

# WASHOE COUNTY DISTRICT BOARD OF HEALTH MEETING MINUTES

Washoe County



Health District

**Members**  
Matt Smith, Chair  
Kitty Jung, Vice Chair  
Dr. Denis Humphreys  
Neoma Jardon  
Julia Ratti  
Dr. George Hess  
David Silverman

**Thursday, July 24, 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, July 24, 2014, in the Health Department South Conference Room, 1001 East Ninth Street, Reno, Nevada.

## **1. Call to Order, Pledge of Allegiance**

Chair Smith called the meeting to order at 1:05 p.m. and introduced Councilmember Neoma Jardon, who was replacing Sharon Zadra as the Reno City Council elected representative.

Councilmember Jardon 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  
                                 Dr. Denis Humphreys  
                                 Dr. George Hess  
                                 Julia Ratti  
                                 Neoma Jardon

Members absent:     David Silverman

Staff present:         Kevin Dick, District Health Officer  
                                 Leslie Admirand, Deputy District Attorney  
                                 Mike Wolf, Permitting & Enforcement Branch Chief, AQM  
                                 Steve Kutz, Division Director, CCHS  
                                 Jim English, Supervisor, EHS  
                                 Eileen Stickney, Administrative Health Services Officer, AHS  
                                 Randall Todd, DrPH, Director, EPHP  
                                 Steve Fisher, Department Systems Specialist, AHS  
                                 Phil Ulibarri, Public Communications Program Manager, AHS  
                                 Laurie Griffey, Administrative Assistant I, 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/Deletions to Agenda

Chair Smith announced that the REMSA update, Item 9, would be pulled as the presenters were unavailable. The report will be heard at the August 28, 2014 meeting.

**Dr. Humphreys moved to approve the agenda as amended for the July 24, 2014, District Board of Health meeting. Councilmember Ratti seconded the motion which carried six in favor and none against.**

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### 5. Approval/Additions/Deletions to Minutes

**Dr. Humphreys moved to approve the minutes of the June 26, 2014 District Board of Health regular meeting as written. Dr. Hess seconded the motion which carried six in favor and none against.**

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### 6. Recognitions

Presented by Mr. Dick and Chair Smith

#### A. Years of Service –

1. David Kelly, 10 years, hired 5/03/2004 – EHS

Mr. Dick congratulated and thanked Mr. Kelly and presented him with a Certificate of Appreciation.

2. Cuauhtemoc (Tim) Buitron, 10 years, hired 7/26/04 – CCHS

Mr. Dick congratulated and thanked Mr. Buitron and presented him with a Certificate of Appreciation.

3. Angela Penny, 10 years, hired 7/15/04 – CCHS

Ms. Penny was not in attendance.

4. Kathleen Hanley, 20 years, hired 7/25/94 – EHS

Mr. Dick congratulated and thanked Ms. Hanley and presented her with a Certificate of Appreciation.

5. Steve Kutz, 25 years, hired 7/17/89 – CCHS

Mr. Dick congratulated and thanked Mr. Kutz and presented him with a Certificate of Appreciation.

#### B. Promotions –

1. Kelli Goatley-Seals from Health Educator II to Health Educator Coordinator effective 6/2/14 – CCHS

Mr. Dick congratulated Ms. Goatley-Seals.

2. Amber English from Environmental Health Specialist to Senior Environmental Health Specialist effective 7/1/14 – EHS

Mr. Dick congratulated Ms. English.

3. Mike Wolf from Environmental Engineer II to Air Quality Supervisor effective 6/30/14 – AQM

Mr. Dick congratulated Mr. Wolf.

C. Retirements –

1. Eileen Stickney - Administrative Health Services Officer – retiring 8/8/14 after 20+ years – AHS

Mr. Dick presented Ms. Stickney with a commemorative clock. He stated it had been a pleasure working with her and that he appreciated everything she had done for the Health District.

