

WASHOE COUNTY DISTRICT BOARD OF HEALTH MEETING MINUTES

Washoe County



Health District

Members

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

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

1. Determination of Quorum

Chair Smith called the meeting to order at 1:02 p.m. Commissioner Jung led the pledge to the flag.

2. Roll Call

The following Members and staff were present:

Members present: Chair Matt Smith
Vice Chair Kitty Jung
David Silverman
Dr. George Hess
Julia Ratti

Members absent: Dr. Denis Humphreys
Sharon Zadra

Staff present: Kevin Dick, District Health Officer
Leslie Admirand, Deputy District Attorney
Charlene Albee, Division Director, AQM
Steve Kutz, Division Director, CCHS
Robert Sack, Division Director, EHS
Eileen Stickney, Administrative Health Services Officer, AHS
Randall Todd, DrPH, EPHP Division Director
Daniel Inouye, Air Quality Supervisor, AQM
Phil Ulibarri, Public Information Officer, AHS
Brittany Dayton, Emergency Medical Services Coordinator, EPHP
Julie Hunter, Air Quality Specialist I, AQM
Stacy Hardie, Public Health Nurse Supervisor, CCHS
Kelli Seals, Health Educator II, CCHS
Steve Fisher, Department Computer Application Specialist, AHS
Amber English, Environmental Health Specialist, EHS
Krista Hunt, Environmental Health Specialist, EHS
Patsy Buxton, Fiscal Compliance Officer, AHS
Erin Dixon, Fiscal Compliance Officer, AHS
Laurie Griffey, Administrative Assistant 1, AHS
Dawn Spinola, Administrative Secretary/Recording Secretary, AHS

3. Public Comment

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

4. Approval/Deletions to Agenda

Dr. Hess moved to approve the agenda for the April 24, 2014, District Board of Health meeting. Mr. Silverman seconded the motion which carried five in favor and none against.

5. Approval of Minutes

Councilmember Ratti moved to approve the minutes of the March 6, 2014 District Board of Health special budget meeting as written. Dr. Hess seconded the motion which carried five in favor and none against.

Commissioner Jung moved to approve the minutes of the March 27, 2014 District Board of Health regular meeting as written. Dr. Hess seconded the motion which carried five in favor and none against.

6. Recognitions

Presented by Mr. Dick and Chair Smith

A. Promotions:

1. Reclass of Jennifer Howell from Program Coordinator to Health Educator Coordinator retro to 1/1/14

Mr. Dick congratulated Ms. Howell.

B. Years of Service:

1. Steve Fisher, 10 years, hired 3/22/2004
2. Amber English, 10 years, hired 4/26/2004
3. Krista Hunt, 10 years, hired 4/26/2004

Mr. Dick congratulated each of the employees for their years of service.

C. Achievements –

1. Clean Air Excellence Award

Mr. Dick explained the award has not been granted since 2011, has only been presented three times before, and only to major corporations. It was a great honor for the small Air Quality staff to receive the award. Ms. Hunter had traveled to Washington D.C. to receive the award. Mr. Dick recognized Mr. Ulibarri's contributions towards development of the project.

Mr. Dick presented Ms. Albee a Certificate of Senatorial Recognition received from Senator Dean Heller's office for the Keep it Clean campaign.

Mr. Ulibarri noted that the whole impetus behind the campaign started when Mr. Dick was Division Director of Air Quality. It had taken several years of work and Mr. Ulibarri stated he was pleased that Mr. Dick was now the Health Officer and had the opportunity to see the Division win the national award.

7. Proclamations

Presented by Mr. Dick and Chair Smith

A. National Bike Month and Bicycle Safety Month and Bike to Work, School and Fun Week

Mr. Dick read the proclamation.

Commissioner Jung moved to adopt the proclamation. Councilmember Ratti seconded the motion which was approved five in favor and none against. Ms. Hunter accepted the signed proclamation on behalf of the AQM Division.

B. Teen Pregnancy Prevention Month

Mr. Kutz read the proclamation.

Mr. Silverman moved to adopt the proclamation. Dr. Hess seconded the motion which was approved five in favor and none against. Ms. Hardie accepted the signed proclamation on behalf of the CCHS Division.

C. National Women's Health Week

Mr. Kutz read the proclamation.

Councilmember Ratti moved to adopt the proclamation. Dr. Hess seconded the motion which was approved five in favor and none against. Ms. Seals accepted the signed proclamation on behalf of the CCHS Division.

