

WASHOE COUNTY DISTRICT BOARD OF HEALTH MEETING MINUTES



Members
Matt Smith, Chair
Kitty Jung, Vice Chair
Denis Humphreys
Sharon Zadra
Julia Ratti
Dr. George Hess
David Silverman
Kevin Dick, District Health Officer

**Thursday, February 27, 2014
1:00 p.m.**

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

The Washoe County District Board of Health met in regular session on Thursday, February 27, 2014, in the Health Department South Conference room, 1001 East Ninth Street, Reno, Nevada.

1. Determination of Quorum

Chair Smith called the meeting to order at 1:00 p.m. Ms. Ratti led the pledge to the flag.

2. Roll Call

The following Members and staff were present:

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

Members absent: None

Staff present: Kevin Dick, District Health Officer
Leslie Admirand, Deputy District Attorney
Charlene Albee, AQM Division Director
Steve Kutz, CCHS Division Director
Robert Sack, EHS Division Director
Eileen Stickney, AHSO
Randall Todd, DrPH, EPHP Division Director
Lisa Lottritz, Public Health Nursing Supervisor, CCHS
Christina Conti, Public Health Emergency Response Coordinator, EPHP
Elena Varganova, Statistician, EPHP
Erin Dixon, Fiscal Compliance Officer, AHS
Patsy Buxton, Fiscal Compliance Officer, AHS
Laurie Griffey, Administrative Assistant 1, AHS
Dawn Spinola, Administrative Secretary/Recording Secretary

3. Public Comment

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

4. Approval of Agenda

Councilmember Zadra moved to approve the agenda for the February 27, 2014, District Board of Health meeting. Councilmember Ratti seconded the motion which carried unanimously.

5. Approval of Minutes

Councilmember Ratti moved to approve the amended minutes for the November 21, 2014 District Board of Health (DBOH) meeting and the minutes of the January 16, 2014 and January 23, 2014 meetings as written. Mr. Humphreys seconded the motion which carried unanimously.

6. Recognitions

Presented by Mr. Dick, Chair Smith and Ms. Conti

A. Introduction of New Employees:

1. Elena Varganova – Statistician – EPHP (1/27/14)

Dr. Todd listed Ms. Varganova's accomplishments and expressed his appreciation that she had chosen to accept employment with the Health District.

2. Latricia Lord – Environmental Specialist Trainee II – EHS (2/24/14)

Mr. Dick noted Ms. Lord had not been able to come to the meeting and be introduced as she was attending a mandatory training class elsewhere.

B. Promotions:

1. Charlene Albee – Division Director – AQM (2/3/14)

Mr. Dick gave a brief synopsis of Ms. Albee's background and stated he was very happy to have Ms. Albee in the Director's position.

C. Achievements:

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

Ms. Conti introduced Rob McLaughlin, Chair of the IHCC. Mr. McLaughlin thanked the Health District for their continued support. He noted a number of real-world responses during 2013 that included shootings, air quality issues and a HazMat incident at a hospital. The Mass Casualty Incident Plan had been updated, as well as the IHCC by-laws. They have begun to review the Mutual Aid Evacuation Annex and conducted numerous trainings. The IHCC has committed to participating actively in community special events, to include conducting and participating in numerous incident exercises and trainings.

2. Introduction of District Board of Health Scholarship Endowment Recipients Tia Rudd and Tiana Ross, students of the University of Nevada Division of Health Sciences.

Mr. Dick introduced John Ostezan and Dr. Trudy Larsen of University of Nevada Division of Health Sciences. Mr. Ostezan thanked the Health District for its generosity and the generosity of the benefactors Dr. and Ms. Robert Myles. Dr. Larsen introduced Ms. Rudd and Ms. Ross, the Masters in Public Health Students that were the current beneficiaries of the scholarship. Ms. Rudd and Ms. Ross discussed their backgrounds and what had motivated them to pursue an education in Public Health. Mr. Ostezan closed by inviting the members of the Board to tour the Division of Health Sciences campus.

