

Washoe County District Board of Health Teleconference Meeting Minutes

Members

Dr. John Novak, Chair
Michael D. Brown, Vice Chair
Marsha Berkbigler
Kristopher Dahir
Dr. Reka Danko
Oscar Delgado
Tom Young

Thursday, March 26, 2020
1:00 p.m.

Washoe County Health District
Commission Chambers, Building B
1001 East Ninth Street
Reno, NV

1. *Roll Call and Determination of Quorum

Chair Novak called the meeting to order at 1:03 p.m.

The following members and staff were present:

Members present: Dr. John Novak, Chair
Michael Brown, Vice Chair
Kristopher Dahir
Dr. Reka Danko
Oscar Delgado
Tom Young

Members absent: Marsha Berkbigler

Mrs. Valdespin verified a quorum was present.

Staff present: Kevin Dick, District Health Officer
Dania Reid, Deputy District Attorney
Anna Heenan
Charlene Albee
Lisa Lottritz
Francisco Vega

2. *Pledge of Allegiance

Vice Chair Brown led the pledge to the flag.

3. *Public Comment

Chair Novak opened the public comment period.

No public Comment.

Chair Novak closed the public comment period.

4. Approval of Agenda

March 26, 2020

Vice-Chair Brown moved to approve the agenda for the March 26, 2020, District

Board of Health regular meeting. Dr. Danko seconded the motion which was approved unanimously.

5. 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.

Chair Novak inquired if there were any items the Board wanted to add and/or pull from the Consent agenda.

A. Approval of Draft Minutes

- i. February 27, 2020

B. *Recognitions

Years of Service

- i. Richard Sanchez, 20 years, Hired 03/27/2000 – EHS
- ii. Brenda Wickman, 20 years, Hired 03/27/2000 – EHS

Promotions

- i. Kristen DeBraga from Environmental Health Trainee to Environmental Health Specialist – EHS

New Hires

- i. Julia Ratti, 03/16/2020, Health Educator II, part time, ODHO
- ii. Alejandra Rosales, 03/16/2020, Community Health Aide - CCHS

Accomplishments

- i. Maricela Caballero – ALTA Certificate of Qualification as a Beginner Spanish Medical Interpreter

C. Budget Amendments/Interlocal Agreements

- i. Approve a Notice of Subaward from the State of Nevada Department of Health and Human Services, Division of Public & Behavioral Health effective April 1, 2020 through March 31, 2021 in the total amount of \$168,633.00 (no required match) in support of the Community and Clinical Health Services Division (CCHS) Ryan White HIV/AIDS –Part B Early Intervention Services Program and authorize the District Health Officer to execute the Notice of Subaward.

Staff Representative: Nancy Kerns-Cummins

- ii. Approve a Notice of Subaward from the State of Nevada Department of Health and Human Services, Division of Public & Behavioral Health retroactive to February 1, 2020 through August 31, 2020 in the total amount of \$142,124.00 (no required match) in support of the Community and Clinical Health Services Division (CCHS) Chronic Disease Prevention Program for opioid overdose prevention; authorize the creation of a 1.0 FTE, fully benefitted, full-time Health Educator position as evaluated by the Job Evaluation Committee; and authorize the District Health Officer to execute the Notice of Subaward.

Staff Representative: Nancy Kerns Cummins

D. Acceptance of the Air Quality Management Division portion of the Truckee Meadows Regional Plan Annual Report for Calendar Year 2019.

Staff Representative: Francisco Vega

E. Acceptance of the 2019 Annual Report to the Truckee Meadows Regional Planning Agency by the Washoe County Health District as the Solid Waste Management Authority.

Staff Representative: James English

F. Affirm the recommendation by the Food Protection Hearing and Advisory Board for the Approval of Variance Case No. 2-20FP Levy Premium Food Service Application for Variance to Sections 200.005 (Outdoor food establishment, applicable requirements), 060.205(A) (Food equipment, certification and classification) and 070.020 (Plumbing system) of the regulations of the Washoe County District Board of Health Governing Food Establishments.].

