

WASHOE COUNTY DISTRICT BOARD OF HEALTH MEETING MINUTES

Members

Kitty Jung, Chair
Julia Ratti, Vice Chair
Neoma Jardon
Dr. George Hess
David Silverman
Dr. John Novak
Michael D. Brown

**Thursday, March 26, 2015
1:00 p.m.**

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

The Washoe County District Board of Health met in regular session on Thursday, March 26, 2015, in the Health Department South Conference Room, 1001 East Ninth Street, Reno, Nevada.

1. Call to Order, Pledge of Allegiance

Chair Jung called the meeting to order at 1:00 p.m.

Chief Brown led the pledge to the flag.

2. Roll Call

The following members and staff were present:

Members present: Chair Kitty Jung
Dr. George Hess
David Silverman
Neoma Jardon
Dr. John Novak
Michael D. Brown

Members absent: Vice Chair Julia Ratti

Staff present: Kevin Dick, District Health Officer, ODHO
Leslie Admirand, Deputy District Attorney
Anna Heenan, Administrative Health Services Officer, AHS
Steve Kutz, Division Director, CCHS
Bob Sack, Division Director, EHS
Randall Todd, Division Director, EPHP
James English, Supervisor, EHS
Christina Conti, EMS Program Manager, EPHP
Erin Dixon, Fiscal Compliance Officer, AHS
Dawn Spinola, Administrative Secretary/Recording Secretary, ODHO

3. Public Comment

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

4. Approval of Agenda

Councilmember Jardon moved to approve the agenda for the March 26, 2015, District Board of Health meeting. Mr. Silverman seconded the motion which was approved six in favor and none against.

5. Approval of Draft Minutes

Dr. Novak moved to approve the minutes of the February 26, 2015 District Board of Health regular meeting as written. Chief Brown seconded the motion which was approved six in favor and none against.

6. Recognitions

Presented by Mr. Dick and Chair Jung

A. Years of Service

1. Brenda Wickman, 15 years, hired 3/27/2000 – EHS

Mr. Dick congratulated and thanked Ms. Wickman.

B. Transfers

1. Carmen Mendoza, Office Assistant II, from WIC to Vital Statistics on 3/23/15

Dr. Todd introduced Ms. Mendoza and stated he has been informed she is doing well in the position.

Mr. Dick acknowledged the extra efforts of the Vital Records staff to maintain extended hours while the third position was being filled.

C. Promotions

1. Genine Wright, 2/25/15, from Air Quality Specialist I to Air Quality Specialist II - AQM

Mr. Dick introduced and congratulated Ms. Wright.

7. Proclamation

A. National Public Health Week

Nicole Alberti accepted the proclamation. She introduced Laima Etchegoyhen, Nevada Public Health Association, who was assisting with the Public Health Week activities.

Chief Brown moved to adopt the National Public Health Week proclamation. Councilmember Jardon seconded the motion which was approved six in favor and none against.

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. Budget Amendments / Interlocal Agreements

