

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, July 26, 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

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

The following members and staff were present:

Members present: Dr. John Novak, Vice Chair

Michael Brown
Dr. George Hess
Oscar Delgado

Members absent: Kitty Jung, Chair

Tom Young
Kristopher Dahir

Ms. Rogers verified a quorum was present.

Staff present: Kevin Dick, District Health Officer, ODHO
Leslie Admirand, Deputy District Attorney
Daniel Inouye
Steve Kutz
Chad Westom
Christina Conti
Julie Hunter

2. *Pledge of Allegiance

Dr. Hess led the pledge to the flag.

3. *Public Comment

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

4. Approval of Agenda

July 26, 2018

Mr. Brown moved to approve the agenda for the July 26, 2018, District Board of Health regular meeting. Mr. Delgado seconded the motion which was approved four in favor and none against.

5. Recognitions

A. Years of Service

- i. Molly Diaz, 15 years, Hired 7/28/2003 - AHS

Mr. Dick congratulated Ms. Diaz on her fifteen years of service.

- ii. Will Lumpkin, 10 years, Hired 7/21/2008 - EHS

Although Mr. Lumpkin was not in attendance to be recognized, Mr. Dick explained that he is member of the Vector Control Program and congratulated him on his ten years of service.

B. New Hires

- i. Katherine Sullivan, Office Assistant II, 7/9/2018 - EHS

Mr. Westom introduced Ms. Sullivan, informing that she is an asset to Environmental Health Services and is coming up to speed very quickly.

- ii. Kelly Parsons, Office Assistant II, 7/23/2018 – AQM

Mr. Inouye introduced Ms. Parsons as Air Quality Management's new Office Assistant II. He informed that she is originally from California, but graduated from Reed High School after moving to the area and earned her Bachelor of Science in Business Management from UNR.

Mr. Inouye stated that, of the nineteen employees in AQM, fourteen were UNR graduates and that number includes four employees with advanced degrees.

Mr. Inouye stated that Ms. Parsons began her career with Washoe County in 2015 with Human Services and Child Protective Services. He expressed that AQM is very pleased to have Ms. Parsons on staff with them.

C. Reassignments

- i. Jessica Cabrales, from CCHS Office Support Specialist to Office Support Specialist, 7/9/2018, - AQM

Mr. Dick informed that Ms. Cabrales had been reassigned within the Health District from CCHS to AQM as an Office Support Specialist and congratulated her on her new position.

D. Resignations

- i. Jan Houk, 7/27/2018, Public Health Nurse II, 22 years, CCHS

Mr. Dick stated that Ms. Houk had twenty-two years with the Health District and had resigned to work full time with the Washoe County School District as a School Nurse, but was pleased to inform that she would continue working with the Health District as an intermittent hourly employee.

Ms. Houk was not able to be in attendance.

- ii. Ruth Soto-Castillo, 6/23/2018, Community Health Aide, 12 years, CCHS

Mr. Dick informed that Ms. Soto-Castillo had worked twelve years with the Health District. Ms. Soto-Castillo was not in attendance.

- E. Shining Star
 - i. Carmen Mendoza - EPHP

Mr. Dick reminded the Board that the Shining Star Awards are to recognize exceptional customer service or performance in the Health District, and that nominations can come from either external customers or staff. He wished to recognize Ms. Mendoza once again, informing that she had nine nominations at the time her recognition was placed on the agenda but that she has now received her tenth Shining Star Award.

Mr. Dick explained that Ms. Mendoza is in the Vital Records Program, which historically because of restrictions on who can be issued the records, had dissatisfied customers due to interactions there. Mr. Dick expressed he was very pleased with the performance of Ms. Mendoza and her staff who have received these Shining Star recognitions.

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. June 28, 2018

- B. Budget Amendments/Interlocal Agreements

- i. Retroactively approve a Subgrant Award from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health, for the period of August 1, 2017 through July 31, 2018 [From \$170,522 to \$312,866] in support of the Centers for Disease Control and Prevention (CDC) Epidemiology and Laboratory Capacity Program IO #10984 and authorize the District Health Officer to execute the Subgrant Award.