Staff Representative: Charlene Albee

G. Affirm the recommendation by the Food Protection Hearing and Advisory Board for the Approval of Variance Case No. 1-20FP Rocky Mountain Chocolate Factory Application for Variance to Sections 200.005 (Outdoor food establishment, applicable requirements), 060.205(A) (Food equipment, certification and classification) and 070.020 (Plumbing system) of the Regulations of the Washoe County District Board of Health Governing Food Establishments.

Staff Representative: Charlene Albee

Council Dahir moved to accept Consent Agenda items A through G. Dr. Danko seconded the motion which was approved unanimously.

6. Possible approval of the Interlocal Agreement for Incident Command and Coordinated Response to COVID-19.

Staff Representative: Kevin Dick

Mr. Dick stated that the Health District began Emergency Operations Response as they worked with the increased need in the community to address COVID-19.

Mr. Dick informed the Governor decided to only allow essential businesses to operate and has made further directives for social distancing under his Emergency Declaration. As a result of this Declaration, City of Reno, City of Sparks, and Washoe County along with the Health District developed the immediate Interlocal Agreement to delegate authorities operation and procurement authorities, to work together as a region under one instant command to address the needs in the response to COVID-19.

Mr. Dick informed that the agreement has been signed by City Managers, County Manager, and Health Director, Kevin Dick as well as Instant Commander, Sam Hicks as of March 20, 2020. Mr. Dick also informed that operations under this new contract began on Saturday, March 21, 2020.

Mr. Dick explained that the agreement is laid out to show how the agencies are working together. Mr. Dick informed that this agreement is designed to preserve the health authorities of the Health District as per the Nevada Revised Statutes. Mr. Dick added that regarding regional costs, a cost sharing agreement must still be developed to determine how those costs will be distributed. This immediate item is seeking approval of the Interlocal Agreement; however, this agreement will be brought forward to the Board in the future for final approval.

Councilman Dahir commented on the good work the Health District has done, as it is crucial that entities work together. He thanked everybody for working hard.

Vice Chair Brown moved to approve Interlocal Agreement for Coordinated Response to COVID-19. Dr. Danko seconded the motion which was approved unanimously.

7. **Review, discussion, and possible adoption of the Business Impact Statement regarding proposed revisions to the District Board of Health Regulations Governing Air Quality Management, Section 040.037 Prescribed Burning 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 April 23, 2020 at 1:00 pm.**

Staff Representative: Francisco Vega

Mr. Vega informed he did not have anything to add to his report but was available to answer questions.

Vice Chair Brown requested confirmation regarding the reference of alternatives being consider before a permit is issued. Julie Hunter clarified that this Impact Statement serves the purpose of directing all those seeking these services to provide a brief description of the alternatives before burning, when filling out an application.

Vice Chair Brown moved to adopt the Business Impact Statement regarding Prescribed Burning. Councilman Dahir seconded the motion which was approved unanimously.

8. **Discussion and possible direction regarding potential deferral of annual renewal fee collection for businesses impacted by the COVID-19 emergency for the Environmental Health Services and Air Quality Management Divisions.**

Staff Representative: Charlene Albee and Francisco Vega

Ms. Albee stated she is looking for guidance from the Board regarding annual renewal permit fees, as a result of the Governor's directive to suspend a lot of the special events that are permitted through Environmental Health Services. Ms. Albee provided some examples of permits that will be affected by the Governor's directive, in order to further describe the immediate item.

Ms. Albee explained that business owners would like to get clarification as to when they'll need to pay their fees, considering their businesses are not operating. Ms. Albee's recommendation is to provide some time after the directive is lifted, before fees are collected from business owners.

