

WASHOE COUNTY DISTRICT BOARD OF HEALTH MEETING  
December 16, 2010

PRESENT: Denis Humphreys, OD, Chairman; Mr. Matt Smith, Vice Chairman; George Furman, MD; Councilman Dan Gustin, Amy Khan, MD; and Councilwoman Julia Ratti (arrived at 1:25 pm)

ABSENT: Commissioner Kitty Jung

STAFF: Mary-Ann Brown, RN, MSN, Interim District Health Officer, Eileen Coulombe, Administrative Health Services Officer; Dr. Randall Todd, Director, Epidemiology and Public Health Preparedness; Kevin Dick, Director, Air Quality Management; Candy Hunter, Acting Director, Community and Clinical Health Services; Scott Monsen, Acting Director, Environmental Health Services; Patsy Buxton, Fiscal Compliance Officer; Stacey Akurosawa, EMS Coordinator; Steve Fisher, Department Computer Application Specialist; Curtis Splan, Department Computer Application Specialist; Christina Conti, Public Health Emergency Response Coordinator; Jeff Whitesides, Public Health Program Manager; Jennifer Hadayia, Public Health Program Manager; Carlotta Taylor, Public Health Emergency Response Coordinator; Duane Sikorski, Air Quality Supervisor; Julie Hunter, Air Quality Specialist II; Scott Monsen, Vector-Borne Disease Prevention Program Coordinator; Paula Valentin, Administrative Assistant; Amber English, Environmental Health Services Specialist; Erin Dixon, Tobacco Prevention and Education Coordinator; Phil Ulibarri, Public Information Officer; Janet Smith, Recording Secretary; and Leslie Admirand, Deputy District Attorney

At 1:05 pm, Chairman Humphreys called the Washoe County District Board of Health meeting to order, followed by the Pledge of Allegiance led by Mr. Phil Ulibarri, Public Information Officer.

ROLL CALL

Roll call was taken and a quorum noted. Mrs. Janet Smith, Recording Secretary advised that Ms. Jung is excused.

PUBLIC COMMENT

There was no public comment presented.

APPROVAL/DELETIONS – AGENDA – DECEMBER 16, 2010

Chairman Humphreys advised that item 19. Presentation and Possible Discussion of the Local Public Health Governance Performance Assessment Instrument – National Public Health Performance Standards Program, will be continued to allow Ms. Jung to present that item.

**MOTION: Mr. Gustin moved, seconded by Dr. Furman, that the agenda for the District Board of Health meeting be approved as amended.  
Motion carried unanimously.**

APPROVAL/ADDITIONS/CORRECTIONS – MINUTES – NOVEMBER 18, 2010

Chairman Humphreys called for any additions or corrections to the minutes of the November 18, 2010 meeting of the District Board of Health.

Dr. Furman

Stated that on page ten (10), his comment should read "...the number of Epidemiologists employed by local health departments with a population between 250,000 and 500,000 is one (1)."

In response to Dr. Furman

Regarding the presentation and discussion of the article "*When it is Right to 'Just Say No' to Grants?*", being continued to today's meeting, Chairman Humphreys advised that item will require a more comprehensive report; therefore, it was no listed on today's agenda.

**MOTION: Mr. Smith moved, seconded by Mr. Gustin, that the minutes of the District Board of Health November 18, 2010 meeting, be approved as amended.  
Motion carried unanimously.**

RECOGNITIONS

Dr. Randall Todd, Director, Epidemiology and Public Health Preparedness, introduced Ms. Carlotta Taylor, advising that Ms. Taylor is a new Public Health Emergency Response Coordinator; that Ms. Taylor will be responsible for managing "mass illness outbreaks."

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Mr. Scott Monson, Acting Director, Environmental Health Services, introduced Ms. Paula Valentin, advising that Ms. Valentin is the new Administrative Assistant.

Chairman Humphreys and Ms. Mary-Ann Brown, Interim District Health Officer, presented Certificates of Recognition to Ms. Christina Conti for 5 Years-of-Service and Ms. Julie Hunter for 5 Years-of-Service.

Ms. Eileen Coulombe, Administrative Health Services Officer, introduced Ms. Stacey Akurosawa, advising that Ms. Akurosawa has been appointed at the Health District's new Emergency Medical Services Coordinator.

Chairman Humphreys and Ms. Brown presented plaques of recognition for the Extra Mile Awards (EMA) in Commemoration of the Anniversary of the Nevada Clean Indoor Air Act (NCIAA) to representatives of Artown; the Regional Transportation Commission; the Reno Aces and the Silver Dollar Court for efforts to promote non-smoking venues, protecting the public from the exposure to second-hand smoke.

Chairman Humphreys and Ms. Brown introduced Ms. Candy Hunter, advising that Ms. Hunter received the US Department of Health and Human Services – Health Resources and Service Administration (NRSA), Maternal and Child Health Bureau – Champions in the Field of Maternal and Child Health within the States and Jurisdictions, support of the mission of Title V through: 1) cultivating and strengthening partnerships and collaborations; 2) innovative efforts to expand MCH practice; 3) promoting data systems and linkages; 4) establishing promising practices for addressing health disparities in the MCH population; and 5) excellence in improving systems of care for children and youth with special health care needs and their families.

Chairman Humphreys and Ms. Brown presented a President's Volunteer Service Award – President's Council on Service and Civic Participation to Ms. Debbie Chicago, advising that this is the second year that Ms. Chicago has received this award; that she is to be commended "for serving our nation and making a difference through volunteer service."

