

Washoe County District Board of Health Meeting Minutes

Members

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

**Thursday, January 25, 2018
1:00 p.m.**

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

1. *Roll Call and Determination of Quorum

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

The following members and staff were present:

Members present: Kitty Jung, Chair
Dr. John Novak, Vice Chair
Oscar Delgado (arrived 1:07 p.m.)
Michael Brown
Tom Young
Dr. George Hess
Kristopher Dahir

Members absent: None

Ms. Rogers verified a quorum was present.

Staff present: Kevin Dick, District Health Officer, ODHO
Leslie Admirand, Deputy District Attorney
Charlene Albee
Steve Kutz
Chad Westom
Dr. Randall Todd
Brittany Dayton
Christina Conti
Catrina Peters
Heather Kerwin

2. *Pledge of Allegiance

Mr. Chad Westom led the pledge to the flag.

3. *Public Comment

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

4. Approval of Agenda

January 25, 2018

It was confirmed that item 6D would be pulled from the agenda.

Mr. Brown moved to approve the agenda, with the removal of item 6D, for the January 25, 2018, District Board of Health regular meeting. Dr. Novak seconded the motion which was approved unanimously.

5. Recognitions

A. Promotions

- i. Sonya Smith, Public Health Nurse I to Public Health Nurse II, 12/14/2017 - CCHS

Ms. Smith was not in attendance.

- ii. Briana Johnson, Environmental Health Trainee to Environmental Health Specialist, 1/11/2018 - EHS

Mr. Dick informed that Ms. Johnson was one of the Environmental Health Trainees that the Health District is so proud of to have passed their Registered Environmental Health Specialist examination the first time. He informed that, in order to become an Environmental Health Specialist, one must pass the exam and have served as a trainee for a set period of time. Mr. Dick congratulated Ms. Johnson on her accomplishment.

- iii. Ellen Messenger-Patton, Environmental Health Trainee to Environmental Health Specialist, 1/11/2018 - EHS

Ms. Messenger-Patton was not in attendance.

B. New Hires

- i. Jeff Jeppson, from EHS Vector to Air Quality Specialist, 1/8/2018 – AQM

Ms. Albee informed that Mr. Jeppson was hired through the open recruitment process by testing and interviewing for the position of Air Quality Specialist, and that he succeeded in being the top ranked applicant. He had previously been employed in the Vector Program in Environmental Health. Ms. Albee stated that his inspection skills are apparent and that they are very appreciative of the training he received in EHS. Ms. Albee expressed they were extremely pleased Mr. Jeppson has taken interest in air quality and welcomed him to the Air Quality Management Division.

- ii. Sheila Juskiw, Advanced Practice Registered Nurse, 1/22/2018 – CCHS

Ms. Juskiw was not in attendance, but Mr. Dick informed that she will be introduced at the February District Board of Health Meeting.

C. Years of Service

- i. Cynthia Arredondo, 5 years, hired 1/23/2013 – CCHS

Ms. Arredondo was not in attendance.

- ii. Diane Freedman, 25 years, hired 1/25/1993 – CCHS

Mr. Dick informed that Ms. Freedman was not able to be in attendance today, but expressed that she is a phenomenal employee in the Tuberculosis Clinic, and congratulated her on her twenty-five years at the Health District.

6. Consent Items

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

A. Approval of Draft Minutes

- i. December 14, 2017

B. Budget Amendments/Interlocal Agreements

- i. Retroactive approval of Award from the Association of Food and Drug Officials (AFDO) for the period January 1, 2018 through June 30, 2018 in the total amount of \$3,000 in support of the Environmental Health Services Division (EHS) Food Retail Standards Program – Dog Friendly Outdoor Patio Sign Project, IO 19078; and if approved, authorize the District Health Officer to execute the Agreement.
Staff Representative: Patsy Buxton
- ii. Retroactive approval of Award from the Association of Food and Drug Officials (AFDO) for the period January 1, 2018 through October 31, 2018 in the total amount of \$2,914 in support of the Environmental Health Services Division (EHS) Food Retail Standards Program – Western Association of Food and Drug Officials (WAFDO) Conference and FDA Pacific Region Retail Food Seminar Project, IO 11467; and if approved, authorize the District Health Officer to execute the Agreement.
Staff Representative: Patsy Buxton
- iii. Approve a Subgrant Award from the State of Nevada Department of Health and Human Services, Division of Public & Behavioral Health retroactive to January 1, 2018 through September 30, 2018 in the total amount of \$50,000 (no required match) in support of the Community and Clinical Health Services Division (CCHS) HIV Prevention Program IO# 11413; and authorize the District Health Officer to execute the Subgrant Award.
Staff Representative: Nancy Kerns-Cummins
- iv. Approve a Subgrant Award from the State of Nevada Department of Health and Human Services, Division of Public & Behavioral Health retroactive to January 1, 2018 through December 31, 2018 in the total amount of \$72,449 (no required match) in support of the Community and Clinical Health Services Division (CCHS) HIV Surveillance Program IO# 10012 and authorize the District Health Officer to execute the Subgrant Award.
Staff Representative: Nancy Kerns-Cummins
- v. Approve a Notice of Subgrant Award from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health in the total amount of \$109,099 (no required match) retroactive to January 1, 2018 through December 31, 2018 in support of the Community and Clinical Health Services Division (CCHS) Tuberculosis Prevention and Control Program, IO# 10016 and authorize the District Health Officer to execute the Notice of Subgrant Award.
Staff Representative: Nancy Kerns-Cummins
- vi. Approve a Notice of Subgrant Award from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health in the total amount of \$129,630 (no required match) retroactive to January 1, 2018 through December 31,

