



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

### **Members**

Dr. John Novak, Chair  
Michael D. Brown, Vice Chair  
Marsha Berkbigler  
Kristopher Dahir  
Dr. Reka Danko  
Oscar Delgado  
Tom Young

**Thursday, December 17, 2020  
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 Novak called the meeting to order at 1:06 p.m. due to technical difficulties

The following members and staff were present:

Members present:

Dr. John Novak, Chair  
Michael Brown, Vice-Chair  
Kristopher Dahir (via zoom)  
Dr. Reka Danko (present telephonically)  
Tom Young (via zoom)  
Oscar Delgado (via zoom)  
Commissioner Marsha Berkbigler (via zoom)

**Mrs. Valdespin verified a quorum was present.**

Staff present:

Kevin Dick, District Health Officer  
Lindsay Liddell for Dania Reid, Deputy District Attorney  
Wes Rubio (via zoom)  
Laurie Griffey (via zoom)  
Dan Inouye for Francisco Vega (via zoom)  
Amber English (via zoom)  
Lisa Lottritz (via zoom)  
Andrea Esp (via zoom)

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

Health Officer, Kevin Dick led the pledge to the flag.

### **3. Public Comment**

**Chair Novak opened the public comment period.**

**Having no registered comment, Chair Novak closed the public comment period.**

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

December 17, 2020

**Vice-chair Brown moved to approve the agenda for the December 17, 2020, District Board of Health regular meeting. Commissioner Berkbigler seconded the motion which was approved unanimously.**

## 5. Recognitions

### A. Years of Service

- i. Jacqueline Lawson, 10 years, hired December 13, 2010 – EPHP
- ii. Sonya Smith, 5 years, hired December 14, 2015 – CCHS
- iii. Julie Hunter, 15 years, hired December 27, 2005 - AQM

Mr. Dick thanked and recognized the listed employees for their continued service, noting that Sonya Smith has been leading the medical group for the testing activities at the POST.

Mr. Dick thanked Julie Hunter for her service, noting she works for Air Quality Management not CCHS, thus correcting the agenda.

### B. Promotions

- i. Jeff Jeppson – promoted from Air Quality Specialist to Sr. Air Quality Specialist effective 11/30/2020 – EHS
- ii. Kristen Palmer, promoted from Grants Coordinator COVID to Fiscal Compliance Officer – effective 12/07/2020 - AHS
- iii. Nennette Cano – promoted from Account Clerk II from Treasurer’s Office to Office Support Specialist – effective 12/07/2020 - AHS

Mr. Dick acknowledged and congratulated the promotions for the listed staff, making note of Ms. Cano’s return to Administrative Health Services.

### C. New Hires

- i. Renae Ballin, Environmental Health Services Trainee, 12/07/2020 – EHS
- ii. Chi Pham, Environmental Health Services Trainee, 12/07/2020 – EHS

Mr. Dick recognized the listed new employees.

### D. Transfers

- i. Nancy Kerns-Cummins, transferred as Administrative Assistant II in Animal Services from Fiscal Compliance Officer - effective 12/07/2020 – AHS

Mr. Dick reported on Ms. Kerns-Cummins’ transfer and Kristen Palmer replacing her in the Fiscal Compliance Officer position.

### E. Acknowledgement

- i. Margaret Allen, Director - retiring from Washoe County School District Student Health Services

Mr. Dick took a moment to recognize Ms. Allen for her commitment to the health of Washoe County children and her collaboration she has offered to the Health District programs. Mr. Dick expressed his best wishes to Ms. Allen on her retirement.

Ms. Allen accepted her acknowledgement and expressed she has enjoyed working with the Health District staff. Ms. Allen expressed her desire to continue to volunteer with the Health District.

Chair Novak thanked Ms. Allen for her hard work and wished her the best in her retirement and thanked her for offering to volunteer.