D. National Emergency Medical Services Week

Mr. Dick read the proclamation.

Dr. Hess moved to adopt the proclamation. Mr. Silverman seconded the motion which was approved five in favor and none against. The signed proclamation was received by Dr. Todd, Ms. Dayton, Jim Gubbels and Klark Staffan of REMSA and attending REMSA Emergency Medical Services personnel.

8. Consent Agenda

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

A. Air Quality Management Cases

Staff Representative: Mr. Inouye

1. Recommendation to Uphold Citations Not Appealed to the Air Pollution Control Hearing Board
 - a. Ozburn-Hessey Logistics – Case No. 1146, NOV No. 5397
 - b. Tim Carlson – Case No. 1154, NOV No. 5409

B. Budget Amendments/Interlocal Agreements

1. Approval of Grant Agreement #A-00905414-0 from the U.S. Environmental Protection Agency (EPA) for partial funding in the amount of \$540,118 for the period 10/1/13 through 9/30/14 for the Air Quality Management, EPA Air Pollution Control Program, IO 10019.
Staff Representative: Ms. Dixon
2. Approve Notice of Subgrant Award from the Division of Public and Behavioral Health to provide funding in the total amount of \$113,000 for the period 03/29/14 through 03/28/15 (continuing grant) for the Tobacco Prevention and Control Program Grant, IO 10010; and if approved authorize the Chairman to execute.
Staff Representative: Ms. Buxton

3. Approval of amendments totaling an increase of \$9,512 in revenue and expense to the Ryan White Part B Grant Program (internal order # 11147) FY 14 budget.
Staff Representative: Ms. Buxton
4. Approve Interlocal Agreement between Washoe County Health District and Washoe County School District to open Point of Dispensing (POD) sites at Washoe County School District facilities in the event of a public health emergency; and if approved authorize the Chairman to execute.
Staff Representative: Ms. Buxton

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

9. Regional Emergency Medical Services Authority

Presented by Jim Gubbels, President, REMSA

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

Mr. Gubbels presented the report. Priority One compliance was 93 percent and Priority Two compliance was 97 percent. Eight-minute response was 92 percent, 15-minute response was 100 percent and the 20-minute response was 98 percent. Average Care Flight bill for the month was \$7,435, which brought the year-to-date average to \$7,915. The average Ground Service bill for the month was \$1,069, which brought the year-to-date ground average to \$1,067.

Dr. Hess moved to accept the REMSA operations report for March 2014. Councilmember Ratti seconded the motion which was approved five in favor and none against.

***B. Update of REMSA's Community Activities Since February, 2014**

Mr. Gubbels noted two articles attached to the report. The first was a feature from the Reno Gazette-Journal describing the accomplishments of Cindy Green, a REMSA paramedic and lead Education Coordinator. The second article was regarding three REMSA employees that had received Red Cross Real Heroes Awards for acts of heroism performed above and beyond what is required for their employment. The recipients were Elizabeth Gameros, George Reade and Matthew Dixon.

Mr. Gubbels noted that Kevin Romero had been offered and accepted the position of Vice President of Operations.

Councilmember Ratti stated she had had the opportunity to be a judge for the American Red Cross awards, had an opportunity to see the competition and commended REMSA staff for coming out on top. She also commended the work that the American Red Cross does behind the scenes every day and thanked them for taking the time to celebrate heroes.

10. Approval of the Health Fund Revenue and Expenditure Report for March, 2014

Staff Representative: Ms. Stickney

Ms. Stickney presented the report. She noted FY14 was going into the closeout phase. She stated she had nothing in particular to report but was happy to answer any questions.

Dr. Hess asked about a proposal for a contract for collection services. Ms. Stickney asked if she could address that in the FY15 report as it was a part of that budget. She noted one item had to do with Medicaid, that some staff members would be getting additional training. Also a specialty clinic had helped bring in some additional revenue which showed in the expenditure report.

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

11. Fiscal Year 2015 Budget Update with possible direction to staff

Staff Representative: Ms. Stickney

Ms. Stickney presented the report. She explained that what was provided in the packet was different from last month. The updated information demonstrates where the District expects to be financially and explains variances. The tentative budget has been submitted to the Department of Taxation. The information was updated from what had been presented to the Board of County Commissioners (BCC) because it included the anticipated General Fund transfer amount. Barring anything catastrophic, the amount should not change, and so is being used for budget planning purposes. It is not formal until the BCC has a public hearing on May 19, 2014. Once it is adopted by the BCC, the Health District budget becomes final and will be submitted on June 1, 2014.

