



MINUTES

**Southern Nevada District Board of Health Meeting
March 23, 2015 – 5:00 P.M.
Southern Nevada Health District, 330 S. Valley View Boulevard, Las Vegas, NV 89107
Conference Room 2**

Rod Woodbury called the Southern Nevada District Board of Health meeting to order at 5:08 p.m.

BOARD:

(Present)

Bob Beers – Vice-Chair – Councilmember, City of Las Vegas
Tim Jones – At-Large Member, Environmental Specialist
Chris Giunchigliani – Commissioner, Clark County
Bill Noonan – At-Large Member, Gaming
Kenneth Osgood – At-Large Member, Physician
Mary Beth Scow – Commissioner, Clark County
Lois Tarkanian – Councilmember, City of Las Vegas
Rod Woodbury, Chair – Councilmember, Boulder City

(Absent):

Michael Collins – At-Large Member, Registered Nurse
Cynthia Delaney – Councilmember, City of Mesquite
Douglas Dobyne – At-Large Member, Regulated Business/Industry
John Marz – Councilmember, City of Henderson
Frank Nemec, At-Large Member, Physician
Wade Wagner – Councilmember, City of North Las Vegas

ALSO PRESENT:

(In Audience)

None

LEGAL COUNSEL:

Annette Bradley, Esq.

EXECUTIVE

SECRETARY:

Joseph P. Iser, MD, DrPH, MSc, Chief Health Officer

STAFF: Karen Atkins, Mary Ellen Britt, Richard Cichy, Margarita DeSantos, Marlo Tonge, Deborah Williams, Heather Anderson-Fintak, Rich Hosey, Marcia Gershin, Andrew Glass, Rose Henderson, Cassius Lockett, Sharon McCoy-Huber, Shirley Oakley, Jennifer Sizemore, Bonnie Sorenson, Mike Palmer, Jacqueline Wells

CALL TO ORDER

PLEDGE OF ALLEGIANCE

RECOGNITIONS

- I. **PUBLIC COMMENT:** A period devoted to comments by the general public about those items appearing on the agenda. Comments will be limited to five (5) minutes per speaker. Please step up to the speaker's podium, clearly state your name and address, and spell your last name for the record. If any member of the Board wishes to extend the length of a presentation, this may be done by the Chairman or the Board by majority vote.

Victoria Harding stated that the minutes from last month contained an error in that it was Bob Beers, not Tim Jones, that requested comments be sent to Dr. Iser. Ms. Harding also added that she hopes there is healthy debate over the event coordinator fee schedule.

Melissa Smith, Las Vegas Convention and Visitors Authority, confirmed with Environmental Health staff that the tasting fees for trade shows will not change.

- II. **ADOPTION OF THE MARCH 23, 2015 AGENDA** *(for possible action)*

A motion was made by Member Osgood seconded by Member Noonan and unanimously carried to adopt the March 23, 2015 agenda as presented.

- III. **CONSENT AGENDA:** Items for action to be considered by the Southern Nevada District Board of Health which may be enacted by one motion. Any item may be discussed separately per Board Member request before action. Any exceptions to the Consent Agenda must be stated prior to approval.

1. **APPROVE MINUTES/BOARD OF HEALTH MEETING:** February 26, 2015 (*for possible action*)

A motion was made by Member Jones seconded by Member Beers and unanimously carried to adopt the Consent Agenda with the correction made to the minutes.

- IV. **PUBLIC HEARING / ACTION:** Members of the public are allowed to speak on Public Hearing / Action items after the Board's discussion and prior to their vote. Each speaker will be given five (5) minutes to address the Board on the pending topic. No person may yield his or her time to another person. In those situations where large groups of people desire to address the Board on the same matter, the Chair may request that those groups select only one or two speakers from the group to address the Board on behalf of the group. Once the public hearing is closed, no additional public comment will be accepted.