F. Awards

- i. Kevin Dick, Nevada Public Health Association – Public Health Hero
- ii. Heather Kerwin, Nevada Public Health Association – Public Health Program

Chair Novack recognized Mr. Dick for his above and beyond and playing a positive impact on the Public Health of the State. Chair Novak reports the NPHA recognized Mr. Dick as a Public Health Hero for his work on COVID-19 response, which is a special recognition to acknowledge the individuals who have made a significant impact on the Public Health of Nevadans during this pandemic.

Chair Novak also informs the Health District Epidemiology Program was recognized under Public Health Programs which constitutes a public health program/agency or organization in Nevada that has made a significant contribution to improve public health in the State.

Chair Novak recognized Heather Kerwin’s efforts and her hard work.

**6. National Radon Action Month Proclamation.**

Staff Representative: Andrea Esp

Mr. Dick explained that this item is for National Radon Action month and read the Proclamation for those present.

**Vice-chair Brown moved to approve that January 2020 is National Radon Action Month. Councilman Dahir seconded the motion which was approved unanimously.**

**7. 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

- i. November 19, 2020

B. Budget Amendments/Interlocal Agreements

- i. Approve a Notice of Subaward from the State of Nevada Department of Health and Human Services, Division of Public & Behavioral Health effective January 1, 2021 through December 31, 2021 in the total amount of \$135,100.00 (no required match) in support of the Community and Clinical Health Services Division (CCHS) Sexually Transmitted Disease Prevention and Control Program IO# 11782 and authorize the District Health Officer to execute the Notice of Subaward and any future amendments.

Staff Representative: Kim Graham

- ii. Approve a Notice of Subaward from the State of Nevada Department of Health and Human Services, Division of Public & Behavioral Health for the period January 1, 2021 through December 31, 2021 in the total amount of \$109,112 (no required match) in support of the Community and Clinical Health Services Division (CCHS) Tuberculosis Prevention Program IO#11783 and authorize the District Health Officer to execute the Subaward and any future amendments.

Staff Representative: Kim Graham

- iii. Approve the Notice of Subaward from the State of Nevada Department of Health and Human Services, Division of Public and Behavioral Health retroactive to October 1, 2020 through September 30, 2021 in the total amount of \$1,138,069.00

(no match required) in support of the Community and Clinical Health Services Division's Women, Infants and Children (WIC) Program IO#11762 and authorize the District Health Officer to execute the Subaward and any future amendments.  
Staff Representative: Kim Graham

- iv. Retroactively approve the Interlocal Agreement between Washoe County Health District and Board of Regents, NSHE on behalf of the University of Nevada Reno Nevada Public Health Training Center in the approximate amount of \$2,872,558.98 effective December 31, 2020 through June 30, 2021 with the option for 2 additional six-month renewals, to recruit and maintain a team of identified positions and provide administrative support and oversight of employees to assist the Health District's COVID response; and authorize the District Health Officer to execute the agreement on behalf of the Board Chair.

Staff Representative: Kristen Palmer

- C. Acknowledge receipt of the Health Fund Financial Review for November, Fiscal Year 2021.

Staff Representative: Anna Heenan

Mr. Dick spoke as to Item #7Biv regarding the Interlocal Agreement with the University of Nevada Reno, for over \$2.8 million. Mr. Dick informed this agreement continues the staffing from UNR that is being utilized for personnel in the call center, disease investigation, and POST operations.

Mr. Dick explained the CARES funds available to pay for staff will end December 30, 2020, thus, meriting a need to sign this contract retroactively as an emergency action under the Emergency Declaration.

**Commissioner Berkbigler moved to approve the consent agenda. Councilman Delgado seconded the motion which was approved unanimously.**

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

Presented by: Dean Dow and Alexia Jobson

### **A. Review and Acceptance of the REMSA Operations Report for November 2020**

Mr. Dean Dow opened this item by expressing, on behalf of his organization, sincere appreciation for all the efforts of the Health District, the Health Officer, and staff. Additionally, he expressed their appreciation for distributing the vaccine as quickly as possible.