On behalf of the Board of Health, Chairman Humphreys presented Dr. Mary A. Anderson a plaque and read a Resolution in full into the record in recognition of Dr. Mary A. Anderson in honor of her years as the Washoe County District Health Officer, serving from September 19, 2005 through December 10, 2010.

REGIONAL EMERGENCY MEDICAL SERVICES AUTHORITY

A. Review and Acceptance of the Operations and Financial Report for October 2010

Mr. Jim Gubbels, Vice President of REMSA

Advised that the Board members were provided with a copy of the October 2010 Operations and Financial Report; that the overall average emergency response times for life-threatening calls in October 2010 was 92%; that within the eight (8) minute zone it was 92%; within the fifteen (15) minute zone it was 100%; and within the twenty (20) minute zone it was at 94%. The overall average response times for non-life threatening calls in October 2010 was at 96%. The monthly average bill for air ambulance service for October was \$6,965, with a year-to-date average of \$7,289. The monthly average for ground ambulance service for October was \$990, with a year-to-date average of \$988.

**MOTION: Mr. Gustin moved, seconded by Dr. Khan, that the REMSA Operations and Financial Report for the month of October 2010 be accepted as presented.**  
**Motion carried unanimously.**

B. Update – REMSA's Community Activities Since October 2010

Mr. Gubbels

Advised that REMSA's employee "Starfish" group "saves money all year for various needs within the community that come up during the year; that the annual Christmas project is a Christmas party for the seniors at Senior Bridges Program at Northern Nevada Medical Center." The group provides each senior with a lap quilt and "goodie bag with various toiletries and a stocking."

REMSA conducted the annual food drive for the Northern Nevada Food Bank, that this year the field staff conducted the "shopping spree" rather than have the "business office staff."

Last night he attended a ceremony at the Sheriff's Office, in which four (4) REMSA Paramedics were sworn in as "Sheriff's Office Reserve Deputies"; that all four (4) Paramedics are members of the "Tactical Emergency Medical Services" team, which respond to all law enforcement SWAT calls.

The Board thanked Mr. Gubbels for the report.

REVIEW – ACCEPTANCE – MONTHLY PUBLIC HEALTH FUND REVENUE AND  
EXPENDITURE REPORT – NOVEMBER 2010

Ms. Coulombe

Advised that the Board members have been provided with a copy of the Health Fund Revenue and Expenditure Report for the month of November 2010; that Staff recommends the Board accept the Report as presented.

In response to Mr. Gustin

Regarding the increased costs for duplication services, Ms. Coulombe advised that the Health District has received requests from attorney for duplication of files and records; that these costs "are charged back to the attorneys." These are "not normal requests; that she will "verify this and report back to the Board if is it anything different."

Regarding the overtime costs, Ms. Coulombe advised that the Health District "always attempts to manage the overtime costs"; however, there are incidences in which Staff will have to "stay late to complete work with a client; that there are a number of Staff members who are 'at capacity' on the accumulation of 240 hours allowable compensatory time and therefore the Health District is required to pay overtime costs." This is a budget line item Staff will review; that the recommendation "may be to ensure all program areas have some level of overtime budget capabilities."

Mr. Gustin

Thanked Ms. Coulombe for the update; that as Staff is aware "all governmental entities are hyper-sensitive to overtime."

**MOTION: Mr. Gustin moved, seconded by Mr. Smith, that the District Health Department's Revenue and Expenditure Report for November 2010 be accepted as presented.**

**Motion carried unanimously.**

OVERVIEW – FISCAL YEAR 12 BUDGET PROCESS

Ms. Coulombe

Advised that Staff will list this item on the agenda each month through the budgeting process. The Board members have been provided with a copy of the County's 'Fiscal Year 2011/2012 Budget Calendar' (a copy of which was placed on file); that on January 25, 2011 the Board of County Commissioners will be provided with a "status report by the Finance Department on Fiscal Year 11/12, providing an estimate of revenues and expenditures. The Departments will be provided direction regarding departmental budgets; that the Departments have not yet received direction regarding the budget process."

Advised that the Board members have been provided with a copy of the brochure "*Washoe County, Nevada – Fiscal Year 2011/12 Focus on the Future*" (a copy of which was placed on file for the record). There is a notation on the brochure "Washoe County's budget has been rolled-back to the fiscal year 2005 level"; that the Health District's "General Fund in 2005 was \$8,013,231; that currently the Health District's General Fund is approximately \$8.2 million", representing approximately "an \$180,000 difference."

Advised that Staff "will be very compressed this year; that Washoe County has requested the budget be submitted by March 7, 2011"; therefore, the Board of Health Budget meeting is scheduled for Thursday, March 3, 2011, beginning at 1:00 pm."

After conferring with Ms. Brown fiscal Staff will be forwarding "guidance to the Program Managers"; that fiscal Staff will "be meeting with the Program Managers and Division Directors in February. Between now and February the Program Managers will be working with the Division Directors to review "the staffing patterns" in anticipation of reductions and how programs may be managed differently, reviewing for efficiencies, etc.

The Board of County Commissioners has been conducting workshops and organizational effectiveness committee meetings, which Staff has been attending. There will be a recommendation presented for "a two-tiered approach – a core and a non-core versus the multiple tiers of previous years." An addition will be "programs in transition with an emphasis on services which can be transitioned." Commissioner Jung has been attending these meetings; however, all of the meetings are on-line on the County's webpage – Finance and Budget.

