

# WASHOE COUNTY DISTRICT BOARD OF HEALTH MEETING MINUTES

Washoe County



Health District

**Members**  
Matt Smith, Chair  
Kitty Jung, Vice Chair  
Dr. Denis Humphreys  
Neoma Jardon  
Julia Ratti  
Dr. George Hess  
David Silverman

**Thursday, November 20, 2014  
1:00 p.m.**

**Washoe County Administration Complex  
Health District South Conference Room  
1001 East Ninth Street  
Reno, NV**

---

The Washoe County District Board of Health met in regular session on Thursday, November 20, 2014, in the Health Department South Conference Room, 1001 East Ninth Street, Reno, Nevada.

## **1. Call to Order, Pledge of Allegiance**

**Chair Smith called the meeting to order at 1:05 p.m.**

**Commissioner Jung led the pledge to the flag.**

---

## **2. Roll Call**

The following members and staff were present:

Members present:     Chair Matt Smith  
                              Vice Chair Kitty Jung  
                              Dr. Denis Humphreys  
                              Dr. George Hess  
                              Julia Ratti

Members absent:     David Silverman  
                              Neoma Jardon

Staff present:         Randall Todd, DrPH, Director, EPHP, Acting District Health Officer  
                              Leslie Admirand, Deputy District Attorney  
                              Charlene Albee, Division Director, AQM  
                              Steve Kutz, Division Director, CCHS  
                              James English, Supervisor, EHS  
                              Anna Heenan, Administrative Health Services Officer, AHS  
                              Erin Dixon, Fiscal Compliance Officer, AHS  
                              Kelli Goatley-Seals, Health Educator Coordinator, CCHS  
                              Brittany Dayton, EMS Coordinator, EPHP  
                              Dawn Spinola, Administrative Secretary/Recording Secretary, ODHO

### 3. Public Comment

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

---

### 4. Approval of Agenda

**Dr. Humphreys moved to approve the agenda for the November 20, 2014, District Board of Health meeting. Councilmember Ratti seconded the motion which carried five in favor and none against.**

---

### 5. Approval of Draft Minutes

Chair Smith abstained from voting as he had not been present at the October meeting.

**Councilmember Ratti moved to approve the minutes of the October 23, 2014 District Board of Health regular meeting as written. Dr. Hess seconded the motion which carried four in favor and none against.**

---

### 6. Recognitions

Presented by Dr. Todd and Chair Smith

#### A. Years of Service and Excellence in Public Service Certificate Program

1. Ruth Castillo - 10 years, hired 10/09/04 – CCHS

Dr. Todd announced Ms. Castillo's accomplishments and presented her with a Certificate of Appreciation.

#### B. Years of Service

1. Ana Gonzalez – 15 years, hired 11/12/1999 – CCHS

Dr. Todd announced Ms. Gonzalez' accomplishment and presented her with a Certificate of Appreciation.

#### C. New Hires

1. Christine Cifelli – P/T Advanced Practitioner of Nursing, hired 11/3/14 – CCHS  
Ms. Cifelli was not in attendance.

#### D. Recognition of Achievement

Presented by Ms. Julie Hunter

1. Alliance for Climate Education

Ms. Hunter explained the ACE had developed and implemented an Idle Free Schools program as part of Safe Routes to Schools.

Student and ACE Fellow Alicia Wong thanked the program partners, explained how the program had evolved and reviewed its successes.

The Board and audience congratulated the representatives with a round of applause.

---

## 7. Proclamation

World AIDS Day

Jennifer Howell accepted the proclamation.

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

---

## 8. Consent Agenda

### A. Air Quality Management Cases

1. Recommendation to Uphold Citations Not Appealed to the Air Pollution Control Hearing Board:

a. Advanced Installations – NOV No. 5360, Case No. 1166

### B. Budget Amendments / Interlocal Agreements

1. Approve Notice of Subgrant Award for the period August 1, 2014 through July 31, 2015 in the total amount of \$140,000 in support of the Centers for Disease Control and Prevention (CDC) Epidemiology and Laboratory Capacity (ELC) Federal Grant Program, IO 10984; Approve amendments totaling an increase of \$2,351 in both revenue and expense to the FY15 CDC Epidemiology and Laboratory Capacity Federal Grant Program, IO 10984; and if approved authorize the Chairman to execute.

2. Approve amendments totaling an increase of \$63,773 in both revenue and expense to the FY15 CDC Public Health Preparedness – BP2 Carry-Over Federal Grant Program, IO TBA.

3. Authorization of travel and travel reimbursements for non-County employees in the approximate amount of \$7,259, supported by the grant award (IO-20385).

4. Authorization of travel and travel reimbursements for non-County employees John Packham, PhD and three, to be determined, community leaders from other Northern Nevada counties in the approximate amount of \$5,177, supported by the grant award (IO-20385).