2. Cindy Mullen - Advanced Practitioner of Nursing - retired 7/7/14 after 23+ years – CCHS

Mr. Kutz and Ms. Stacy Hardie came forward to recognize Ms. Mullen. Mr. Kutz shared a memory of their working time together and presented Ms. Mullen with a commemorative clock

D. New Hires -

1. Dianna Karlicek – 7/14/14 – Environmental Health Specialist Trainee II – EHS

Mr. English introduced Ms. Karlicek, noting she had come to the Health District from the Truckee Meadows Water Authority (TMWA) and was active in volunteer work.

2. Virginia McDonald – 7/22/14 – Bilingual OA II – CCHS

Mr. Dick welcomed Ms. McDonald and noted that she was hired so that immunization services could be offered five days a week.

E. Transfers -

1. Nicole Alberti, transfer from Health Educator II (EHPH) to Health Educator II (CCHS) effective 6/30/14
2. Margot Jordan, transfer from P/T (CCHS) to F/T (ODHO) Public Health Nurse II effective 7/1/14

F. Reclassifications Effective July 1, 2014 –

1. Steve Fisher from Dept. Computer Application Specialist to Dept. Systems Specialist – AHS

Mr. Dick congratulated Mr. Fisher.

2. Tina Burton from Plans/Permit Aide to Office Support Specialist – AQM

Ms. Burton was not in attendance.

3. Phil Ulibarri from Public Information Officer to Public Health Communications Program Manager – ODHO

Mr. Dick explained Mr. Ulibarri's position had been reclassified so that he could work more proactively in crafting strategies for communicating the forward progress of the Health District and distribution of emergency information.

Mr. Dick noted there were so many recognitions due to the fact a number of positions had been held vacant through the end of the last fiscal year. Staff that had been introduced

represented the first wave of positions being filled, promotions, and new hires to fill the vacancies. He opined this level of activity would likely continue for a few months.

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## **7. Proclamations**

Presented by Mr. Dick and Chair Smith

### **A. Immunization Awareness Month**

Mr. Dick read the proclamation and presented it to Ms. Linda Gabor.

**Dr. Hess moved to adopt the proclamation. Councilmember Jardon seconded the motion which was approved six in favor and none against.**

### **B. World Breastfeeding Month**

Mr. Dick read the proclamation and presented it to Ms. Beverly Bayan.

**Commissioner Jung moved to adopt the proclamation. Councilmember Ratti seconded the motion which was approved six in favor and none against.**

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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: Ms. Albee

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

- a. Chottu-Arco Station No. 82438 – Case No. 1160, NOV No. 5414

**Councilmember Ratti moved to approve the consent agenda as presented. Councilmember Jardon seconded the motion which was approved six in favor and none against.**

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## **10. Approval of the Health Fund Revenue and Expenditure Report for June, 2014**

Staff Representative: Ms. Stickney

Ms. Stickney introduced her successor, Anna Heenan. She stated they had worked together in the past as analysts and the District and Board will be in very good hands.

Ms. Stickney presented the report, noting it closed out Fiscal Year (FY) 14. Items of note but no consequence included the reduction of revenues and expenses to Administrative Health (AHS) due to the transfer of the Women, Infants and Children program (WIC) from AHS to Clinical and Community Health Services (CCHS) as well as a line item that was over budget but was balanced by another. The imbalance was attributed to coding errors.

Dr. Hess thanked Ms. Stickney for her time and patience in helping him understand the budget process. She acknowledged it was a complex process and stated she appreciated his interest.

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**Dr. Humphreys moved to accept the report. Dr. Hess seconded the motion which was approved six in favor and none against.**

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**11. Authorization to approve a 1.5% Cost of Living Adjustment (COLA) in base wage, retroactive to July 1, 2014; and a 1% Cost of Living Adjustment in base wage effective January 1, 2015, for the District Health Officer position**

Staff Representative: Ms. Griffey

Ms. Griffey presented the staff report.

