



MINUTES

**Southern Nevada District Board of Health
Public Health Advisory Board Meeting
March 21, 2016 – 1:30 P.M.
Southern Nevada Health District, 280 S. Decatur Boulevard, Las Vegas, NV 89107
Red Rock Trail Room A and B**

Dr. Joseph Iser, Chief Health Officer, called the Southern Nevada District Board of Health Public Health Advisory Board Meeting to order at 1:35 p.m.

**BOARD:
(Present)** Michael Collins – Member, Registered Nurse
Timothy Jones – Member, Environmental Health
Tim Marleau – Member, City of Mesquite
LeQawn McDowell – Member, City of Las Vegas
Kenneth Osgood – Member, Physician

(Absent): Matthew Anderson – Member, City of North Las Vegas
Tina Coker – Member, City of Henderson
Rich Shuman - Member, City of Boulder City

**ALSO PRESENT:
(In Audience)** Douglas Dobyne, At Large Member, SNHD Board of Health

LEGAL COUNSEL: Annette Bradley, Esq.

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

STAFF: Rick Cichy, Tony Fredrick, Andrew Glass, Victoria Harding, Shandra Hudson, Sharon McCoy-Huber, Michelle Nath, Veralynn Orewyler, Jim Osti, Jacqueline Reszetar, Jennifer Sizemore, Adele Solomon, Jacqueline Wells

CALL TO ORDER PLEDGE OF ALLEGIANCE

- I. OATH OF OFFICE:**
Southern Nevada District Board of Health Advisory Board Members Michael Collins, Timothy Jones, Tim Marleau, LeQawn McDowell, and Kenneth Osgood were sworn in by Jacqueline Wells, Executive Assistant.
- 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.

Seeing no one, Dr. Joseph Iser closed this portion of the meeting.

IV. ADOPTION OF THE MARCH 21, 2016 AGENDA (for possible action)

A motion was made by Member Osgood seconded by Member Jones and unanimously carried to adopt the March 21, 2016 agenda as presented.

- V. **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.

There were no items for approval.

- VI. **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.

There were no items to be heard.

VII. **REPORT/DISCUSSION/ACTION**

1. **Administrative Items:**

- i. **Introductions of staff and Advisory Board members giving a brief outline of their expertise**
- ii. **New Member Orientation: Informal Staff Presentations, Receive and Discuss Staff Reports**

The meeting opened with introductions of the Health District staff and Advisory Board members. Following the introductions, the Health District's General Counsel, Annette Bradley, began the new member orientation. It was noted that as a public body, the meetings of the Advisory Board shall be held in accordance with Open Meeting Law. During the orientation, an overview of the functions of public health was given, followed by presentations from the four Division Directors explaining the services offered by their respective programs.

During the staff presentations, a budget report was provided followed by an update on the accreditation process. The 2015 employee survey was mentioned and Member McDowell inquired about employee morale. Shandra Hudson, Human Resources Administrator, commented morale had been impacted by layoffs in 2013, and since that time some of those individuals have returned back to work at the Health District. The relocation to the new facility at Decatur Boulevard has created a positive outlook for staff. The next employee survey is scheduled for the spring or early summer.

2. **Election of Officers; Discuss and Accept Nominations and Elect Advisory Board Chair, Vice Chair, and Secretary; direct staff accordingly or take other action as deemed necessary (for possible action)**

During the election of officers, nominations were discussed and accepted for the positions of the Advisory Board Chair and Vice Chair.

A motion was made by Member McDowell seconded by Member Collins and unanimously carried to elect Tim Jones as Chairman of the Advisory Board.

A motion was made by Member Osgood seconded by Member McDowell and unanimously carried to elect Michael Collins as Vice Chair of the Advisory Board.

3. **Review/Discuss Advisory Board Resolution and Delegation Authority**

The resolution delegates authority to the Advisory Board to make recommendations on major policy matters and improvements to the delivery of services. Member Osgood recommended that

accreditation be a function of the Advisory Board, followed by a recommendation for any further action pertaining to the Board's scope of work be held in abeyance until the next meeting.

A motion was made by Member Collins seconded by Member McDowell and carried unanimously to put into abeyance any further focus of this Board until the next Advisory Board meeting so they can focus on the areas that are going to be of support to the interests of the District Board of Health.

4. Consider/Adopt Proposed Advisory Board Governance Documents

The draft Advisory Board bylaws were reviewed. The bylaws consist of general governance language and were formed by the Board of Health bylaws, but reflecting the Advisory Board's authority. The other governance documents are the full Board's Governance Policies, and part of the resolution delegating authority to the Board is that they follow these policies.

A motion was made by Member Collins seconded by Member Osgood and carried unanimously to accept the Advisory Board's draft bylaws pending approval from the District Board of Health.

5. Review/Discuss Southern Nevada Health District's Goals and Long/Medium/Short Range Planning

Dr. Iser reported on the Health District's goals and long, medium, and short range plans. Topics which were highlighted included: employee morale; out station services, such as the public health laboratory building and a mobile services van; a balanced budget; accreditation; and electronic health records. Plans for external programs would include: antimicrobial stewardship; chronic disease prevention; access to care; and health equity and social determinants of health.

The legislative priorities were identified as defining the role of the Advisory Board and how it interfaces with the Board of Health, and adding a member to the Board to represent Clark County; separation of the Southern Nevada Public Health Laboratory from the northern lab; and creating a funding source for the EMS and Trauma System. Chair Jones recommended there be an additional item which would be to support the communication process with the community and public. Dr. Iser noted a plan is being developed to conduct communications on a more routine basis and the request would be taken as informational.

6. Discuss 2016 Meeting Schedule and Advisory Board Priorities

During the discussion of the Advisory Board priorities, it was recommended that accreditation be one of those activities. Chair Jones recommended meeting on a monthly basis over the next three months until the Board is well established.

A motion was made by Chair Jones seconded by Member Osgood and carried unanimously to use the Doodle process to coordinate the best meeting dates for the Advisory Board.

7. Discuss and Approve Recommendations to the Southern Nevada District Board of Health on March 24, 2016 regarding Advisory Board governance documents and priorities

The Board discussed the recommendations to be made to the Southern Nevada District Board of Health which included approval of the bylaws and the details of the meeting dates pending the Doodle survey outcome.

A motion was made by Member Collins seconded by Member Osgood and carried unanimously to make recommendations to the Southern Nevada District Board of Health (BOH) as follows: Advisory Board to adopt bylaws, and forward them to BOH for approval; future recommendations of the Advisory Board will be presented to BOH for review and possible action; plan of Advisory Board to meet on a monthly basis for the next 3 months, then quarterly thereafter; table the discussion on the scope of focus with the exception of becoming more involved in the accreditation process; the Advisory Board's duties/responsibilities/functions are being put into abeyance until the next Board meeting.

VIII. 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 employee, and SNHD SEIU, commented on employee morale, which is multi-factorial. There are both negative and positive categories, and there are varying degrees of morale. Environmental Health is greatly affected by morale and currently there are ten grievances. Ms. Harding anticipates this year's employee survey will yield the same results as the previous year. Ms. Harding stated that some of the hiring practices have helped morale through a tangible outcome such as Facilities personnel were promoted to other programs to grow their career path in SNHD.

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

IX. ADJOURNMENT

The Chair adjourned the meeting at 4:54 p.m.

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

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