

Washoe County District Board of Health Meeting Minutes

Members

Kitty Jung, Chair
Vice Chair, Vacant
Oscar Delgado
Dr. George Hess
David Silverman
Dr. John Novak
Michael D. Brown

Thursday, October 27, 2016
1:00 p.m.

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

1. *Roll Call and Determination of Quorum

Acting Chair Brown called the meeting to order at 1:00 p.m.

The following members and staff were present:

Members present: Mike Brown, Acting Chair
Dr. George Hess
Dr. John Novak
David Silverman

Members absent: Kitty Jung
Oscar Delgado

Ms. Spinola verified a quorum was present.

Staff present: Kevin Dick, District Health Officer, ODHO
Leslie Admirand, Deputy District Attorney
Anna Heenan, Administrative Health Services Officer
Steve Kutz, Director, CCHS
Dan Inouye, Acting Director, AQM
Bob Sack, Director, EHS
Randall Todd, Director, EPHP
Dawn Spinola, Administrative Secretary/Recording Secretary, ODHO

2. *Pledge of Allegiance

Julia Ratti led the pledge to the flag.

3. *Public Comment

John Muran provided an overview of documentation submitted to the Board (Attachment A), which he opined demonstrated that his family members owned their burial plots within Hillside Cemetery as real property.

4. Approval of Agenda

October 27, 2016

Acting Chair Brown stated Items 12 and 13 would be tabled and heard at the November meeting, stating he felt it would be more appropriate to address the items when Chair Jung was present.

Dr. Novak moved to table Items 12 and 13 until November, when Chair Jung was present. Mr. Silverman seconded the motion

Deputy District Attorney (DDA) Admirand asked that the motion be amended to include approval of the rest of the agenda. Dr. Novak and Mr. Silverman both agreed to the amendment.

The motion passed four in favor and none against.

5. *Recognitions

A. Departures

- i. Julia Ratti, Vice Chair, 1/22/09 through 10/9/16 – DBOH

The Board members and Mr. Dick expressed their appreciation of Ms. Ratti's participation and guidance during her tenure on the District Board of Health. Ms. Ratti thanked the Board and staff for their efforts over the years.

B. Years of Service

- i. Maria Tokarz, 10 years, hired 8/7/2006 – EPHP

Ms. Tokarz was not in attendance.

C. Retirements

- i. Dale Brice, Storekeeper, 21 years, hired 12/6/1994, retired 10/8/16 – CCHS

Mr. Brice was not in attendance.

- ii. Jeanne Harris, Administrative Secretary, 14 years, hired 10/8/02, retiring 11/14/16 – EPHP

Ms. Harris was not in attendance.

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

September 22, 2016

B. Budget Amendments/Interlocal Agreements

- i. Approve the modification of the Community and Clinical Health Services pharmaceutical fee schedule to add Cipro 500mg.
Staff Representative: Nancy Kerns Cummins
- ii. Approval of Notice of Subgrant Award from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health, for the period November 1, 2016 through June 30, 2017 in the total amount of \$33,927 (with \$3,392.70 or 10%

match) in support of the Centers for Disease Control and Prevention (CDC) Public Health Preparedness BP5 Carryover Program; and if approved authorize the District Health Officer to execute the Subgrant Award; Approval of Point of Dispensing (POD) supplies (signage kits) donation to POD partners; and if approved, authorize the District Health Officer to distribute supplies including signing all necessary paperwork.

Staff Representative: Patsy Buxton

- iii. Approval of Notice of Subgrant Award from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health, for the period November 1, 2016 through June 30, 2017 in the total amount of \$38,272 (with \$3,827.20 or 10% match) in support of the Assistant Secretary for Preparedness and Response (ASPR) Public Health Preparedness BP5 Carryover Program; and if approved authorize the District Health Officer to execute the Subgrant Award; Approval of emergency response supplies donation to Emergency Medical Services (EMS) partners; Approval of evacuation kits donation to skilled nursing and long-term care facilities; and if approved, authorize the District Health Officer to distribute the supplies including signing all necessary paperwork.

Staff Representative: Patsy Buxton

- C. Acknowledge receipt of the Health Fund Financial Review for September, Fiscal Year 2017

Staff Representative: Anna Heenan

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

7. **Review, discussion and possible adoption of the Business Impact Statements regarding Proposed Revisions to the District Board of Health Regulations Governing Air Quality Management, Section 030.600 Prevention of Significant Deterioration (PSD) with a finding that the revised regulations do not impose a direct and significant economic burden on a business; nor do the revised regulations directly restrict the formation, operation or expansion of a business; and set a public hearing for possible adoption of the proposed revisions to the Regulations for November 17, 2016 at 1:00 pm.**
Staff Representative: Charlene Albee

Mr. Inouye presented the staff report and offered to answer any questions.

