

## **Washoe County District Board of Health Meeting Minutes**

### **Members**

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

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

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

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### **1. \*Roll Call and Determination of Quorum**

Chair Jung called the meeting to order at 1:01 p.m.

The following members and staff were present:

Members present: Kitty Jung, Chair

Oscar Delgado

Michael Brown

Tom Young

Members absent: Dr. John Novak, Vice Chair

Dr. George Hess

Kristopher Dahir

**Ms. Rogers verified a quorum was present.**

Staff present: Kevin Dick, District Health Officer, ODHO

Leslie Admirand, Deputy District Attorney

Charlene Albee

Steve Kutz

Dr. Randall Todd

Kelli Goatley-Seals

Christina Conti

Catrina Peters

James English

Laurie Griffey

### **2. \*Pledge of Allegiance**

Mr. Tom Clark led the pledge to the flag.

### **3. \*Public Comment**

Mr. Tom Clark, representing Pignic Pub & Patio, informed those present that this restaurant has a business model unlike most, in that the public can prepare their own food on

grills provided by the restaurant and eat it among their own party, and that it has been operating in this manner for the last three years. He stated that they have always strived to maintain compliance with food industry regulations. Mr. Clark informed these young owners have invested over \$300K in this property alone, and have become a model for the Midtown District businesses with their innovative operation.

Mr. Clark stated that these owners have over \$1M invested in their other properties, including Noble Pie Parlor.

Mr. Clark informed the reason for his appearance today is that Pignic Pub & Patio was recently issued a Cease and Desist Order by the District Board of Health. He stated that there may have been one item that needed to be brought into compliance, but were ordered to cease and desist.

Mr. Clark informed it was suggested that they provide food for the patrons to cook, but stressed that this is not the business plan of Pignic Pub & Patio. They are foremost a Pub, and the requirement of providing food would require stocking an inordinate amount of food to anticipate patron's needs. Mr. Clark agreed that compliance to regulations is necessary, but opined that this action is sending a message to Midtown that entrepreneurs can invest in a business, follow the rules, and receive a Cease and Desist Order.

Mr. Clark asked that the District Board of Health not enforce the Cease and Desist Order issued to Pignic Pub & Patio until a meeting between the owners and the Health District could be arranged to discuss possible solutions.

He stated that there are many innovative, unorthodox businesses and restaurants coming in to the area, and that it would be beneficial to revise regulations to allow for that innovation. He hoped that the perception of local jurisdictions suppressing these new types of businesses could be dispelled, and that the relationship between businesses and the Health District would allow opportunity for compliance while protecting the public's health.

**Chair Jung closed the public comment period.**

#### **4. Approval of Agenda**

October 26, 2017

Mr. Brown moved to approve the agenda for the October 26, 2017, District Board of Health regular meeting. Mr. Delgado seconded the motion which was approved four in favor and none against.

#### **5. Recognitions**

##### **A. Years of Service**

- i. Holly McGee, Public Health Nurse II, 25 years, hired 10/19/1992 - CCHS

Mr. Dick informed that Ms. McGee was not able to be in attendance due to her dedicated work for the Health District and the community at the offsite TB Clinic.

##### **B. New Hires**

- i. Catrina Peters, 10/2/2017, Director of Programs and Projects – ODHO

Mr. Dick introduced Ms. Peters and informed that she joins the Office of the District Health Officer as the new Director of Programs and Projects. He informed that Ms. Peters filled the position previously held by Ms. Sara Behl as a reference to the wide scope of work that Ms. Peters is now responsible for.

Mr. Dick stated that Ms. Peters comes to the Health District most recently from the Department of Agriculture as manager of the School Meals and Nutrition Program for the State. He informed that this program transitioned from the Department of Education to the Department of Agriculture during her tenure.

Mr. Dick informed that Ms. Peters has an undergraduate degree in nutrition from the University of Nevada Reno and a Masters in Nutrition from Perdue University.

ii. Susana Contreras, 10/2/2017, Office Assistant II – CCHS

Mr. Kutz introduced Ms. Contreras as the new Office Assistant II assigned to the Immunization Program. He informed that Ms. Contreras comes to the Health District from Renown Health with seventeen years of customer service experience, billing, insurance claims appeal and call center experience. Mr. Kutz expressed that they were excited to have Ms. Contreras on their team.

iii. Sophie Banspach, CDC Associate, started two-year assignment with WCHD 10/2/17 – CCHS

Mr. Dick informed that Ms. Banspach is a CDC Associate and comes to the Health District through the successful arrangement between the Health District and the CDC, wherein the CDC funds Public Health Associates to work as staff for the Health District.

Mr. Kutz introduced Ms. Banspach as the new Public Health Associate assigned to the Immunization Program, and that she will be working with CCHS for two years. He informed that she has a Bachelor's Degree in Fine Arts in Scientific Illustration, and a certificate in Global Health from the University of Georgia.

Mr. Kutz stated that the Public Health Associates Program has added a great amount of value to the Health District, and that CCHS was very pleased to have Ms. Banspach working with them.

Chair Jung welcomed the newly hired employees of the Health District.

## 6. Consent Items

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

A. Approval of Draft Minutes  
September 28, 2017

B. Budget Amendments/Interlocal Agreements

- i. Retroactive Approval of Notice of Grant Award #2018030301 from the Nevada Governor's Council on Developmental Disabilities (NGCDD) for the period 10/1/17 through 9/30/18 in the total amount of \$30,000 for the Public Safety & Emergency Responder Awareness Training project within Epidemiology and Public Health Preparedness, IO 11450; and if approved, authorize the District Health Officer to execute the Award.