Mr. Dick noted the campus had been recently upgraded and was worth seeing. Additionally he explained he and Mr. Otezan had been in discussion on how to keep building the endowment fund. He invited contributions and suggested linking the Heath website to the school's website so other people had opportunities to make contributions as well.

7. Proclamation

Presented by Mr. Dick and Chair Smith

A. World TB Day

Mr. Dick read the proclamation.

Ms. Zadra moved to approve the proclamation. Dr. Hess seconded the motion which was approved unanimously. Ms. Lottritz accepted the signed proclamation on behalf of the CCHS Division.

8. Consent Agenda

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

A. Air Quality Management Cases

Staff Representative: Charlene Albee

1. Recommendation to Uphold Citations Not Appealed to the Air Pollution Control Hearing Board
 - a. DAATA LLC – NOV 5212, Case No. 1143
1400 East 4th Street Reno, NV 89502
 - b. Lobo Construction – NOV 5213, Case No. 1144
1400 East 4th Street, Reno, NV 89502
 - c. Rilite Aggregate Company – NOV 5404, Case No. 1150
9208 Western Skies Drive
2. Recommendation of Cases Appealed to the Air Pollution Control Hearing Board
 - a. Paul's Handyman Service (Paul Duminie) – Case No. 1138; NOV 5389
3. Recommendation for Variance –
None

B. Sewage, Wastewater & Sanitation Cases - Recommendation to Approve Variance Case(s) Presented to the Sewage, Wastewater & Sanitation Hearing Board None

C. Budget Amendments/Interlocal Agreements

1. Termination of Interlocal Contract between the State of Nevada, Department of Conservation and Natural Resources, Division of Environmental Protection and the Washoe County Health District with an effective date of March 31, 2014 for the Hazardous Materials Grant Program, IO 10022.
Staff Representative: Ms. Dixon
2. Approval of Assistance Amendment B from the U.S. Environmental Protection Agency (EPA) for the period of 4/1/2008 – 3/31/2014 in the total amount of \$646,496 for the Air Quality Management, EPA Air Pollution Control Program, PM 2.5 Program; approve

amendments totaling an increase of \$47,917 in both revenue and expense to the FY14 Air Quality Management, EPA Air Pollution Control Program, PM 2.5 Program, IO 10021.

Staff Representative: Ms. Dixon

3. Approve amendments totaling an increase of \$61,951.96 in both revenue and expense to the FY14 Advancing Conformance with the Voluntary National Retail Food Regulatory Grant Program (VNRFRPS), IO 11088.
Staff Representative: Ms. Dixon
4. Approve Notice of Subgrant Award for the period August 1, 2013 through July 31, 2014 in the total amount of \$136,833 in support of the Centers for Disease Control and Prevention (CDC) Epidemiology and Laboratory Capacity (ELC) Affordable Care Act Federal Carry Forward Grant Program, IO TBA; Approve amendments totaling a net increase of \$13,396 in both revenue and expenses to the adopted FY 14 ELC – Carry Forward Grant budget, IO TBA; and if approved, and if approved authorize the Chairman to execute.
Staff Representative: Ms. Buxton
5. Approval of Subgrant Amendment #3 from the Division of Public and Behavioral Health in the amount of \$760,946 for the budget period July 1, 2013 through June 30, 2014 (BP2) in support of the Centers for Disease Control and Prevention (CDC) Public Health Preparedness Program; and if approved authorize the Chairman to execute.
Staff Representative: Ms. Buxton
6. Approval of Subgrant Amendment #3 from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health for the period January 1, 2012 through December 31, 2014, in the amount of \$317,061 (reduced from \$389,206), in support of the HIV Prevention Grant Program, IO 10013; and if approved authorize the Chairman to execute.
Staff Representative: Ms. Buxton
7. Approval of Subgrant Amendment #3 from the Division of Public and Behavioral Health in the amount of \$438,693.00 for the budget period July 1, 2013 through June 30, 2014 (BP2) in support of the Assistant Secretary for Preparedness and Response (ASPR) Hospital Preparedness Program; and if approved authorize the Chairman to execute.
Staff Representative: Ms. Buxton
8. Approve Notice of Subgrant Award from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health for the period January 1, 2014 through December 31, 2014 in the amount of \$111,685 for the Immunization Program Grant (IOs 10028 & 10029); and if approved authorize the Chairman to execute.
Staff Representative: Ms. Buxton

Ms. Zadra left the hearing at 1:22 p.m.