2018 in support of the Community and Clinical Health Services Division (CCHS) Sexually Transmitted Disease Prevention and Control Program IO# 10014 and authorize the District Health Officer to execute the Notice of Subgrant Award.

Staff Representative: Nancy Kerns Cummins

- vii. Accept Subgrant Amendment #1 from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health, retroactive to March 29, 2017 through March 28, 2018 for an additional amount of \$12,346 (no required match) in support of the Community and Clinical Health Services Division (CCHS) Tobacco Prevention and Control Program IO# 11238; and if approved, authorize the District Health Officer to execute the Subgrant Amendment.

Staff Representative: Nancy Kerns Cummins

- viii. Approve a Subgrant Award from the State of Nevada Department of Health and Human Services, Division of Public & Behavioral Health retroactive to January 1, 2018 through December 31, 2018 in the total amount of \$287,496 (no required match) in support of the Community and Clinical Health Services Division (CCHS) HIV Prevention Program IO# 10013 and authorize the District Health Officer to execute the Subgrant Award.

Staff Representative: Nancy Kerns Cummins

- C. Approve the modification of the Community and Clinical Health Services Fee Schedule to add Human Papillomavirus (HPV) Genotype (16 18 45) Testing. – **(For possible action)**

Staff Representative: Nancy Kerns Cummins

- D. Approve Agreement between the Washoe County Health District and Keep Truckee Meadows Beautiful in the amount of \$100,000 for the period January 25, 2018 through December 31, 2018 in support of the Recycling and Solid Waste Management Plan program activities; Approve FY18 Purchase Requisition #3000034667 issued to Keep Truckee Meadows Beautiful in the amount of \$100,000 on behalf of the Environmental Health Services Division of the Washoe County Health District; and if approved, authorize the Chair to execute the Agreement. - **(This item was pulled from the agenda)**

Staff Representative: Patsy Buxton

- E. Approve donation of five (5) Dell Latitude E6520 laptops with a current market value estimated at \$-0- to Amateur Radio Emergency Service (ARES). – **(For possible action)**

Staff Representative: Patsy Buxton

- F. Recommendation for the Board to Uphold Notice of Violation Citation No. 5994 Issued to Sandra Nimmo, Case No. 1199, for a violation of the District Board of Health Regulations Governing Air Quality Management with a \$3400.00 Negotiated Fine. - **(For possible action)**

- i. Sandra Nimmo, Case No. 1199, Notice of Violation No. 5594

Staff Representative: Charlene Albee

- G. Request to provide a 60 day continuance from January 25, 2018 to March 25, 2018, to the temporary program in which septic repair fees are not collected on single family homes affected by Swan Lake (and the immediate vicinity) flooding in Lemmon Valley, in the instance where verification is provided in writing by the insurance carrier that permit cost for repairs is not covered by the applicable insurance policy as approved on May 25, 2017. This action applies to the owner of record as of February 1, 2017, on the following

Assessor Parcel Numbers, with a building permit application deadline of July 1, 2020 or Washoe County Health District (WCHD) permit application deadline of March 25, 2018: (APN 086-303-18, 086-303-19, 086-303-22, 086-305-02). All associated costs will be covered through the Health Fund Account. - **(For possible action)**

H. Acknowledge receipt of the Health Fund Financial Review for December, Fiscal Year 2018 – **(For possible action)**

Staff Representative: Anna Heenan

Chair Jung instructed that, for approval of the Consent Items, it needs to be noted that item number 6D is pulled from consideration at this time.

Dr. Novak moved to accept the Consent Agenda with the exception of item number 6D. Mr. Delgado seconded the motion which was approved unanimously.

- 7. Review, discussion and possible adoption of the Business Impact Statement regarding Proposed Revisions to the District Board of Health Regulations Governing Air Quality Management, Section 040.080 (Gasoline Transfer And Dispensing Facilities) with a finding that the revised regulations do not impose a direct and significant economic burden on a business; nor do the revised regulations directly restrict the formation, operation or expansion of a business; and set a public hearing for possible adoption of the proposed revisions to the Regulations for February 22, 2018 at 1:00 pm. – **(For possible action)****

Staff Representative: Charlene Albee

Ms. Albee informed that this Business Impact Statement had previously been submitted to and adopted by this Board, but in preparation for submittal to EPA, it was noted that this item should have been published three times and had been published only two. Legal counsel instructed Ms. Albee to re-publish the item three times as required. Ms. Albee stated that there have been no changes to the Business Impact Statement since it was first presented to the District Board of Health, and stated that she was available to answer any questions.