Mr. Dick explained the item was a formality to update the Washoe County regulations so that they more closely matched those of the Environmental Protection Agency (EPA). He opined it would be appropriate to allow for any public comment and noted that workshops had been held to accept public input on the proposed changes.

Mr. Inouye further explained the EPA had made changes at the Federal level, so the changes at the local level made them consistent.

No public comment was provided.

Dr. Hess moved to adopt of the Business Impact Statements and to set a public hearing for possible adoption of the proposed revisions to the Regulations for November 17, 2016 at 1:00 pm. Mr. Silverman seconded the motion which was approved four in favor and none against.

8. Regional Emergency Medical Services Authority

Presented by Dean Dow and Kevin Romero

A. Review and Acceptance of the Compliance Report for September 2016

Mr. Dow offered to answer any questions about the Compliance Report

Dr. Novak commended Mr. Dow on the fact that run times had significantly shortened over the last three months. Mr. Dow credited staff and additional resources.

Dr. Novak moved to accept the Compliance Report as presented. Dr. Hess seconded the motion which was approved four in favor and none against.

Mr. Dow asked Reno Fire Emergency Medical Services (EMS) Chief Dennis Nolan to join him in announcing that REMSA and the City of Reno had reached a mutual aid agreement that has been approved by the Reno City Council. Chief Nolan noted the agreement had been relatively easily achieved as both organizations realized it was in the best interest of the citizens.

*B. Operations Update for September 2016

Mr. Romero explained REMSA had provided services for many events, including Burning Man, the Rib Cookoff, Reno Air Races, and Street Vibrations. These events were addressed in such a manner as to assure that the normal 911 system would not be affected.

Mr. Romero noted REMSA had donated two Automated External Defibrillators (AEDs) to the Washoe County Sheriff's Hasty Team for search and rescue calls and trainings. The Center for Radiological and Nuclear Training had visited REMSA's education center to discuss a partnership for Homeland Security training. Additionally, REMSA worked with the Secret Service to plan Presidential and Vice Presidential candidate visits.

Mr. Romero explained an Incident Action Plan that had been developed and the pre-planning paid off when three large events converged in Reno. Medical carts were used to rendezvous with ambulances outside the crowded areas.

9. *Regional Emergency Medical Services Advisory Board October Meeting Summary

Staff Representative: Christina Conti

Ms. Conti explained the Annual Report for FY15-16 was redesigned to provide education to the community regarding the system and its achievements. It contained less data, and that data would instead be contained within the quarterly reports.

Ms. Conti announced that Washoe County is now a HeartSafe Community. She invited Karen Meskimen of Nevada Project Heartbeat and Acting Chair Brown to join her to share more information about the project. Ms. Conti went on to explain the designation is given to a community that has demonstrated the ability to quickly deal with cardiac emergencies and that the citizens are educated as to how to avoid them.

Ms. Conti reviewed a PowerPoint presentation (Attachment B) and distributed copies of the HeartSafe application packet (Attachment C) to the Board so that they may better understand the planning and preparation that has been completed. She recognized the Regional Committee members in the audience that had participated in the 10-month process. Partnering agencies included the following: Washoe County Health District, Renown Regional Medical Center, Saint Mary's Regional Medical Center, Nevada Project Heartbeat, RTAA Fire Department, REMSA, Reno Fire Department, Reno Police Department, Sparks Fire Department, and Truckee Meadows Fire Protection District.

Ms. Meskimen presented a certificate of participation to Mr. Dick and thanked the District Board of Health for their support. She noted that heart disease is still the Number 1 killer nationwide and in Washoe County. It was important that the community be prepared, be able to recognize cardiac events and know what to do. She noted that recognition and action substantially increases the survival percentages of cardiac events outside of a hospital. She opined what has been accomplished and the fact it included so many different agencies was significant.

Acting Chair Brown stated Washoe County was one of approximately six entities in Nevada to receive the designation, one of which was Incline Village. He reiterated that everyone in the room should be applauded as it was an effort by all agencies and many professionals in the healthcare profession. He opined it was important to recognize it as it was such a benefit to the community.