Dr. Furman

Stated a report last week from the National Association of State Legislators, regarding "budget gaps"; that the article indicates "the largest budget shortfalls are expected in Nevada – 32% for the 2012 budget; that the projected 2013 budget gap with the largest shortfalls expected in Nevada of 40%. The conclusion is that Nevada's fiscal situation for Fiscal Year 12 and 13 is extremely unstable." The Economic Forum recently published an article indicating the "budget shortfalls are going to be really significant"; that all of this will affect the Health District's budget.

In response to Chairman Humphreys

Regarding the "compressed time frame for the budget and any concerns", Ms. Coulombe stated she is not "overly concerned at this time; that she and Ms. Brown have discussed the issue with the Leadership Team." The Leadership Team will be meeting on January 10, 2011 to discuss the budget process. The Budget book "will be different; that the operational resources will be rolled-up to the strategic level; that the finances will be presented by program." Ms. Brown has disseminated the calendar among the Division Directors to begin scheduling meetings with Staff.

In response to Dr. Khan

Regarding the date for the Board of Health's Budget Meeting, Ms. Coulombe stated that the Budget meeting is scheduled for Thursday, March 3, 2011, beginning at 1:00 pm.

PRESENTATION – DISCUSSION – INTERIM HEALTH OFFICER WORK PLAN AND GOALS –  
UPDATE OF PROGRESS – POSSIBLE DIRECTION – INTERIM HEALTH OFFICER

Ms. Brown

Advised that the Board members have been provided with a copy of the "Interim Health Officer Plan"; that she would "thank the Division Directors for assisting her in this process"; that as the Interim Health Officer, this will be the document she will be utilizing as a work plan.

Advised that the Health District "has another compressed time line, which relates to budget in regard to strategic planning; that the Health District has to have a written strategic plan. This month Staff will be duplicating the template utilized by Washoe County; that in January the Leadership Team will be developing a draft of that strategic plan based on previous strategic planning activities, including the retreat. This will be presented to the Board of Health for

comments, revisions, improvement and then approval in February.” It may be necessary to present the draft to the Board at the January 27, 2011 meeting for approval of the concept as the Health District has been advised that the written strategic plan will have to be submitted to the County by February 18, 2011. She will be making a presentation to the Board of County Commissioners on February 28, 2011; that it will be of assistance that the Health District will be utilizing the format that the County is utilizing.

The upcoming 2011 Legislative Session “will be a large issue for the next several months; that a plan will be developed to ensure the Health District has participation and response; designating Lobbyist(s) should it become necessary; continuing to update the County’s Legislative Bill Tracking tool with monthly updates to the Board of Health. Staff will respond to Washoe County Bill Requests per the established system; and will communicate electronically with Board of Health members between Board meetings regarding any time sensitive legislative issues.

Regarding the budget process Staff has been reviewing the various dates on the Budget Calendar and the various requirements; that the Health District will complete the budget process as defined by the County, incorporating the specific requirements of all the jurisdictions. Staff will review the budget assumptions, which will allow for reductions retaining as many vital programs and services as possible. Staff will present the potential budget reduction strategies to the District Board of Health for comments and additional guidance prior to the Board of Health’s budget meeting.

Regarding performance improvement Staff will complete an assessment of departmental processes and programs to conduct performance improvements; that this will require a complete analysis of current grants developing priorities to assist in future grant applications. This will require “a robust discussion regarding grants including ‘when to say no and when to say yes’ and how Staff identifies “which ones” to pursue in support of the Health District’s mission and vision. Staff will identify administrative and support service improvements that increase efficiencies maintaining internal and external customer satisfaction. Staff will utilize performance improvement tools to evaluate programs and implement changes which enhance the Health District’s efficiencies and effective “across the organization.”

Regarding the District’s workforce (human resources), it will be necessary to maintain a highly engaged workforce with the necessary skills and knowledge to provide quality programs and services; that this will include conducting employee evaluations per County policy. With fewer employees “it is not a matter of doing more with less it is a matter of doing things differently and ensuring the employees have the skills and knowledge to complete this work. Analyzing all vacancies and resignations for opportunities to change staffing plans creating an ‘optimal’ organizational structure will assist to achieve efficiencies and address reductions in some areas.



According to the Structural Review Team (SRT) Organizational Chart Staff "has almost achieved this and gone beyond"; therefore, Staff will continue to review this proceed "beyond what was initially established as the direction for the organizational structure, while embracing some new staffing strategies. Presented a recent example with the resignation of a part-time Health Educator within the CCHS Chronic Disease Program, which resulted in a review of the needs of the Program and redirecting of the funding from that position. Providing employee education and training within available resources with an increased emphasis on internal experts and local opportunities; that previously Staff had the opportunity to attend "out-of-state and regional" training(s) and conferences; that it is necessary to utilize those funds "judiciously, even those which are grant supported and rely more upon internal experts and local opportunities for education and development." There is the need to support "employee-driven" programs such as the Health District's LINK (employee moral team) program; and "celebrate and acknowledge" accomplishments of the Washoe County Health District among the Divisions, the programs, leadership, and the employees. It is extremely important to recognize it "when Staff works very hard performing difficult work acknowledging it when successes are achieved."

Regarding communication the goal is to provide timely and accurate information to employees, leadership, Board members, jurisdictions, partners, and the citizens: 1) identifying strategies to communicate effectively with various stakeholders through: utilization of established communication mechanisms; meeting attendance; frequent written/electronic updates; rounds, informal discussions; an 'open door' policy; media opportunities; public speaking engagements; and 2) seeking introductions and requesting information from the three (3) jurisdictions (Washoe County; City of Reno; and City of Sparks) through the DBOH appointees, ensuring the jurisdictions "have all the information necessary. She will be discussing this with each of the DBOH elected officials."