Mr. Dahir inquired if there was a hardship to the gas stations as a result of this item.

Ms. Albee informed it was their understanding that the industry has wanted regulations changed in this manner for years. She explained that when the Phase One and Phase Two Gasoline Vapor Recovery Systems were implemented, that Phase Two would be an interim measure until 75% of a location's fleet of vehicles were equipped with vapor recovery. The EPA published a memo in 2014 that the 75% threshold had been attained nationwide and Phase Two could be removed. Ms. Albee stated that this step has been delayed until it could be proved that Washoe County's fleet was also at the 75% threshold. With that confirmed, Air Quality Management was confident there would not be an increase in emissions and so would now proceed with the removal of Phase Two.

Dr. Novak moved to adopt the Business Impact Statement regarding Proposed Revisions to the District Board of Health Regulations Governing Air Quality Management. Mr. Dahir seconded the motion.

Ms. Admirand directed the Board to include setting the hearing date on the Regulations for February 22, 2018.

Chair Jung inquired if Dr. Novak and Mr. Dahir agreed with that addendum to the motion and second. Both Board Members agreed, and the vote carried unanimously.

8. Regional Emergency Medical Services Authority

Presented by: JW Hodge

A. Review and Acceptance of the REMSA Operations Report for December, 2017 – **(For possible action)**

Mr. Hodge stated there was nothing to add to the report, and that he was available to answer any questions.

Dr. Hess moved to accept the REMSA Operations Report for December, 2017. Mr. Brown seconded the motion which was approved unanimously.

B. *Update of REMSA's Public Relations during December, 2017

Mr. Hodge had nothing to add to the Operations Report, and stated that he was available to answer any questions.

9. Presentation, discussion and possible approval of the Regional Emergency Medical Services Authority (REMSA) Franchise Compliance Report for the period of 7/1/2016 through 6/30/2017. – **(For possible action)**

Staff Representative: Brittany Dayton

Ms. Dayton informed that the District Board of Health receives a staff presentation and recommendation annually for possible action on REMSA's Franchise Compliance Report for the previous fiscal year. This report is an assessment of REMSA's adherence to the terms of the Amended and Restated Franchise Agreement for Ambulance Service. She stated that REMSA was found to be in full compliance with the agreement, and that staff recommends that the Board to find REMSA in compliance with the terms of the Franchise Agreement for FY16-17. She stated that she would be happy to answer any questions.

Mr. Brown moved to approve the Regional Emergency Medical Services Authority (REMSA) Franchise Compliance Report for the period of 7/1/2016 through 6/30/2017. Dr. Novak seconded the motion which was approved unanimously.

10. *Regional Emergency Medical Services Advisory Board January Meeting Summary

Staff Representative: Christina Conti

Ms. Conti informed the EMS Advisory Board Meeting was held in early January, and that the CAD to CAD update was shared in the EMS Advisory Board Update. She informed there are two data reports included in her report for the DBOH in response to special requests from the EMS Advisory Board.

Regarding the Five-Year Strategic Plan, Ms. Conti stated that the EMS Oversight Program completed an Automatic Vehicle Location (AVL) Survey. This survey had been sent to all of the Chiefs to determine their status and capabilities with AVL, and she informed the results had been included in the DBOH Meeting packets for their review.

Ms. Conti informed that the EMS Advisory Board had approved another project to determine steps necessary for regional AVL Dispatching. She stated that she has been in contact with GIS regarding this project, and that they are working on it, as well.

Ms. Conti stated that the results of the survey regarding electronic patient record platform being used by regional agencies was also included in her report.

Mr. Dahir stressed that a regional approach to Emergency Medical Services is of the utmost importance.

At the EMS Advisory Board Meeting, Mr. Dick informed that the Fire Chiefs from Truckee Meadows Fire, Sparks Fire, REMSA President and CEO, and Chief Nolan from Reno Fire Department all spoke in recognition of improvements that are important for EMS

dispatch. He explained that some challenges to achieving this goal are technical issues regarding AVL and issues regarding consolidation of dispatches. He informed that Chief Moore had addressed this issue with the Truckee Meadows Fire Protection District Board and on Face the State, and that it is encouraging to see the forward progress from the work invested in the Regional EMS Oversight Program.