Ms. Stickney reiterated that the Women, Infants and Children's program (WIC) had gone over to Community and Clinical Health Services (CCHS). She noted the opening fund balance for FY15 is expected to be higher due to vacancies being held open through the end of FY14.

Ms. Stickney addressed Dr. Hess' earlier question, explaining there had been a budget item for new software for the revenue management system. Additionally budgeted was the \$20,000 for the Community Health Assessment and the funding needed for new staff for Vital Statistics and to support regional Emergency Medical Services oversight.

Ms. Stickney explained to the Board that, once the budget is adopted, staff would provide them with updated project accounting sheets to provide them with more detail regarding the different budget line items.

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

Councilmember Ratti opined the working relationship with the County was far superior than it had been in the past. She personally thanked the County Manager and the BCC and asked Commissioner Jung to take that message back to them on her behalf personally, and hopefully as an expression of the full Board, that they are grateful for the working relationship and coming to a conclusion that they think will work for the citizens of Washoe County.

Commissioner Jung stated she would do that. She agreed the relationship and the commitment to the District Board of Health had changed tremendously.

Chair Smith noted it was a great budget and thanked everyone on the Board, the BCC and staff.

Councilmember Ratti acknowledged there was still challenging work to be done.

Ms. Stickney opined the Health District was in a good place with the Fundamental Review. There is a path forward and a good foundation to proceed from under Mr. Dick's leadership.

12. Affirm that Mr. Kevin Dick was Appointed to the Position of District Health Officer by a Vote of the District Board of Health on October 24, 2013; that October 24, 2013 Constitutes the Annual Evaluation and Merit Anniversary Date for Mr. Dick; that Mr. Dick's Appointment Shall Continue for a Period of One Year from October 24, 2013, and Automatically Renew for Successive Periods, as Deemed Appropriate by the Board, Based on Satisfactory Performance as per the Employment Agreement entered into by Mr. Dick and the Board.

Presented by Chair Smith

Chair Smith presented the report.

Commissioner Jung stated for the record she expected they would conduct an annual performance review at the Board level and that item would be placed on the agenda by the Health Officer.

Mr. Dick clarified that he had initiated the review process based on the initial April anniversary date. Through discussion with the Chair, it was decided that October was more appropriate.

Chair Smith moved to approve that Mr. Dick's annual evaluation and merit anniversary date will be October 24, 2013. Deputy District Attorney Admirand recommended that he move that the date be October 24 so that it could carry forward to each year.

Chair Smith restated his motion to approve that Mr. Dick's annual evaluation and merit anniversary date will be October 24 of each year. Commissioner Jung seconded the motion.

Councilmember Ratti asked if the motion should include the clause that stated the contract would automatically renew as deemed appropriate by the Board, based on satisfactory performance as per the employment agreement entered into by Mr. Dick and the Board. Ms. Admirand confirmed it should.

Chair Smith amended his motion to include the language as suggested and Commissioner Jung stated the seconder agreed. The amended motion was approved five in favor and none against.

13. Staff Reports and Program Updates

- A. **Epidemiology and Public Health Preparedness** - Communicable Disease – Influenza, Public Health Preparedness and Emergency Medical Services.
Staff Representative: Dr. Todd

Dr. Todd stated he had nothing to add to the report and was available for questions.

- B. **Community and Clinical Health Services** - Program Update – Sexual Health, Divisional Update, Program Reports.
Staff Representative: Mr. Kutz

Mr. Kutz referenced the handout he had provided to the Board members which was a draft Epi-Newsletter set to go out that covered STD Awareness Month. Regarding the Affordable Care Act, during the prior week a Certified Application Counselor from Social Services had been on site and met with three individuals to help them with signing up for Medicaid. Statewide to date, approximately 45,000 individuals who have selected qualified health plans.

Mr. Kutz stated his supervisors were meeting to find more ways to provide ways to integrate clinical services between programs.

Dr. Hess asked if other resources had been located to take over the home visitation services that the Health District would be discontinuing. Mr. Kutz explained staff had been in discussion with Social Services and hospital social workers. Mr. Dick has been speaking with Assistant County Manager Kevin Schiller and Interim Social Services Director Ken Retterath regarding this topic.