Regarding community activities the goal is to represent the Washoe County Health District and public health on "boards, committees, taskforces, and workgroups; that Staff participate in activities and with groups/agencies requiring Health Officer representation; and to conduct an assessment and prioritize community representation by Washoe County Health District Staff. "There are so many organizations, boards, teams, taskforces, etc. "which would like Health District involvement and with limited resources that it is necessary to determine the highest priorities."

Regarding the Board of Health information and resources the goals is to provide references and resources to assist with the District Board of Health development; providing information on national, state and local public health issues and priorities; as identified by self-assessment and requested by the District Board of Health provide tools and training that enhance Board skills; and, as directed, create or update the District Board of Health members' orientation materials/manual.

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During her tenure as the Interim District Health Officer, she will ensure the Community and Clinical Health Service (CCHS) Division has a Leadership Coverage Plan.

Mr. Gustin

Commended Ms. Brown regarding the thoroughness of her Interim report, advising that "it is ambitious, as it needs to be"; that he would question "the designation of Lobbyists" during the upcoming 2011 Session.

In response to Mr. Gustin

Ms. Brown

Advised that in her Interim Health Officer's Report, she has provided an update on the Plan, which includes an update regarding the upcoming Legislature; that she has a meeting with Mr. John Slaughter of the County Legislative Team to receive guidance and information as to the County process. As a component of that discussion "it has been determined that, with the possible exception of Ms. Jennifer Hadayia, whose program is 'all about policy development', the Health District will not have a Lobbyist; that this does not preclude the appointment of a Lobbyist in the future should it be determined necessary. The Division Directors and other personnel, with an expertise on a subject matter, may provide testimony on different legislation; that this will be in accordance with Washoe County Legislative policy.

Mr. Gustin

Stated that, as a Board member, he concurs with "that approach"; that the expert testimony option provides "the foundation necessary without being a Lobbyist."

Ms. Brown

Stated that there have been discussions "regarding being a Registered Lobbyist presenting a disadvantage; that the Health District will rely on expert testimony from Staff.

Dr. Khan

Stated that during the Board's Strategic Retreat there was discussion regarding "potential legislative activity that would affect the Environmental Health Services Division"; that she would

question if these are "being tracked." "Since the Health District is challenged in complying with the unfunded mandates, particularly those related to Environmental Health Services, "it is important that someone is monitoring these and providing testimony."

Ms. Brown

Clarified that should Ms. Hadayia be registered as a Lobbyist, it would be only "for policy issues specific to chronic disease programs, which is Ms. Hadayia's area of expertise"; that each Division Director will be monitoring any Bills specific "their own Division." Staff has received information from the County regarding the State's proposals may have an impact upon the Health District, including Emergency Medical Services (EMS). "At this point the focus is research and analysis and not a lot of conclusions as to what may take place and when"; that as Staff has more information and detail, Staff will be presenting updates to the Board.

Ms. Ratti

Commended Ms. Brown on the update; stating that during the Legislative Sessions "the Health District is closely aligned with the County"; however, it is important to remember that the Health District represents all three (3) governmental jurisdictions. She would request Staff consider "opportunities to reengage the Cities in the processes, including meeting with the City of Sparks Government Affairs staff and Lobbyist(s) 'at least once' prior to the Session."

In response to Ms. Ratti

Ms. Brown advised that she has discussed this with Mr. Gustin "regarding opening discussions with the two (2) Cities ensuring the Health District is engaged with the Cities on the various issues, including the Legislature. She will discuss this with Ms. Ratti and Mr. Gustin to determine which plans will work for each jurisdiction.

Ms. Ratti

In Ms. Brown's Report, focusing on the Strategic Plan component, she would acknowledge that this "is ambitious; that this is likely to be a significant improvement from 'where the Health District has been'; however, with the timeline indicated, it cannot possibly be what the Health District needs it be in terms of a comprehensive strategic plan"; therefore, she would suggest it be "done with the concept of building a template for a meaningful, strategic planning process in the next year. This is a step forward"; however, "it lacks a stakeholder engagement; that it is not possible to develop a

stakeholder engagement within this timeline." The plan is necessary for budget and therefore, the process "is exactly right" acknowledging this won't be the plan.

In response to Ms. Ratti

Ms. Brown advised that "strategic planning is a process that takes engagement and time and should be incorporated into budget, program service management improvements, grant applications and employee evaluations, etc., and not just a document in a binder, but rather a working tool that is used daily in decision making." To create "such a document will require more time" than indicated in her report; however, Staff has to have the initial document prepared by February 18, 2011; therefore, Staff "will take the best of the planning activities and discussions held, utilizing the format which clearly identifies how to incorporate it into the budget process." As discussed with Ms. Coulombe regarding the "budgeting process the concept is to fold those together to start so that when the planning process is developed and revised the two (2) – strategic planning and budget will be integrated. At the higher level there will be program plans which aren't necessarily reflected in the strategic plan."

Ms. Ratti

Stated her intent is to "tie the strategic plan to the budgeting process and then the budgeting process will allocate resources to meaningful planning in the next fiscal year."

In response to Ms. Ratti

Ms. Brown advised that "that would be the goal."

Chairman Humphreys

Stated that he concurs "this is a very comprehensive plan touching on all areas of importance for the Health District during this interim period. He appreciates the team effort in preparing this."