Staff Representative: Jennifer Pierce

- C. Approve an Interlocal Agreement between Washoe County Health District and University of Nevada, Reno School of Medicine Integrated Clinical Services, Inc., and University of Nevada, Reno School of Medicine MultiSpecialty Group Practice North, Inc., dba MEDSchool Associates North, to designate faculty member(s) to serve as Medical Consultant to the District for the Sexually Transmitted Disease Clinic retroactive to July 1, 2018 through June 30, 2019 unless extended by the mutual agreement of the Parties, with automatic renewal for two successive one-year periods for a total of three years for the terms in the agreement unless either party gives the other written notice of nonrenewal at least 60 days prior to June 30 of each year.

Staff Representative: Nancy Kerns Cummins

- D. Approve Amendment #1 to the Interlocal Agreement between the Washoe County Health District and Washoe County through its Department of Juvenile Services to provide for vaccine storage retroactive to July 1, 2018.

Staff Representative: Nancy Kerns Cummins

- E. Presentation, discussion, and possible approval of the donation of various pieces of obsolete monitoring equipment and associated supplies with a current market value estimated at \$-0- that have exceeded the useful value for regulatory purposes but may still have value for educational, research and community organizations.

Staff Representative: Daniel Inouye

- F. Recommendation to Uphold Citations Not Appealed to the Air Pollution Control Hearing Board.
 - i. Olympia Gaming CRS Sparks – Case No. 1200, NOV No. 5665
 - ii. Woodsprings Suites Reno East Legends – Case No. 1201, NOV No. 5668Staff Representative: Daniel Inouye
- G. Acknowledge receipt of the Health Fund Financial Review for June, Fiscal Year 2018
Staff Representative: Anna Heenan

Vice Chair Novak inquired regarding the amounts of the Air Quality Management fines on item 6F and requested they be reviewed for possible increase. He opined that the low penalty amount could encourage noncompliance as it would be more cost effective to pay the fine than comply.

Mr. Dick informed that these fines were for violations that occurred just prior to the higher fines for these violations approved at the June District Board of Health Meeting.

Dr. Hess moved to accept the Consent Agenda. Mr. Delgado seconded the motion which was approved four in favor and none against.

- 7. **PUBLIC HEARING: Presentation, discussion, and possible adoption of “The Washoe County Portion of the Nevada State Implementation Plan to Meet the Ozone Infrastructure SIP Requirements of Clean Air Act Section 110(a)(2)” and direct Staff to forward it to EPA via NDEP as an amendment to the Washoe County portion of the Nevada Ozone State Implementation Plan.**

Staff Representative: Daniel Inouye

Mr. Inouye stated that the Environmental Protection Agency (EPA) establishes health-based standards for six pollutants including Ozone. He informed that the Clean Air Act requires State and Local Air Quality Management Agencies to demonstrate that they have the authority and resources to implement, maintain and enforce these air quality standards.

Mr. Inouye explained that this Ozone Infrastructure Plan is a demonstration of these requirements. If adopted, he stated that the Infrastructure Plan will be submitted through the Nevada Division of Environmental Protection (NDEP) to EPA, as a revision to the Washoe County portion of Nevada Ozone State Implementation Plan.

Vice Chair Novak opened the Public Hearing. There was no public comment.

Dr. Hess moved the District Board of Health adopt “The Washoe County Portion of the Nevada State Implementation Plan to Meet the Ozone Infrastructure SIP Requirements of Clean Air Act Section 110(a)(2)”. Mr. Brown seconded the motion which was approved four in favor and none against.

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

Presented by: JW Hodge

- A. Review and Acceptance of the REMSA Operations Report for June, 2018

Mr. Hodge stated he wished to acknowledge Mr. Kenny Kitts who was present, for his significant role in the preparation of the monthly REMSA Report, and informed that Mr. Kitts has been with REMSA for twenty-five years.

Vice Chair Novak congratulated Mr. Kitts and thanked him for his hard work.

There was no public comment.

Mr. Brown moved to accept the REMSA Operations Report for June 2018. Mr. Delgado seconded the motion which was approved four in favor and none against.

B. *Update of REMSA's Public Relations during June 2018

Mr. Hodge stated that with the very high temperatures in June and July that REMSA has reached out to the public through various media outlets to provide tips to stay healthy and safe.