Staff Representative: Patsy Buxton

C. Approve the modification of the Community and Clinical Health Services pharmaceutical fee schedule to add Vasectomy Procedure.

Staff Representative: Nancy Kerns Cummins

D. Recommendation for the Board to Uphold Unappealed Notice of Violation Citation No. 5655 Issued to Lennar Reno LLC, Case No. 1197, with a \$1,520.00 Negotiated Fine and requirement to apply a dust palliative to the disturbed area within 30 days of the signed

Memorandum of Understanding.

i. Case No. 1197, NOV No. 5655 – Lennar Reno LLC  
Staff Representative: Charlene Albee

E. Acknowledge receipt of the Health Fund Financial Review for September, Fiscal Year 2018.

Staff Representative: Anna Heenan

**Mr. Young moved to accept the Consent Agenda as presented. Mr. Brown seconded the motion which was approved four in favor and none against.**

## **7. \* Presentation and update on Community Health Alliance**

Presented by: Chuck Duarte

Mr. Duarte introduced himself as the CEO for Community Health Alliance, informed of his opportunity to work both with Mr. Dick and Mr. Delgado in an ongoing basis, and expressed that it is a privilege to be a part of the health community in Washoe County.

Mr. Duarte outlined his background in public health, beginning with his college years in Hawaii. He then worked in the clinical laboratory business, hospitals and Medicaid-managed care prior to the Governor requesting that he head the Medicaid Program in Hawaii. Mr. Duarte stated that he held that position for three years, and then moved to the Truckee Meadows area in 2000 with his family to head the State Medicaid Program for twelve years.

He explained that, since Community Health Alliance is just beginning to be known in the community for who they are and what they do, he likes to take opportunities such as this to further inform the community of their services.

Mr. Duarte informed that CHA is a large, nonprofit organization in Washoe County, and because they are a federally qualified Community Health Center, they receive some federal grants to support and serve the underserved and the homeless in our area. Core services provided are primary medical care, dental, behavioral health and many other services. He stressed that they are not a free clinic, but they do everything they can to make their services available by using a sliding payment scale for those who are uninsured.

Community Health Alliance, previously known as HAWC, was founded in 1995 and founded by the Washoe County Medical Society. In 2012, HAWC merged with the Saint Mary's Mission and Outreach Programs. When Saint Mary's was being purchased by Prime Health, a for-profit corporation, they had to discharge their not-for-profit entities. Mr. Duarte explained this created a perfect merger opportunity for the nonprofits, and that all employees, assets and leases were transferred to the newly-merged nonprofit corporation that became Community Health Alliance.

Mr. Duarte informed that they now have six Health Centers located throughout the County and detailed their location and services, which includes medical, dental, chronic disease care and care for behavioral issues associated with chronic disease. He explained that they are using a team approach to medicine and are implementing this approach throughout their entire system. What this allows is for physicians, mid-level practitioners and primary care to work at the top of the scope of their practice in order to see as many patients as possible. Mr. Duarte stressed that the key to improving population health and serving a larger part of the community is getting patients into care. Their Quadruple Aim model adds 'improve provider satisfaction' to the Triple Aim objectives of improving the health of the served population, improving experience of individuals served and to make care as affordable as possible.

Mr. Duarte stated that CHA serves approximately 30K unduplicated patients and clients, 26K which are medical patients. He informed that they have 5,000 in their WIC Program

and that they partner closely with Washoe County Health District's WIC Program. The majority of CHA staff are bilingual due to the high percentage of the 90K patients seen last year register as Hispanic, and of those, half have English as a second language. He informed that a large percentage of clients are on Medicare or Medicaid.

Mr. Duarte stated that there are 280 staff members, 70% are bilingual, and there are fifty licensed clinical professionals of all types. They have a wide range of services with the focus on prevention. Mr. Duarte explained that they do not provide obstetric care, but partner very closely with the Renown Pregnancy Center. They send some clients to Saint Mary's, but to a lesser extent due to their reduced services for Medicaid clients.

Mr. Duarte expressed that they are very proud of their WIC Program, that staff in that Program are very engaged and happy to be providing these services to the community.

Regarding their behavioral health care, they cannot treat clients with serious chronic mental health illness due to lack of capacity. The model for their program is called Integrated Care, whose focus is a collaborative approach between primary and behavioral care providers to help patients achieve better health. Some associated behavioral issues are anxiety and depression, and those are addressed in order to improve compliance with their chronic disease management and self-management. If long-term therapy is required, CHA works with other partners in the community to provide that care.

Mr. Duarte informed that they have two in house 340B Pharmacies, with another scheduled to open soon in Sparks. He explained that a 340B Pharmacy receives prescriptions at some of lowest prices in the nation, and they pass the savings on to the patient. He informed that they are training their pharmacists to be clinical pharmacists, and they work directly with their primary care providers for the treatment of diabetes. There are plans for them to also to provide drug regimens for blood thinning.

The Healthcare for the Homeless Program is located on Center Street, but anyone who registers as homeless is served at any of their locations and care is free.

Dental care has been added to services provided to the homeless, working closely with the Volunteers of America (VOA) at the Community Assistance Center located on Record Street. CHA provides primary dentistry at three locations in the area, but work with community partners for specialty care.

Mr. Duarte informed that they have a Mobile Outreach Program that serves the community. One of those is the Adult Mobile Outreach Program which is a dental van with two operatories that travels to a number of locations including the VOA operated Senior Center, the Pregnancy Center at Renown, the Renown Healthcare Center and Crossroads. Another is the Cavity Prevention Program van that travels to twenty-seven Title 1 Schools with a dental hygienist that treats teeth in a preventive manner. These methods include providing elementary students with fluoride varnish, sealants and oral health and nutrition education.