Acting Chair Brown noted signage will be posted and plaques will be presented to the participating Councils and Commissions. The goal is to let citizens and visitors know that the community is Heart Safe. He reiterated the beneficial aspects of the designation and requested a round of applause for the participants.

Acting Chair Brown explained that one of the future steps included development and presentation of certificates for those who are credited with assisting in a cardiac arrest situation. He thanked Ms. Meskimen for her participation and assistance with the process.

Health Officer Dick thanked Mr. Brown for bringing the idea forward and also the partners for the achievement. He suggested the meeting be paused while a picture was taken with all participants that were in the audience.

Acting Chair Brown noted there were stickers available to all of the agencies to be affixed to the emergency equipment.

Dr. Novak noted the staff report referenced a status report of the Computer-Aided Dispatch (CAD) system and asked for an update. Ms. Conti stated she could provide that update and invited Chief Nolan to add any comments. She explained the City of Reno had entered into a contract with Tiburon for the CAD-to-CAD interface which has been accepted by their City Council. The planning phase was being handled by the City of Reno's Information Technology department. Ms. Conti stated Reno staff will be providing updates to the Emergency Medical Services Advisory Board (EMSAB) on a quarterly basis and offered to bring those to the District Board of Health (DBOH). Dr. Novak stated he would like to receive those.

10. Presentation, discussion and possible approval of the five-year EMS Strategic Plan, a requirement of the Interlocal Agreement for Emergency Medical Services Oversight.
Staff Representative: Christina Conti

Ms. Conti reviewed a PowerPoint presentation (Attachment D) which provided an overview of the steps taken to create the plan and the more important components of the plan itself. EMSAB had accepted it and recommended staff bring it to the DBOH for approval. She explained the plan would be reviewed every two years and updated as necessary to encompass the next five years, and submitted for approval.

Acting Chair Brown asked if all involved agencies had been offered the opportunity to review and comment on the document. Ms. Conti explained the representatives at the meeting were invited to discuss it with their agencies. Additionally, she sent out minutes from each meeting detailing what had been done, as well as sending out the most updated

copy of the plan. The updates that were presented to the EMSAB on a quarterly basis included the most recent version of the plan in the Board packet in its current, complete form, offering agencies another opportunity to review it and provide input. The final version had been included in the most recent EMSAB packet.

Dr. Novak noted the use of the word “regional” throughout the document. He asked if that referred to the geographical area or if it were meant to infer regionalization. Ms. Conti clarified it was geographical. She noted the geographical area is Washoe County, but the Interlocal Agreement (ILA) does not include all EMS providers. The Health District does not have formal oversight over all entities, so entities that are not signatories on the ILA are invited to participate in any EMS projects.

Dr. Novak moved to accept the report as presented. Dr. Hess seconded the motion which was approved four in favor and none against.

11. Presentation, Discussion, and Possible Direction to Staff regarding a Progress Report on the 2016-2018 Strategic Plan, and completion of the Fundamental Review implementation. Take action to direct staff to continue with implementation of the 2016-2018 Strategic Plan as presented *or* direct staff to make changes as discussed.
Staff Representative: Kevin Dick

Mr. Dick reviewed a PowerPoint presentation (Attachment E) that explained the Action Plan that was being proposed to achieve the goals and objectives previously approved as the Strategic Plan (SP) by the DBOH. He explained progress on all of the targets in the (SP) could be tracked utilizing a specialized software application and he provided some examples of the types of reports the software can generate.

Mr. Dick explained an annual review would be scheduled starting in the fall of 2017, for the Board to revisit the plan to be sure it is still guiding progress in the intended direction.

Mr. Dick drew the Board member’s attention to Attachment B of his staff report, explaining that staff had realized that for quite a number of outcomes it was not realistic for the Health District to launch new initiatives considering current resources. It was proposed that the outcomes listed in Attachment B continue to be monitored, but not paired with specific initiatives for action. Additionally, the wording had been altered for some of the outcomes to more clearly identify targets and create better measurements.

Mr. Dick stated that if the Board accepted the report with the changes, he would take that as their approval to incorporate those changes and move forward with the SP. Chair Jung had been advised of the changes and had indicated her support.

Dr. Hess expressed concern that removal of outcomes would equate to removal of services. Mr. Dick explained the services not included in the SP would still be provided and monitored, and would be part of the Community Health Needs Assessment and Chronic Disease report card. The items not listed just would not be tracked as a specific measurement or be part of a new program.