Mr. Humphreys moved to accept the Consent Agenda. Mr. Silverman seconded the motion which was approved six in favor and none opposed.

Ms. Zadra rejoined the hearing at 1:26 p.m.

9. Air Pollution Control Hearing Board Cases appealed to the District Board of Health

Staff Representative: Charlene Albee

None

10. Regional Emergency Medical Services Authority

Presented by Klark Staffan, Senior Vice President, REMSA

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

Mr. Staffan presented the report. Priority One compliance was 91 percent, and Priority Two compliance was 97 percent. Eight-minute response was 91 percent, 15-minute response time was 94 percent and the 20-minute response was 93 percent. Average Care Flight bill for the month was \$6,693, which brought the year-to-date average to \$8,035. The average Ground Service bill for the month was \$1,068, which brought the year-to-date ground average to \$1,067.

Ms. Ratti noted the Care Flight bills had started out high at the beginning of the year and were trending down, but asked Mr. Staffan if he thought they would be able to meet the allowed adjustable bill in time. Mr. Staffan explained if it looked like they were going to end up above the approved level then they would adjust the mileage rate. Ms. Ratti opined it would be less expensive to be transported later in the year and Mr. Staffan acknowledged that was a possibility. He noted they made no adjustments if they anticipated they would come in below the target.

Mr. Humphreys moved to accept the REMSA report for January 2014. Councilmember Ratti seconded the motion which was approved unanimously.

***B. Update of REMSA's Community Activities Since January, 2014**

Mr. Staffan listed the activities which included a point-of-impact child safety seat inspection and a fund-raising 5K run.

11. Approval of the Health Fund Revenue and Expenditure Report for January, 2014

Staff Representative: Ms. Stickney

Ms. Stickney presented the report. She noted several vacancies had been held in AQM and some of the savings had been offset by purchases to restock operating supplies.

Mr. Humphreys noted to-date revenues were lower than during the same period last year and the expenses slightly higher. Ms. Stickney explained some factors had affected billing processed and that some clientele were not able to pay for services. Estimates to complete had been adjusted so the budget would be in balance. She noted a one-time offsite clinic that had caused a variance to standard revenue.

Ms. Jung moved to accept the report. Ms. Zadra seconded the motion which was approved unanimously.

12. Fiscal Year 2015 Budget Update with possible direction to staff

Staff Representative: Ms. Stickney

Ms. Stickney presented the report. She explained there were deadlines for budget submittal but noted there will be opportunity for further input from the Board prior to Mr. Dick's budget presentation to the Board of County Commissioners (BCC) on April 14, 2014.

Dr. Hess expressed his concern that the elected officials would not be present at the DBOH Budget meeting. Chair Smith pointed out the members could contact Ms. Stickney. Ms. Stickney noted they were also welcome to contact Mr. Dick. Ms. Stickney noted there would be a budget item on their regular agenda for March 27, allowing for further discussion. She explained the County must have a tentative budget adoption by April 15 and the final is adopted in June.

Ms. Jung requested staff analyze the size of the Vector budget, keeping recently-established priorities in mind. She asked if the budget had been created in accordance with the votes compiled at the Board Self-Assessment Retreat. Ms. Stickney explained the budget that would be presented in March would be

a compilation of the input and requests from the Division Directors and past practices were currently being maintained. She emphasized staff was happy to accept direction from the Board.