Mr. Duarte stated that another service CHA proudly provides are the Health and Wellness Classes. Dr. Steve Shane, Pediatrician, started a healthy weight program for obese or near-obese children. It is a multi-disciplinary, clinical program, that involves a pediatrician, clinical psychologist, dietitian and staff support, who works with the family to teach them better habits and the rules of 5-2-1-0. This rule is messaged across CHA's entire system to families – five servings or more of fruits and vegetables, no more than two hours of screen time, one hour or more of exercise and zero sugary drinks.

Mr. Duarte stated that CHA would love to promote 5-2-1-0 throughout the County at any location or venue possible, for free, to educate families and help prevent the epidemic of diabetes and obesity in Washoe County.

He also informed that CHA coordinates transportation services for their patients.

Mr. Duarte summarized his presentation by stating that CHA is a part of the healthcare community in Washoe County, and increasingly, he opined that the healthcare mechanism is becoming more and more fragile. As healthcare professionals, his belief is that the healthcare community is responsible to advocate for good policy, and that the Board of Health is an organization responsible to do just that. He expressed concern for the programs in jeopardy of being cut that are in support of public health, and the negative effect it will have on the health of citizens in our County and nationwide.

Mr. Delgado invited the Board to tour some of CHA's sites to view the care being provided at these facilities. Chair Jung stated she would do so.

Mr. Dick thanked Mr. Duarte for his leadership at Community Health Alliance, for his strong participation on the Steering Committee at Truckee Meadows Healthy Communities, his contributions to and support of the Family Health Festival and Remote Area Medical Events, and for his tireless work to advocate for access to healthcare for the citizens of our community.

Chair Jung noted his comment regarding behavioral health management cases beyond their scope of operation, and asked what other partners CHA has other than the Children's Cabinet. Mr. Duarte informed that there had been more partners in the past, but the list is dwindling. He stated that it is a huge problem for people with serious, chronic mental illness, and for children and adolescents it is even a larger problem. For patients on Medicaid, he stated that CHA depends on Medicaid managed care plans to locate a provider, but even they are struggling. Mr. Duarte informed that they work with Northern Nevada Hopes, although their capacity is limited.

Mr. Duarte stressed that the problem is real and is not going away. He opined that this issue can only be resolved through advocacy and action by organizations such as the Board of Health and the general community, working to increase funding for mental health and ease licensing restrictions that prevent good practitioners from practicing in this state.

Chair Jung informed that the largest provider of mental health services is the Washoe County Jail, which is a sad state of affairs.

Chair Jung inquired if CHA has partnered with the Eddy House for care of the homeless youth. Mr. Duarte informed that he had reached out two weeks ago with the offer to provide primary medical care for their clients, and a meeting would be scheduled to that end. He stated that they have extended the offer to this and other organizations serving the homeless and homeless youth specifically, to be utilized as a referral source.

Mr. Duarte informed that they have been working closely with Amber Howell on the services provided by Washoe County, particularly for children in foster care. He stressed that their doors are open treat children.

Chair Jung inquired about the sliding scale fee for service and how it works. Mr. Duarte responded that the scale is based on income, and that it has three slide levels. Initially, CHA will assess a client's eligibility for Medicaid for access to comprehensive medical care and provide staff support to assist their enrollment. If a client is not eligible for Medicaid, Silver State Health Insurance Exchange or any other insurance, CHA works to find options for them. One of those options is Access to Healthcare, which operates discount medical and dental programs for persons not eligible for Medicaid, and Mr. Duarte informed that CHA is one of their largest referral sources for clients. If a client does not qualify for Access to Healthcare, then costs for services are based on a sliding fee at CHA with separate sliding scales for medical and dental. He informed that oftentimes the necessary dental work is beyond their scope and requires referral to specialists. In this situation, CHA works to set a



payment plan that will allow the patient to afford the care they need.

Mr. Duarte informed that one issue with providing dental care for adults is that CHA is the only entity providing service for adults at reduced cost in the area, and they are booked well into next year for new patients. He stated that CHA is trying to expand capacity to provide service to more patients.

Mr. Duarte explained that CHA's Patient Needs Fund is one that they fundraise for, and is used only when absolutely necessary. He spoke of other groups that will sometimes help patients in instances that there are no other options.

Chair Jung inquired if CHA takes all insurance, and Mr. Duarte confirmed that they do. She also requested that Mr. Duarte inform the Board if they could be of assistance in CHA's efforts. She suggested promoting their 5-2-1-0 message by creating a PSA for broadcast, and Mr. Duarte expressed his appreciation of the offer. Chair Jung thanked Mr. Duarte for his exemplary service to the community, and opined that it is this type of dedication that makes our community a good place to live.

## **8. \*Washoe County Food Policy Council updates and accomplishments**

Staff Representatives: Lea Tauchen and Kelli-Goatley-Seals

Ms. Tauchen introduced herself as the Chair of the Washoe County Food Policy Council (WCFPC), and informed that the Council is a volunteer public/private partnership bringing together representation from all sectors of the food system for networking, collaboration and promotion of access to healthy foods. She stated that the WCFPC was established by the Washoe County District Board of Health in 2011 to help implement the Washoe County Food Plan. She informed that their mission is to support a vibrant, healthy and equitable local food system, or put more simply, that their goal is to work to reduce barriers so that all residents in our community have access to healthy foods.

Ms. Tauchen informed that the Council is currently comprised of seven members with three applicants pending; per their bylaws, the Council can have up to twelve members. She stated that they operate as a volunteer board without staff or an operating budget, and are able to meet at the Washoe County Complex. She expressed gratitude for having Ms. Goatley-Seals of the Health District's Chronic Disease Program to assist with administrative duties.