Mr. Kutz explained the focus for the SP was on new initiatives. He stated the current services would continue to be monitored and provided examples of program duties that are conducted daily.

Dr. Hess reiterated the outcomes should not be removed from the plan. Mr. Dick explained the reason they were being proposed to be removed was that the Health District is involved in many activities on a daily basis that have entire programs devoted to that them

are not addressed in the SP. The focus was on the new things that the Health District wanted to do and focus resources on.

Mr. Dick went on to explain that activities not mentioned would not cease to occur. He reiterated the SP was developed to guide new activities that would help the Health District achieve identified future goals.

Acting Chair Brown acknowledged Dr. Hess's point, stating it did sound like the services would no longer be offered. He opined things would stay as they are, and if the list of proposed deletions had not been submitted for review, no one would have noticed a difference in what the Health District offers to the public.

Dr. Hess opined the changes should be rejected and a statement included indicating all programs will be retained at their current level.

Mr. Kutz expressed his concern regarding adding that statement as it was dependent upon availability of resources in relation to scope of work. He stated monitoring, prevention and control of communicable disease was a cornerstone of public health. He reiterated that the activity was not considered a new initiative, and that had been the direction provided regarding the development of the SP.

Dr. Hess asked why the objectives would be removed. Mr. Kutz explained the programs would not be removed, and the plan does not change the direction of his division.

Mr. Dick suggested the outcomes be monitored within the SP but not included as part of the Action Plan with specific initiatives. Dr. Hess stated that would be better but not preferable, as the pursuit of new initiatives may pull resources from existing programs.

Dr. Novak stated some words were just being removed from the SP to clean up redundancies in the document. Nothing that is currently occurring will be stopped or changed, and it does not alter the objectives of the Health District.

Dr. Hess reiterated his idea that the plan could contain some indication current programs would be maintained at their current levels. Dr. Novak stated the SP was developed to guide future actions. Dr. Hess replied that in the future the Health District would continue to offer the services currently offered so they should be included. Dr. Novak explained the division would continue pursuit of their objectives within the limits of resources and needs. He reiterated the SP guided future direction. He went on to acknowledge that changes must be made on a regular basis, but the plan guided where the Health District would like to be in the future. It did not reduce the emphasis on public health.

Dr. Todd pointed out that some of the items that appeared to be de-emphasized are activities the Health District is legally mandated to do. He stated he had originally had some of the same concerns as Dr. Hess, but it became clear to him that the SP is focused on new initiatives, without saying that any of the ongoing initiatives will no longer be pursued. Dr. Todd went on to explain the divisions would continue to conduct the activities mandated by law, as well as enhancing them where possible.

Dr. Hess again reiterated his opinion that a statement should be added regarding the fact that current programs would be continued, because of the current programs potentially being cut due to the revenues being shifted to the new initiatives.

Dr. Novak moved to direct staff to continue the implementation of the 2016–2018 Strategic Plan as presented.

Dr. Hess stated he would like to amend the motion to exclude Attachment B. Dr. Novak declined to accept the amendment.

DDA Admirand advised Acting Chair Brown that a second was necessary for the original motion.

Acting Chair Brown seconded the motion.

Dr. Hess moved to exclude Attachment B. DDA Admirand advised there was a motion on the floor. Dr. Hess restated he was making a motion to amend the motion.

Acting Chair Brown noted there was a motion and a second and called for discussion on the motion. He called for a vote on Dr. Novak's motion.

The motion passed three in favor and Dr. Hess opposed.

- 12. (Tabled until November 17, 2016) Recommend to approve a 3% Cost of Living Adjustment (COLA) retroactive to July 1, 2016, a 3.5% COLA effective July 1, 2017, and a 2.5% COLA effective July 1, 2018 in base wage; and updated sick leave/bereavement calculations, holidays and health plans to keep the District Health Officer's position in alignment with the other Unclassified Management positions.**

Staff Representative: Chair Kitty Jung

- 13. (Tabled until November 17, 2016) Review and Approval of the District Health Officer's Annual Performance Evaluation Results and Possible Approval of a 2% Wage Increase, retroactive to his annual evaluation date of October 24, 2016.**

Staff Representative: Chair Kitty Jung

14. *Staff Reports and Program Updates

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

Mr. Inouye stated he had nothing to add but was available to answer questions.

