

# WASHOE COUNTY DISTRICT BOARD OF HEALTH MEETING MINUTES

Washoe County



Health District

## Members

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

Thursday, March 27, 2014  
1:00 p.m.

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

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The Washoe County District Board of Health met in regular session on Thursday, March 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. Mr. Dick led the pledge to the flag.

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### 2. Roll Call

The following Members and staff were present:

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

Members absent: Dr. Denis Humphreys  
Julia Ratti

Staff present: Kevin Dick, District Health Officer  
Leslie Admirand, Deputy District Attorney  
Daniel Inouye, Acting Division Director, AQM  
Steve Kutz, Division Director, CCHS  
Robert Sack, Division Director, EHS  
Eileen Stickney, Administrative Health Services Officer, AHS  
Randall Todd, DrPH, EPHP Division Director  
Phil Ulibarri, Public Information Officer, AHS  
Laticia Lord, Environmental Specialist Trainee II, EHS  
Brittany Dayton, Emergency Medical Services Coordinator, EPHP  
Heather Holmstadt - Public Health Investigator II, EPHP  
Lauri Mendoza, Air Quality Specialist II, AQM  
Gina Marino, Intern, AQM  
Laurie Griffey, Administrative Assistant 1, AHS  
Dawn Spinola, Administrative Secretary/Recording Secretary, AHS

### 3. Public Comment

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

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### 4. Approval/Deletions to Agenda

**Councilmember Zadra moved to approve the agenda for the March 27, 2014, District Board of Health meeting. Dr. Hess seconded the motion which carried five in favor and none against.**

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### 5. Approval of Minutes

Commissioner Jung stated Page 12 of the minutes of February 10, 2014 needed to be changed to reflect that Chair Smith's motion be clarified to indicate that it was being made on behalf of Washoe County District Board of Health.

**Councilmember Zadra moved to approve the minutes for the February 10, 2014 District Board of Health concurrent meeting as amended and the minutes of the February 27, 2014 meeting as written. Commissioner Jung seconded the motion which carried five in favor and none against.**

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### 6. Recognitions

Presented by Mr. Dick and Chair Smith

#### A. Introduction of New Employees:

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

Mr. Sack noted Ms. Lord had previously been employed by the Nevada Division of Environmental Protection and expressed his appreciation that she had chosen to accept employment with the Health District.

2. Brittany Dayton – Emergency Medical Services Coordinator - EPHP (2/19/14)

Dr. Todd noted Ms. Dayton had previously been employed by the Nevada Chapter of the Girl Scouts of America. He stated the Division was glad to have her.

#### B. Promotions:

1. Heather Holmstadt from Public Health Investigator (PHI) I to PHI II effective 3/10/14

Mr. Dick congratulated Ms. Holmstadt.

#### C. Years of Service:

1. Lori Mendoza 20 years, hired 3/7/1994

Mr. Dick congratulated Ms. Mendoza for her 20 years of service and the audience supported his statement with a round of applause.

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### 7. Proclamation

Presented by Mr. Dick and Chair Smith

#### A. STD (Sexually Transmitted Disease) Awareness Month

Mr. Dick read the proclamation.

**Dr. Hess moved to adopt the proclamation. Councilmember Zadra seconded the motion which was approved five in favor and none against. Mr. Kutz accepted the signed proclamation on behalf of the Community and Clinical Health Services Division.**

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Mr. Kutz explained some of the causative factors for the increase in STD numbers. Dr. Hess asked if the statistics would be publicized and Mr. Ulibarri stated a press release had gone out the previous week.

B. National Public Health Week

Mr. Dick read the proclamation.