Mr. Dow opened his item for questions the Board may have regarding the report that was submitted by REMSA.

**Councilman Dahir moved to approve REMSA's November Report. Dr. Danko seconded the motion which was approved unanimously.**

### **B. Update of REMSA's Public Relations during November 2020**

Alexia Jobson presented the Public Relations report for November 2020.

Ms. Jobson reported that REMSA made enhancements to their website in the News and Updates section, with related post recommendations and it is now searchable based on category and date.

Ms. Jobson informs that in preparation of the arrival of the COVID vaccine, a series of employee forums were held, which were open to Regional Fire and Law Enforcement Department. These sessions were covered by KOLO and KTVN.

Ms. Jobson opened her item for questions from the Board.

9. **PUBLIC HEARING - Review, discussion and possible adoption of the Proposed Washoe County District Board of Health Regulations Governing Public Accommodation Facilities as authorized by NRS 439 with the incorporation of provisions from the Regulations of the Washoe County District Board of Health Governing 447E Regulations Related to SARS-COV-2 and Public Accommodation Facilities, with a finding that the Proposed Regulations do not impose a direct and significant economic burden on a business; nor do the Proposed Regulations directly restrict the formation, operation or expansion of a business.**

Staff Representative: Wes Rubio

Mr. Wes Rubio began his presentation by reporting all current public accommodation facilities affected by this regulation have been notified via email with information to access the proposed regulation and public workshops. Mr. Rubio reports that after these workshops, they have not received public comment indicating financial concern or potential impact to existing facilities. Additionally, Mr. Rubio reports these regulations do not include a new fee proposal.

Mr. Rubio informs the benefit of this regulation includes a health permit to operate issued by the Health District for all public accommodation facilities as established by the proposed regulations. Mr. Rubio concluded by reporting that these proposals were written to ensure consistency and guidance within the State.

Mr. Rubio opened his item for questions from the Board.

Commissioner Berkbigler asked if these regulations applied to short-term rentals.

Mr. Rubio confirmed these regulations only apply to existing public accommodation facilities, as outlined in the regulation.

**Vice-chair Brown moved to approve adoption of the Proposed Washoe County District Board of Health Regulations Governing Public Accommodation Facilities as authorized by NRS 439 with the incorporation of provisions from the Regulations of the Washoe County District Board of Health Governing 447E Regulations Related to SARS-COV-2 and Public Accommodation Facilities. Dr. Reka Danko seconded the motion which was approved unanimously.**

Commissioner Berkbigler went on record to state she feels it's inappropriate that people can come into the community and stay in vacation rentals without requiring assured cleaning. She opines these regulations should apply to all vacation rentals.

10. **Recommendation to amend the Employment Agreement between Washoe County Health District and Kevin Dick, District Health Officer, at Section 5(A)(c) to allow compensation at employee's current hourly rate of \$88.90 for annual leave accrued in excess of 240 hours in a calendar year and approve payment of \$16,357.60, which represents compensation for 184 hours of annual leave that could not be used this year due to the COVID-19 pandemic. These 184 hours will be dropped from his leave balances due to his contractual accrual limit of 240 hours. The amendment allowing payment is consistent with District practice that allows an employee to payment for any annual leave in excess of 240 hours which the employee sought, but was unable, to use and would otherwise forfeit.**

Staff Representative: Laurie Griffey

Ms. Laurie Griffey appeared on this item and began her presentation by stating this item amends the Employment Agreement between Washoe County Health District and the Health

Officer to afford him the same benefit as other County employees regarding unutilized vacation time.

Councilman Dahir asked about ramifications of the amendment brought forth.

Ms. Griffey reiterated the amendment will allow the District Health Officer to be paid for hours accumulated over the 240 limit, which is a benefit for all employees per County Code 5.