Ms. Jung asked if the budget had been affected by the suggestions from the Fundamental Review Team. Mr. Dick explained the budget supported forward progress in some of the areas of the recommendations that the Health District knew the Fundamental Review Team would be making. He emphasized the current budget was primarily designed so the Health District could continue to provide services while moving towards the suggested changes.

Ms. Ratti expressed her enthusiasm for the forward progress but opined the next budget cycle would be where they saw significant transformation. The one following that would encompass all the information they needed, as it would contain the community health assessment and the strategic plan. That would really allow them to prioritize as they will be informed enough to make meaningful choices about shifts in resources. She wanted the Health District to take a more holistic approach to the improvements, not act on each piece.

Mr. Humphreys agreed and acknowledged the work it had taken to compile the budget.

Ms. Zadra reiterated the three elected members would not be in attendance at the DBOH Budget meeting. That concerned her as well as she stated that elected members have an even more dramatic expectation for fiscal responsibility to the citizens. The responsibility rested on them to communicate and raise any red flags that they may have. She advocated that the March 27 meeting be structured to accommodate further discussion and noted that resources could be shifted later if necessary as long as they stayed within the approved budget.

Ms. Stickney noted the budget item was agendized for each of the meetings during the budget cycle.

Chair Smith reiterated it was important for all of the elected officials review the documents and provide feedback. The members who would be at the meeting would get the process started. He pointed out they could call a special meeting if they wished.

Ms. Ratti asked if the Health District had received a final answer on the County Wide Cost Allocation Plan (COWCAP). Ms. Stickney replied they had not yet been finalized because the County departments did not have all of their requests in, but staff expected to have the numbers by March 10. Staff will present a request to the Board of County Commissioners for a general fund transfer increase to cover COWCAP and other items. Ms. Stickney advised that the amount currently in the Health District budget could change.

Mr. Dick explained there had been several meetings with the County Manager to keep him apprised of the Health District's process and what the general fund needs are anticipated to be. His sense was that the County wanted to work with the Health District to provide the support.

Ms. Ratti asked if the budget documents provided included the additional charges for the emergency medical services decisions made at the joint meeting. Ms. Stickney explained it did contain projections.

Ms. Zadra requested the budget documents be made available electronically.

13. Authorization to approve a 1% Cost of Living Adjustment (COLA) in base wage, effective July 1, 2013; a 1% PERS contribution in lieu of a wage increase effective July 15, 2013; and a 1% Cost of Living Adjustment effective January 1, 2014, for the District Health Officer (DHO) Position.

Staff Representative: Ms. Griffey

Ms. Griffey presented the report. She explained the request was designed to get the DHO back in line with the COLAs and Public Employee's Retirement System (PERS) that were issued to all County management.

Ms. Ratti asked if they had just gotten missed when they ratified his contract and Ms. Griffey opined they had.

Ms. Ratti moved to authorize the approvals. Mr. Humphreys seconded the motion which was approved unanimously.

14. Presentation, discussion, and possible direction to staff on the Fundamental Review of the Washoe County Health District conducted by the Public Health Foundation.

Presented by Fundamental Review Team members Les Beitsch, Matthew Stefanak and Carol Moehrle

Chair Smith invited them to present the entire program and the Board would ask questions afterwards.

Mr. Dick explained the Health District had worked with the Public Health Foundation to conduct the fundamental review. He introduced the team members and briefly discussed their qualifications.

Mr. Beitsch explained the Health District had requested they review the structure, legal review, operations, oversight, governance, finances and overall performance. They were asked to focus on efficiency, effectiveness and opportunities for continuous improvement. He commended leadership and staff. The inputs they had requested were provided with energy and enthusiasm, which made their process efficient and easy to conduct.

Mr. Beitsch noted there were a lot of recommendations. He emphasized that did not mean that there were not already many good things taking place. The opportunities for improvement that would be presented were designed to help the Health District be more efficient and effective.

Mr. Beitsch stated the team had found a great deal of competence and expertise within the Health District leadership and staff. They had noted a number of resources at the community level that can be effective partners in achieving some of the recommendations. They had also recognized the community has a very fine university which has a number of health-related activities that are going on that can complement some of the activities at the Health District.