**Commissioner Jung moved to approve the request. Councilmember Jardon seconded the motion which was approved six in favor and none against.**

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**12. Presentation, Discussion, and Possible Direction to Staff regarding quarterly report on implementation of Fundamental Review Recommendations**

Staff Representative: Mr. Dick

Mr. Dick presented the staff report. He noted the timeframes had been removed as the recommendations were organized sequentially. He went on to explain the progress to date on each of the following Recommendations:

- 3) Strengthen customer focus within regulatory programs exploring the potential for User Groups to share consumer viewpoints while continuing to focus on the purpose of regulatory efforts.
  - With assistance from the Builder's Association of Northern Nevada (BANN), a user's group has been established. Meetings have been held regarding issues surrounding the final map approval process and Mr. Dick felt the discussion has been very productive. They agree there is some potential for changes to be made. These changes must be made at the state level so they have met with the Nevada Division of Environmental Protection and TMWA.
- 4) Critically examine clinic appointment scheduling from a patient access perspective.
  - As of this week, immunizations were being offered five days a week. He acknowledged the efforts of Mr. Kutz and his staff, who have established after-hours immunization services. They were able to do this without increasing costs.
- 5) Update fee schedules and billing processes for all clinical and environmental services provided.
  - As of July 1, 2014, the Health District is working through Netsmart and they are doing Health District billing through their revenue cycle management program. That will increase the District's cost recovery and reduce the number of hours staff spends on billing activities.

Dr. Hess requested more information regarding concerns surrounding contracts. Mr. Kutz explained he had met with Ms. Admirand regarding four contracts that will be with qualified health plans that are associated with the Affordable Care Act. There were a series of questions that neither Mr. Kutz nor Ms. Admirand are experts at or are comfortable with, so they reached out to experts for advice. Some items were not applicable because the District is a public health agency. Dr. Hess requested to be kept informed of the progress.

Mr. Kutz stated he did not see any major roadblocks and it has been a learning experience for him.

Councilmember Ratti opined it was the normal process of reviewing contracts and making sure of achieving an adequate comfort level prior to signing.

Mr. Dick noted there had been several sessions regarding billing at the National Association of City and County Health Officials (NACCHO) conference he had recently attended. The up-front work that Mr. Kutz and Ms. Admirand were conducting was not uncommon.

- 7) Participate in the business process analysis currently underway across all building permitting in the county.
  - The Health District has joined the other jurisdictions in signing the Interlocal Agreement. The project, now underway, will allow the jurisdictions to work together through one portal for an internet - based regional permitting system.
- 8) Strengthen organizational effectiveness by developing infrastructure to support the District Health Officer.
  - The Office of the District Health Officer was established on July 1, 2014 and includes the Health Officer, Public Health Communications Program Manager, QI Officer, and Administrative Secretary. As funding becomes available, one or two positions will be added to support District-wide initiatives.
- 9) Implement time coding for employees in order to generate an accurate accounting of how employee time/costs are allocated.
  - Time coding is being performed in EHS and AQM at a more detailed level to provide a better understanding of costs and the hours employees are spending on activities.
- 12) Demonstrate a concerted effort among all parties to address the tensions regarding overhead/direct costs.
  - Tensions have substantially alleviated as demonstrated by the additional funding provided by the County in the adopted budget general fund transfer for FY14/15. Mr. Dick noted it was necessary to utilize vacancy savings to be able to balance the budget for FY14/15.

Dr. Hess asked if \$650,000 was the amount that should be targeted for savings and income. Mr. Dick noted that was a good base, but it will be affected by merits and COLAs, so the final number will likely be larger.

- 13) Align programs and services with public demand for services to reflect burden of disease and effective public health intervention.
  - The home visiting services have been eliminated and those staff have been redeployed. Staff is working to integrate maternal child health services with WIC so that the services are provided during the same appointment.
- 14) Conduct a Community Health Assessment (CHA) in concert with current partner organizations for Washoe County Health District and constituent communities.
  - The Community Health Assessment is underway and is scheduled to be finished by the end of the year. Charles Schwab Grant funds have been received. Mr.

Dick provided a brief overview of the funding sources for Councilmember Jardon's benefit.