Councilmember Ratti asked if the editorial penned by District Attorney Dick Gammick in support of home visitation programs referred to the same programs that were being discontinued. Mr. Kutz stated that his understanding was that the editorial was in reference to the nurse-family partnership programs that had been entertained but not implemented a number of years ago.

Mr. Dick noted he, Mr. Schiller and Mr. Retterath had discussed the program. The next funding opportunity for that will be in 2016. The concept will be looked at when the opportunity comes around to see if the Health District is in a position to be able to apply for and for clients to benefit from it.

Councilmember Ratti asked if Mr. Gammick was aware the Health District would no longer have the program. She was concerned the County may be sending conflicting messages about what

services are available to the public. Mr. Kutz explained that the medically needy will still be receiving services through Social Services. Additionally, they have a medical unit so they do see the medically-fragile children. The hospital social workers are aware of the situation.

C. **Environmental Health Services** - Food Program, Land Development Program, Vector-Borne Disease Program, Waste Management Program, General Environmental and EHS Inspection Totals.

Staff Representative: Mr. Sack

Mr. Sack stated he had nothing to add to the report and was available for questions.

D. **Air Quality Management** - Air Quality Management Division, Air Quality Monitoring Activity, Planning & Monitoring Activity, Permitting Activity, Compliance/Inspection Activity, Permitting & Enforcement Activity, Enforcement Activity

Staff Representative: Ms. Albee

Ms. Albee stated she had nothing to add to the report and was available for questions.

E. **Administrative Health Services** - No report this month.

Staff Representative: Ms. Stickney

Ms. Stickney stated she had nothing to add to the report and was available for questions.

F. **District Health Officer** - REMSA/EMS, Fundamental Review, Budget, Permit Software Project, Healthy Community Conversation, Community Needs Assessment, Quality Improvement Initiative, Staffing, Other Events & Activities and Health District Media Contacts.

Staff Representative: Mr. Dick

Mr. Dick presented his report. He explained progress was being made on developing the REMSA franchise agreement (FA) and he hoped to present that to the Board for approval at the May meeting as well as the Interlocal agreement for the Regional Emergency Management Services (EMS) oversight.

Mr. Dick provided an overview of the dashboard created for the purpose of displaying progress on each of the Fundamental Review goals. Dr. Hess asked if it would be posted to the website and Mr. Dick stated it could be. His goal was to use it to provide a monthly update and he would provide more detailed update information on a quarterly basis.

Commissioner Jung asked why Item 6, regarding consideration of tiered levels of services for EHS programs and services, was noted as being in the Parking Lot or Not Recommended category. Mr. Dick replied it was dependent upon discussions with user groups and the regulated community, as well as defining true costs and establishing cost recovery methods through fees. Commissioner Jung opined that the Parking Lot and Not Recommended items should be designated separately.

Dr. Hess asked if the Board members would be receiving an outline of any changes to the current FA and EMS Interlocal. Mr. Dick explained a draft FA had gone to the County and City managers and comments were requested by close of business on April 25, 2014 so that the comments could be addressed and a final draft document available for a meeting with the EMS Executive Committee on Friday, May 2, 2014. The full EMS working group will also meet that day. The final agreement will be provided to the Board at the May meeting. Mr. Dick offered to meet with any Board members that would like to go over the agreement prior to that. He will provide the document to the members prior to meeting with them individually.

Councilmember Ratti opined it would be helpful if the sections of the FA could be noted with how they aligned with the Tri-Data recommendations. Mr. Dick agreed it was a good idea and committed to attempting to do so.

Mr. Dick announced Ms. Stickney's resignation, effective August 8, 2014. He congratulated her and thanked her for her 20 years of service in support of the Health District. He noted they were

working on a succession plan and that she had chosen the August date because she felt that would be the best time of the year to transition the budget process over to whoever takes her place.

14. Board Comment

None.

15. Emergency Items

None.

16. *Public Comment

None.

17. Adjournment

At 1:51 p.m., Councilmember Ratti moved to adjourn. Dr. Hess seconded the motion which was approved five in favor and none against.

Respectfully submitted,



Kevin Dick
District Health Officer



Dawn Spinola, Administrative Secretary/Recording Secretary

Approved by Board in session on May 22, 2014.