Mr. Beitsch explained the recommendations were broken up over three time segments. He noted many of the recommendations were already underway, which is a strong indication of commitment. He reviewed and expounded on the recommendations for the first 90-120 days, listed as follows:

1. Align the WIC program with similar program functions.
2. Develop Board of Health Orientation.
3. Strengthen customer focus.
4. Examine clinic appointment scheduling.
5. Update fee schedule and billing processes.
6. Explore a tiered level of EH services.
7. Participate in the county building permitting process analysis.
8. Strengthen organizational effectiveness by developing infrastructure to support the District Health Officer.

Mr. Stefanak reviewed and expounded on the recommendations for the first year, listed as follows:

1. Implement time coding for all employees.
2. Perform cost analysis of all programs.
3. Perform assessment of admin. and fiscal staffing needs.

4. Execute a concerted effort of all parties to address the tensions regarding the current overhead/indirect costs.
5. Align programs and services
6. Conduct a Community Health Assessment.
7. Develop metrics for success
8. Continue current collaborative to resolve REMSA oversight issues.
9. Maintain current levels of financial support.
10. Conduct a governance assessment.

Ms. Moehrle reviewed and expounded on the recommendations for the time period of twelve to twenty-four months, listed as follows:

1. Undertake an organizational strategic plan.
2. Implement a Performance Management System.
3. Consider Alternative Governance Structures.
4. Take a greater leadership role in State/Local collaboration.
5. Develop an Organizational Culture to support Quality.
6. Seek Public Health Accreditation Board (PHAB) Accreditation.

Mr. Humphreys complemented the team and stated he appreciated what they had to say.

Ms. Ratti echoed Mr. Humphrey's words and asked if the team had any thoughts regarding how to prioritize. She asked if they had seen anything that should be stopped to make room for things that need to be done.

Mr. Beitsch explained he had focused on determining mandated levels of required services. He had found that although many services were mandated, the service levels were not. He went on to say the Board is delegated broad powers to establish services that prevent poor health and promote good health. He suggested programs be analyzed for prioritization. He also suggested they consider giving more attention to injury prevention programs.

In answer to Ms. Ratti's question, he explained they had laid out their recommendations based on sequencing. Areas that stood out were strengthening the relationship with the customer, Board orientation, clinic appointment system and scheduling update, assuring fees are being charged and resources gathered, participating in the regional building permitting process, strengthening the support for the DHO and making sure the budget has funding to support the community health assessment. He noted that for the longer term the overhead cost issue and the strategic plan were crucial.

Ms. Jung thanked Mr. Dick for the fundamental review. She felt that in the past they had not reacted as an agency to the financial crisis. She encouraged time coding as a method to ensure the Health District is not subsidizing other outside end users and ensure employee longevity as they are collecting data based on the work they do. She requested a monthly progress report on all 24 goals so that they can maintain their momentum.

Ms. Jung left the hearing at 2:57 p.m.

Chair Smith stated he had wanted to see something like the Fundamental Review for 10 years, but budget restraints and other issues had impeded the process. He thanked the Board for voting to do it, as it was their future. It was exactly what they had asked for. It defined where they were, where they were going and what they could do better in the community.

Ms. Zadra commended the team's professionalism and noted in particular their recognition of the staff. She viewed the completion of the review as a resounding testament of the Board's commitment to do the work they have been assigned to do.

Mr. Dick thanked the Board for their comments. He opined he was deriving great benefit being a new Health Officer and having a clear set of guidelines at his disposal. He felt the guidelines would be beneficial for the District and the community. He offered to bring a proposal to the Board at the March meeting that included what was already in progress and which recommendations should be prioritized.

Ms. Zadra moved to accept the report. Ms. Ratti seconded the motion which was approved six in favor and none opposed.

15. Staff Reports and Program Updates

A. **Epidemiology and Public Health Preparedness** - Communicable Disease – Influenza & Pertussis, Public Health Preparedness & Continuity of Operations, Training, Community Collaboration and Grants Management.