Chair Jung inquired if the regional emergency responders have AVL installed on their fleet. Ms. Conti had the slide for the AVL Survey results displayed, and reviewed the results with the Board. Chair Jung inquired if Ms. Conti had communicated with these agencies to review what would be necessary for them to have AVL capability, and expressed concern that, without this technology, the responder closest to an emergency is not being dispatched. Ms. Conti explained that AVL dispatching is a long term goal in the EMS Strategic Plan for the region due to technological issues, fiscal impact, and jurisdictional decisions. She informed the project she had been tasked with is that of an unbiased review of steps necessary to accomplish AVL dispatch which includes GIS doing a door-to-door drive time analysis, and that results would be provided to the governing bodies to base decisions upon.

Chair Jung stated that she hoped Councilmen Kristopher Dahir and Oscar Delgado would take this back to their jurisdictions. She opined that this project needed to be completed sooner than later with the dispatches being consolidated, with all jurisdictions having the same software to allow the closest provider to respond in emergencies. Chair Jung stated she would take this message back to the Truckee Meadows Fire Protection District Board.

Ms. Conti informed that the report of the EMS Oversight Program would not be a deep dive into the consolidation of dispatch; but that it would be to inform on possible steps to have AVL dispatching occur. She stated that it is their intention to have this report complete by the next EMS Advisory Board Meeting for them to review and either recommend this proceeds forward to the three jurisdictions and the District Board of Health, or have the Oversight Committee provide them with more information. A follow up report to the DBOH will be heard in at the April meeting.

Chair Jung requested Ms. Conti inform the EMS Advisory Board of her strong feelings on expediting AVL dispatching.

Mr. Delgado expressed his agreement with Chair Jung and looked forward to identifying the obstacles for AVL dispatching with Reno Fire Department, to provide that information to the Reno City Council and to move toward completing the project.

Mr. Dahir opined that it is important for the details to be known in order to make informed decisions and chose the best path forward together as a region.

Chair Jung informed that the Master Plan for Fire information has been available for ten and one half years and opined it was time to push forward with completing the project. Mr. Dahir stated he had not seen this information, but would like to.

Chair Jung stated that if the County had to take over the project, they would.

Mr. Dahir stated he did not believe that all of the jurisdictions had the same perspective as they do now, and with the perspective that they have now, he opined that they are more ready to move forward. He stressed that it is wise that all the information is known by the jurisdictions to progress in the most effective way, and at the quickest pace possible.

11. *Disaster Preparedness in Washoe County

Staff Representative: Christina Conti

Ms. Conti informed that this presentation is in response to the requests of Dr. Novak and Dr. Hess. She informed that in October, Dr. Novak had requested information on the regional plans for Disaster Preparedness that are in place. In December, Dr. Hess had requested information on the health care coalition response plans, and this report is intended

to provide information on both.

Ms. Conti stated that an important point concerning emergency planning for non-electeds to know is that there are many emergency managers that are working hard for our region. She detailed the resources within the area, and informed that they all work together to integrate planning.

Ms. Conti explained that the Regional Emergency Operations Plan (REOP) is a document covering five jurisdictions, that having a larger response plan was beneficial to the whole, and that each jurisdiction would have their own operational plan associated with the REOP. She stated that other Annexes of the REOP are the Hazard Mitigation Plan which is a five year plan for mitigation of emergencies, the Hazardous Materials Plan includes the Triad Teams and Fire Partners for hazardous responses, and Continuity of Operations plans for continued governmental operation in the event of disaster.

Ms. Conti stated that the Mass Fatality Response Plan is also a regional plan that is housed at the Medical Examiner's Office. She informed that this includes a Family Assistance Center Annex.

Ms. Conti stated the Department Emergency Operations Plan approved by DBOH at the last meeting is an overarching plan that covers operations in the event the Health District is activated to support in an emergency and detailed the annexes within that plan.

Ms. Conti reviewed the plans that the District Board of Health approved specifically for the region, such as the Multi-Casualty Incident Plan and the two annexes associated with it. She stated that they are working to include an MCI Alpha Plan which would be required for a multi-location incident or one that is larger than the MCI Plan is designed to cover. She informed this concept came from the EMS Today conference attended by both she and Ms. Dayton, and it has been incorporated to improve the plan which is in review and draft form.

Ms. Conti explained the MCI Plan outlines what will happen in a mass casualty event and reviewed the triggers that would launch the Plan. If there are ten or more patients, the MCI Plan is immediately activated, but there are certain circumstances in which less than ten can trigger activation.

Ms. Conti informed that the Plan outlines notifications including those to hospital and regional response partners by utilizing a call down tree. The District Health Officer is immediately informed, and it activates the employees who do patient tracking at the Emergency Operations Center.

The Triage Procedures and Hospital Baseline Numbers are outlined in the MCI Plan. Ms. Conti explained that the Hospital Baseline Numbers are a set number of patients that the hospital has committed to care for when an MCI has been declared. This allows for seamless transport of patients in the initial stages of an incident.

Ms. Conti informed that the Communication Plan is also outlined in the MCI Plan, whereby all agencies would tune to the same radio frequency to allow communication.