**Councilmember Ratti moved to approve the Consent Agenda as presented. Commissioner Jung seconded the motion which was approved five in favor and none against.**

---

## 9. Regional Emergency Medical Services Authority

Presented by Mr. Jim Gubbels

A. Acceptance of the Correction of the August, 2014 ground service fee averages, presented during the October, 2014 meeting.

---

B. Acceptance of the REMSA Operations Reports for September, 2014 as presented at the October, 2014 meeting.

Mr. Gubbels presented the items, noting they had not been approved when presented at the October, 2014 meeting due to an administrative error.

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

Mr. Gubbels explained that, due to the compressed meeting schedule to accommodate the holidays, the October report will be presented in December and the November and December reports will be presented in January.

---

**10. Acknowledgement of the receipt of the Health District Fund Financial Review for Fiscal Year 2015 year to date October, 2014**

Staff Representative: Ms. Heenan

Ms. Heenan presented the Financial Review.

Dr. Hess noted the negative numbers and the fact the anticipated annual deficits were already looming. He asked if it would be necessary to make adjustments to get through the fiscal year. Ms. Heenan stated she would be bringing a three-year forecast to the Board next month. She noted the adopted budget did contain deficits which would lead to the District being out of cash within a year. She acknowledged it was a situation that needed to be addressed, but opined it did not require immediate action as the fund balances for this fiscal year and the next fiscal year would sustain the District in the meantime.

Ms. Heenan explained revised fees would help reduce the deficit by increasing revenues and the cost-benefit analysis will assist in guiding expenditure reductions.

**Commissioner Jung moved to approve the review as presented. Councilmember Ratti seconded the motion which was approved five in favor and none against.**

---

**11. Presentation, discussion and possible direction to staff responsible for District Board of Health Committees and Advisory Boards with vacancies to conduct a search for replacements and present the names of potential appointees to the Board for consideration and selection.**

Staff Representative: Dr. Todd for Mr. Kevin Dick

Dr. Todd presented the staff report. Dr. Hess asked which three Committees and Advisory Boards were being addressed. Ms. Spinola explained they were the Sewage, Wastewater and Sanitation Hearing Board, the Food Protection Hearing and Advisory Board and the Air Pollution Control Hearing Board. She noted the EMS Advisory Board should be added to the list as the DBOH was responsible for appointing two of the members.

Chair Smith opined it was a good idea for staff to conduct the searches and bring the names of the potential appointees to the Board.

Dr. Hess suggested Board members may wish to have input regarding the selection of the appointee. Mr. English explained that the current process involved staff soliciting volunteers

from the public. If that is unsuccessful the position is advertised in the newspaper. Dr. Todd opined there was nothing in the staff report that would preclude a Board member from suggesting a candidate. Chair Smith supported that statement.

Commissioner Jung opined it should be a Board policy that the vacancies are always advertised, as they are public bodies. She explained that was a County-wide policy for all public bodies as it constituted a public notice. Chair Smith agreed the openings should be advertised and it should be an open, public process.

**Councilmember Ratti moved to empower staff to initiate recruitment processes whenever they have a vacancy. As part of the recruitment process, any Board position will be publicly announced and advertised. The Board of Health will be notified the vacancy is open. Dr. Hess seconded the motion which was approved five in favor and none against.**

---

**12. Discussion and possible direction to staff regarding new fees associated with Health District activities that are not currently on the Fee Schedule and beginning the process of updating of the existing fee schedule with the most current salaries, benefits, and indirect cost rates that have been approved for Fiscal Year 2015**

Staff Representative: Ms. Dixon

Ms. Dixon presented the staff report, pointing out changes made based on Board requests. In particular, Item 7 had been split out into two categories. She explained data had been collected regarding the number of permits held by the Washoe County School District (WCSD), how much they pay in fees and the number of staff hours expended on required inspections. Data had also been collected regarding the number of hours spent on Epidemiological investigations. She clarified staff would appreciate direction regarding which if any of the proposed fees the Board would like staff to take out for public comment, as well as moving forward with updating the fees based on the most current salaries, benefits, and indirect cost rates.

At Dr. Hess' request, Ms. Dixon explained the proposed fee involves charging for school inspections. NRS requires two per year, so for the first nine months of the year, staff has put 498.5 hours into the inspections. School kitchen permits net \$30,171 annually. WCSD Air Quality permits net \$18,326. Ms. Dixon listed some other public agencies that pay fees to the District; they included Washoe County, City of Reno and City of Sparks.

Councilmember Ratti summarized, clarifying that the agenda item requests that the Board direct staff to take the fees to the public and stakeholders for input and then bring that input back to the Board. It is not an approval of the fees. Ms. Dixon stated that was all correct.