Council meetings are held monthly, and she informed there are often guest speakers to learn from and collaborate with. The WCFPC Board has also met with local farmers and toured their farms.

Ms. Tauchen stressed that they seek opportunities to examine and improve food policies by monitoring food issues at the local, state and federal levels. Their Board monitors the agendas for the Reno and Sparks City Councils, the Washoe County Commission and each of their planning commissions. They also review the Health District and the Truckee Meadows Regional Planning Agency.

Their recent activities have included Council Members participating in community meetings and planning activities for both the Ignite Sparks Comprehensive Plan and the Reimagine Reno Master Plan. Ms. Tauchen informed that the WCFPC has provided language suggestions related to food access of which many were accepted and incorporated into their draft proposals. She informed they also anticipate contributing to the update of the Truckee Meadows Regional Planning Agency Plan.

Ms. Tauchen informed that the Council also presented a Food Day Proclamation to all three local municipalities to encourage residents to enjoy healthy eating by incorporating more real foods into their diets.

At the state level, WCFPC follows the Board of Agriculture, the Governor's Food

Security Council and other state agency meetings, and track bills during Legislative Session.

Ms. Tauchen stated that some of their more recent accomplishments include successfully proposing language for the Nevada Housing Divisions 2017 Qualified Allocation Plan. She informed that the Division amended their plan to include WCFPC recommendations related to community food growing areas. Also, at the 2017 Legislative Session, the Council identified several key policy issues regarding urban agriculture, school gardens and food services for seniors. They tracked those bills and submitted written comments during those hearings for the record.

Ms. Tauchen informed that the Council stays abreast of federal initiatives, and are currently monitoring the FY18 Federal Budget and its impacts on programs like SNAP and Medicaid. Soon they will be meeting with the Congressional Delegation to discuss the Healthy Breakfast Help Kids Learn Act.

She stated that there are challenges they face as well as the accomplishments she'd outlined. Some of those challenges are the lack of funding and resources, and the struggle with member engagement and recruitment on their volunteer board. Another issue is the competing organizations with goals similar to those of the Washoe County Food Policy Council.

From a policy prospective, she offered the Health District their assistance for research in the instance of food issues. Ms. Tauchen stressed that the WCFPC's goal is to strengthen our regional food system and insure that it is sustainable, and provide for a healthy future for Washoe County residents. She thanked the Board for their support.

Ms. Jung thanked Ms. Tauchen for her work in supporting the Washoe County Food Policy Council from its inception and as a lobbyist as Government Affairs Director with the Retail Association of Nevada.

Ms. Goatley-Seals stated that she had nothing to add, but praised Ms. Tauchen for her work. She informed that the Washoe County Chronic Disease Prevention Program has been involved with the Food Policy Council since it was formed.

Chair Jung informed that Ms. Goatley-Seals was the originator of and had executed the ACHIEVE grant, which funded the research that identified childhood and adult obesity as an area the District Board of Health and the Health District needed to address. The data collected lead to the creation of the Washoe County Food Policy Council.

Chair Jung inquired if WCFPC worked with or was aware of the Reno Gleaning Project, informing that it is a group of volunteers that harvest excess fruits and vegetables to the benefit of the Boys and Girls Club. Chair Jung suggested Ms. Pamela Mayne, founder of the Reno Gleaning Project, be invited to become a member of WCFPC's Board.

Chair Jung inquired if WCFPC worked with the Regional Planning Governing Board to make recommendations on projects of regional significance. Ms. Tauchen informed that group had been a speaker at one of their board meetings and expressed the hope to work with them going forward in the process of updating their five-year plan. Chair Jung stressed the importance of having the food policy in their plan to insure access to food in their developments.

Chair Jung noted the comment of the WCFPC having no funding or resources. She inquired what types of funding and resources were needed, and how the District Board of Health could help. She requested Ms. Tauchen to write a proposal of the amount needed, information on the best practice nationwide and what the funds would be used for. She opined that, if projects were in place to put efforts toward, it would draw board members that would be happy to become engaged with those projects.

Mr. Delgado stated it was good to see the progress and accomplishments of the Washoe



County Food Policy Council. Regarding the Reno Master Plan, he inquired if she found the City of Reno to be open to having food related language in their Plan. Ms. Tauchen confirmed that they were, and that WCFPC was appreciative of the community outreach meetings that were held, and that they were a good platform to provide their insights. She informed that most of their contributions had been incorporated into the draft of the Reno Master Plan.

Mr. Delgado expressed appreciation for her skills in communicating successfully with the partners involved to achieve food related goals. He thanked Ms. Tauchen for her hard work.

## **9. Regional Emergency Medical Services Authority**

Presented by Paul Burton

### **A. Review and Acceptance of the REMSA Operations Report for September 2017**

Mr. Burton informed that Mr. Dow was not available to attend this meeting and that Mr. Hodge will attend the next District Board of Health Meeting. He identified himself as the Director of Operations and stated that he was available to answer any questions.

Ms. Brandhorst commended the members of REMSA for the work they provide to the community.

**Chair Jung closed the public comment period.**

**Mr. Brown moved to approve the Review and Acceptance of the REMSA Operations Report for September 2017. Mr. Delgado seconded the motion which was approved four in favor and none against.**

### **\*B. Update of REMSA's Public Relations during September 2017**

Mr. Burton informed that, after the extensive report given by Mr. Romero at the last meeting, he did not have any new information to report for this month.

## **10. \*Regional Emergency Medical Services Advisory Board October Meeting Summary**

Presented by: Brittany Dayton

Ms. Dayton introduced herself as EMS Coordinator, reporting on behalf of Christina Conti. She informed that the Quarterly Regional EMS Advisory Board Meeting was held on October 5, 2017. Ms. Dayton stated that the Board's staff report was included in their packet and has a summary of the items discussed, but that she wished to highlight three items.