Mr. Dick followed Ms. Albee's recommendations by highlighting that it would be prudent to start a 60-day deferral, as per the recommendation in the Staff Report presented to the Board. The only exception would be that the deferral shall come into effect after the State's lift on their directive.

Councilman Dahir voiced his concerns regarding the effects this deferral would bring to staff. Mr. Dick informed that the process to attain said deferral would involve businesses describing the impact on their business due to COVID-19 when formally requesting the deferral.

Chair Novak clarified that this item will not impact their due date but their payment date. Ms. Albee clarified that the fee amount will not change, but it will have to collected.

Chair Novak moved to allow a 60-day referral to renewal fees based on the Governor's lift of restrictions on the State. Vice Chair Brown seconded the motion which was approved unanimously.

9. ***Staff Reports and Program Updates**

A. **Air Quality Management, Francisco Vega, Division Director**

Program Update – EPA Comments, RENOvation, Divisional Update, Program Reports, Monitoring and Planning, Permitting and Enforcement.

Mr. Vega noted that he did not have anything to add to his report but is ready to answer questions. Councilman Dahir asked if a meeting has been set for an Air Quality conversation. Mr. Vega stated the meeting scheduled on April 2, 2020 has been postponed; however, a meeting can be set in May 2020.

B. Community and Clinical Health Services, Lisa Lottritz, Division Director

Divisional Update – 2020 World TB Day; Data & Metrics; Sexual Health (HIV and Disease Investigation), Immunizations, Tuberculosis Prevention and Control Program, Reproductive and Sexual Health Services, Chronic Disease Prevention Program, Maternal Child and Adolescent Health and Women Infants and Children.

Ms. Lottritz stated that she had nothing to add to her report, but she was ready to answer questions. The Board thanked Ms. Lottritz for her report.

C. Environmental Health Services, Charlene Albee, Division Director

Environmental Health Services (EHS) Division Program Updates – Consumer Protection (Food, Food Safety, Permitted Facilities, Commercial Plans) and Environmental Protection (Land Development, Safe Drinking Water, Vector, Waste Management/UST), and Inspections.

Ms. Albee updated on Environmental Health activity. Ms. Albee mentioned that Land Development Group is in conversations with all the building departments on a plan review process. Environmental Health will be picking up plans at the Building Department on a reduced schedule as well as meeting weekly to get plans processed and reviewed.

Ms. Albee informed that discussions have been had about how to get back to her department's routine work, such as restaurant inspections. Ms. Albee commented that volunteers are essential to cover the COVID-19 related work that Environment Health staff is performing currently. The more volunteers the department has, the sooner Environmental Health can get back to performing their assigned jobs in protecting the community.

Mr. Young asked Ms. Albee to provide an expected time frame for restaurant inspections to resume. Ms. Albee stated a date is not set; however, notifications will be sent with a proposed schedule and notices will be sent to businesses.

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

Communicable Disease, Public Health Preparedness, Emergency Medical Services

Dr. Todd was not available to present and/or respond to questions. Report was accepted by Board.

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

District Health Officer Report – COVID-19, Ozone Advance, Community Health Improvement Plan, and Family Health Festival.

Mr. Dick commended Health District staff involved in COVID-19 response. Mr. Dick also acknowledged regional partners that are supporting the Health District through the Incident Command structure. He also provided an update on COVID-19 cases in the community. Thus far, Washoe County reported 57 COVID-19 cases in

the community as of yesterday, March 25, 2020. Additional cases will be communicated via a press release later today.

Mr. Dick informed that communications are being coordinated with other regional entities; therefore, a variety of updates will be provided via the Regional Information Center.

In reference to the Health District efforts, Mr. Dick reported that a call center was created and launched and is now operating in conjunction with REMSA, where numerous staff members are collaborating in operating this center, outside of their normal work duties. He also clarified that the purpose of the call center is to interview and identify risk factors to determine priority for testing. As callers meet criteria, sample collections are scheduled for testing.