Chair Smith stated that if the fees were to be presented to the public the Board should be in agreement with them so staff time was not wasted. If they were going to have a problem with one or any of them he would prefer it or they be pulled.

Councilmember Ratti stated she believed in the public input process. She was comfortable with the fees, but something presented during public input may change her mind. As a governing Board member, her job was to have an open mind in case someone presented something she had not personally contemplated. She stated she will not guarantee to vote for the fees after they go through the public process but absolutely wanted the input.

Dr. Hess stated he still had reservations but was going along with the proposed fees based on how they had been rephrased. He agreed the Board needed the feedback.

Councilmember Ratti pointed out that fee increases were not generally enthusiastically supported. Even in the face of strong opposition, if the District needs the revenue in order to be able to deliver the services, the Board needed to go forward with the fees. She reiterated that occasionally the fee payers are being subsidized by the taxpayers and that should be part of the overall discussion.

Dr. Hess stated he felt it is the District's job to investigate outbreaks, and instead of investigation fees, the offenders should be charged for repeat inspections and reopening. Ms. Dixon explained staff had expended 1,105.5 hours on those types of investigations. The Health District would likely not have requested reimbursement for any of them.

Dr. Humphreys opined the process was appropriate, and agreed with the need for public input. He pointed out staff had done what the Board directed, which was to look at the fee calculations based on cost recovery. That also helps the process of standardizing how fees are established and enforced.

Commissioner Jung opined that taxpayers should not be subsidizing fee payers. She encouraged staff to remind industry that the Board had decided to allow them to take a fee holiday, even though the District had been in a tremendous deficit situation. She did not believe they had ever done what the Board had asked them to do, which was to take advantage of the free advertising at their national levels regarding the benefits of doing business in the county to help drum up some more business. She requested staff look into what industry did to validate that and bring it back to the Board.

Commissioner Jung pointed out the Fundamental Review had identified the fees as an area of revenue generation. She stated it was important to her that the District arrives at a sustainable position so staff can be supported to provide the services. The only other alternative to balance the budget was to eliminate positions. All other avenues had been pursued and implemented.

Commissioner Jung opined that if the Board was not going to work in a unified manner on this issue it would be a waste of tax money to continue to pursue it. She felt the new Board members should be educated at the earliest possible opportunity regarding the history and issues surrounding the topic. She noted Board action in the past had been stymied by reluctance to enact unpopular steps and stated she was prepared to stand firm. She reiterated some had been given a fee holiday and been subsidized by the taxpayers. The Recession has ended and industry has expanded in some areas, so there is no reason not to ask for higher fees.

Chair Smith agreed, clarifying that unless there was something they were fundamentally morally, totally against, the Board needs to move forward together.

Ms. Dixon explained the timeline was to go to the public in January and bring the fees back to the Board in February or March, to be effective July 1. Councilmember Ratti stated she would like the District Health Officer to contemplate how to educate new Board members prior to the fee meeting. Chair Smith stated he would not be opposed to meeting with his replacement for that purpose.

Chair Smith asked how the public meetings would be conducted, opining they had not been well-advertised in the past, which led to substantial attendance and input at the public fee Board meeting. He noted the Fundamental Review had encouraged collaboration with the community, and it was important for the stakeholders to provide the input in advance. Ms. Dixon noted those conversations had already begun with some of the leadership groups. Any impacted permit holder would also receive an informational postcard regarding the meetings.

Commissioner Jung opined all notification efforts were valuable. She agreed with the value of building open, transparent relationships and providing understandable explanations about what was being proposed.

Chair Smith suggested this was an ongoing, contentious item. Councilmember Ratti noted that there had been discussion about why the fee schedule was changed annually, as opposed to being established with an automatic annual increase and reviewed in depth once every five years. The annual process was challenging for the Board, staff and the business community. Ms. Dixon explained that was part of the goals being set for the 2017 budget year.

**Councilmember Ratti moved to direct staff to present to the community the proposed new fees and bring back to the Board the fees for consideration and possible adoption into the current fee schedule and begin the process of updating the fee schedule with the most current salaries, benefits and indirect cost rates that have approved for Fiscal Year 2015. Commissioner Jung seconded the motion which was approved five in favor and none against.**

---

### 13. Staff Reports and Program updates

#### A. Director, Air Quality Management

Ms. Albee stated she had nothing to add but was available to answer questions.

#### B. Director, Community and Clinical Health Services

Mr. Kutz stated he had nothing to add, but noted Kelli Seals had joined him, she was the author of the Chronic Disease Prevention program update and was available to answer questions, as was he.

Dr. Humphreys noted the numbers of overweight and obese children had experienced little change over the past 10 years. He stated he was aware of numerous outreach programs that had been conducted and asked what the thoughts were regarding future outcomes.