Ms. Dayton informed that the EMS Advisory Board heard a presentation and approved for distribution the Washoe County EMS Oversight Program Annual Data Report for FY2017.

She stated that the Board received information on the MAP Methodology used to review the REMSA Franchise Map.

Ms. Dayton informed that the Board heard an update on the EMS Strategic Planning Objective 5.1, which is to create a set of regional EMS protocol that will be used by eight EMS agencies within Washoe County. Several of these agencies will begin using these protocols in January 2018.

## **11. Review, Discussion, and Possible Direction to Staff to Discontinue Collection of Information Regarding Certified Food Protection Managers at Food Establishments in Washoe County**

Staff Representative: Kevin Dick

Mr. Dick informed that this item is a result of a District Board of Health Meeting in May 2015 wherein the Board adopted new food regulations. He explained that those regulations

included eliminating the somewhat prescriptive requirements for training required for certification as Certified Food Protection Managers. At that meeting, there were concerns expressed that the removal of these requirements would result in the increased failure rate of the Certified Food Protection Manager Exams that occur at the national level. Because of these concerns, it was requested that failure rates be tracked during the course of inspecting businesses with employees who had taken the Exam and tracking Certified Food Protection Managers at these facilities. Mr. Dick informed that, as a result of that data collection, it was found that there was a three percent failure rate per the information collected. In the instance of failure of the Exam, the establishment either had them re-take the course or had another employee take the course and the Exam. Mr. Dick stated that, since there was very little impact related to the elimination of the local training requirements, it is the Health District's recommendation to the Board is to provide direction to the Health District to discontinue collection of that information during inspections.

Chair Jung stated that the elimination of the local training requirement has improved the integrity of the Food Program by streamlining this process.

**Mr. Young moved to direct Staff to Discontinue Collection of Information Regarding Certified Food Protection Managers at Food Establishments in Washoe County. Mr. Brown seconded the motion which was approved four in favor and none against.**

## **12. Presentation and Acceptance of PHAB Progress Report and Timeline**

Staff Representative: Catrina Peters

Ms. Peters stated that she would be giving an update on the status of the Health District's Public Health Accreditation activities, informing that the District Board of Health had approved the Health District's pursuit of Public Health Accreditation in June 2016. She stated that quite a number of the more substantial, required documents had been completed in this Accreditation process.

Ms. Peters detailed some of these larger requirements as being the Strategic Plan, the Community Health Needs Assessment and the Community Health Improvement Plan, which have all been completed and published.

Ms. Peters thanked her predecessor, Ms. Sara Behl, for developing a great Accreditation Team, and informed that all team members have undergone training on the Accreditation process. She stated that a team member from each Division within the Health District had been identified to allow for representation across the District. Staff turnover during this past summer had caused a bit of a delay in progress, but now the Accreditation process is again moving forward.

Ms. Peters informed that her employment began with the Health District on October 2, 2017, and with Accreditation as her top priority, has completed all the required training. She was pleased to announce that the Health District's online registration has been submitted, which will allow the Health District to work toward the next step of submitting their application. Ms. Peters stated that there had been an Accreditation Team Meeting on October 19<sup>th</sup>, to organize and re-start the documentation gathering process, and that the team was excited to be back on track.

Ms. Peters presented a revised timeline, and informed that the application was ready to submit. Once submitted, the application will be complete, and shortly thereafter, PHAB will submit a request for the Health District to provide payment of the Accreditation fee. Once payment is made, Ms. Peters informed that she would attend an in-person training, tentatively the February 13-14, 2018 training. PHAB will then allow access to their online system to

upload all required documents, with that process planned to be complete by October 1, 2018.

Ms. Peters informed that when all documentation has been submitted and reviewed, the Accreditation Board will schedule a two-day site visit to tour the facility and review submitted documentation in person. When the site visit has been completed, the Accreditation Site Review Committee will draft a report to present to the Accreditation Committee for determination to either allow Accreditation for the Health District, or if not, provide the option to submit an Action Plan to address any shortcomings.

Chair Jung expressed that it was unfortunate that Dr. Novak was not present to have heard Ms. Peter's report on Accreditation. She informed that he has a national position on the NALBOH Board and is a champion of Accreditation, and would be a great resource for her in the Accreditation efforts.

**Mr. Brown moved to accept the PHAB Progress Report and Timeline. Mr. Delgado seconded the motion which was approved four in favor and none against.**

### **13. \*Presentation: Accela Regional Licensing & Permitting Project – Health District Status Update**

Staff Representative: Charlene Albee and James English

Ms. Albee stated this presentation was in response to a request made by Dr. Novak at the September 28, 2017, District Board of Health Meeting for an update of the Accela Licensing program.

Ms. Albee informed that, within her twenty plus year career at the Health District, this is the largest regional project that she has ever been involved in. Her report reviewed the positive aspects first, in that there has been much progress in the way the system functions now compared to its initial functionality. She informed that thousands of permit records had been imported into this system from Permits Plus, and the challenges with that process have been resolved. Business licenses had been provided to the applicants from the imported information, and from information newly entered into the Accela system, as well.

Ms. Albee directed the Board's attention to a table in her report that detailed the major accomplishments of the volume of new permits processed from the beginning of January through the end of September, 2017. She informed that these included over one thousand asbestos assessment abatement and projects and six thousand wood stove notifications and certificates. Environmental Health Services processed 926 food event permits in their condensed special events time frame, and over five hundred food permits were issued. Ms. Albee opined it is possible that staff doesn't receive enough credit for progress made under the difficult circumstances that has been prevalent in working with Accela. During the first two months of going live with Accela on October 31, 2016, she informed that the lack of Accela's functionality was very stressful for those dedicated employees who were trying to do their jobs and serve the public. Ms. Albee informed that the situation now is one of polishing the product, in that the workflow is much better and employees can accomplish their duties. The online Citizen Access Portal is being utilized now to a greater extent for permit application.