Staff Representative: Dr. Todd

Dr. Todd presented the report, noting the only updates were that Pertussis was increasing and Influenza was decreasing. The report had noted 19 cases of Pertussis so far this calendar year and 22 cases all of last calendar year. The current number was now 20. Regarding the flu, the ILI percentage at the end of Week Six was 2 percent, at the end of Week Eight it was down to 1.3 percent. He stated the percentage was now at 1.2 percent and they were not anticipating a secondary peak.

Dr. Todd expressed concern about the flu death rate, which at the end of Week Eight was up to 15 percent. Studies showed the rate was significantly higher than typical flu seasons in the past. Nine deaths were lab-confirmed and virtually all of those patients had pre-existing risk factors.

Mr. Humphreys noted California was reporting illnesses with polio-like symptoms and asked if anything like that had been reported in Nevada. Dr. Todd explained that none had been reported and he opined California was only seeing small numbers, but was reporting them in case other states were seeing the same symptoms and could share information.

B. **Community and Clinical Health Services** - Divisional Update and Program Reports.

Staff Representative: Mr. Kutz

Mr. Kutz presented the report, explaining a new program that will allow them to send orders directly to the Nevada State Health Laboratory and for the results to go directly into the client's electronic health record. He discussed progress updates to software which would help increase revenue. They are working with Netsmart regarding benchmarking, so they will be able to compare and contrast activities within CCHS with other like agencies. Approximately 27,000 individuals to date have signed up for health insurance through the Nevada Health Link, Nevada's version of the Affordable Care Act. Any of those patients seen at the Health District will increase revenue reimbursement.

C. **Environmental Health Services** - Food Program, Vector-Borne Disease Program, General Environmental and EHS Inspection Totals.

Staff Representative: Mr. Sack

Mr. Sack presented the report, explaining the County and the State Board of Health have been developing regulations for medical marijuana and there was some controversy as to whether the County or the State would be regulating the kitchens. The regulatory aspects of the waste products were also being discussed. He stated new fees would not need to be adopted as existing fees could be applied as though it were any other new business.

- D. **Air Quality Management** - Air Quality Management Division, Air Quality Monitoring Activity, Planning & Monitoring Activity, Permitting Activity, Compliance/Inspection Activity, Permitting & Enforcement Activity, Enforcement Activity
Staff Representative: Ms. Albee

Ms. Albee presented the report. She stated AQM had also reviewed their regulations with regards toward medical marijuana and will not need new regulations or changes to policies, procedures or fee schedules.

Ms. Albee noted that Tesla may be developing a manufacturing facility in the County. She had met with the developer and she had assured them AQM resources were in place to provide the most expeditious process available within regulatory statutes.

- E. **Administrative Health Services** - No report this month.
Staff Representative: Ms. Stickney

- F. **District Health Officer** - REMSA/EMS, Fundamental Review, Permit Software Project, Quality Improvement Initiative, Healthy Community Conversation, Staffing, Other Events & Activities and Health District Media Contacts.
Staff Representative: Mr. Dick

Mr. Dick presented the report. He explained the community health assessment was moving forward and it was looking very favorable that they would be able to work with several different partners in the community and also to receive some funding support from them.

Mr. Dick commented on the size of the Board packet. He had spoken with Ms. Albee regarding reduction of the size of the Air Pollution case files that are not appeals. Going forward, the regular cases will only include summary documents. This will save cost and resources. Ms. Albee will have the entire case file available at the meetings in case there are questions.

16. Board Comment

None.

17. Emergency Items

None.

18. *Public Comment

None.

19. Adjournment

At 3:16 p.m., Ms. Zadra moved to adjourn. Dr. Hess seconded the motion which was approved unanimously.

Respectfully submitted,



Kevin Dick
District Health Officer



Dawn Spinola, Administrative Secretary/Recording Secretary

Approved by Board in session on _____, 2014.