Mr. Hodge informed that new technology had been installed earlier in July to allow REMSA's website to be translated into one hundred different languages.

Mr. Hodge stated that a new pop-up feature on the career section of REMSA's website allows applicants to complete a short form to contact Human Resources and apply for jobs. He informed that this new feature was implemented in response to Mr. Dahir's question regarding REMSA's methods of recruiting.

During the week of July 30th, Mr. Hodge informed that the new internal employee survey would be launched. He stated that it would be open for two weeks and REMSA would then inform employees of the results and next steps forward.

9. Consideration and possible adoption of a policy for Environmental Health Services (EHS) and Air Quality Management fee relief or mitigation for entities affected by disasters and emergencies. – (Item was tabled for further discussion)

Staff Representative: Kevin Dick

Mr. Dick explained that he had produced this staff report as a follow up to action taken following the flooding in Lemmon Valley in which the decision was made to not collect fees for some of the properties impacted by the flood. He stated that he had been requested at that time to bring back a policy for the Board to consider regarding how the Health District should manage any fee relief or mitigation in the event of disasters or emergencies.

Mr. Dick summarized his proposed policy, in which the Health District would not provide any relief or mitigation for fees unless the jurisdiction in which the property or business was located agreed to reimburse the Health District, or, in the event a third party was willing to reimburse the Health District for the fee.

Mr. Dick informed that part of the consideration in this policy was that, while the Lemmon Valley flooding was certainly a disaster and hardship for those residents, it was fairly restricted as to the location and extent of the damage. He stated that future events could involve an entire region which would exceed the Health District's capability to effectively mitigate fees.

Mr. Dick informed that the Health District is currently receiving funding support through a Washoe County General Fund transfer, and depending on where the properties were actually impacted, opined that this scope of mitigation would be above and beyond the Health District's responsibilities.

Dr. Hess inquired the cost of the fees in question, and opined that the larger fees could place an additional hardship on a home or business owner. Mr. Dick informed that the fees range from several hundred to several thousand dollars.

Mr. Delgado agreed with Dr. Hess, and stated that persons without proper insurance to pay for repairs and fees could be burdened to the point of losing their home. He opined the policy to possibly be too strict.

Vice Chair Novak referred to Mr. Dick's comment that a large portion of the Health District budget is received from Washoe County, and inquired if possibly a policy should be considered between Washoe County and the Health District for mitigation of fees.

Vice Chair Novak stated that he agrees in many ways with the policy as it is written due

to potential consequences for a wide spread emergency or disaster. He informed that he would like to table this item for further discussion of a policy with the jurisdictions and investigation of a mechanism or process for appeals but expressed his concerns regarding the Board's capacity to address a large number of individuals seeking to appeal the District's charges for services. He inquired if Mr. Dick was agreeable to this action.

Mr. Dick stated that he was agreeable, and that he was open to suggestions from the Board Members.

Vice Chair Novak moved to table this item for Consideration and possible adoption of a policy for Environmental Health Services (EHS) and Air Quality Management fee relief or mitigation for entities affected by disasters and emergencies for further investigation. Dr. Hess seconded the motion which was approved four in favor and none against.

Vice Chair Novak inquired of Ms. Admirand, since this item had been tabled, if the Board is required to hear public comment. Ms. Admirand informed that when a motion is made it is an action item, and instructed Vice Chair Novak to ask the Clerk if there is any public comment at this time.

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

10. *Staff Reports and Program Updates

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

Mr. Inouye stated that the Board approved Air Quality Management's commitment to the Wildland Fire Air Quality Response Program at the March DBOH Meeting. He informed that Ms. Julie Hunter has been trained as an Air Resource Advisor (ARA) and that she had been deployed to wildfires in New Mexico and Colorado.

Ms. Hunter introduced herself as a Senior Air Quality Specialist with the Washoe County Health District Air Quality Management Division.

Ms. Hunter stated that she had been deployed to the Ute Fire in New Mexico and the 416 Fire in Colorado. She explained that an ARA is a part of the Wildland Fire Air Quality Response Program led by the USDA Department of Forest Service, and that the Program was developed to assess, communicate and address smoke risks from massive fire incidents.