1. **Memorandum #04-15:** Consider/Adopt Proposed Southern Nevada Health District Environmental Health District Event Coordinator Fee Schedule; direct staff accordingly or take other action as deemed necessary (*for possible action*)

Jacqueline Reszetar, Environmental Health (EH) Director, introduced Rose Henderson, EH Food Operations Manager, to discuss an adjustment to the event coordinator fees for the traditional special events. EH isn't proposing any fee changes for tasting events. After completing a year of research and looking at the almost four-hundred events that had occurred, EH is recommending that the fee be cut in half for smaller operators. An event coordinator is still needed as that person is responsible for health-related activities associated with the event. It is proposed that the fee for medium events remain the same as the current \$290 fee covers the costs associated with the majority of medium events. For large events, EH wants to keep the base fee at \$290, and keep track of staff time. If staff time exceeds what was paid, EH would bill an additional \$118 per hour over. Overtime would not be charged – it will be billed at straight time. Member Tarkanian asked if these fees apply when food is sold in schools and the answer was no. Karla Shoup, EH Supervisor for Facilities Design Assessment Permitting Office (formerly Plan Review), stated that if the school itself is running the food booth there is no charge. If an outside vendor is running the booth, there is a permit fee. Member Jones requested that a full review be done at the end of July 2016 to include impact fees and revenues, costs to conduct, and how many events now fell into a large group versus the other groups as compared to the previous year. Member Giunchigliani asked what it takes to become an event coordinator and if there are certified event coordinators. EH stated there is no certification given from the Health Department. Member Giunchigliani requested a copy of the research that EH conducted in order to see what generated the fee changes and asked that it include overtime costs. Member Giunchigliani asked if there have been infractions at the events and EH responded yes, there have been incidents of improper hand washing, lack of sanitizer, and improper food temperatures. Member Noonan stated that the people he spoke with appreciates the business approach taken to determine the fees and agrees with Member Jones that a second analysis needs to be conducted to determine if the fees at the high end are legitimate or too high or too low. Overall, the comments received were positive and those he spoke with were happy that the time was taken to do this. Member Beers stated that generally, businesses want predictability and suggested that the previous years' costs be provided prior to the event. EH responded that this could be done during the pre-event planning. Member Jones asked how many additional hours were required in the worst case scenario. EH responded that a recent problematic event ran approximately \$7,000 over. Chair Woodbury stated that pre-planning is important as is keeping planners apprised of changes. Member Giunchigliani asked if the District licenses event coordinators and EH stated that it falls upon the individual jurisdictions.

A motion was made by Member Osgood seconded by Member Jones and unanimously carried to table this item until the April 23, 2015 Board of Health meeting.

V. REPORT/DISCUSSION/ACTION

1. **Consider/Review Southern Nevada Health District Budget for Fiscal Year 2016**; direct staff accordingly or take other action as deemed necessary (*for possible action*)

Sharon McCoy-Huber, Financial Services Manager, presented the 2015/2016 budget update. One change being proposed is the addition of a new special revenue fund to help manage grants. Member Beers asked that the Board be reminded what the reserves should be by policy and law. By policy, reserves cannot fall below ten percent. By law, the reserves cannot fall below four percent.

There was no action taken on this item.

2. **Review/Discuss Three Year Budget Projection**; direct staff accordingly or take other action as deemed necessary (*for possible action*)

Member Giunchigliani asked for a report on what has been spent on outside attorney fees. It was also asked whether Environmental Health is subsidizing other departments. Environmental Health is not subsidizing other departments and, in fact, will be going into tax revenue dollars due to the budgeted scanning project. Chair Woodbury asked when the budget will look out another year. Dr. Iser stated that the additional year can be added anytime. Member Scow asked if additional funds come in, will those funds be directed towards debt and the response was yes.

There was no action taken on this item.

3. **Receive Report and Accept Recommendations from the March 11, 2015 Finance Committee Meeting**; – Committee Members: Bob Beers (Chair), Susan Crowley, Doug Dobyne, John Marz, Kenneth Osgood, Rod Woodbury; direct staff accordingly or take other action as deemed necessary (*for possible action*) ***Beers/Osgood moves to accept report with special revenue funds***

A motion was made by Member Beers seconded by Member Tarkanian to approve the Finance Committee recommendation shown on slide ten that would include approval of a one-year budget for 2015/2016 and the creation of special revenue funds. In addition, the motion further resolves that the board set the ending fund balance to be equal to not less than ten percent of the District's annual revenue.

