview of National Incident Management. The Board requested that we send links for the three tests that may be helpful. Dr. Iser confirmed that we will send out links for the ICS 100, 200, and 700 for the Board to peruse. We could do a workshop or strategic retreat on this issue, if the Board so desires. One goal of the Contagion Training Presentation was an initial attempt to align the Health District and policy makers with what will happen in this type event.</p>	<p><u>ACTION ITEM:</u> Email links for the appropriate classes to the DBOH. Determine whether a strategic retreat or workshop would be appropriate.</p>

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	B. <u>Director – Community and Clinical Health Preparedness</u>	Ms. Mary-Ann Brown, Director, Community and Clinical Health Preparedness, presented her monthly Division Director's Report, a copy of which was placed on file for the record.	
	C. <u>Director – Environmental Health Services</u>	Mr. Tony Macaluso, Environmental Health Specialist Supervisor, presented Mr. Sack's monthly Division Director's Report in his absence, a copy of which was placed on file for the record.	
	D. <u>Director – Air Quality Management</u>	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.	
	E. <u>Administrative Health Services Officer</u>	There was no Administrative Health Services Officer Report this month.	
	F. <u>District Health Officer</u>	<p>Dr. Joseph Iser, District Health Officer, presented his monthly District Health Officer Report, a copy of which was placed on file for the record.</p> <p>Dr. Iser stated that in addition to the other legislative initiatives that the DBOH considered at the Retreat in November, the SB335 Syringe Exchange program will also be a Health District priority for the 2013 Legislative Session.</p> <p>The Communicable Disease insert in Dr. Iser's presentation is an example of the information we will be providing in the Health Status Report which is being prepared. Mr. Ulibarri and Ms. Hambleton are working on the format, and it is forthcoming.</p> <p>Related to the Contagion Training Presentation, one of the main defense techniques that the Health District has in its arsenal against a pandemic is social distancing (i.e., school closures, etc.). This practice was implemented in Contagion's depiction of a pandemic. Simultaneous with that presentation, the attached article was released reinforcing the science behind social distancing and supporting the process that social distancing will be one of the tools available to the Health District in a serious pandemic situation.</p> <p>As to strategic planning, we are finalizing the WCHD Health Status Report, as discussed above, and also working on Divisional Strategic plans, which are due at the end of February. From these processes, we will develop a presentation to the Cities and County for community input from which to develop the formal WCHD</p>	

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		Strategic Plan. This places us squarely in the third phase of this five phase process. These processes are prerequisites to our future plans for PH Accreditation.	
	Board Comment	Commissioner Jung noted that another DBOH member was in the newspaper recently, and Dr. Hess looked great.	
	Public Comment	No public comment was presented.	
	Motion to Adjourn	There being no further business to come before the Board, the meeting was adjourned. Commissioner Jung moved, seconded by Councilwoman Ratti, that the meeting be adjourned.	<u>MOTION CARRIED:</u> The meeting was adjourned at 2:44 p.m.

Joseph P. Iser

JOSEPH P. ISER, MD, DrPH, MSc
DISTRICT HEALTH OFFICER

Peggy F. O'Neill

PEGGY F. O'NEILL,
RECORDING SECRETARY