Ms. Hunter detailed the components to this Program and explained her duties as an ARA were to use the air quality monitoring and modeling equipment to analyze and predict smoke impacts and to communicate the impacts to Incident Command, local agencies and the public.

Ms. Hunter explained the monitoring equipment they deploy measures the fine particulate matter that is the major component of wildfire smoke. The equipment uses satellite service to populate air quality index data on maps as shown in her presentation, noting that these maps are available to the public.

Ms. Hunter informed that ARAs are part of Incident Command and work in the Planning Section in collaboration with the Incident Meteorologist, Fire Behavior Analyst and others. These groups work together, examining each group's models to better determine smoke impacts, incorporating Ground and Air Operations reports

Ms. Hunter explained that with the Modeling and Monitoring instruments, the ARAs provide the previous air quality index as well as the forecasted air quality index for the

impacted communities. She spoke of the Outlook software displayed in her presentation and explained that it is specific to the ARA Program, that it is updated daily and populated with air quality monitoring data, and that health warnings and safety information are also displayed.

Ms. Hunter detailed the avenues of communication for the data they collect, and informed that the success of an ARA depends on the coordination and cooperation of the whole Incident Command Team working with the Emergency Operations Center in the local communities to providing consistent messaging.

Ms. Hunter stated the benefits she bring back to the Division as an ARA include her working knowledge of the Incident Command System and experience with the modeling and monitoring tools that are being used for local impacts. She informed that AQM is looking into the Outlook products and has tried to incorporate some of that messaging into their messaging. Ms. Hunter stated that consistent messaging is important throughout the nation on managing smoke impacts and that her experience supports and supplements planning for Exceptional Event Demonstrations, Mitigation Plans and AQM's Smoke Management Program.

Ms. Hunter informed that she would like to thank for the record Truckee Meadows Fire District, thanking Chief Moore who was present for sponsoring her as well as Captain Bunn, also present, who went out of their way to help her. She thanked the Air Quality Management Division and Ms. Albee and Mr. Inouye specifically for their support, as well as the District Board of Health for approving and supporting her role as an Air Resource Advisor.

Dr. Hess inquired what the air quality forecast for the next ten days would be. Ms. Hunter informed that smoke impacts would be great, especially with the Carr Fire which increased from 4,500 to 20,000 acres overnight. She informed that, with the fires in northwest California and southwest Oregon, there will be significant smoke in the area for the foreseeable future and that they have been consistently messaging to stay indoors, run the air conditioner and to avoid exercise or exertion outdoors.

Mr. Brown stated that air quality control is a consistent effort and is not limited to the fire season. He informed that Ms. Hunter is one of the leaders that have been working with land managers for the past several years and spoke of plans for more prescribed fires to reduce fuel loads in the desert and forest.

Mr. Brown expressed he is very happy that Ms. Hunter does such a fine job in her role to the benefit of the community overall, and thanked her for the work she does.

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

Divisional Update – Changes to CCHS Programs; Medicaid Enrollment Assistance; Data & Metrics; Program Reports

Mr. Kutz commented that, in regards to the changes in the CCHS Programs, they have been doing what they can with the limited resources available to them and that this has been a difficult change to make in relation to the Maternal Child Health Program. He stated that, while CCHS knows this program to be important, the changes were made to best serve the community and do what is best for the Division as a whole.

As part of the Plan, Do, Check, Act process, Mr. Kutz informed that the changes CCHS is making will be evaluated, assessing impact to staff, programs and the community.

Mr. Kutz stated that CCHS had their second outing to the Detention Facility at the Washoe County Sheriff's Office and served approximately ten women at this visit, providing Long Acting Reversible Contraceptives. He informed that the partnership is

going very well between CCHS and the Sheriff's Office and that the women are appreciative and excited for this opportunity.

C. Environmental Health Services, Chad Westom, Director

Environmental Health Services (EHS) Division and Program Updates – Community Development, Food, Special Events, Land Development, Safe Drinking Water, Vector-Borne Diseases, Waste Management, Inspections

Mr. Westom informed that the EHS Team has been very successful in streamlining the Health plan review processes and the turn-around time is reduced to a week or less; the average completion time for the various plans are now posted on Health District website.

