

Washoe County District Board of Health Videoconference Meeting Minutes

Members

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

Thursday, September 24, 2020
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

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

The following members and staff were present:

Members present: Dr. John Novak, Chair
Michael Brown, Vice-Chair
Marsha Berkbigler (via zoom)
Kristopher Dahir (via zoom)
Dr. Reka Danko (telephonically)
Oscar Delgado (via zoom at 1:05)
Tom Young (via zoom)

Mrs. Valdespin verified a quorum was present.

Staff present: Kevin Dick, District Health Officer
Dania Reid, Deputy District Attorney
Charlene Albee (via zoom)
Laurie Griffey
Lisa Lottritz (via zoom)
Francisco Vega (via zoom)
Andrea Esp (via zoom)

2. Pledge of Allegiance

Chair Novak led the pledge to the flag.

3. Public Comment

Chair Novak opened the public comment period.

Mrs. Valdespin called confirmed there were not public comment requests.

Chair Novak closed the public comment period.

4. Approval of Agenda

September 24, 2020

Dr. Danko moved to approve the agenda for the September 24, 2020, District Board of Health regular meeting. Councilman Dahir seconded the motion which was approved unanimously.

5. Recognitions

A. Years of Service

- i. Dawn Spinola, 20 years, hired September 1, 2000 – EPHP
- ii. Luke Franklin, 20 years, hired September 11, 2000 – EHS

iii. Teresa Long, 20 years, hired September 11, 2000 – EHS

Mr. Dick recognized and thank the above employees for their service to the Health District.

B. Promotions

- i. Christabell Sotelo-Zecena – promoted from Environmental Health Specialist Trainee to Epidemiologist effective August 31, 2020 – EPH

Mr. Dick recognized Ms. Sotelo-Zecena’s promotion to the Epidemiology team.

C. New Hires

- i. Victoria LeGarde – Epidemiologist – hired September 14, 2020 - EPHP
ii. Sfurti Rathi, Epidemiologist, hired September 14, 2020 – EPHP

Mr. Dick informed of the above employees beginning employment of Monday, September 14, 2020.

D. Retirements

- i. Mike Wolf – Air Quality Management Supervisor, retired August 21, 2020 – AQM

Mr. Dick thanked Mr. Wolf for his services in Air Quality.

6. National Preparedness Month Proclamation. (FOR POSSIBLE ACTION)

Staff Representative: Andrea Esp

Mr. Dick read the Proclamation for the record, recognizing that the Month of September as National Preparedness month. Andrea Esp was in attendance virtually to accept said proclamation.

Vice-Chair Brown moved to adopt the International Overdose Awareness Day Proclamation. Commissioner Berkbigler seconded the motion, which was approved unanimously.

7. 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. August 27, 2020
ii. September 10, 2020

B. Budget Amendments/Interlocal Agreements

- i. Approve the Interlocal Agreement between Washoe County Health District (WCHD) and the State of Nevada through its Department of Employment, Training and Rehabilitation Bureau of Vocational Rehabilitation (BVR) for WCHD to provide immunization services to BVR clients and transitional students for the period effective upon approval through December 31, 2024 and authorize the District Health Officer to sign any future amendments.

Staff Representative: Kim Graham

- ii. Approve a Subaward from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health in the total amount of \$109,059.00 (no match required) for the period June 29, 2020 through April 28, 2021 in support of the Community and Clinical Health Services Division (CCHS) Tobacco Prevention

and Control Grant Program, IO# 11662 and authorize the District Health Officer to execute the Subaward.

Staff Representative: Kim Graham

- C. Recommendation to Uphold an Uncontested Citation Not Appealed to the Air Pollution Control Hearing Board.
 - i. Saltern Investments – Case No. 1231, NOV NO. AQMV20-0003
Staff Representative: Francisco Vega
- C. Authorize to uphold the decision of the Sewage, Wastewater & Sanitation Hearing Board to approve Variance Case #1-20S with conditions of the Health District’s Regulations of the Washoe County District Board of Health Governing Sewage, Wastewater, and Sanitation for Mark Hermann, owner of 3620 Plumas Drive, Reno Nevada, Assessor’s Parcel Number 023-131-42.
Staff Representative: David Kelly
- D. Acknowledge receipt of the Health Fund Financial Review for August, Fiscal Year 2021.
Staff Representative: Anna Heenan

Commissioner Berkbigler moved to approve the consent agenda. Councilman Dahir seconded the motion which was approved unanimously.