Documentation is also outlined, and Ms. Conti stated that Washoe County Emergency Management led the initiative to develop a new Triage Tag System after the state-developed system was not successful at the Air Races incident.

Ms. Conti informed that the Family Service Center Annex is a new annex for the MCIP, and is the portion of the Plan that manages the emotional component of an incident by providing compassionate care to the family members of the missing, injured or deceased.

Another component of the Plan is the Mutual Aid Evacuation Annex, which provides for evacuation from healthcare facilities in Washoe County, including Skilled Nursing, Long Term Care and Mental Health facilities. Ms. Conti informed that the Evacuation Tag System has been modified by the medical professionals of the region to be specific for Washoe

County. She noted that is an indicator of the involvement of the healthcare partners in Washoe County.

Ms. Conti detailed the Inter-Hospital Coordinating Council Response Guidelines, noting that each hospital has to have their own internal emergency response plan. She informed that Washoe County's Regional Coalition is also not designed as a response coalition, that they have a seat at the EOC and are part of the planning processes, but like the IHCC, they have their role to fill with an information/coordination piece with the EOC.

Regarding the Statewide Medical Surge Plan, Ms. Conti informed that Washoe County helped take the lead for the design of this Plan based on Washoe County plans, and that it covers the West Region of Nevada. The Statewide Medical Surge Plan would be utilized if the impact of an incident was widespread throughout the region.

Dr. Novak stated he was pleased with the review of Washoe County Disaster Preparedness Plans, and that these plans are what the region needs in event of a major incident. He also expressed he was pleased the region is working on an Alpha Protocol for major disasters and in the overall progress in preparedness for the region. He commended Ms. Conti and Ms. Dayton and all of the EMS staff for the tremendous amount of work invested and all that is yet to be done. Ms. Conti stated that she would pass that along to their partners.

Mr. Young inquired what constitutes a pandemic. Dr. Todd began by explaining when there are more cases of a disease than is expected it is called an outbreak or an epidemic. A pandemic is an extremely widespread epidemic, often covering multiple continents simultaneously.

Mr. Dahir informed that Ms. Conti presented at a Rotary meeting recently, and opined that when information is shared on Disaster Preparedness it increases the feeling of safety. Because of that, he stressed the importance of making this information widely and readily available to underscore the efforts of local governments and partners working diligently to be ready to care for the populace should it become necessary.

Chair Jung thanked Ms. Conti for her work.

12. Review and possible approval of 2018-2020 Community Health Needs Assessment – (For possible action)

Staff Representative: Catrina Peters

Ms. Peters introduced Ms. Kerwin as Washoe County Health District's part-time statistician, and explained that over the past year she has crafted the Community Health Needs Assessment (CHNA). She explained that this document incorporates a tremendous amount of data to clearly define what the current health needs are in our community.

Ms. Kerwin introduced herself as Community Health Needs coordinator and author and reminded that the purpose and outcomes of the CHNA was to identify health needs within geographically defined area. She informed that, although Renown collaborated in this endeavor, the CHNA is restricted to data from Washoe County.

Ms. Kerwin informed that assets such as infrastructure, partners and relationships were identified within the community and incorporated into the report, and that the purpose of the report was to inform the community decision makers and leaders and act as the framework for the Washoe County Community Health Improvement Plan.

Ms. Kerwin stated that the CHNA includes three sections. The first section includes the 250 health indicators which are the statistics derived from outside surveys and the local community survey. The second section includes community strengths, assets and opportunities for improvement, and defines how agencies work together and the community's understanding of resources available to them. Section three is the ranking and

prioritization of health needs and topics; important as a guideline to use the information contained in the report to create an effective plan.

Ms. Kerwin detailed the Areas of Improvement and Areas of Concern, and informed the items in her presentation marked with asterisks are indicators used by the widely known Robert Wood Johnson Foundation County Health Rankings. She informed that the Health District hosts the annual forum for the Northern Nevada County Health Rankings.

Ms. Kerwin explained that the best chance for positive impact to the community is the intersection between results from exterior surveys and the results of the community survey, and explained the ranking process used to score that data.

Mr. Delgado stated it was exciting to have this platform to work from to improve public health in conjunction with other providers in the community, and stressed that it is essential for the next three years of work in collaboration with Renown. He inquired if the Health District knows what the focus areas of Renown's Community Benefit Plan will be. Ms. Kerwin stated that, in the collaborative effort, some of the community partners inquired why would there be two plans for the region. She informed that the Community Health Improvement Plan (CHIP) is the community's single improvement plan, while Renown has determined that it's best that their Community Benefit Plan aligns with the CHIP.

Mr. Delgado inquired how Renown would be contributing to the community and what their resources are. Ms. Kerwin informed that the Community Benefit Plan does have monies to disseminate throughout the community for conducting action plans related to the health topics.

Mr. Delgado inquired when the Community Benefit Plan would be created and if the DBOH would receive an update as to its content and how their resources would be directed. Ms. Kerwin responded that the Plan is in the works. Mr. Dick informed that his monthly report includes an update to the CHIP, and that an update on the Community Benefit Plan should be available from Renown as it progresses.

