



MINUTES

Southern Nevada District Board of Health Ad Hoc Committee Meeting July 13 2015 – 2:30 P.M.

Southern Nevada Health District, 330 S. Valley View Boulevard, Las Vegas, NV 89107
Administrative Conference Room – 2nd Floor

Annette Bradley, Attorney, noted a quorum was present at the start of the meeting with Members Dobyne, Giunchigliani, Noonan and Woodbury seated.

BOARD: Rod Woodbury – Chair – Mayor, City Boulder City
(Present) Bob Beers – Councilmember, City of Las Vegas (arrived at 3:11 p.m.)
Doug Dobyne – At-Large Member, Regulated Business/Industry
Chris Giunchigliani – Commissioner, Clark County
Bill Noonan – At-Large Member, Gaming
Mary Beth Scow – Commissioner, Clark County (arrived at 2:27 p.m.)

(Absent): None

LEGAL COUNSEL: Annette Bradley, Esq.

EXECUTIVE SECRETARY: Joseph Iser, MD, DrPH, MSc, Chief Health Officer

STAFF: Heather Anderson-Fintak, Victoria Harding, Cassius Lockett, Dawn Nielsen, Veralynn Orewyler, Karla Shoup, Jennifer Sizemore Bonnie Sorenson, Jacqueline Wells.

- I. **CALL TO ORDER** – Chair Woodbury called the Ad Hoc Committee meeting to order at 2:34 p.m.
- II. **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, SNHD/SEIU, has reviewed proposed Advisory Board structure and is pleased with direction that it is going. In regard to the job descriptions, Ms. Harding feels that the position of Chief Medical Officer is aligned with the current position of Director of Clinics and Nursing Services, although she has some concern with statute if this person is not a nurse.

Seeing no one else, Chair Woodbury closed this portion of the meeting.

- III. **ADOPTION OF THE July 13, 2015 AGENDA (for possible action)**

A motion was made by Member Giunchigliani seconded by Member Noonan and carried unanimously to Adopt the July 13, 2015 Agenda as presented.

- IV. **REPORT/DISCUSSION/ACTION**

- A. **Review/Discuss Discuss SB314 and Discuss/Approve Resulting Structural, Procedural, and Administrative Changes and Supporting Governance Documents to Facilitate Compliance with SB314:**

1. Board Governance Policy (BGP): BGP-001 – Construction of Board of Health Meeting Agendas; BGP-002 – Voting and Attendance Procedures; BGP-004 - Committees; BGP-005 – Board Officers/Members; BGP-006 – Board Governance Process; direct staff accordingly or take other action as deemed necessary (**for possible action**)

Member Scow arrived at 2:27 p.m.

The committee discussed BGP-001 – Construction of Board of Health Meeting Agendas.

A motion was made by Member Scow seconded by Member Dobyne and unanimously approved to adopt BGP-001 – Construction of Board of Health Meeting Agendas as presented.

The committee discussed BGP-002 – Voting and Attendance Procedures.

The following changes were considered:

- Section 2.B. – Delete entire paragraph
- Section 2.D.i. – Change to “In order to attend telephonically, the Board members are encouraged to contact the Board’s Executive Secretary no later than 4:30 p.m. the day prior to the scheduled meeting to advise of his/her intent to participate telephonically.”
- Section 3. – Change to “Cell phones and other electronic devices during Board meetings shall be silenced or placed on vibration.”

A motion was made by Member Noonan seconded by Member Giunchigliani and unanimously approved to adopt BGP-002 – Voting and Attendance Procedures as amended.

The committee discussed BGP-004 – Committees.

The following changes were considered:

- Change all instances of Chief Health Officer to District Health Officer
- Section 2.A. Change to “at least three (3) Board members” and delete second sentence.
- Section 2A.i – Add “and are non-voting” at the end of the sentence
- Section 3.A.i.b. - Delete second sentence

A motion was made by Member Giunchigliani seconded by Member Noonan and unanimously approved to adopt BGP-004 – Committees as amended.