8. Regional Emergency Medical Services Authority

Presented by: Dean Dow and Alexia Jobson

A. Review and Acceptance of the REMSA Operations Report for August 2020

Adams Heinz, Executive Director of Integrated Health for Mr. Dean Dow. Mr. Heinz opened this item for questions the Board may have regarding the report that was submitted by REMSA.

Commissioner Berkbigler moved to approve REMSA’s August Report. Tom Young seconded the motion which was approved unanimously.

B. Update of REMSA’s Public Relations during August 2020

Alexia Jobson presented the Public Relations report for August 2020. Ms. Jobson began her presentation by updating the Board on recent activities.

Ms. Jobson reported that earlier this week REMSA began promoting the homebound flu vaccination program in partnership with Washoe County Health District. Ms. Jobson explained the requirement to qualify for this program. She added that KTVN, KOLO, KOH, and KUNR provide media coverage for the program. The program is scheduled to start next week.

Ms. Jobson shared that KTVN features two “Someone to Know” individuals from REMSA: Josh and Jeff Duffey, logistic supervisors at REMSA and have made significant contribution in terms of preparedness, supply ordering and tracking, speed loading, sanitizing equipment, and cost savings.

Ms. Jobson informed that REMSA welcomed a host from a local television program called “Aging and Awesome” on a ride-along on REMSA’s community health care vehicle. This segment will air on mid-October.

Ms. Jobson reports that Mr. Dow offered a presentation to the Sunrise Rotary of Reno and opened her items for questions from the Board.

Councilman Dahir thanked REMSA for assisting in getting out to the community and offering COVID-19 testing for those members of the community that needed it most.

9. **Review, approve and adopt a proposed revision to the Health District Refund Policy to streamline the processing of refunds by establishing a non-refundable administrative fee equal to 10% of the Health District fee, in addition to the 4% Regional Tech Fee when applicable, with a refund eligibility period of 90-days from the date of fee submittal and a condition that a refund is not available if staff have completed the work associated with a fee submitted for services.**

Staff Representative: Charlene Albee

Ms. Albee began her presentation by explaining the process that is currently in place to process refunds. Ms. Albee mentioned that this item intends to make the process easier and more transparent for the clients.

Ms. Albee proposed that the 10% admin fee and the 4% Regional Tech fee be posted on the front of the form, so the customer is aware of their eligibility concerning refunds. Additionally, Ms. Albee proposed that an eligibility period for a refund be set to 90-days from the date of submittal, in an effort to prevent refunds being requested after all the work has been done by staff.

Ms. Albee opened her item for questions from the Board.

Mr. Young asked about the number of refunds submitted in a year.

Ms. Albee responded that it varies depending on the program. Temporary food is one of the areas that receives the bulk of the refund submittals (5-6/day), which creates a burden for that program. Ms. Albee clarified that although a Health District policy, this item would mainly affect Air Quality and Environment Health permits.

Tom Young moved to approve the revision to the Health District Refund Policy. Commissioner Berkbigler seconded the motion, which was approved unanimously.

10. **Discussion of Process and Presentation of Evaluation Forms for the District Health Officer's Annual Review and Possible Direction to Staff to conduct the evaluation. (FOR POSSIBLE ACTION)**

Staff Representative: Laurie Griffey

Ms. Griffey, Human Resources Representative for Washoe County Health District requested permission to conduct an annual evaluation on Kevin Dick, District Health Officer. Mr. Griffey informed a list of participants was provided to the Board and completion date is projected to be October 9, 2020.

Ms. Griffey informed the results will be available in time to have evaluation can take place during the meeting of October 22, 2020.

Councilman Dahir moved to approve the forms for the District Health Officer's annual review and directed staff to conduct the evaluation. Dr. Reka Danko seconded the motion which was approved unanimously.

11. Staff Reports and Program Updates

A. Air Quality Management, Francisco Vega, Division Director

Program Update - RENOVation, Divisional Update, Program Reports, Monitoring and Planning, Permitting and Compliance.

Mr. Vega began his presentation by stating he wanted to follow up on an inquiry from last Board meeting regarding the air quality over the last 30-45 days. Mr. Vega provided a visual calendar of the air quality index.