Mr. Delgado thanked Ms. Kerwin for providing the Community Health Needs Assessment and acknowledged the extreme effort it took to produce it. Ms. Kerwin stated that it couldn't have been done without the full two pages of acknowledgements included in the report, and expressed her thanks to all of them.

Dr. Novak expressed it appeared by the needs that emerged from the CHIP that they may have been influenced by the media and inquired if there was any way to track that type of influence. Ms. Kerwin informed that type of influence could not be measured.

Dr. Novak moved to approve the 2018-2020 Community Health Needs Assessment. Dr. Hess seconded the motion which was approved unanimously.

13. *Staff Reports and Program Updates

A. Air Quality Management, Charlene Albee, Director Program Update, Divisional Update, Program Reports

Ms. Albee informed that she would be travelling to Washington DC during the week of January 29th. She stated that the new administration of the Environmental Protection Agency has contacted the National Association of Clean Air Agencies (NACAA), and that NACAA would be meeting with the Administer and his Deputy on Wednesday the 31st. She informed that she would provide an update in her next monthly report.

Ms. Albee stated that Cooperative Federalism would be one discussion, discovering what it will mean for state and local governments to take on functions previously held by the EPA and what budget impacts that will have.

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

Divisional Update – 2017 Year in Review; Data & Metrics; Program Reports

Mr. Kutz stated that, in regards to his report's year-end review of 2017, he wanted to express how grateful he is to work with his fantastic staff, for the internal support from other Divisions, and the support of Mr. Dick, the District Health Officer.

C. Environmental Health Services, Chad Westom, Director

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

Mr. Dahir stated the Board has been informed of the good job Mr. Westom has been doing and thanked him for his expertise and efforts.

Mr. Westom thanked Mr. Dahir for his comments and stated that the Environmental Health Division would keep pressing forward to achieving positive outcomes. He expressed his thanks to the Board and to the District Health Officer, Mr. Dick, and stated that it was a pleasure to work at the Health District.

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

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

Dr. Todd informed one update to his report concerned the Altmetric report on the paper written by Dr. Chen and Dr. Todd and published in the Morbidity and Mortality Weekly Report (MMWR). He reminded the Board that, at the beginning of 2017, there had been a case of Metallo Beta Lactamase-Producing *Klebsiella pneumoniae*. He stated that the paper's Altmetric rating is currently 2,088, which is in the top one hundred for the year at number 78 out of 2.2 million published reports. Dr. Todd explained that the only other MMWR article that ranked in the top one hundred was ranked 44th and was on Opioid Involved Deaths.

Dr. Todd updated the influenza portion of his report with week three statistics that had just been received. He informed that the weeks of the flu season were counted from the 40th week of the preceding year to the 20th week of the current year, and in the current year the first week of January would be week one. He informed there were 290 patients with influenza type illness (ILI) reported in the third week by the 12 participating providers, with percentages increasing from the prior week.

Dr. Todd informed there were nineteen death certificates received for week three that listed either pneumonia or influenza as a factor contributing to the cause of death.

Dr. Todd reviewed the presentation prepared in response to Chair Jung's request, and compared influenza geographic mapping nationwide for the last five years shown at the most wide-spread point of each year. The map for 2018 at week two showed widespread influenza in every state of the continental United States, this year being the worst in the five years covered in his report. Dr. Todd also reviewed the percentage of people per state that had been vaccinated for influenza in the previous five years; the results showed Nevada as the lowest percentage in all but in the 2014-2015 flu season, in which it was second to last.

Chair Jung thanked Dr. Todd for his in-depth report and opined that possible reasons for the low immunization rate in Nevada could be the high population of retirees and possible reluctance of that age group to being immunized. Dr. Todd stated that is hard to know, but that the low immunization rate in Washoe County is not for the lack of trying.

Chair Jung agreed that was so, and opined that submitting a Bill Draft Request (BDR) to the state supporting the public receiving immunization for influenza would be beneficial due to the cost in productivity, to say nothing of lives lost.

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

District Health Officer Report – Water Projects, FY19 Budget, Strategic Planning Update, Public Health Accreditation, Quality Improvement, Community Health Needs Assessment, Community Health Improvement Plan, Truckee Meadows Healthy Communities, Other Events and Activities and Health District Media Contacts.

Mr. Dick opined that there has been good progress made regarding Water Projects Plan Review. He stated that the Division of Environmental Protection has engaged the working group in the discussion of potential changes to the Nevada Administrative Code.

Mr. Dick informed that Mr. Westom and he had attended the Reno Building Enterprise Fund Advisory Committee Meeting last month where Mr. Dan Holly, Building and Safety Manager, had passed out a chart showing the various departments conducting plan review and how they were performing against the City of Reno’s 10-day goal for plan review. He stated that the Health District was the only agency that had met that goal.