**Tom Young moved to approve the amendment of the Employment Agreement between Washoe County Health District and Kevin Dick, District Health Officer, at Section 5(A)(c) to allow compensation for unused vacation hours. Commissioner Berkbigler seconded the motion, which was approved unanimously.**

**11. Possible approval of the proposed 2020 Washoe County District Board of Health Meeting Calendar**

Staff Representatives: Kevin Dick

Chair Novak noted an error in the verbiage for this item, correcting the calendar to reflect 2021 Washoe County District Board of Health Meeting Calendar.

**Tom Young moved to approve the 2021 Washoe County District Board of Health Meeting Calendar. Councilman Delgado seconded the motion, which was approved unanimously.**

**12. Staff Reports and Program Updates**

**A. Air Quality Management, Francisco Vega, Division Director**

Program Update – VALE Program, Divisional Update, Program Reports, Monitoring and Planning, Permitting and Compliance.

Daniel Inouye filled in for Francisco Vega. Mr. Inouye provided a staffing update for positions that are vacant due to retirements earlier in the year. Mr. Inouye shared his projection to be fully staffed by January 2021.

Mr. Inouye opened his item for questions from the Board.

**B. Community and Clinical Health Services, Lisa Lottritz, Division Director**

Divisional Update – Data & Metrics; Sexual Health (Outreach and Disease Investigation), Immunizations, Tuberculosis Prevention and Control Program, Reproductive and Sexual Health Services, Chronic Disease Prevention Program, Maternal Child and Adolescent Health, Women Infants and Children, and COVID-19 response.

Ms. Lottritz updated the Board on COVID vaccination plan. Ms. Lottritz inform they will be sending vaccination invites to the initial phases in Tier 1, which is scheduled to begin December 23, 2020.

Mr. Lottritz made herself available to answer questions from the Board.

Councilman Dahir asked if they can have a full layout of the vaccination process, for the benefit of the public.

Ms. Lottritz explained the weekly allocation, the disbursements, and dispensing of the vaccine. Ms. Lottritz reports the tier maps will be made accessible to the public as well.

Councilman Dahir continued to request a larger presentation to address questions regarding the vaccine for public consumption.

Mr. Dick informs that a new page has been launched via the Health District website regarding vaccine information. Mr. Dick gave instructions on how to reach the page that provides information regarding the various tiers, as established by the State with CDC guidance. Mr. Dick continued to report a URL has been procured to dedicate one page to the vaccine.

Councilman Dahir opined that information and education is going to be key for any application of this process.

**C. Environmental Health Services, Amber English, Acting Division Director**

Consumer Protection (Food, Food Safety, Commercial Plans, Permitted Facilities); Environmental Protection (Land Development, Safe Drinking Water, Vector, WM); and Inspections.

Amber English, acting director for this month began her presentation by updating the Board regarding the Excellence in Food Safety Award. Ms. English continued to explain the winners will be announced in January and recognized on the Washoe Eats app.

Ms. English opened her item for questions from the Board.

Tom Young commented on staff going above the call of duty by working on the Excellence in Food Safety project.

**D. Epidemiology and Public Health Preparedness, Andrea Esp, Acting Division Director**

Communicable Disease, Public Health Preparedness, Emergency Medical Services, Vital Statistics.

Ms. Esp informed she did not have additional updates for the Board.

Ms. Esp made herself available to respond to questions from the Board.

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

District Health Officer Report – COVID-19, REMSA Response Information Request, Public Health Accreditation, Community Health Improvement Plan, Contact Investigations, Behavioral Health, and Public Communications and Outreach.

Mr. Dick began his presentation by referring to the “Fighting COVID together” that ran on several television stations, which allowed for a better understanding of the impacts that are occurring in hospitals and businesses.