1. Approve Notice of Subgrant Award from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health for the period January 1, 2015 through December 31, 2015 in the amount of \$112,285 for the Centers for Disease Control and Prevention (CDC) Immunization Program Grant (IOs 10028 & 10029); Approve amendments totaling an increase of \$12,742 in both revenue and expense to the FY15 CDC Immunization Federal Grant Program, IO 10029; and if approved authorize the Chairman to execute.
2. Approve Notice of Subgrant Award from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health, for the period January 1, 2015 through December 31, 2015 in the total amount of \$129,456 in support of the Centers for Disease Control and Prevention (CDC) Sexually Transmitted Disease (STD) Federal Grant Program, IO 10014; Approve amendments totaling an increase of \$14,955 in both revenue and expense to the FY15 CDC STD Federal Grant Program, IO 10014; and if approved authorize the Chairman to execute.
3. Approve Notice of Subgrant Award from the Division of Public and Behavioral Health to provide funding in the total amount of \$110,000 for the period March 29, 2015 through March 28, 2016 (continuing grant) for the Tobacco Prevention and Control Program Grant, IO 10010; and if approved authorize the Chairman to execute.
4. Approve the abolishment of one vacant Intermittent Hourly Public Health Nurse II position (#70007952), one vacant Intermittent Hourly Registered Nurse I position (#70007575), one vacant Intermittent Hourly Health Educator II position (#70002278), and one vacant Intermittent Hourly Environmental Health Aide position (#70008715).
5. Approve Notice of Subgrant Award from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health, for the period January 1, 2015 through December 31, 2015 in the total amount of \$110,706 in support of the Centers for Disease Control and Prevention (CDC) Tuberculosis Prevention and Control (TB) Federal Grant Program, IO 10016; Approve amendments totaling an increase of \$11,867 in both revenue and expense to the FY15 CDC TB Federal Grant Program, IO 10016; and if approved authorize the Chairman to execute.
6. Ratification of Contract between Washoe County Health District and the Board of Regents of the Nevada System of Higher Education to provide educational opportunities for the University of Nevada College of Agriculture, Biotechnology & Natural Resources students in a public health agency environment for the period upon approval of the Board of Regents and the Washoe County Board of Health through June 30, 2015 unless extended by the mutual agreement of the Parties; with automatic renewal for two successive one-year periods for a total of three years on the same terms unless either party gives the other written notice of nonrenewal at least 60 days prior to June 30 of each year; and if approved, authorize the Chairman to execute the Contract.

B. Acceptance of the Air Quality Management Division portion of the Truckee Meadows Regional Plan Annual Report

C. Acceptance of the 2014 Annual Report to the Regional Planning Commission by the Washoe County Health District as the Solid Waste Management Authority.

Councilmember Jardon moved to approve the Consent Agenda as presented. Dr. Hess seconded the motion which was approved six in favor and none against.

9. Regional Emergency Medical Services Authority

A. Review and Acceptance of the REMSA Operations Reports for February, 2015.

Mr. Gubbels reported for the month of February Priority One compliance in Zone A was 92 percent. For Priority One Zones B, C and D, it was 98 percent. Year-to-date average for July through February for Priority One Zone A was 93 percent. For Priority One Zones B, C and D, it was 98 percent.

Average Priority One response time in minutes was 5:28 for Reno, 6:06 for Sparks and 9:36 for Washoe County. Average Priority Two response time in minutes was 6:04 for Reno, 6:50 for Sparks and 9:59 for Washoe County.

Year-to-date average for July through February for Priority One response was 5:17 for Reno, 6:00 for Sparks and 10:07 for Washoe County. Year-to-date average for July through February for Priority Two was 6:02 for Reno, 6:50 for Sparks and 9:59 for Washoe County.

Average bill for January was \$1,072, bringing the year-to-date total to \$1,070.

There were three time edits, all listed in the report.

Dr. Hess moved to accept the report as presented. Dr. Novak seconded the motion which was approved six in favor and none against.

*B. Update of REMSA's Community Activities for February, 2015.

Mr. Gubbels introduced Kevin Romero, Vice President of Operations, and asked that he present the report. Mr. Romero distributed copies of Emergency Medical Services (EMS) publication articles in which REMSA had been featured and provided an overview of the content.

Mr. Romero noted REMSA had held an awards ceremony in conjunction with the Veterans of Foreign Wars who had selected Todd Kirkwood, a REMSA paramedic, as their national paramedic of the year. Mr. Kirkwood had provided a training program to all local law enforcement agencies that, to date, has been attributed to saving two lives.

10. Appointment of Matthew Buehler to the Sewage, Wastewater and Sanitation Hearing Board (SWS Board) for a three-year term beginning March 26, 2015 and ending March 25, 2018.

Staff Representative: Mr. English

Chair Jung stated she understood the division had conducted outreach as requested by the Board and had connected with Mr. Buehler as a result.