- 16) Continue current collaborative action plan to resolve REMSA oversight issues with engagement of key partners and stakeholders
  - The Franchise Agreement is approved and signed. The Interlocal Agreement (ILA) still needs to be approved by the Truckee Meadows Fire Protection District (TMFPD). That will be brought forward for approval in August.
- 23) Develop an organizational culture to support quality by taking visible leadership steps.
  - Quality Improvement training for all Managers and Supervisors has been completed. A Q-Team has been established that includes representatives from all divisions who have been trained in both conducting QI projects and training others. Initial projects are in the final phases and the Directors are working to identify other projects.

Mr. Dick noted that County Manager John Slaughter was impressed by the Fundamental Review dashboard and had requested a copy of it.

Councilmember Ratti noted she had participated in other processes that had enjoyed successful assessments with great recommendations that were never acted upon. She stated she was impressed with how seriously the team was taking the recommendations and moving forward with them. She acknowledged the amount of work that had already been done. She commended Mr. Dick and the team for taking it seriously and having the accountability to bring the results back.

**Councilmember Jardon moved to accept the Fundamental Review Quarterly Project Report and direct staff to continue with implementation of the plan approved by DBOH in March 2014. Dr. Hess seconded the motion which was approved six in favor and none against.**

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### 13. Staff Reports and Program Updates

#### A. Director, Epidemiology and Public Health Preparedness

Dr. Todd reiterated that since his report was written, the ILA had been approved by the City Councils of Reno and Sparks and was waiting to be approved by TMFPD.

Dr. Hess asked if EPHP had discovered the source of the botulism case and Mr. Todd replied they had not. He explained the efforts made to locate the source, how botulism affects infants, and the cost of treatment.

#### B. Director, Community and Clinical Health Services

Mr. Kutz noted that approximately 120,000 individuals have been added to Nevada State Medicaid through the Affordable Care Act since last October. This would indicate that a number of uninsured people that the District has been serving will now have coverage. The mechanism was already in place to bill them and obtain reimbursement.

#### C. Director, Environmental Health Services

Mr. English stated they had conducted interviews for an Environmental Health Specialist and were unsuccessful in finding a qualified candidate, so the recruitment process will be

repeated. They will be working with community and agency partners to build a recruitment list for the future.

**D. Director, Air Quality Management**

Mr. Wolf stated he had no changes for the report but would be happy to answer questions.

**E. Administrative Health Services Officer**

Ms. Stickney stated she had nothing to add.

**F. District Health Officer**

Mr. Dick noted that his report stated he would attend the REMSA Board meeting on July 18, but it had not convened due to a lack of quorum.

Mr. Dick recognized it was Ms. Stickney's last Board meeting and stated she would be missed. He introduced and recognized Ms. Heenan. He explained there had been an open, competitive, national process and felt there had been outstanding candidates from both outside and inside the County. The interview panel had all been in agreement that Ms. Heenan was the top candidate. He opined that reflected very well on the quality of employees employed by the County.

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**14. Board Comment**

Dr. Hess expressed his thoughts as a physician about Medical Marijuana. He opined it was a large experiment. Marijuana smoke contains some of the same toxins as cigarette smoke. He suggested the Board consider long-term effects and how they might be tracked. Additionally, there are a number of intoxicating substances in marijuana. Alcohol-related accidents, illnesses, injuries and deaths are not tracked, and he opined the same types of things would start to happen as a result of marijuana use and should be tracked.

Councilmember Jardon stated it was an honor to have been appointed to the Board and she looked forward to learning from all of the members.

Chair Smith stated he had received a call from a Clark County Commissioner who sits on that Board of Health. She was impressed with what the Board has done and with the Fundamental Review and extended her congratulations. Mr. Smith thanked staff and the Board for voting on it and getting it done. He opined that everyone's work was making a difference and people are standing up and taking notice.

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**15. Emergency Items**

None.

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**16. \*Public Comment**

None.

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## 17. Adjournment

At 1:58 p.m., Councilmember Ratti moved to adjourn. Councilmember Jardon seconded the motion which was approved six in favor and none against.

Respectfully submitted,



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Kevin Dick, District Health Officer  
Secretary to the District Board of Health



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Dawn Spinola, Administrative Secretary  
Recording Secretary

Approved by Board in session on August 28, 2014.