Mr. Dick reported that at 3:00 p.m. today, Renown will be holding a media event and their use of the Point of Dispensing infrastructure at the Reno Livestock Event Center. He continued to inform that the Health District continues to work on the vaccine plan. Mr. Dick explained this process will be a challenging effort as it involves more than just vaccinating.

Mr. Dick reported on the stimulus funding in support of the vaccine, testing, and contact tracing. He continued to inform the CARES Funding will no longer be available as of December 30, 2020, however, the expenses will continue. Mr. Dick reports discussions have happened with city and county managers to attain support for the funding in the form of a FEMA reimbursement if congressional funding does not come forward.

Mr. Dick reports Aaron Kenneston is stepping down as Incident Commander due to his retirement in January 2021; however, Dave Solaro, Assistant County Manager has agreed to take on this role.

Mr. Dick addressed Councilman Delgado's request for the appeals process within the Health District. Mr. Dick continued to describe the process for each division within the Health District, including but not limited to the process for SB4.

Mr. Dick opened his item for questions from the Board.

Mr. Dick concluded by informing the Board of the selection of Dr. Nancy Diao as the Epidemiology and Public Health Preparedness Division Director.

### **13. Board Comment**

Commissioner Berkgigler suggested adding an open discussion about reopening school and how the District Board of Health can facilitate its help.

Councilman Dahir addressed staff by asking them to try to lead the community through a difficult time, which includes educating and walking with people. He expressed his hope that this is the tone being used in every mandate. Councilman concluded by requesting that staff act like the professionals while we move forward.

Councilman Dahir also asked for a written report on vaccines.

Commissioner Berkgigler bid her farewell to this Board and express her best wishes to the Board. Commissioner Berkgigler congratulated Mr. Dick on a well-deserved award.

Chair Novak thanked Commissioner for her service to this Board and congratulated her on her leadership and experience for the county as a whole.

Chair Novak took a moment to thank Health District staff for all their hard work during such an unprecedented period of time. Chair Novak also thanked all Public Information Officer and the cities and county communication teams on the presentation at 6:00 p.m., Wednesday, December 16, 2020.

### **14. Public Comment.**

**Chair Novak opened the public comment period.**

**Having no registered public comment, Chair Novak closed the public comment period.**

### **Adjournment.**

**Chair Novak adjourned the meeting at 1:56 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, 1001 E. 9<sup>th</sup> Street, Building B, Reno, NV 89512, or by calling 775.328.2416, 24 hours prior to the meeting.

**Public Comment:** Members of the public may make public comment by submitting an email comment to [svaldespin@washoecounty.us](mailto:svaldespin@washoecounty.us) before the scheduled meeting, which includes the name of the commenter and the agenda item number for which the comment is submitted. Reasonable efforts will be made to hear all public comment during the meeting. During the “Public Comment” items, emails may be submitted 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 emails will only be heard during items that are not marked FOR POSSIBLE ACTION. All public comment should be addressed to the Board of Health and not an individual member. The Board asks that your comments are expressed in a courteous manner. All public comment is limited to three minutes per person. Unused time may not be reserved by the speaker nor allocated to another speaker.

**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 – District Board of Health Member’s announcements, reports and updates, request for information or topics for future agendas. (No discussion among Board Members will take place on the item)”

**Posting of Agenda; Location of Website:**

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

Washoe County Health District Website <https://www.washoecounty.us/health>

State of Nevada Website: <https://notice.nv.gov>

**Under an emergency directive issued by Governor Sisolak on March 22, 2020, and extended by a subsequent directive issued on July 31, 2020, the physical location requirement has been suspended.**

**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. Susy Valdespin, 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. Valdespin is located at the Washoe County Health District and may be reached by telephone at (775) 328-2415 or by email at [svaldespin@washoecounty.us](mailto:svaldespin@washoecounty.us). Supporting materials are also available at the Washoe County Health District Website <https://www.washoecounty.us/health> pursuant to the requirements of NRS 241.020.