Mr. English noted Mr. Buehler had heard about the opening and expressed his interest to Environmental Health staff. Mr. English stated the search for a licensed contractor to fill the second vacant position was still underway.

Mr. English went on to explain that Mr. Buehler's background included science and engineering. As a resident, Mr. Buehler could provide valuable unbiased input for the Board, as it typically hears issues including new design or setback.

Dr. Novak moved to appoint Mr. Matthew Buehler to the Sewage, Wastewater and Sanitation Hearing Board for a three-year term beginning March 26, 2015 and ending March 25, 2018. Dr. Hess seconded the motion.

Chair Jung requested the members search for potential nominees for the Licensed General Contractor position on the SWS Board.

The motion was approved six in favor and none against.

11. Acknowledge receipt of the Health District Fund Financial Review for February Fiscal Year 2015.

Staff Representative: Ms. Heenan

Ms. Heenan reviewed the highlights of the report. She noted additional revenue and expenditure from grant funding for tobacco use and HIV prevention advertising.

[Councilmember Jardon left the meeting at 1:19 p.m.]

Mr. Silverman moved to accept the report. Chief Brown seconded the motion which was approved five in favor and none against, with Councilmember Jardon not being in attendance during the vote.

12. Review, discussion and acknowledgment of Business Impact Statements regarding Washoe County Health District Proposed Fees and other matters properly related thereto; and set a public hearing for possible adoption of Proposed Fees for April 23, 2015 at 1:00 pm.

Staff Representative: Ms. Dixon

Ms. Dixon noted the process was being handled differently than in the past due to an Nevada Revised Statutes (NRS) change that required the Business Impact Statements (BIS) be presented to the Board one meeting prior to the meeting at which the Board would potentially adopt the fees.

Chair Jung explained that, during the fiscal crisis, the District was not charging enough for services based on staff time, and in other areas, it was charging too much. Law requires overcharging be remedied and undercharging go through the BIS process. At that time, the Board elected to table the issue due to the hampered business environment. Chair Jung went on to say that now that the economy was stabilizing, the Board had opted to begin collecting the fees and stop subsidizing projects and activities.

Ms. Dixon noted the proposed fees had originally been presented to the Board in October of 2014, at which time minor modifications had been requested. Staff brought the updated version back in November of 2014, and at Board direction, proceeded to present the fees to impacted members of the community through mailings, legal advertisements, workshops and individual meetings. Comments had been received.

[Councilmember Jardon returned to the meeting at 1:22 p.m.]

Dr. Hess asked if any of the groups had strenuous objections and stated the fees did not seem unreasonable to him. Ms. Dixon explained the school district had concerns about locating the necessary fiscal resources, but understood the Health District's need for cost recovery.

Other parties had commented that the fees were too low and that they would like the District to do more.

Mr. Sack explained the school district felt the state should be paying for inspections since it mandated them.

Dr. Novak asked if the items with minimal revenue benefit were worth the cost of implementation. Ms. Dixon explained the direction in the approved staff report was to identify all activities that staff conducted and fees not collected for. She pointed out the number of permits for the new fees was an estimate and may increase, and this action provided the ability to collect those fees in the future.

Chair Jung suggested a cost benefit analysis be performed prior to approval, offering the Board the opportunity to put off implementation of some of the fees if the benefits were only minimal or were nonexistent.

Mr. Silverman commended Ms. Dixon on a job well done.

Dr. Novak moved to acknowledge the Business Impact Statement and set a public hearing for possible adoption of Proposed Fees for April 23, 2015 at 1:00 pm. Mr. Silverman seconded the motion which was approved six in favor and none against.

13. Fiscal Year 2015-2016 Budget Update

Staff Representative: Mr. Dick

Mr. Dick reported staff had met with the City and County managers on March 5 to review the District's annual budget. The City managers expressed concern with the ending fund balance (EFB) being low. Mr. Dick explained to them that the District had a close relationship with the County which provided the opportunity to request financial assistance if necessary.