Mr. Dick informed a sample collection has been set up with Health District nurses and UNR med school students assisting in collecting samples on a 6-day schedule. Mr. Dick stated one of the obstacles is the availability of sample swab collection kits, so efforts have been put in place to identify sources. As of this morning, the Health District has 415 sample collection kits. Mr. Dick noted that the State Lab has been a tremendous help in responding to the Health District's requests. Mr. Dick informed that the Health District is receiving Personal Protective Equipment (PPE) from the Strategic National Stockpile (SNS) via the State. However, the State informs that SNS has not fulfilled their resource requests fulfilled at the level requested.

Mr. Dick states the Health District is working on identifying sources for PPE and sample collection kits; however, the supplies are limited. A task force has been developed to spearhead efforts for commercial procurement, as it is very competitive including local entities and hospitals. Mr. Dick also explained that the Health District is coordinating every weekday with the Governor's office and other health authorities as well as the Nevada Hospital Association, as an effort to obtain supplies. Mr. Dick informed that the Nevada Hospital Association reported they are working on identifying commercial suppliers and price lists in order to obtain supplies.

Mr. Dick also informed that the Health District is joining efforts with hospitals on search capacity. Although hospitals have plans to assist in this matter, the groups are also exploring alternative care sites. Mr. Dick highlighted the plans that have been developed for preparedness planning are largely based on alternative care sites because hospital infrastructure was lost due to an earthquake.

Mr. Dick explained that the health care provided in the alternative care sites would be limited. It is important to take into consideration that these sites will not be providing hospital level care, but rather it would be a location where people that have been diagnosed positive for COVID-19 could receive care and recover without the acute care that they would receive directly from a hospital.

Mr. Dick informed that the State has activated their crisis standards of care plan, which establishes the criteria to be used if the need for medical care and resources exceeds the current capacity. This plan would allow for allocation of the limited resources in the most beneficial way for the entire population. This process has been developed in anticipation of continued increase in cases. The Health District is focused on suppressing the spread of the disease by promoting social distancing, self-isolation for those who travel, staying home, etc.

Mr. Dick opened the conversation for questions from the Board.

Mr. Young commended Mr. Dick on accepting the challenges that come with the situation. He continued to ask about the number of hospitalizations in Washoe County.

Mr. Dick did not have an exact number, but stated he communicates with the Hospital Association to receive updates of bed availability, key medical resources such as Intensive Care Units. Mr. Dick informed that the Health District knows where they stand as far as capacity; however, it is not public information that can be shared over the phone due to confidentiality.

Mr. Dahir asked if there's a count for the kits needed to take care of the community's needs.

Mr. Dick spoke as to the limited capacity of the Health District, as he referred to the number of tests that can be performed by the State Lab and Renown. Mr. Dick also reported the national testing capacity commercially available through Lab Corp and Lab Quest is 25,000/day or less.

Mr. Dick stated that while it is a struggle to have enough supplies to continue testing, caution must be practiced as companies reach out and make offers that do not seem credible. He also noted that this is a consequence of not having the federal government engaged in providing that supply chain for the Health District.

10. *Board Comment

Chair Novak opened the Board comment period.

Councilman Dahir took the time to encourage people to visit the Stuff-A-Bus event for seniors, to donate bleach, toilet paper, etc. No additional comments were made, so Chair Novak closed the Board comment period.

Mr. Dick followed with a request for PPE type equipment or other resources that could benefit that community, they can call 311. He also reminded everyone about Census 2020.

Chair Novak spoke about the communication efforts of the Health District in collaboration with the Incident Command. He assured of the transparency in communicating public information.

Chair Novak thanked and commended everyone for the adaptability as a result of the current situation.

11. *Public Comment

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

12. Adjournment

Chair Novak adjourned the meeting at 1:49 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, 1001 E. 9th Street, Building B, Reno, NV 89512, or by calling 775.328.2415, 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>

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