Mr. Vega described the different color codes on the calendar and added that there were record highs on the air quality index. Mr. Vegas concluded that there were approximately 22 days where the index was at orange (meaning unhealthy for sensitive groups) or above.

Mr. Vega opened his item for questions from the Board.

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

Divisional Update – Commitment to Our Future Health Care Workforce; Data & Metrics; Sexual Health (Outreach and Disease Investigation), Immunizations, Tuberculosis Prevention and Control Program, Reproductive and Sexual Health Services, Chronic Disease Prevention Program, Maternal Child and Adolescent Health, Women Infants and Children, and COVID-19 response.

Ms. Lottritz added information on flu PODs, she informed that 3 have been conducted this week which resulted in 1,061 individuals being vaccinated. Ms. Lottritz informed that her division is looking to set more dates. Additionally, she reports an event for employees at the Health District to get a flu vaccination, this event resulted in 98 staff members being vaccinated.

Mr. Lottritz made herself available to answer questions from the Board.

C. Environmental Health Services, Charlene Albee, Division Director

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

Ms. Albee provided updates on the progress on the new regulations and the impact of SB4. Ms. Albee reports that teams have been established to work together in establishing permanent regulations. A group is working on inspection protocols and procedures for resorts and hotel inspections, which are scheduled to begin October 12, 2020. Ms. Albee stated that the inspection forms will be generated in a way that it will be clear, to both inspectors and the facilities, as to the expectations during inspections.

Ms. Albee stated letters were sent out for the affected facilities. Some facilities have begun responding to that correspondence. Ms. Albee informs that her division has been in contact with the Gaming Control Board and have now a point of contact to work with her division to get this program up and running. Ms. Albee reiterated that an effort has been made so that this process is clearly defined for the inspectors to prevent conflict with non-enforceable issues.

Ms. Albee informed they're working on the appeal process, which is a challenge since it's not clear as to the process. However, Ms. Albee shared that her division is in constant

contact with Southern Nevada Health District and has found that they're program development is in the exact place as the Washoe County Health District, although they adopted their regulations a week before this Board.

Ms. Albee reports that State has put out a technical bulletin guide that required expedited review and edits from both health districts. Ms. Albee reports that both health districts' comments and concerns were independently similar. State replied by stating they would not be issuing any more technical bulletins. Ms. Albee believes it was due to the confusion this effort created.

Ms. Albee informs that the first complaint regarding SB4 facility was received, however, since regulations are not effective yet such complaint was forwarded to OSHA. Additionally, a temporary administrative assistant has been hired to handle the triage of complaints coming in and assist in placing a tracking system in place. In conclusion, Ms. Albee believes they will have a strong program that can be taken out to the public when the inspections begin.

Ms. Albee informed the Board that SB4 updates will be a standing item on the Division Reports for the Board to hear every month.

Ms. Albee made herself available to answer questions from the Board.

Councilman Dahir thanked the Health District for the update and reminded to walk slow and make sure businesses are not hurt in the process.

D. Epidemiology and Public Health Preparedness, Andrea Esp, Acting Division Director

Communicable Disease, Public Health Preparedness, Emergency Medical Services, Vital Statistics.

Ms. Esp added that in collaborations with Community and Clinical Health Services, her division is providing flu clinics in partnership with other health entities such as Hometown Health.

Ms. Esp informed the Board she will continue to update them regarding flu PODs and how they'll plan to prepare for COVID-19 vaccines, if they become available in the next coming months.

Ms. Esp made herself available to respond to questions from the Board.

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

District Health Officer Report – COVID-19, REMSA Response Information Request, Public Health Accreditation, Community Health Improvement Plan, Contact Investigations, Behavioral Health, and Public Communications and Outreach.

Mr. Dick began his presentation by informing that the Health District was recognized by the Nevada Public Health Association (NPHA) for how hard health districts across the state have been working on COVID-19 response. He mentioned that the Health Directors from Carson City Health and Human Services, Southern Nevada Health District, Washoe County Health District, and Julia Peek from State Division of Public and Behavioral Health were recognized as "Public Health Heroes". Mr. Dick mentioned he accepted that award on behalf of the Health District, as he believes this award reflects recognition of how hard everybody has been working. Additionally, the Epidemiology programs were recognized by NPHA as "Program of the Year".