Mr. Dick went on to explain that when the District was maintaining a higher EFB it created problems with the relationship with the Board of County Commissioners (BCC). County Manager John Slaughter had expressed appreciation for the District's conservative approach.

Mr. Dick and Ms. Heenan presented the budget to the County Budget Office staff on March 11. The County's process has changed; departments are no longer required to present their budgets to the BCC. Meeting directly with Budget staff provided an opportunity to discuss forward movement, cost controls and cost recovery in the future.

Mr. Dick explained that since that time, Budget staff is anticipating a six percent increase in health insurance and a two percent increase in risk management billings. When those are applied to the budget, the projected EFB of \$169,410 drops to \$111,608. Additionally, labor negotiations are still in progress and may incur additional costs, so Mr. Dick has directed that local-funded vacancies be held open as a means of generating a larger EFB which will help absorb the costs that may be coming.

Dr. Hess expressed concern about the diminishing EFB and suggested a baseline should be established that was based on a logical approach. Councilmember Jardon asked if there were any statutory required minimums.

Chair Jung explained Ms. Heenan's predecessor's approach to balancing the budget was to retain large ending fund balances. The BCC had expressed concern when the District asked for additional funding when the large EFB was on the books. Most of the revenue for the District that was not General Fund was from grants and therefore neither consistent nor reliable. Fees did not generate much revenue.

Chair Jung went on to say the reason the Board approved a drawdown was to help avoid criticism from the BCC. There was no statutory minimum EFB as the District can fall back on the County. She agreed with Dr. Hess and stated staff should draft a policy for Board discussion. The policy should be informed by discussions with Ms. Heenan and the County's budget and finance director to determine the County's and Health District's comfort level.

Chair Jung explained this process was part of the District's progress towards financial stabilization and was not a reflection of the performance of the District Health Officer. She opined the Board set a policy that allows for discussion with the BCC during next year's budget process regarding protection for both the District and the General Fund.

Councilmember Jardon expressed concern with the District finding itself in an emergency meeting and needing to wait for the next Board meeting to receive authorization to request support.

Mr. Dick noted the salaries in the budget are fully loaded for the year but it is understood that will not actually occur due to vacancies which will occur, so the EFB would be expected to be higher. He agreed with the discussion regarding establishing an appropriate EFB and that the County should be involved in the decision.

Chair Jung requested that direction be included in the motion. Mr. Dick requested one of the members move to accept the budget update and to direct staff to work on a proposal for Board consideration and a discussion with the County regarding what might be a policy for an appropriate EFB for the District.

Dr. Hess made the motion as stated by Mr. Dick. Chief Brown seconded the motion, which was approved six in favor and none against.

Chair Jung complemented staff on the budget and process. She indicated her understanding that it was a challenge. She noted the County provided just over 50 percent of the District's funding through the General Fund and also charged it for the county-wide cost allocation program.

14. Presentation, Discussion, and Possible Direction to Staff regarding a report on the implementation of Fundamental Review Recommendations. Take action to direct staff to continue with implementation of the plan as approved *or* direct staff to make changes as discussed.

Staff Representative: Mr. Dick

Mr. Dick reviewed the progress made towards each of the individual recommendations, expounding on key issues. Those included progress with land developers, expansion of service hours, new fees, regional permits system, expansion of the Office of the District Health Officer, time coding, cost analysis, and relations with the County. Some of the upcoming work will be focused on performance management. The EMS program is staffed and three meetings of the EMS Advisory Board have occurred.

[Dr. Novak left the meeting at 1:46 p.m.]

Mr. Dick continued with his review, noting that in January of 2014 the Board had conducted a successful self-assessment exercise and suggested they consider if and when they would like to repeat it. The Strategic Plan (SP) will be based on the Community Health Improvement Plan (CHIP) which is anticipated to take approximately nine months to complete. The District is not currently in a position to take on a greater leadership role at the state level. He thanked Mr. Sack for leading the Quality Improvement Team in the interim until the new Director of Programs and Projects could take over and complemented the progress the team had made under his guidance.