**MOTION: Ms. Ratti moved, seconded by Dr. Khan, that the Interim Health Officer Plan and Goals, be approved as presented.  
Motion carried unanimously.**

The Board recessed at 2:05 pm and reconvened at 2:10 pm.

DISCUSSION – RECRUITMENT – NEW DISTRICT HEALTH OFFICER

A. Presentation, Discussion and Possible Approval of the Recruitment Brochure for the Washoe County District Health Officer

Ms. Katey Fox, Director, Washoe County Human Resources

Advised that during the last District Board of Health meeting Human Resources (HR) presented a draft outline for the brochure for the recruitment of the new Washoe County District Health Officer for the Board's consideration. There was discussion regarding "how to list the salary for the District Health Officer position; and "that the brochure may look a little different" as the recruitment proceeds. It was the determination of the Board of Health that Dr. Furman will be the liaison between the Board of Health and Human Resources for the recruitment and application process.

At this time it would be the recommendation of HR that the current salary range for the District Health Officer position be listed "as it exists within the compensation schedule as DOE (Depending on Experience). She will present the data specific to the salary compensation, "as it may be meaningful for the decision regarding the recruitment brochure."

After the determination regarding the salary compensation (item B.), the Board resumed the discussion specific to approval of the recruitment brochure.

In response to Chairman Humphreys

Regarding "advertising the salary as one range or would the brochure indicate the two-tiered salary range", Ms. Fox stated that she would recommend being specific regarding one salary range for an MD licensure, as discussed by the Board, and the other for non-medical degree applicants. The brochure can stipulate 'all candidates meeting the qualifications are encouraged to apply; that the medical license is preferred', utilizing the brochure to consider all qualified candidates." The brochure would "clearly indicate a Medical Degree would be associated with the higher level of pay.

Ms. Ratti

Stated that in previous meetings the Board had discussed listing "an MD or DO (Doctor of Osteopathy); that she would question if the brochure will list both."

In response to Ms. Ratti

Ms. Fox advised that previously the language indicated "MDs are welcome and encouraged to apply"; that HR would defer to Dr. Furman, as the "subject matter expert to provide the specificity as to the medical license language to be included in the brochure."

Chairman Humphreys

Advised Dr. Furman will work with HR on that clarification. The Board has determined "how the salary range will be listed – as the two-tiered salary range depending on experience (DOE).

**MOTION:** Ms. Ratti moved, seconded by Mr. Gustin, that the brochure for the recruitment of the new District Health Officer be approved as discussed. Motion carried unanimously.

In response to Ms. Ratti

Regarding when HR would anticipate it being necessary to schedule the next meeting of the District Board of Health's Personnel and Administration (P/A Committee), Ms. Fox advised that "the next step will be for HR to contact Dr. Furman regarding the specificity of the language for the recruitment brochure." After HR has discussed these issues with Dr. Furman and has a rough draft of the brochure, she would request Dr. Furman's guidance regarding scheduling the next P/A meeting. It is her intent to utilize the services of Dr. Furman as the liaison between Washoe County HR and the DBOH Personnel and Administration Committee." She anticipates having the rough draft of the brochure to Dr. Furman "by the first week of January; that HR will then provide information regarding the dates of the recruitment and how long the position needs to be posted. HR will request Dr. Furman's guidance regarding reviewing all of the applications; therefore, there will need to be a process for a review of the applicants. The shortest period of time anticipated for the recruitment is three (3) months; that it may require five (5) months for scheduling interviews by the Board."

Chairman Humphreys

Stated that when the recruitment brochure is completed he will contact Staff regarding scheduling a P/A Committee meeting; that he would anticipate some time the second week in January for the next P/A Committee meeting.

B. Presentation and Review of the Salary Compensation Data from Hay and Associates for the District Health Officer Position with Possible Direction to Staff and Washoe County Human Resources Regarding Finalization of the Compensation Package

Ms. Fox

Stated the results of the District Health Officer study by Hay and Associates "is not yet complete, as Hay and Associates are having difficulties in determining comparable jurisdictions." One of the findings referenced by HR at the Board's last meeting is specific to "in some jurisdictions the 'health department is a component of a department of health and human services or social services.'" HR will continue to work with Hay and Associates regarding the "comparables."

HR has received "some results from Hay and Associates regarding the salary schedules"; that it was determined "from a structural internal equity, not considering the licensure to practice medicine, the current District Health Officer pay range is appropriate, as it has been closely aligned with the Washoe County unclassified management salary schedule at Grade Y." The District Board of Health does determine the salary of the District Health Officer; therefore, that will be a decision for the Board of Health "to make."

The limited data from Hay and Associates indicates department head salaries, without the Medical Doctor degree, range from \$126,900 annual salary to \$130,967; however, two (2) of the positions within that survey receive a bonus of "up to \$75,000 per year." A comparison of one of the organizations, which did require a medical degree at the department head level, pays that department head in excess of \$200,000 per year.

Other issues discussed pertained to a car allowance and other compensation considerations; that those organizations which responded to the car allowance inquiry, indicate the car allowance "range is \$4500 to \$5200 per year. Of the four (4) organizations, which were considered comparable, only one (1) provides longevity pay"; that to receive longevity pay in Washoe County an employee must have five (5) years of full-time service and a standard or above standard performance evaluation; that longevity pay begins at \$100 per year and *tops out* at \$3000 for thirty (30) years of service. To-date these are the findings regarding the salary; that, as she indicated, HR will continue work with Hay and Associates; that HR will present those findings initially to the Chairman of the Board of Health and would "suggest the information be considered and included in the brochure posting as HR works through the recruitment and decisions for the Board to consider."