Mr. Dick informed that he and Mr. Westom reported out on the work in progress to continue to address water plan review issues. He stated that Councilman McKenzie is the liaison for that committee and that he expressed his appreciation for the work the Health District was doing.

Mr. Dick informed that there have been two meetings in January with the Truckee Meadows Healthy Community (TMHC) Steering Committee, and that TMHC will develop the Community Health Improvement Plan as previously discussed with the Board.

He explained that, as they were discussing priorities in the first meeting, it was suggested they review the County Health Rankings to see where their measures for a healthy county align with the CHNA priorities, and that Ms. Kerwin and Ms. Peters worked diligently to pinpoint those similarities.

Mr. Dick informed that a meeting was held on the 24th of January to again discuss the priorities and focus areas for the Community Health Improvement Plan (CHIP). Discussed was the concept of creating the CHIP as Version 1.0; to begin with priority areas and build action plans around those while leaving open the opportunity to include additional priorities and action plans as it evolves. He stated that they also want to leave open the possibility of refining the action plans, adding new initiatives under a focus area, etc., and thereby creating a “living document” with succeeding versions as the CHIP grows and develops.

Mr. Dick informed that they had selected two priority focus areas for development of action plans under the CHIP at the January 24th meeting. He stated that those two areas were under Socio-Economic Determinates; Housing and Homelessness and Behavioral Health and Substance Abuse.

Mr. Dick addressed Mr. Delgado’s inquiry from the CHNA presentation regarding Renown and their Community Health Benefits Plan by stating that, the reason for moving quickly with the CHIP at Version 1.0 is that Renown has IRS-associated timeline constraints and is hoping to use the CHIP as a guideline for their own plan. He explained that the Community Benefits funding invested in the community will then be guided by the action plans developed for the CHIP. Mr. Dick informed that the goal is for the two plans to align to create the biggest impact for the community.

In relation to the Behavioral Health and Substance Abuse area identified for the CHIP, Mr. Dick informed that he and other members of TMHC Steering Committee were appointed to the Regional Behavioral Health Policy Board, which may present opportunities. He informed that a BDR would be presented by this Policy Board and that Ms. Ratti is the Legislative Representative for this Board. Mr. Dick noted that Mr. Hodge of REMSA who was in attendance at this DBOH Meeting had also been appointed to this Regional Behavioral Policy Board.

Mr. Dick stated that the State Attorney General has just established the Nevada Substance Abuse Working Group, and informed that Chair Jung and he had been appointed to that Group. He opined that their association with the newly-formed Group could provide opportunity for them to influence policy in this initiative.

Mr. Dick noted that the Food Protection Hearing and Advisory Board (FPHAB) met on December 20th to consider the Pignic Pub & Patio request for variance. He informed that the FPHAB provided a recommendation to him that the District Board of Health provide a variance to operate within their business model of the customer providing their own food to barbeque at their establishment. Mr. Dick informed that he did provide that variance with a number of conditions included that were recommended by the FPHAB to provide methods for the Health District to assure food safety in that environment.

Mr. Dick reminded the District Board of Health Members that, at the December meeting, Mr. Clark of Pignic had provided an update wherein he stated that Pignic is the only business of its kind in the United States that he had been able to find record of, and now the Washoe County Health District is the only agency who provides oversight for an innovative business with this unique business model.

Noted in his activities for this month, Mr. Dick informed of a meeting he had with Pignic's owners and Mr. Clark to discuss compliance issues both past and present that could have resulted in additional enforcement action. Mr. Dick informed them that, being an innovative business and the Health District having a new variance and regulatory approach, he wanted to focus on making things work moving forward. He stressed the importance of the Health District being closely engaged with Pignic as well as Pignic being closely engaged with the Health District, and for the two entities to be working cooperatively. Mr. Dick informed Pignic that the Health District would be at their facility frequently to assure their operation was working as it was intended to be. He stressed to Pignic that this in no way was retaliation or harassment of any sort, but that it was necessary for the Health District to effectively do their job in relation to their innovative business model. He also informed them that the results of this business model and its oversight could be used as a model across the nation. Mr. Dick informed that Pignic had been in contact with the National Association of County and City Health Officials who informed that there are no other permits issued for a facility with an operation such as theirs.

Mr. Dick informed the Board that there had been an article in "This is Reno" that was published regarding Pignic and the Health District on the 22nd of January wherein the article incorrectly attributed statements to Mr. Dick in a text conversation that he was not a part of. He stated that Ms. Admirand had provided the information on the text exchanges, identified who the participants were, and that the list did not include Mr. Dick. Mr. Dick informed that the Health District sent "This is Reno" a correction.

Mr. Dick informed that they had also sent "This is Reno" a correction regarding their statement that there were problems with the Health District's Public Records Request Policy. The correction informed them that the Health District uses Washoe County's

Public Record Request Policy and so those problems are not directly attributable to the Health District.