The committee discussed BGP-005 – Board Officers/Members

The following changes were considered:

- Section 2.B. – Add “upon nomination” to end of sentence
- Section 4.B.i – Change to “The Chair will form an At-Large Member Selection Committee which will include only current elected Board members,”

A motion was made by Member Noonan seconded by Member Scow and unanimously approved to adopt BGP-005 – Board Officers/Members as amended.

Member Beers arrived at 3:11 p.m.

The committee discussed BGP-006 – Board Governance Process

The following changes were considered:

- Section 1.B.i.a. – Change to “The Board is committed to ensuring the Health District achieves appropriate results at a reasonable cost while avoiding unethical or illegal actions and situations. “
- Section 1.B.iv.b. – Change to “Accordingly, the Board may.”
- Add Section 5. – Role of the Board Secretary and define as “The Secretary’s responsibilities are to assist the Chair or the Vice Chair in the event of an absence or recusal resulting from a conflict of interest.
- Clarify in BGPs that “Executive Secretary” refers to District Health Officer serving as Executive Secretary

A motion was made by Member Dobyne seconded by Member Noonan and unanimously approved to adopt BGP-006 – Board Governance Process as amended.

A motion was made by Member Noonan seconded by Member Giunchigliani and unanimously approved to replace all instances of “Executive Secretary” with District Health Officer and add “formerly known as” language.

Minor housekeeping (punctuation, numeration, global changes of Chief Health Officer to District Health Officer) will be done to all BGPs as required.

2. District Health Officer Job description; direct staff accordingly or take other action as deemed necessary (**for possible action**)

Upon review/discussion of the District Health Officer job description, the following change was recommended:

- Under Training: Change “Doctoral” to “Masters or Doctoral”

A motion was made by Member Scow seconded by Member Dobyne and unanimously approved to adopt the District Health Officer Job description as amended.

The Chair called for a recess at 3:36 p.m. The meeting reconvened at 3:40 p.m.

3. Chief Medical Officer job description; direct staff accordingly or take other action as deemed necessary (**for possible action**)

Upon review/discussion of the Chief Medical Officer Job description, the following changes were recommended:

- Under Examples of Essential Responsibilities and Duties, second bullet, change to “Assume full management responsibility for all public health services under the direction of the Chief Medical Officer.”
- Under Training” add “preferred or desired” at end of second bullet
- Under Experience remove “management”

A motion was made by Member Noonan seconded by Member Scow and unanimously approved to adopt the Chief Medical Officer Job description as amended.

Member Noonan left the meeting at 4:10 p.m. and did not return

4. Advisory Board Authority Resolution; direct staff accordingly or take other action as deemed necessary (**for possible action**)

Upon review/discussion of the Advisory Board Authority Resolution, the following changes were recommended:

- Under Be It Resolved – Delete items 1, 2, 3, 4, and 7. In item 5, remove “all”. At the end of Item 6 add “such other duties as delegated by the Board and shall meet quarterly.”
- Under Be It Further Resolved 1)b. – Change to “One representative who is a physician licensed to practice medicine in this State, selected on the basis of his or her education, training, experience or demonstrated abilities in the provision of health care services to members of minority groups and other medically underserved populations;

A motion was made by Member Beers seconded by Member Scow and unanimously approved to adopt the Advisory Board Authority Resolution as amended.

- B. Discuss and Approve Recommendations to the Southern Nevada District Board of Health on July 23, 2015; direct staff accordingly or take other action as deemed necessary (**for possible action**)

A motion was made by Member Giunchigliani seconded by Member Scow and unanimously approved to recommend BGP-001, BGP-002, BGP-004, BGP-005, BGP-006, District Health Officer Job Description, Chief Medical Officer Job Description and the Advisory Board Authority Resolution as amended to the full Board of Health at July 23, 2015 meeting.

- V. **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.

Victoria Harding, SNHD/SEIU emphasized that the position of the Chief Medical Officer is the same as the current Director of Clinics and Nursing Services and may need to be broadened when searching for a replacement for Dr. Iser.

VI. **ADJOURNMENT**

Chair Woodbury adjourned the meeting at 4:17 p.m.

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

/jw