In response to Mr. Gustin

Regarding the salary range for the District Health Officer, Ms. Fox advised that the Washoe County District Health Officer's rate of pay "as it exists currently is \$114,732 through \$149,073 annually." Department heads of comparable jurisdictions salary range is \$126,000 ~ \$130,000 annually; that it is limited data; however, the data indicates "as compared internally to this position, as a department head, and the level of responsibility HR determined that the salary recommendation as it currently exists to be comparable to other positions at schedule Y on the pay plan, which includes the Director of Social Services; Director of Public Works; Director of Water Resources and Director of Juvenile Services."

In response to Ms. Ratti

Regarding the "the span between the Health District's Division Directors and the District Health Officer", Ms. Fox advised that HR has reviewed that variance; that currently "based upon the information from Hay and Associates and the data on file", it was determined "the premium pay for the next highest level position is that of the Director of the Epidemiology and Public Health Preparedness (EPHP) Division, currently there is less than 1% difference between the top of the two (2) ranges, which is statistically insignificant/not meaningful"; therefore, the EPHP Director makes almost as much as the Health Officer." The EPHP Director "is a premium pay position recognizing the advanced qualification requirement of a doctorate degree. In most management classification structures it would not be unusual for there to be a 10% differential between the highest paid manager (a division director) and the department head; that this is a recognized compensation standard which exists in the public sector." It is the consensus of HR that "at .9% there currently is not any difference in the salary of the EPHP Director as compared to the District Health Officer." As she stated, the Director of the EPHP Division is receiving premium pay; that premium pay is specifically associated with this position as it requires an advanced PhD degree. If a position is not listed as a premium position it is classified as an M; that a position receiving premium pay is listed as MN acknowledging "there is additional special qualifications required for that specific position and is therefore, being paid at a higher compensation level." Premium pay positions were established for Washoe County "to recognize hard to fill positions which may be difficult to recruit due to special skills and qualifications required for a position."

Regarding whether the District Health Officer should be considered a "premium pay position", Ms. Fox advised it has been the determination of the District Board of Health that "at this point in time that a medical license is not required for the District Health Officer position." As HR compared the District Health Officer position to other "Y department head positions in this organization", it was determined that premium pay is not necessary.



In response to Mr. Smith

Regarding "what the salary range would be for a doctor for this position", Ms. Fox advised that "should the Board determine an MD licensed to practice medicine in Nevada is a requirement for the District Health Officer, the data received to-date indicates a premium salary of up to 10% could be applied to the position", resulting in the pay for the position "at approximately \$162,500 annual salary at the top of the range."

Dr. Khan

Stated that she will be abstaining from the vote, as she is considering applying for the position; that further, she has been advised "she would have to resign from the Board to do so." She would question the "Y classification in regard to the position of the Health Officer in comparison to the Sheriff's Office, the District Attorney's Office and the Medical Examiner."

In response to Dr. Khan

Ms. Fox advised that in regard to the Sheriff and the District Attorney, which are elected positions, the salaries are established by the Nevada State Legislature. The Medical Examiner/Coroner is a medical doctor; that although she does not have the ME's salary information, she believes that the position is paid more than the District Health Officer.

Dr. Khan

Stated that she asked, as "she believes the function of the Health District is significant for the County with the District Health Officer being the public health authority for the County and the two (2) Cities; that from the perspective of the budget and number of personnel some of the other departments are comparable to Health District."

In response to Dr. Khan

Ms. Fox stated that the "management of professional and technical staff may suggest the District Health Officer would have the same span of control as the Director of Social Services, as both Departments have approximately 200 fill-time employees."

Chairman Humphreys

Questioned if the "premium pay would be applicable to an MD candidate versus a non-MD candidate."

In response to Chairman Humphreys

Ms. Fox advised that determination would have to be presented as an action item before the Board of Health regarding the compensation level for the new District Health Officer.

In response to Ms. Ratti

Ms. Fox restated the recommendation, advising "that the limited data from Hay and Associates indicates that from a structural perspective, and not taking into consideration the licensure to practice medicine in the State of Nevada, the current pay range for the District Health Officer position is appropriate, as it closely aligned with the Washoe County unclassified management salary schedule at pay grade Y."

Dr. Furman

Stated that he strongly supports the Health District having an MD as the District Health Officer; that NACCHO supports Health Department's of this size having an MD on-staff; therefore, if the District Health Officer is not an MD then it will be necessary to employ an MD, which will be more expensive. He acknowledges that currently the Board of Health is not required to hire an individual who is an MD; however, this position "is important enough to warrant an MD. The State Health Officer is required to be an MD as is the Health Officer in Southern Nevada; that the Washoe County Medical Society presented a letter to the Board fully supporting the hiring of a physician as the new District Health Officer, indicating an MD in this position is an asset to the community. All of this should be taken into consideration, as it is the determination of the Board of Health. He fully understands the financial aspects of the funding; that the Medical Examiner does make more than the Health Officer; however, the District Health Officer position is as important as the Medical Examiner."

Ms. Ratti

Stated she "believes it is necessary to find the best candidate for this position, who meets a broad range of responsibilities; and she concurs that it is necessary to have an MD within the Department". However, it is necessary to adhere to the determination of the Board of reviewing all

of the best candidates with all the different ranges of possibility and if the best candidate is an MD the situation is addressed and if the best candidate is not then the Board discusses how to attain MD representation within the Department. Her concern is "will it be competitive, which can present a challenge in the current salary structure. Advised that Ms. Jung spoke to being 'very careful in making significant changes in the salary structure at this particular time in the County's history."