Mr. Dick brought up the topic of public health accreditation, noting he was not asking the Board for a decision as to whether or not it should be pursued at this time. With the Community Health Needs Assessment, CHIP and SP finalized, the District would be in a good place to do so if the Board determined it would be beneficial.

[Dr. Novak returned to the meeting at 1:48 p.m.]

Dr. Novak asked what the challenge was with billing for clinical services. Mr. Dick explained the District had entered into a contract with a company called Netsmart, who had projected a significant increase in billing reimbursement, which they have failed to deliver. The contract is under renegotiation to include a potential opt-out clause if their performance does not improve.

Mr. Dick further explained that Immunize Nevada (IN) may be providing the District with an individual who can assist with the billing process.

Mr. Kutz explained issues that have been uncovered during the process regarding coding and the individual from IN would be an excellent resource. Dr. Hess pointed out that a new coding system would be taking effect and Mr. Kutz expounded on its anticipated complexity.

Dr. Hess noted the accreditation process was difficult and arduous and questioned what the benefits would be. Chair Jung opined that several years ago it had not seemed like a useful activity, but was worth watching as something to potentially pursue in the future.

[Mr. Silverman left the meeting at 1:57 p.m.]

Mr. Dick suggested the benefit was more in doing what was necessary to fulfill the accreditation than actually obtaining it. He agreed with Chair Jung's thought that it may be more beneficial, and therefore more feasible, in the future. Dr. Novak agreed with Mr. Dick in that the process was of the most benefit to the organization. Any review that may be conducted would demonstrate the steps had been taken, but the decision had not been made to pursue the actual accreditation.

Mr. Dick stated that if the Board was happy to continue to implement the plan in place then he would propose someone move to accept the report.

Dr. Novak moved to accept. Dr. Hess seconded the motion which was approved five in favor and none against.

15. Presentation, Discussion and Possible Acceptance of the February 2015 Nevada Legislative Session Report and Provide input and/or direction as DBOH may feel is appropriate.

Staff Representative: Mr. Dick

Mr. Dick introduced the report and supporting information. He noted Ms. Albee was not at the meeting as she was providing testimony on AB326, regarding classic vehicle plates on vehicles that were less than classic. She was also watching a bill that would not allow smog stations to test any vehicles if a "Check Engine" light was on, as that was an automatic fail.

The District has also commented on AB243, regarding rapid Human Immunodeficiency Virus (HIV) testing. It will enhance the capability of partner organizations to do testing.

The District has issued a position statement on electronic cigarettes (e-cigarettes). Both California and the Southern Nevada Health District (SNHD) have issued advisories and Dr. Iser, Director of SNHD, provided testimony at a Legislative hearing. Tracy Green, the State Health Officer, had agreed with his comments and provided others.

Washoe County Health District had been waiting to see if the state would issue a health advisory or position paper, but that did not occur. Legislation has been proposed treating e-cigarettes like tobacco under the Clean Indoor Air Act and addressing taxation. The District felt it was prudent to issue a position paper that defined the risks identified by scientific studies, described the District's recommendations for regulations and limitations, and provided behavioral modification suggestions. Chair Jung had been briefed on its release.

Chief Brown asked what activity the District was taking on AB308, regarding mass gatherings. Mr. Dick explained there had been no activity to date but Ms. Conti had reviewed it. Chief Brown noted it would impact the Incline Village and the smaller communities of Washoe County. He opined the changes should be supported.

Mr. Dick explained the analysis of the bill was that a township with a population of 25,000 or less would be exempt from EMS requirements for large gathering events. District staff did not feel that made sense. If the event was held in an unincorporated area, EMS services would be required, but they would not if it was held in a nearby township. He indicated he was open to hearing Chief Brown's thoughts on the item.

Chief Brown noted that the North Lake Tahoe Fire Protection District (NLTFPD) and other agencies were watching the bill closely. Proximity to hospitals and fire departments that provide those levels of service should be taken into consideration. Paying for providers that have no charge cap for standbys will pressure organizations not to return to certain areas and provide the event. Mr. Dick requested Chief Brown keep in contact with Ms. Conti.