Mr. Westom stated that Chair Jung requested EHS approach the Washoe County Board of County Commissioners regarding \$180,000 in additional funding for mosquito abatement after the June DBOH Meeting where he reported on a proposed mosquito abatement program. He informed that Mr. Dick had more information for the Board.

As far as requesting additional funds for mosquito abatement, Mr. Dick wished to inform the Board that the Health District is pleased to have ended FY18 with a higher than anticipated fund balance as shown in the financial report from June 2018. He explained that, because of this ending fund balance, his intention is to support the mosquito abatement needs with Health District funds versus going to the Board of County Commissioners for an additional fund transfer at this point.

Along with this expenditure for mosquito abatement, Mr. Dick informed that the Health District will be identifying and proposing to the Board during the November Strategic Planning meeting other one-time investments in the District and for the community's benefit to be funded by a portion of the ending balance.

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

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

Ms. Conti informed that she had no additional comments but would be happy to answer any questions in Dr. Todd's absence.

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

District Health Officer Report – REMSA Franchise Agreement, Plan Reviews, Washoe Behavioral Health Policy Board, Public Health Accreditation, Community Health Improvement Plan, Truckee Meadows Healthy Communities, Quality Improvement, Workforce Development, Style Guide, New CCHS Fees, Other Events and Activities and Health District Media Contacts.

Mr. Dick thanked the Board Members who participated in the meeting with City of Reno for funding of additional staffing through the Enterprise Fund and specifically thanked Mr. Delgado for his help in organizing the meeting as well as Vice Chair Novak and Mr. Brown's efforts to continue to work toward this arrangement.

Mr. Dick informed that the Health District continues to work with NDEP and TMWA on the interlocal agreement for alternative oversight of plan review. He opined they are nearing an agreement.

Mr. Dick announced that there will be an unveiling event to present the new Community Health Improvement Plan (CHIP) to the community held at the County Chambers on August 2nd from 9:30-11:30 a.m. He informed that Carson City Health and Human Services CHIP was approved by their Board on July 19 and will join the Washoe

County Health District at this event, and opined there may be opportunities for collaboration between the two. He stated that a number of community partners will be presenting at the event, as well.

Mr. Dick informed that a Family Health Festival (FHF) had been held at the Miguel Ribero Park with the Truckee Meadows Healthy Communities (TMHC) and that a number of partners participated including Community Health Alliance. The Festival was quite successful with approximately five hundred persons served. Services available were immunizations, BMI assessment, blood pressure and skin cancer screening, Healthy Smiles and distribution of back-to-school materials and information. He informed that there is another FHF being planned for October or November.

Vice Chair Novak requested an updated on Accreditation. Mr. Dick obliged by informing that the Health District is on track to submit all documents for review on October 1st. He stated that over 200 of the required 213 documents have been collected and are under review; the balance is pending finalization of data to complete them. He explained that there will be a site visit within six months after the October 1st document submission to PHAB.

Mr. Dick informed that he had the opportunity to see Carol Moehrle who had been part of the Health District's Fundamental Review Team in 2013-14 at the NACCHO Conference that he and Ms. Peters attended in July. He stated it was enjoyable to speak with her about the progress the Health District has made and how useful the Fundamental Review had been in the process.

Vice Chair Novak requested to have an update on the Health District's status for Accreditation for his report at the upcoming NALBOH Board Meeting and Annual Conference in early August. Mr. Dick stated he would be provided with a hard copy of this information to take with him and requested Ms. Rogers to set a date to meet with Ms. Peters, Vice Chair Novak and himself prior to the NALBOH events.

11. *Board Comment

Dr. Hess inquired if there was any other information available on the ambulance transport agreement between City of Reno Fire Department and MedXAirOne, LLC that had been pulled from the July 18th Reno City Council Agenda. Dr. Hess expressed concern that this item could be brought back on a future agenda.

Mr. Brown suggested that this item could be agendaized for review on the September DBOH Meeting for concerned parties to be able to discuss with and educate the Board on their stances.

Vice Chair Novak closed the Board comment period.

12. *Public Comment

Ms. Brandhorst expressed concerns for living conditions in low income housing.

Vice Chair Novak closed the public comment period.

13. Adjournment

Vice Chair Novak adjourned the meeting at 1:52 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.