**MOTION: Ms. Ratti moved to uphold the recommendation of Washoe County Human Resources to maintain the current salary structure for the position of the District Health Officer.  
Motion died for lack of a second.**

Mr. Gustin

Regarding the salary, it is his understanding the position would be listed as \$114,732 through \$149,073 annually; that he concurs the "MD may or may not be necessary"; that he is undecided; however, in an attempt to recruit the best candidate for the position, the salary range for an MD should indicate \$125,000 through \$162,500; and without an MD the salary range would be the \$114,732 through \$149,073. It is important to recruit the broadest range of candidates, as there may be an MD in the market for this type of position; that he would not want any restrictions on the recruitment.

Chairman Humphreys

Stated that HR indicated there is "typically a 10% differential in salaries between the department head and the next highest level manager; and there basically is no difference in the salary of the Director of EPHP and the District Health Officer position. That approving premium pay status to the District Health Officer position would result in that 10% pay differential."

In response to Chairman Humphreys

Ms. Fox

Stated she does not have the authority to assign premium pay status to the District Health Officer; that would require a determination by the Board of Health. Currently HR "has the established the position at schedule Y without premium pay status." The District Board of Health establishes the pay of the District Health Officer; that the Board has the authority to establish the position at premium pay; that this isn't a decision that has to be determined today.

Ms. Ratti

Stated the two-tiered approach to the pay schedule for the District Health Officer (MD as compared to a non-MD) would be different from premium pay, which, "to her understanding is a recruitment incentive to fill specific requirements and not a recognition for education or a licensure."

In response to Ms. Ratti

Ms. Fox advised "premium pay is both an incentive and the need to fill specific educational or licensure requirements."

Mr. Jim German, Washoe County Human Resources, advised the District Health Officer is currently a non-premium pay position that is not required to have the medical licensure. Requiring the position to have a medical licensure would justify providing premium pay.

Ms. Ratti

Stated the Board can approve "a hybrid approach of rewarding a specific licensure" for a physician as the District Health Officer. Although this may be different from some other County positions, "she is comfortable with the concept, as the District Board of Health does have the authority to make determinations in regard to the position."

**MOTION: Mr. Gustin moved, seconded by Ms. Ratti, that the Board approve a two-tiered salary range with one for a Medical Degree and another for a non-medical degree.**

**Motion carried with Dr. Furman voting "no" and Dr. Khan abstaining.**

In response to Mr. Gustin

Regarding the salary range for a non-medical degree candidate, Ms. Leslie Admirand, Deputy District Attorney, advised that the salary can be determined during negotiations; that discussions regarding a car allowance may also be part of the negotiation of the contract.

Chairman Humphreys

Stated that knowing "how short-staffed and busy the HR Department is; therefore, on behalf of the Board he would thank HR for making this a priority, as it is appreciated.

WASHOE COUNTY HEALTH DISTRICT – 2011 LEGISLATIVE BILL TRACKING – POSSIBLE DIRECTION TO STAFF

A. No Legislative Bill Tracking Report This Month

Ms. Brown

Advised that Staff has no updated to the Bill Tracking for the 2011 Legislative Session this month.

B. Presentation - Washoe County Government Affairs – Legislative Communication Policy

Ms. Brown

Advised that the Board members have been provided with a copy of the Washoe County Government Affairs "*Legislative Communication Policy*" (a copy of which was placed on file for the record). This provides an overview of the County's process.

UPDATE – AMBULANCE STUDY COMMITTEE

Chairman Humphreys

Advised that the Ambulance Study Committee met on November 22, 2010, and discussed the District Board of Health's inability to levy a franchise fee; Section 30 of the Franchise Agreement addressing the liability of the Health District should there be a termination of the Franchise Agreement; reporting the percentage of response compliance within each zone; that Mr. Gubbels did provide that information during REMSA's monthly report. Additionally the Committee discussed the feasibility of realigning geographic reporting zones among Washoe County and the Cities of Reno and Sparks with REMSA's zones; that representatives of REMSA will further discuss this issue with representatives of the City of Sparks and Reno; that this would be an issue for the REMSA Working Group. The Committee received an update regarding the Board of County Commissioners process to develop a community-wide Taskforce to review EMS issues.

The Committee conducted a comprehensive review of REMSA and the Franchise Agreement; that it was the consensus of the Committee that it is not necessary to schedule any additional meetings of the Committee "at this point and time"; that this does not preclude the scheduling of future meetings should it be determined to be necessary.

The DBOH Ambulance Committee is comprised of Mr. Smith, Ms. Ratti and him.

Ms. Ratti

Stated that she "has a slightly different interpretation of the Committee reviewing all of the issues pertaining to REMSA and the Franchise Agreement"; however, with the "implementation of the Washoe County communitywide process specific to EMS; and the issue of the Committee members' time, "it makes sense to suspend the Committee process at this time."

Chairman Humphreys

Stated that with the Health District's new EMS Coordinator he would anticipate a number of issues being addressed through Ms. Akurosawa.

Ms. Ratti

Requested an update from the Interim District Health Officer regarding the County's EMS Taskforce at the Board's January meeting.