**Councilmember Zadra moved to adopt the proclamation. Dr. Hess seconded the motion which was approved five in favor and none against. Ms. Marino accepted the signed proclamation on behalf of the Air Quality Management Division.**

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**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: Mr. Inouye

1. Recommendation to Uphold Citations Not Appealed to the Air Pollution Control Hearing Board

- a. Electronics Evolution Tech Inc. – NOV 5406, Case No. 1147  
9455 Double R Boulevard, Reno, NV 89521
- b. Kwik Serve Gas – NOV 5216, Case No. 1148  
2191 Pyramid Highway, Sparks, NV 89431
- c. Kwik Serve Gas/Boyett Petroleum – NOV 5217, Case No. 1149  
601 Mt. Henry Avenue, Modesto, CA 95350
- d. American Assay Labs – NOV 5398, Case No. 1151  
1500 Glendale Avenue, Sparks, NV 89431
- e. Val's Midtown Bar – NOV 5218, Case No. 1152  
611 West 2nd Street, Reno, NV 89503
- f. Q & D Construction – NOV 5219, Case No. 1153  
1050 South 21st Street, Sparks, NV 89431

2. Recommendation of Cases Appealed to the Air Pollution Control Hearing Board

None

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. **Approval of Notice of Subgrant Award** (continuation award) from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health, Sexually Transmitted Disease (STD) Prevention and Control Program, for the period January 1, 2014 through June 30, 2014, in the amount of \$59,512 in support of the STD Program, IO 10014; and if approved authorize the Chairman to execute.

Staff Representative: Ms. Buxton.

**D. Proposed acceptance of the Air Quality Management Division's portion of the 2013 Truckee Meadows Regional Plan Annual Report.** Staff Representative: Mr. Inouye.

- E. **Proposed acceptance of the Environmental Health Service Division's portion of the 2013 Truckee Meadows Regional Plan Annual Report as the Solid Waste Management Authority.** Staff Representative: Mr. Sack.

**Councilmember Zadra moved to approve the consent agenda. Dr. Hess seconded the motion which was approved five in favor and none against.**

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9. **Air Pollution Control Hearing Board Cases appealed to the District Board of Health**  
Staff Representative: Mr. Inouye

None

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10. **Regional Emergency Medical Services Authority**

Presented by Jim Gubbels, President, REMSA

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

Mr. Gubbels presented the report. Priority One compliance was 92 percent and Priority Two compliance was 95 percent. Eight-minute response was 92 percent, 15-minute response was 96 percent and the 20-minute response was 97 percent. Average Care Flight bill for the month was \$7,573, which brought the year-to-date average to \$7,981. The average Ground Service bill for the month was \$1,064, which brought the year-to-date ground average to \$1,067.

**Commissioner Jung moved to accept the REMSA report for February 2014. Councilmember Zadra seconded the motion which was approved five in favor and none against.**

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

Mr. Gubbels addressed a citizen's letter that had been included in the packet. In January, a REMSA ambulance had slowed traffic to help protect a Highway Patrol officer who was removing debris from the freeway. The citizen had written to commend that action.

Mr. Gubbels noted Reno was receiving national attention due to recent active shooter cases. REMSA Tactical Emergency Management Services (EMS) teams had also been nationally highlighted. Staff from the television show Nightline had contacted REMSA regarding doing a story. REMSA connected Nightline with the Reno Police Department Special Weapons and Tactics (SWAT) team. Nightline does not want to emphasize the shootings, but instead wants to focus on the training being provided to the teams and how the two entities have integrated and are working together.

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11. **Discussion and possible approval of Regional Emergency Medical Services Authority (REMSA) Franchise Compliance Report for the period 7/1/12 through 6/30/13**

Dr. Todd recommended the Board find REMSA in substantial compliance with the terms of the franchise agreement. He recognized staff for their efforts. He noted there were a few minor exceptions to the compliance which included number of Board meetings and timeliness of data submission. Health District staff turnover contributed to the timeliness issue. Additional data required and requested had been promptly provided by REMSA.

Dr. Hess asked if the Compliance Review process would continue as part of the revised Interlocal Agreement (ILA). Dr. Todd explained the current compliance year was already nine months old. The new ILA was anticipated to go into effect on July 1 and would change how the process was

conducted, as there would be new elements to review. He stated the Board would still receive an annual compliance update. Dr. Hess complemented staff on the report.