Ms. Albee stressed that much of the credit for these improvements goes to the front line staff working with Tech Services. She informed that the Air Quality Staff did a majority of designing Accela's function within their Division, while other Divisions such as Environmental Health worked with consultants to develop workflows for their areas. Regardless of those details, she reiterated that the front line staff detailed the functions necessary to be built into the Accela program to allow them to perform their jobs.

Ms. Albee praised Tech Services for their skill and level of involvement. She informed that they have been able to progress to one-on-one weekly meetings with staff members to address issues, versus the whole of Accela's functionality being an issue. Ms. Albee did stipulate that the list of issues is not necessarily being reduced; as issues are resolved, new issues come to light, but it is an improvement from the previous state of lingering unresolved issues.

Ms. Albee informed that one of the most concerning issues is that the Health Module cannot print a receipt on the Citizen Access site. That issue has been elevated to Accela's Customer Resource Center as attempts to resolve the issue by Health District staff and Tech Services were not successful. Tech Services has devised an interim resolution that is in the final stages of testing. When a citizen makes payment on the Citizen Access site, they will receive an automatically generated email containing their receipt.

Ms. Albee stated that there is a great deal of work being done with the other jurisdictions to achieve a consistent plan review workflow process to be used by each entity.

Ms. Albee informed that the Mobile Office for field inspectors is still challenged to produce the NRS required documentation and efforts are ongoing to resolve that issue.

Another issue is charging the correct fee amount for Air Quality Renewal Permits due to calculation issues in the program. Ms. Albee informed that this challenge requires the fee amount to be verified manually before the invoice is issued, and is hopeful for a resolution in the near future.

Ms. Albee stated that the last issue to arise is that of the financial internal controls for audit purposes. She informed that there are business practices in place to insure compliance for audit purposes, but the next step will be to have these controls automated. This issue has been elevated to the Treasurer, Comptroller and Internal Audit level.

Mr. English wished to thank Mr. Steve Fisher from Administrative Health Services for his contributions to Environmental Health Services Accela workflow development. Mr. English informed that they also had Tech Services and third party consultants working on the development. TruePoint and Byrne Consulting firms are being considered for additional work.

Mr. English stated that EHS is in the process of fine tuning some of the record types in Accela workflow, and adding some permit types and activities to create a complete base. He noted that some of these had not been available in Permits Plus or Sierra Permit. When complete, Accela will hold the complete range of information and will be automated and fully transparent.

Chair Jung wished to commend staff, and conveyed that the stress involved with the Accela process is region-wide. She opined that Accela's product was not as it had been purported to be, and that staff took the brunt of working to resolve the many issues while trying to do their jobs. Chair Jung noted that the direction is not clear at this point as to what can be done, and stated that it may be that there is no option but to go forward.

Chair Jung requested Mr. English and Ms. Albee to thank their staff for their efforts and for the endurance of what may have been the worst year for staff in the face of this challenge.

Ms. Albee stated that they would continue to provide the best service possible, and that she was cautiously optimistic that the situation was improving.

Mr. Young expressed his appreciation of staff that excels in the face of adversity.

Chair Jung encouraged Ms. Albee and Mr. English to bring any ideas forward for a replacement program, and Ms. Albee indicated that they were looking at software that works with Accela and acts as a tutorial for the Citizen Access page. The Regional Coordinating Team is researching the options for this additional functionality.

**14. Review, approve and adopt the proposed Washoe County Health District Employee Policy Manual updates for Fiscal Year 18.**

Staff Representative: Laurie Griffey

Ms. Griffey informed that a policy within the WCHD Employee Policy Manual states that the Manual will be updated every two years, then taken before the District Board of Health for their approval and distributed to the employees.

Mr. Dick informed that the revised draft of the Policy Manual was reviewed by Ms. Admirand, and one of the updates to the Policy includes a revision to the Personal Appearance Policy. He opined that the Policy is stronger now and provides clear parameters for the employees and a reference for supervisors in the event of an employee's appearance being questioned as appropriate.

Chair Jung opined that the appearance of staff is very important to relations with the public.

**Mr. Young moved to adopt the proposed Washoe County Health District Employee Policy Manual updates for Fiscal year 18. Chair Jung seconded the motion which was approved four in favor and none against.**

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

Presented by: Chair Kitty Jung

Chair Jung referred to the staff report that details the rankings of the District Health Officer. She inquired of the Board Members if there were any concerns or any item they would make note of.

Chair Jung commented that this is the best District Health Officer that the District Board of Health and the Health District has had in over ten years. She opined that the physicians that previously held the position did not have the organizational effectiveness that Mr. Dick has, nor were they good administrators. Also, she stated that the fact that Mr. Dick does not have an MD has not been an issue in the performance of his duties.

In response to one comment noted on the results, Chair Jung stressed that the Health District is not in a supporting role to the local jurisdictions, and that the primary goal of the Health District is to protect the health of the citizenry.

**Chair Jung moved to approve the District Health Officer's Annual Performance Evaluation Results and approve the 1.62% Wage Increase, retroactive to his annual evaluation date of October 24, 2017. Mr. Delgado seconded the motion which was approved four in favor and none against.**

Ms. Brandhorst spoke on the District Health Officer's performance.