Dr. Hess asked who the District's legislative point person was. Mr. Dick explained he is registered as a lobbyist, and the Division Directors and certain staff members are serving as subject matter experts and providing testimony.

Dr. Hess noted it was important for the various agencies to coordinate efforts and align direction when possible. If he noted something of importance he would like to be able to bring it to the District staff's attention and opined Fire may want to have the same option. Mr. Dick stated that if any Board member would like to alert the District regarding a specific bill or issue they should feel free to contact staff, as keeping track of all of the issues and activity was a daunting challenge. The District coordinates with the County to know if its position on bills is in alignment with other departments, or conversation occurs when there are differing opinions. NLTFPD is not part of that system, so Dr. Hess' point was beneficial to the conversation.

Chief Brown moved to accept the February 2015 Nevada legislative session report. Dr. Hess seconded the motion which was approved five in favor and none against.

16. Staff Reports and Program updates

A. Director, Air Quality Management

Mr. Dick, standing in for Ms. Albee, stated Air Quality had nothing to add to the report and offered to answer questions.

B. Director, Community and Clinical Health Services

Mr. Kutz stated he had nothing to add and offered to answer questions.

C. Director, Environmental Health Services

Mr. Sack stated he had nothing to add.

D. Director, Epidemiology and Public Health Preparedness

Dr. Todd stated he had nothing to add. Chair Jung noted an HIV outbreak in Indiana blamed on shared needles from a commonly-prescribed drug. She asked how the District was tracking that. Dr. Todd explained HIV was a reportable condition. The reports come in to his office and then go to Community and Clinical Health Services for investigation. Chair Jung requested staff keep an eye out for any similar issues in Washoe County.

E. District Health Officer, Office of the District Health Officer

Mr. Dick reported the Nevada County Health Rankings had been released on March 25. He acknowledged Dr. Packham from the UNR Medical School who had organized events in both Northern and Southern Nevada to discuss the rankings and health data sources. Washoe County ranked No. 3 in Health Outcomes and No. 4 in Health Factors. Mr. Dick had presented the Community Health Needs Assessment overview to an audience of close to 100 attendees. Dr. Hess asked if any outcomes or conclusions had been reached that might be useful to the Board and Mr. Dick replied there were no real conclusions but the presentation provided an overview of the tremendous amount of data available. Staff will send links to the data so the Board members may review it.

17. Board Comment

Chair Jung requested a policy and plan be developed to address disputes between the provider of EMS services before they escalate to the level of the City Councils or the BCC. The policy and plan should be presented to and approved by the EMS Advisory Board and then the District Board of Health.

Chair Jung requested proof of how many actual ambulances were on the streets each day or each quarter.

Chair Jung requested an accounting of the increase in fees since 1994 per passenger transported by REMSA, and how the additional revenue had been expended. Wadsworth and related fire companies in the area state the static vehicle that was supposed to be out in Wadsworth had not been there since 2010. She would like to see some sort of proof that it was there until 2010 and how the additional fees collected for the additional expense of keeping it there from 2010 through today were being expended, if they are no longer stationed there.

Dr. Novak suggested that instead of a quarterly report, it might be good to know how many ambulances are on the street and active at any one time, he would prefer to see that information monthly.

Dr. Novak commended Health District staff for their good work.

Mr. Dick stated the Mayoral Challenge bike ride during Bike Week will be held on May 14, 2015. He had invited all of the City Councilmembers, Board of County Commissioners and Board of Health members to attend.

18. Emergency Items

None.

19. *Public Comment

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

20. Adjournment

At 2:21 p.m., Dr. Novak moved to adjourn. Chief Brown seconded the motion which was approved five in favor and none against.

Respectfully submitted,



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



Dawn Spinola, Administrative Secretary
Recording Secretary

Approved by Board in session on April 23, 2015.