PRESENTATION – ACCEPTANCE – 2011 WASHOE COUNTY DISTRICT BOARD OF HEALTH MEETING CALENDAR

Chairman Humphreys

Advised that the Board members have been provided with a copy of the proposed 2011 Washoe County District Board of Health meeting calendar (a copy of which was placed on file for the record). The calendar includes the date of Thursday, March 3, 2010 for the Board's Fiscal Year 2011/2012 Budget meeting; and Thursday, October 6, 2011, for the Board's annual Strategic Planning meeting. Staff recommends the Board approve the calendar as presented.

**MOTION: Dr. Khan moved, seconded by Mr. Smith, that the Washoe County Board of Health's 2011 calendar meeting schedule, be approved as presented.**

**Motion carried unanimously.**

ELECTION – NEW DISTRICT BOARD OF HEALTH CHAIRMAN – 2011/2012

Chairman Humphreys called for nominations for the new District Board of Health Chairman for 2011 through December 31, 2012.

Mr. Gustin

Stated that Mr. Smith has served as an excellent Vice Chairman of the Board; therefore, he would nominate Mr. Matt Smith as the new Chairman for the District Board of Health.

The nomination was seconded by Dr. Furman.

There being no further nominations, nominations were closed.

**MOTION: Mr. Gustin moved, seconded by Dr. Furman, that Mr. Matt Smith be appointed as the Chairman of the Washoe County District Board of Health for 2011 through December 31, 2012.  
Motion carried unanimously.**

ELECTION – NEW DISTRICT BOARD OF HEALTH VICE CHAIRMAN – 2011/2012

Chairman Humphreys called for nominations for the new District Board of Health Vice Chairman for 2011 through December 31, 2012.

Mr. Gustin

Stated he would nominated Dr. Amy Khan as the new Vice Chairman for the District Board of Health.

The motion was seconded by Dr. Furman.

There being no further nominations, nominations were closed.

**MOTION: Mr. Gustin moved, seconded by Dr. Furman, that Dr. Amy Khan be appointed as the Vice Chairman of the Washoe County District Board of Health for 2011 through December 31, 2012.**

**Motion carried unanimously.**

PRESENTATION – POSSIBLE DIRECTION – LOCAL PUBLIC HEALTH GOVERNANCE  
PERFORMANCE ASSESSMENT INSTRUMENT – NATIONAL PUBLIC HEALTH  
PERFORMANCE STANDARDS PROGRAM

Chairman Humphreys advised that because Ms. Jung is excused, this item will be continued to the District Board of Health January 27, 2011 meeting.

STAFF REPORTS AND PROGRAM UPDATES

A. Director – Epidemiology and Public Health Preparedness

There was no Epidemiology and Public Health Preparedness Division Director's Report this month.

Dr. Todd, Director, Epidemiology and Public Health Preparedness

Advised that he deferred his monthly report to the January meeting as he was involved with State regulatory issues.

Dr. Khan

Advised that "she is pleased with Dr. Todd's new hire."

B. Acting Division Director – Community and Clinical Health Services

Ms. Candace Hunter, Acting Division Director, Community and Clinical Health Services, presented her monthly Acting Division Director Report, a copy of which was placed on file for the record.



Ms. Brown

Stated she would commend "Ms. Hunter for 'stepping-up' and accepting the appointment as the Acting CCHS Division Director for the month of December.

C. Director – Environmental Health Services

Mr. Scott Monsen, Acting Division Director, presented the monthly Report of the Environmental Health Services Division Director, a copy of which was placed on file for the record.

D. Director – Air Quality Management

Mr. Kevin Dick, Director, Air Quality Management, presented his monthly Division Director's Report, a copy of which was placed on file for the record.

Mr. Dick

Advised the Board that the US Environmental Protection Agency (EPA) has postponed implementation of the new Ozone Standard until July; that he will provide additional information at next month's meeting.

E. Administrative Health Services Officer

There was no Administrative Health Services Officer Report this month.

F. Interim District Health Officer

Ms. Mary-Ann Brown, Interim District Health Officer, presented her Interim Health Officer's report, a copy of which was placed on file for the record.

Ms. Brown

She reviewed her items during her Plan and Goals Report; that she conducted the first *Department-wide Communication Huddle*; that she disseminated the first "Friday Five" Report, which was provided to the Board members. It is her intent to provide a "Friday Five" report each week to keep the Staff and Board members apprised of activities at the Health District.

Her report includes information specific to health care reform and its role on public health; that the articles are "succinct and provide a good summary of the overlap between health care reform and public health."

To 'formalize' the CCHS Leadership Coverage Plan for the Acting Division Director, Ms. Hunter has served as the Acting Division Director for CCHS for the month of December; that there will be a monthly rotation of Program Managers serving as the Acting Division Director.

BOARD COMMENT

Dr. Khan

Stated she would commend Dr. Humphreys for his service as Chairman of the District Board of Health for the past two (2) years; that she would thank him for his service "it has been notable and commendable." That "she looks forward to working with Chairman-elect Smith.

Chairman Humphreys

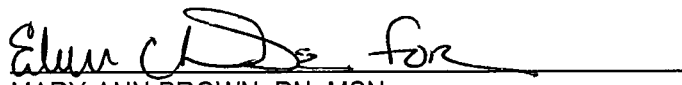
Stated that this "is his second Christmas as the Chairman; that with the upcoming holidays he would wish everyone a very Merry Christmas and a good healthy New Year."

WASHOE COUNTY DISTRICT BOARD OF HEALTH MEETING

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There being no further business to come before the Board, the meeting was adjourned at 3:00pm.

  
MARY-ANN BROWN, RN, MSN  
INTERIM HEALTH OFFICER/SECRETARY

  
JANET SMITH  
RECORDER