**Councilmember Zadra moved to accept the report. Mr. Silverman seconded the motion which was approved five in favor and none against.**

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## **12. Approval of the Health Fund Revenue and Expenditure Report for February, 2014**

Staff Representative: Ms. Stickney

Ms. Stickney presented the report. She noted staff continues to closely monitor Fiscal Year (FY)14 revenues and expenditures, as well as maintaining cost controls to manage the budget.

**Councilmember Zadra moved to accept the report. Commissioner Jung seconded the motion which was approved five in favor and none against.**

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## **13. Fiscal Year 2015 Budget Update with possible direction to staff**

Staff Representative: Ms. Stickney

Ms. Stickney presented the report. She provided an update of the current budget status to the Board members (Exhibit A) and reviewed the changes. She noted the Opening Fund Balance and the General Fund Transfer amounts are static. Revenues and expenditures reported had been altered due to ongoing analysis of the estimates to complete the FY. Forecasted expenses were reduced in part due to holding vacant positions open. This affected the Ending Fund Balance for FY14 and thus the Opening Fund Balance for FY15, which in turn reduced the amount that would need to be requested from the County for the FY15 General Fund Transfer.

Ms. Stickney reminded the Board that Mr. Dick would present the budget to the BCC on April 14, so by April 15 it was likely the District would be aware of the level of approved funding. That information will be agendized for discussion with the Board at the regularly-scheduled April meeting.

Commissioner Jung asked if the Health District was required to maintain a certain percentage of the budget in reserves. Ms. Stickney explained if the District was a stand-alone agency a specific reserve percentage would be required, but due to the fact it is attached to Washoe County, the reserve can be variable. It must, however, be a positive number.

Commissioner Jung asked what the current ending fund balance percentage would be in relation to the overall budget. Ms. Stickney stated it was typically approximately one percent. She noted restricted funds can alter that percentage.

Mr. Silverman requested further explanation regarding the anticipated reduction of the General Fund transfer request. Ms. Stickney explained it came from projections and the mechanics of the system.

Mr. Dick addressed Commissioner Jung's question regarding the ending fund balance percentage. He explained that \$100,000 was just over one-half percent, so \$212,000 equated to a bit over one percent.

Chair Smith complemented staff on their work. Ms. Stickney thanked the staff members who were working harder so that vacancies could be kept open and money saved that will be available for use in FY15.

Mr. Dick suggested the Board approve the March 27, 2014 budget numbers that had just been reviewed.

**Councilmember Zadra moved to accept the report. Dr. Hess seconded the motion which was approved five in favor and none against.**

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#### **14. Presentation, Discussion, and Possible Direction to Staff regarding implementation of Fundamental Review Recommendations**

Staff Representative: Mr. Dick

Mr. Dick presented his proposal to the Board regarding how to approach the implementation of the Fundamental Review recommendations. He noted he had changed the numbering of the recommendations to a uniform sequential format so that each had a unique identifier. The items remained grouped under the time periods recommended by the Fundamental Review team.

Mr. Dick pointed out his report noted the current status of each item. Additionally, some implementation times had been proposed. He suggested the discussion focus on areas of concern or questions rather than a detailed review of each item.

Commissioner Jung requested staff keep the Board updated through a dashboard-model report format.

Mr. Dick stated that request could be accommodated and suggested that additionally a more detailed report be presented to the Board quarterly. Commissioner Jung agreed that was a good idea and complemented the report.

Dr. Hess stated he felt a bit overwhelmed by the thought of completing all of the recommendations within three years. He asked if Mr. Dick felt there was any flexibility in that plan and how the Division Directors (DDs) felt about it. Mr. Dick explained he and the DDs had worked together to arrive at the current plan. Regarding the anticipated finalization of the tasks, he noted the recommendations had been placed in the report under the same timelines suggested by the Fundamental Review team. That format was not meant to indicate that the intention was to get them done within those time frames.

Chair Smith noted some recommendations could be handled right away and others could be started but may take a long time to complete. He felt the recommendation regarding developing partnerships with other entities and the community was important and should be taken seriously. It will take time and will be time well spent.

[Commissioner Jung left the meeting at 1:47 p.m.]