Mr. Dick reports the POST is operating on a 4-day per week scheduled, Mondays, Tuesdays, Thursdays, and Fridays, due to the demand and capacity for testing through the Health District. He added that although the number of people going through for testing at the Health District has declined, the number of people testing in Washoe County has increased over the past several weeks, due to the increase in testing with health care provider and pharmacies which helps alleviate the demand of the Health District.

Mr. Dick reports Washoe County is only triggering the one threshold under the State's County Tracking System for number of new cases per 100,000 over a 30-day period. The minimum number of tests per 100,000 has been met. The County is below the 7% positivity rate on tests, at 6.9%

Mr. Dick informed that over the past week the Health District has seen almost a 50% increase in the number of new cases per day. Mr. Dick explained that the new cases are coming out of private gatherings over Labor Day holiday and UNR students attending off campus parties/gatherings. He added that Washoe County is now nearly double the daily new case count of Clark County.

Mr. Dick informs that the Health District is working hard on the messaging that encourages people to remain vigilant and exercise precautions. Scott Oxarart, Communications Manager, is working closely with the Regional Information Center team, the County Manager, and the marketing firms to roll out the messaging campaign soon.

Mr. Dick emphasized Ms. Lottritz's statement about the importance of Flu PODs in an effort to reduce flu cases this season. Additionally, when COVID-19 vaccine is available the Health District is working on their plan on how to mobilize and deliver those vaccines. The second phase of the seroprevalence study is in progress, testing is beginning on October 17, 2020. Mr. Dick mentioned that the Health District has not reached the target level of participants.

Mr. Dick provided an update on the letter sent out to the Fire Departments per his comment at last month's meeting requesting information from the Fire Departments regarding responses from REMSA that the Fire Department believed to be inappropriate.

Mr. Dick informs, to date, he has received one response from Sparks Fire Department and a letter from Chief Moore, at Truckee Meadows Fire indicating they did not have a response affect them yet, but they did have concern in the adopted changes. Additionally, Reno Fire Department has not submitted a response as they are compiling information. September 14 was the date requested for them to provide this information. Therefore the Health District is waiting to begin the investigation and see what the issues are and work on fixing them appropriately for the system to work effectively.

Lastly, Mr. Dick reported that his office is preparing for Public Health Accreditation submittal for annual maintenance and is also working on Version 3 for Community Health Improvement Plans, as the community needs assessment was not done this year.

Mr. Dick opened his item to answer questions from the Board.

12. Board Comment

Mr. Dick took the opportunity to inform the Board that Charlene Albee will be on leave after September 25, 2020 until her retirement. He also informed, Mr. Jim English will take over as the Operations Section Chief and Amber English will be Acting Division Director of Environmental Health Services, over the coming month. Mr. Dick expressed deep and sincere gratitude and appreciation for Ms. Albee's work for the Health District.

Chair Novak resonated Mr. Dick's gratitude and wished her a great couple month of leave.

Tom Young congratulated the Health District on the awards as he believes this has been a very tough year. Mr. Young also recognized the many hats Ms. Albee wears and congratulated her on her retirement.

Chair Novak announced that the Strategic Planning Retreat scheduled for November has been cancelled. Additionally, Chair reported there will be a Board meeting scheduled for November 19, 2020.

13. Public Comment.

Chair Novak opened the public comment period.

Having no registered public comments, Chair Novak closed the public comment period.

Adjournment.

Chair Novak adjourned the meeting at 1:43 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 775.328.2416, 24 hours prior to the meeting.

Public Comment: Members of the public may make public comment by submitting an email comment to svaldespin@washoecounty.us no later than 4:00 p.m. the day before the scheduled meeting, which includes the name of the commenter and the agenda item number for which the comment is submitted. During the "Public Comment" items, emails may be submitted 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 emails 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.

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 – District Board of Health Member's announcements, reports and updates, request for information or topics for future agendas. (No discussion among Board Members will take place on the item)

Posting of Agenda; Location of Website:

Pursuant to NRS 241.020, Notice of this meeting was posted electronically at the following locations:

Washoe County Health District Website www.washoecounty.us/health

State of Nevada Website: <https://notice.nv.gov>

Pursuant to the Declaration of Emergency Directive 006 NRS241.023(1)(b), the requirement to physically post agendas is hereby suspended.

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. Susy Valdespin, 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. Valdespin is located at the Washoe County Health District and may be reached by telephone at (775) 328-2415 or by email at svaldespin@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.