Ms. Seals stated the data had been collected through WCSD, as they were legislatively mandated to do so. One concern is there has not been enough programming in answer to the data. It is known where the problems are, but there has not been any funding to directly address them within the community. While there has not been grant funding awarded to address childhood obesity, staff has applied for grant funds and have used the WCSD BMI data in these grant applications. CCHS staff have implemented out-of-school time and voluntary wellness policies, and they are working with child care centers to address wellness, but do not have steady funding to address the issues.

Dr. Humphreys noted those challenges led to diabetes, which is at epidemic proportions among the school-age population.

Ms. Seals pointed out the legislation that calls for the collection of the data within the school district is set to sunset in 2015. Staff will work to try to get it extended.

Commissioner Jung suggested staff ask why the legislature mandated the data be collected while the children were in the fourth grade, as opposed to earlier. Ms. Seals noted that was when other tests were done, such as eyesight and scoliosis, and opined it was done at the same time as a convenience. Commissioner Jung suggested staff encourage the legislature to consider mandating the data collection times based on science that indicates when intervention may be more effective.

In response to a question raised by Dr. Hess regarding delays in training and implementation, Mr. Kutz explained some recent challenges with the software vendor and how they were being addressed.

### **C. Director, Environmental Health Services**

Mr. English stated he had nothing to add, but was available to answer any questions.

Dr. Hess asked if the mosquito problem in Kiley Ranch was being addressed. Mr. English explained they were working with the developers, the City of Sparks and the Land Users Development Group through the Builders Association of Northern Nevada to form a plan regarding mitigation efforts.

Commissioner Jung asked if there were any fines or fees that could be levied to the developer in the future if they built without proper approvals and then expected the county to provide mosquito treatment. Mr. English offered to research it and bring it back to the Board.

Councilmember Ratti explained Kiley Ranch Preserve was a charitable non-profit that was put in place to preserve the wetlands area and save it from development. The development plans are not near the wetlands. She asked if the District was negotiating more with the Wetlands group than the developer and Mr. English stated he believed so. He added they were also working with the developer to try to mitigate risks to the public because the wetlands were still fairly close. Councilmember Ratti pointed out the developers had no influence over the wetlands.

Commissioner Jung noted the information about the conservation group was a helpful clarification, but the developer needed to make decisions that protected the homeowners so they did not ultimately place the responsibility for mosquito control on the Health District. She requested a report on what the developer did or did not do based on staff recommendations to protect the population and what the District could do in the future if it was asked to mitigate a pre-identified health risk.

Councilmember Ratti pointed out the wetlands existed prior to development, so the wetlands were not the problem, it was the encroachment. She was unsure of what the developer could do to mitigate. Commissioner Jung suggested they should not build there; it was another example of industry asking taxpayers to subsidize. Mr. English stated he would provide a report that contained the guidelines or conditions provided as part of the developer's approval and that they were met.



Councilmember Ratti requested the report include the history of the entire Kiley Ranch project and if everything was done by the City or the developer as it should have been at the Master Project stage.

#### **D. Director, Epidemiology and Public Health Preparedness**

Dr. Todd pointed out the number of influenza-like illnesses were below threshold but deaths were above. The number of deaths indicates the severity. The statistics can appear to fluctuate quite a bit because they are based on small numbers. Early numbers in the season do not provide any kind of reliable estimate for how severe the remainder of the season will be.

The REMSA Board vacancy has been posted and staff will bring the names of candidate(s) to the DBOH for selection and appointment. Ms. Dayton explained it was posted on the Health District website and Twitter. The deadline is December 5. The departing Board member has provided three recommendations for his replacement. Commissioner Jung asked if staff could possibly find a way to advertise the position with a local accounting group or organization.

The EMS Program staff has elected not to include their contact information on the REMSA billing, as patients with questions should be contacting REMSA directly.

#### **E. District Health Officer, Office of the District Health Officer**

Dr. Todd stated he had nothing to add, but was available to answer any questions.

---

#### **14. Board Comment**

None.

---

#### **15. Emergency Items**

None.

---

#### **16. \*Public Comment**

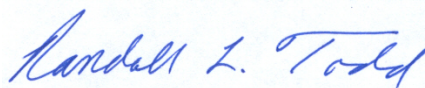
As there was no one wishing to speak, **Chair Smith closed the public comment period.**

---

#### **17. Adjournment**

**At 2:11 p.m., Commissioner Jung moved to adjourn. Councilmember Ratti seconded the motion which was approved five in favor and none against.**

Respectfully submitted,



---

Randall Todd for  
Kevin Dick, District Health Officer  
Secretary to the District Board of Health

*Dawn Spinola*

---

Dawn Spinola, Administrative Secretary  
Recording Secretary

Approved by Board in session on December 18, 2014.