**Councilmember Zadra moved to direct staff to implement the plan. Mr. Silverman seconded the motion which was approved four in favor and none against.**

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#### **15. Discussion of Timing, Process, and Selection of Management Appraisal Form for District Health Officer's Annual Review and Possible Direction to Staff.**

Presented by Chair Smith

Chair Smith noted he had had discussions regarding this topic with Mr. Dick. Chair Smith opined that Mr. Dick's anniversary should be one year after the date that he officially became the District Health Officer by the vote of the Board. Therefore, his appraisal would be done in October of 2014. Chair Smith stated Mr. Dick had agreed to that even though his original contract started on April 26, 2013.

Mr. Dick stated he did agree to that course of action. He noted his contract specified that it was for one year, starting April 26, 2013, and automatically renewing based on satisfactory performance as determined by the Board. He suggested the Board take action to determine if his performance has been satisfactory so the contract may continue.

Chair Smith, after querying Counsel, stated the item would need to be heard at the April Board meeting. He directed staff to bring an item to the Board stating that Mr. Dick's official anniversary date would be in October.

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

- A. **Epidemiology and Public Health Preparedness** - Communicable Disease – Influenza, Public Health Preparedness and Emergency Medical Services.  
Staff Representative: Dr. Todd
- Dr. Todd stated he had nothing to add to the report and was available for questions.
- B. **Community and Clinical Health Services** - Program Update – Sexual Health, Divisional Update, Program Reports.  
Staff Representative: Mr. Kutz
- Mr. Kutz stated he had nothing to add to the report and was available for questions.
- C. **Environmental Health Services** - Food Program, Land Development Program, Vector-Borne Disease Program, Waste Management Program, General Environmental and EHS Inspection Totals.  
Staff Representative: Mr. Sack
- Mr. Sack stated he had nothing to add to the report and was available for questions.
- 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: Mr. Inouye
- Mr. Inouye stated he had nothing to add to the report and was available for questions.
- E. **Administrative Health Services** - No report this month.  
Staff Representative: Ms. Stickney
- F. **District Health Officer** - REMSA/EMS, Fundamental Review, Budget, Permit Software Project, Healthy Community Conversation, Community Needs Assessment, Quality Improvement Initiative, Staffing, Other Events & Activities and Health District Media Contacts.  
Staff Representative: Mr. Dick
- Mr. Dick presented his report. He noted he had included the BCC staff report regarding the business licensing and permit software project, which provided more detail about the status of the project. He was hoping the ILA would be on the April agenda for the Board to consider.
- Dr. Hess asked what the costs to the Health District would be and if they were accounted for in the budget. Mr. Dick explained the subscription cost would be approximately \$68,000 per year. The ILA will propose that the District establish a four percent technology fee to cover those costs. The County has agreed to finance the project at a 1.99 percent rate. The District's payment to the County will not be due until more than one year after the project has started and the technology fee to cover it would be assessed and collected during that time.
- Mr. Dick further explained the County is covering implementation costs with Capital Improvement funds currently available. He will propose to the Board that any excess technology fees collected be given to the County to offset some of the costs they are covering for the Health District.
- Mr. Dick stated the District and Renown are working with Nevada Public Health Foundation (NPHF) to compile a contract whereby NPHF will be the contractor for a community health assessment. The individual contracted will be located at the Health District and working under Mr. Dick's supervision. Other organizations that wish to contribute to the project have been identified as well.
- Mr. Dick reported that next week the District will be receiving a Clean Air Excellence Award for the Keep It Clean campaign developed by the Air Quality Management Division with assistance from Mr. Ulibarri.

**17. Board Comment**

None.

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**18. Emergency Items**

None.

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**18. \*Public Comment**

None.

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**19. Adjournment**

**At 1:59 p.m., Ms. Zadra moved to adjourn. Dr. Hess seconded the motion which was approved four in favor and none against.**

Respectfully submitted,



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Kevin Dick  
District Health Officer



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Dawn Spinola, Administrative Secretary/Recording Secretary

Approved by Board in session on \_\_\_\_\_, 2014.