**Chair Jung closed the public comment period.**

Mr. Dick thanked the Board and stated it was his privilege to serve the District Board of Health and the community, and to have the opportunity to work with the excellent staff at the Health District.

Mr. Dick stated that there were some responses under the District Board of Health Relations he wished to comment on. He stated that, by the response, it was not clear if it was a Board Member that responded, but the items of concern were under Areas of Improvement for "responds well to requests, advice and constructive criticism" and "facilitates the Board decision making without usurping authority". Mr. Dick requested if any Board members



responded that improvement was needed in those areas, that they contact him to advise of any concerns they might have.

Chair Jung agreed that would be appreciated by her, as well, and thanked Mr. Dick for his service.

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

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

Program Update, Divisional Update, Program Reports

Ms. Albee informed that on October 25<sup>th</sup>, the Truckee Meadows Fire Protection District (TMFPD) issued a press release advising the public that there would not be any open burning this year due to the fire hazards. She stated that Air Quality has historically had an open burning season, but that the window of opportunity has narrowed for alignment with optimum air quality conditions and those conducive to safe burning. Ms. Albee informed that, over the years, many different options for permitting programs and practices have been tried, but in spite of these measures, Truckee Meadows Fire Protection District responded to twelve escaped fires from controlled residential burns last year alone.

Ms. Albee stressed that increased fuels this year present an unsafe risk, and that the Santa Rosa event underscores the need to rethink the disposal of green waste.

Ms. Albee informed that TMFPD initiated a Green Waste Recovery pilot project, wherein they utilize an Air Curtain Incinerator, also known as a burn box, for the disposal of the waste. She stated that one hurdle now is obtaining a permit to operate the burn box. Permitting for these devices is identified in federal regulations New Source Performance Standards (NSPS) as requiring a Title V Permit, which is a federal oversight permit. The typical application fee for a Title V Permit is in excess of \$30K, which is cost prohibitive.

Ms. Albee informed that Air Quality Management has been in contact with Region 9, who has agreed to issue a general Title V Permit specifically for Air Curtain Incinerators for use by land management or construction companies, allowing them to rent and operate an incinerator.

Ms. Albee stated this process would require public notice and hearings and the District Board of Health would be requested to adopt the general permit. She also informed that a new fee representing the cost to manage those permits following the application would be brought before the Board for approval. Ms. Albee stated that the amount of the fee isn't known at this time.

Ms. Albee informed that AQM has been directed to have TMFPD submit their application for a local district permit. The first day of operation of the burn box begins the one year time frame in which the application for the Title V Permit must be submitted. Ms. Albee expressed that AQM is confident that they will have everything in place within the year to convert the permit to a general Title V permit and to implement reporting and compliance standards.

Ms. Albee presented a video on the function of an Air Curtain Incinerator for the Board. She informed that these devices are used for clean up after hurricanes and other natural disasters that leave large amounts of debris to dispose of. She stated that federal regulations provide for an exemption from the Title V Permit if a State of Emergency has declared by the Governor. Ms. Albee noted it was agreed in conjunction with Region 9 that the use of the general permit would be the most effective option for Washoe County, and much more cost effective for all involved.

Mr. Brown informed that he had worked with these burn boxes in the cleanup process after a disaster. He opined that Truckee Meadows Fire Protection District is a leader in the industry with their decision to push forward the utilization of this equipment to better protect citizens and the environment in Washoe County. He stated that the disposal of biomass is an issue, but that this equipment is a valid solution. Mr. Brown thanked Chief Moore and his staff for bringing this initiative forward, and the staff of the Health District for their efforts in obtaining authorization to use the equipment.

Ms. Albee informed that there are areas in the nation utilizing a general permit for operation of the Air Curtain Incinerator, such as Arizona and Texas, but that Washoe County will have one of the first general permits in close proximity to Region 9. When the unit is ready to go online, Region 9 will come to watch the operation. Ms. Albee stated that they are excited to see this equipment being brought into the area and opined that it shows the good working relationship that Air Quality Management has with Region 9.

Mr. Dick informed that Ms. Albee created a process to calculate the new permit fee which will be substantially less than if Washoe County would have been required to obtain the Title V Permit. He stated that Chief Moore was present and is noticed of the year time frame in which the permit must be submitted; however, if it were not possible to meet that deadline, the Board would be requested to defer any assessment of the fee on the application until the amount could be established.

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

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

Mr. Kutz stated he had nothing to add to his report, but was available to answer any questions.

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

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

Mr. Dick stated he had nothing to add to his report, but was available to answer any questions.

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

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

Dr. Todd stated that there were now forty-two confirmed cases of aseptic meningitis, and has confirmed the virus as Echovirus 30. He informed that this is the same virus causing the outbreak in Lassen County. Dr. Todd informed that 75% of the cases are in children and 60% are in school-aged children.

Chair Jung requested Dr. Todd to inform what the symptoms of aseptic meningitis are. Dr. Todd stated that aseptic denotes a non-bacterial infection and can mean caused by a virus, although there is cause for infection other than a virus. He detailed the symptoms as similar to a severe influenza, including fever, headache, stiff neck, sensitivity to bright light, tired or having difficulty waking, nausea, vomiting and lack of appetite.

Dr. Todd informed that it is communicable and preventive measures include hand washing. He stated that the virus can be spread by items touched such as Halloween candy and close physical contact.

Dr. Todd explained that viral meningitis is usually an infection that the patient can recuperate from. The more severe version of meningitis is bacterial, which can be deadly.

Dr. Todd informed that cases of coccidioidomycosis (Valley Fever) are holding at eighteen, which is double the previous high number. Regarding the testing done in conjunction with the CDC, the results came back as negative. Dr. Todd stated that the results are not surprising but disappointing, because it is very hard to locate in the environment.