Mr. Dick stated that he did not believe as of this meeting time that the article had been corrected, but that “This is Reno” had placed the Health District’s comments in the comment string of their website.

Dr. Hess informed that he was quite anxious about the potential for health issues arising from Pignic’s unique operation. Mr. Dick expressed that he and staff share his concern and that is the reason he had made it clear to Pignic that their operation would be under close observation, while reiterating that the Health District’s motive was simply to provide for public safety and was not retaliatory in nature.

Mr. Dick also expressed that if there is negative media written about the Health District because of regulatory action on a food establishment it is responsible to oversee, it will not deter either him or staff from doing their jobs, and they will assure that the business is operating properly and fulfilling the Health District’s responsibility to protect public health.

Dr. Novak inquired if there was a time limit on the variance. Mr. Dick informed there is no time limit, but the conditions included in the variance, if breached, can result in the variance being reversed and the permit revoked.

Mr. Young complimented the Board and those involved in this issue for their work and opined that this is difficult due to the potential for liability because of the “home cooking” model that Pignic has. He stated we should applaud the Health District for moving forward and allowing Pignic the opportunity to make a success of their business model. He opined it was a good challenge.

Mr. Dick shared a photograph with those present of a Wolf Pack Coffee Mixer with the UNR School of Community Health Sciences that had been held on Friday, January 19th in the Health District’s Conference Rooms. He informed that the Wolf Pack would play Boise State on the following day and, fortunately, the Pack won that basketball game. Employees were encouraged to wear their Wolf Pack attire and the School of Community Health Sciences graciously provided coffee and breakfast snacks. Mr. Dick informed that Dr. Trudy Larsen provided a presentation and update on the School of Community Health Sciences, the elevation of the school within the University, and that she had been established as the Dean. Dr. Larsen spoke on professional development course opportunities for Health District staff which includes courses provided by the Public Health Training Center, and an online MBA program. Mr. Dick opined that this is a great partnership between the Health District and the School of Community Health Sciences and that it provides for Workforce Development as is outlined in the Strategic Plan. He expressed that he was thankful for this great resource for the Health District and will work to utilize their benefits as much as possible.

13. *Board Comment

Mr. Young informed that they had initiated the We Order Well (WOW) program at his business, the Great Basin Brewery. He stated that this is a great program to give his patrons healthier meal choices and opined the Health District has done a wonderful job promoting that program.

Chair Jung requested Mr. Young to make an announcement of the event at his brewery that evening for Conscious Containers from Truckee, CA. He informed that the group supports returning to the washable beer bottles due to the lack of options to recycle glass. He stated that the event is in collaboration with and a fund raiser for Keep Truckee Meadows Beautiful (KTMB) and provides prizes for persons bringing in empty cases of

bottles. Mr. Young applauds KTMB for their efforts.

Mr. Delgado wanted to thank Health District staff for their efforts in the establishment of a day care center at the homeless shelter, Family Shelter on Record Street. He invited those in attendance to come out to Record Street for the grand opening of the daycare center for those families that are currently there. He noted that, while a sad situation, it is a great opportunity help the twenty children that are already registered in the program. Mr. Delgado informed that this project was a collaboration between the Children's Cabinet, the Boys and Girls Club and other partners, and reiterated his thanks to Health District Staff for their efforts.

Mr. Delgado congratulated Mr. Young for his business being recognized in local media as being the go-to place in the City of Sparks.

Chair Jung informed that she had requested of the Washoe County Board of Commissioners at their last meeting to create a master plan for homelessness for the region.

Chair Jung also informed that this is the day that a count of homeless persons must be submitted to the federal program National Point in Time Count for People Experiencing Homelessness, to determine a community's funding levels. She informed that the Eddy House, which is a drop-in center for homeless youth ages 16-24, will be open for twenty-four hours to do a count. In honor of Chair Jung's birthday, she informed that she requested donations of socks, underwear, deodorant, and possibly a hot dish to provide food for the youth as they do not have a commercial kitchen. She detailed the donations already received on her behalf and expressed her gratitude for those.

14. *Public Comment

Chair Jung noted that there were requests to speak on three items from Ms. Brandhorst, but that she had left the meeting. Chair Jung closed the public comment period.

18. Adjournment

Chair Jung adjourned the meeting at 2:41 p.m.

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

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

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

Response to Public Comment: The Board of Health can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda. The *Open Meeting Law* does not expressly prohibit responses to public comments by the Board of Health.

However, responses from the Board members to unlisted public comment topics could become deliberation on a matter without notice to the public. On the advice of legal counsel and to ensure the public has notice of all matters the Board of Health will consider, Board members may choose not to respond to public comments, except to correct factual inaccuracies, ask for Health District Staff action or to ask that a matter be listed on a future agenda. The Board of Health may do this either during the public comment item or during the following item: “Board Comments – Limited to Announcement or Issues for future Agendas.”

Posting of Agenda; Location of Website:

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

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

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