- B. Community and Clinical Health Services, Steve Kutz, Director
Divisional Update – Patagonia Health; Program Reports

Mr. Kutz reminded the Board that flu shots were available for them immediately following the meeting. He referred to a note of gratitude for the WIC program that had been included in the Board packet, stating he was proud of the impact that WIC and other clinical programs had on the health of community members.

- C. Environmental Health Services, Bob Sack, Director
EHS Division and Program Updates - Food, Land Development, Vector-Borne Disease, Waste Management and EHS Inspections / Permits / Plan Review

Mr. Sack informed the Board the updated Solid Waste Management plan would be on the November agenda.

- D. Epidemiology and Public Health Preparedness, Dr. Randall Todd, Director
Program Updates for Communicable Disease, Public Health Preparedness, and Emergency Medical Services

Dr. Todd noted that in addition to some gastrointestinal illnesses in child care facilities, there was a new outbreak of what is probably Norovirus in one of the middle schools. He stated it would be interesting to see if some of the new initiatives developed last year in

conjunction with the Washoe County School District would shorten the duration of any outbreaks.

Dr. Todd reported that as of Flu Week 42, which ended October 22, there had been 22 cases of Influenza A. Five were hospitalized and two had fatal outcomes. He stated it was unusual to see deaths happening so early in the season but it can happen anytime.

Dr. Novak asked how the number of cases compared to this time last year. Dr. Lei Chen joined Dr. Todd at the podium and stated the activity was similar but the severity was higher in terms of hospitalization and death rates.

Dr. Novak asked if the Health District was well-positioned to provide the correct vaccines for the type of flu that was occurring. Dr. Todd noted the strains that affected the deceased individuals had been in the vaccine mix, but neither of the individuals had been vaccinated.

E. Office of the District Health Officer, Kevin Dick, District Health Officer Regional License/Permit Program, Panther Drive, Little Valley Fire, Regional EMS Oversight, Legislature, Strategic Plan, Quality Improvement, Truckee Meadows Healthy Communities (TMHC), Community Health Improvement Plan, Accreditation, Other Events and Activities and Health District Media Contacts

Mr. Dick stated go-live for the Regional License/Permit Program was Monday, October 31. The data from the old system would be converted over the long holiday weekend. He noted the process was regional and has been challenging. Contingency plans are in place in case of problems with the go-live. He acknowledged how hard staff has worked on the project, while still addressing their other responsibilities.

Mr. Dick reminded the Board that raw sewage from the septic systems was contaminating ditches in Panther Valley. Staff met with residents on October 20 to explain how they would be connected to the community sewer system. The Community Services Department has designed a sewer system and has worked with the State to find funding for the project. The only cost to the homeowners will be their quarterly sewer bills.

Mr. Dick reported that the Health District played a minor role in the Little Valley fire, providing food and water safety guidance for residents returning to their homes after being evacuated. He congratulated the Fire agencies for their excellent work. Staff attended a community meeting with affected residents to help them understand demolition and reconstruction requirements.

15. *Board Comment

Acting Chair Brown reiterated Items 12 and 13 would be heard on the next agenda.

Dr. Hess asked what the status was on the Hillside Cemetery situation, and if it would be coming back to the Board as an agenda item. DDA Admirand stated it could. She explained she had anticipated having an answer for them prior to the October meeting, but had recently received more information that required further research. Dr. Hess asked if DDA Admirand had received a copy of the documentation submitted by Mr. Muran (Attachment A). She stated she had, and that was also information that was new to her.

Acting Chair Brown suggested it be agendized for November. Dr. Novak stated he agreed with Dr. Hess that it should be an agenda item.

16. *Public Comment

Barrie Lynn stated there were a number of family members and public that were waiting for answers regarding the health permit for Hillside Cemetery. She opined there were a number of issues with the permit. She stated she would appreciate it if it were agendaized.

Francis Tryon, President of the Hillside Cemetery Preservation Foundation, stated she was working with many entities to get the problem resolved and save Reno's oldest cemetery. She thanked Dr. Hess for bringing it up and supported bringing it back as an agenda item. Family members wanted to know if the permit gave Sierra Memorial Gardens permission to go on to their property and move their loved ones without their permission. Ms. Tryon stated the family owns the properties. She also noted concerns expressed by citizens regarding potential community health dangers.

17. Adjournment

Acting Chair Brown adjourned the meeting at 2:30 p.m.

Respectfully submitted,



Kevin Dick, District Health Officer
Secretary to the District Board of Health



Dawn Spinola, Administrative Secretary
Recording Secretary

Approved by Board in session on _____, 2016.