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

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

Mr. Dick informed that a meeting with the Builder’s Association of Northern Nevada was held on October 19<sup>th</sup> which was attended by representatives of the Southern Nevada Homebuilder’s Association, TMWA, the NDEP Administrator and representatives from the local municipalities. Discussed were issues around water project review and the advances achieved by efforts to streamline the review process, as well as issues remaining with the NAC and potential for revision.

Mr. Dick stated that the NDEP is willing to work collaboratively on possible revisions to NAC 445A. NDEP requested BANN to assemble a workgroup and to identify topics for discussion. He informed that of those topics identified, many had already been resolved.

Mr. Dick informed that a meeting scheduled with the City of Reno for October 20<sup>th</sup> did not occur.

Mr. Dick stated that the agenda for the Concurrent Meeting scheduled for November 6<sup>th</sup> should be posted on Monday, October 30<sup>th</sup>, to include an item, “Presentation, discussion and possible action on the status of the review and approval of water projects by the Truckee Meadows Water Authority, Washoe County Health District, and/or the Nevada Department of Environmental Protection”. Mr. Dick stated that he would be presenting at that meeting with Mr. Lovato, the NDEP Administrator, and Mr. Foree of TMWA.

Mr. Dick stated that he had attempted to keep the Board well briefed on the water project issues and informed that he is available to discuss any related items.

Mr. Dick expressed that he was very pleased to announce that a new Environmental Health Services Division Director, Mr. Chad Westom, has been chosen and will start the week of October 30<sup>th</sup>. He informed that Mr. Westom comes to the Health District most recently from the Nevada Division of Public and Behavioral Health where he has been serving as a Bureau Chief, and before promotion to that position was the head of the Environmental Health Program there. Mr. Westom will be joining the Strategic Planning Retreat to be held on November 2<sup>nd</sup> and will be introduced at that meeting.

Mr. Dick also wished to highlight the work of the Health District, Truckee Meadows Healthy Communities and the volunteers in support of the Remote Area Medical (RAM) Event that was held September 29<sup>th</sup> through October 1<sup>st</sup>. At that event, there were services provided to 430 patients at a total benefit of over \$137K using the RAM infrastructure. Mr. Dick stated that Board Member Mr. Dahir volunteered and was one of many who participated at that event. Of those served, some received multiple

extractions, eye care and various other services which not only improved the health of those citizens, but alleviated pain and suffering, as well.

Mr. Dick wished to recognize staff members for their tremendous work in organizing the RAM Event: Falisa Hilliard and Rayona Dixon of the Office of the District Health Officer, and Robert Forrest who had been working with the Chronic Disease Division and was hired as an Intermittent Hourly Employee by the ODHO in support of this event.

Mr. Delgado inquired how patients from the RAM Event were referred for extended treatment. Mr. Dick informed that Northern Nevada Hopes and the Community Health Alliance offered to assist patients in receiving follow up care, and expressed his appreciation for the many generous offers of support following the event.

Mr. Delgado inquired how many of the dental volunteers at the RAM Event were local was and the number that were from out of state. Mr. Dick informed that there were a few local providers, but that he was disappointed that there were not more volunteers from the area for both dental and eye care services.

Mr. Dick stated that there was only one optometrist volunteering at the event on the first day who had travelled from the east coast. He informed that there were a few more local volunteers on the second and third days resulting from the outreach through the Dental Society and Optometry Associations. Mr. Dick opined that if there had been more patients, there would not have been enough caregivers to serve them.

Mr. Delgado expressed his hopes that there would be a greater local response for future events.

#### **17. Review, Discussion, and Possible Direction to cancel the Washoe County District Board of Health Meeting currently scheduled for November 16, 2017.**

Staff Representative: Kevin Dick

Mr. Dick informed of his contact with Chair Jung in relation to this item, noting the tight schedule between the October and November District Board of Health Meetings and the upcoming Strategic Plan Retreat scheduled for November 2<sup>nd</sup>. The meeting schedule for November and December had been adjusted to accommodate the holidays, and reports would be due to Ms. Rogers by the November 3<sup>rd</sup> to ready the packet for a November DBOH Meeting. In light of these time constraints, Mr. Dick stated his recommendation was to add this item to the agenda to obtain the Board's direction as to whether the November DBOH Meeting could be cancelled. Mr. Dick stated that he would fully support their decision if they opted to have that meeting as scheduled.

**Mr. Young moved to cancel the Washoe County District Board of Health Meeting currently scheduled for November 16, 2017. Mr. Brown seconded the motion, which was approved four in favor and none against.**

#### **18. \*Board Comment**

Mr. Young informed that he has met with many of the Health District staff and is incredibly impressed with the quality of people and their dedication. He wished to state publically that the Health District has an exceptional staff and would challenge any Health District nationwide to match their dedication.

Chair Jung agreed with Mr. Young's sentiment.

Chair Jung requested there be an update given on the Pignic Pub & Patio at the next District Board of Health Meeting on December 14<sup>th</sup>. She also requested staff to review how other governments have evolved nationwide in response to trends set by new millennial business models. Her objective would be to anticipate these trends and proactively plan for

flexibility while protecting public health.

Chair Jung also wished to thank Chief Moore for his attendance at this meeting, who was present at her request in response to inquiries as to his lack of attendance at previous meetings. She informed he watches these meetings in his office at the County Complex.

## 19. \*Public Comment

Ms. Cathy Brandhorst expressed her appreciation for the REMSA's excellent service to the community.

**Chair Jung closed the public comment period.**

## 20. Adjournment

**Chair Jung adjourned the meeting at 2:55 p.m.**

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

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

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

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

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

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

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

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