4. **Review/Discuss Environmental Health Update: Food Operations Administrative Process and Enhancement of the Food Safety Message during the Permitting Process**; direct staff accordingly or take other action as deemed necessary (*for possible action*)

Tamara Giannini, EH Supervisor, discussed the Food Operations administrative process. The administrative process is a series of steps where the owners or their designee are given the opportunity to become knowledgeable with food safety regulations and how to operate their businesses within the parameters of food regulations. Karla Shoup, EH Supervisor, discussed the revised permitting process and the steps taken to encourage food safety knowledge. Member Scow asked about the availability of approved training courses and Member Giunchigliani asked about the cost of such training courses. Member Giunchigliani recommends working with the College of Southern Nevada to establish a training class on-site to potentially reduce the costs to operators. Member Giunchigliani asked that the list of available training courses be sent to her. Members Tarkanian and Noonan complimented the presenters for their efforts. Chair Woodbury stated he appreciates the time put into these presentations and believes it is good that the Board get an understanding of the work being done on a day-to-day basis. Member Tarkanian asked if there could be a presentation on illegal vendors who operate out of crates and carts. Jackie Reszetar, Director of Environmental Health, stated that EH is working collaboratively

with industry to formalize the food code and aquatic health code models and the meetings are going very well. Member Jones agreed the meetings are going very well.

- VI. BOARD REPORTS:** The Southern Nevada District Board of Health members may identify emerging issues to be addressed by staff or by the Board at future meetings, and direct staff accordingly. Comments made by individual Board members during this portion of the agenda will not be acted upon by the Southern Nevada District Board of Health unless that subject is on the agenda and scheduled for action.

Member Beers discussed how the annual evening meeting came about and requested that it go back to a day time schedule. Dr. Iser responded that staff would be in agreement to changing the schedule for next year.

VII. HEALTH OFFICER & STAFF REPORTS

- CHO Comments
- Building Update
- Budget Update
- Legislative Agenda

Dr. Iser stated that updates and recommendations for the CDC model aquatic code and FDA model food code may be brought before the Board during the April and May meetings. Karen Atkins, Community Health Nurse, was introduced. Andrew Glass, Director of Administration, announced that Martin-Harris had been selected as the Construction Manager for the new building and reaffirmed the schedule to be out of the Valley View Building by the end of the year. Dr. Iser provided an update on the legislative agenda and stated that the District will be providing testimony on various bills. Mr. Glass addressed the issues raised at last month's meeting regarding the Director of Environmental Health. Mr. Glass stated that he and the Human Resources Manager spoke with several people including industry representatives, Environmental Health Supervisors and Managers, and also the individual who raised the comments. The comments made were found to be totally unfounded and were not substantiated in any way by any of the people who were spoken with. Dr. Iser added that he raised the issue of discourteousness at the recent all-hands meetings and stated that personal attacks should not be tolerated. He asked the Board's help in going forward with a level of courtesy that is deserved from each other. Member Jones asked the status of the Employee Survey and it was reported that it had been sent out and a report on the results should be available after the April Board meeting.

VIII. INFORMATIONAL ITEMS

1. Chief Health Officer and Administration – February 2015
2. Community Health – February 2015
3. Environmental Health – February 2015
4. Clinics and Nursing – February 2015

- IX. PUBLIC COMMENT:** A period devoted to comments by the general public, if any, and discussion of those comments, about matters relevant to the Board's jurisdiction will be held. No action may be taken upon a matter raised under this item of this Agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken pursuant to NRS 241.020. Comments will be limited to five (5) minutes per speaker. Please step up to the speaker's podium, clearly state your name and address, and spell your last name for the record. If any member of the Board wishes to extend the length of a presentation, this may be done by the Chairman or the Board by majority vote.

X. ADJOURNMENT

The meeting adjourned at 7:39 p.m.

Joseph P. Iser, MD, DrPH, MSc
Chief Health Officer/Executive Secretary

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