

**CARSON CITY BOARD OF HEALTH**  
**Minutes of the September 16, 2010 Meeting**  
**Page 1**

**DRAFT**

A meeting of the Carson City Board of Health was held during the regularly scheduled Carson City Board of Supervisors meeting on Thursday, September 16, 2010 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Susan Pintar  
Vice Chairperson Robert Crowell  
Member Shelly Aldean  
Member Ken Furlong  
Member Pete Livermore  
Member Robin Williamson

**STAFF:** Marena Works, Health and Human Services Department Director  
Joel Benton, Senior Deputy District Attorney  
Kathleen King, Recording Secretary

**NOTE:** A recording of these proceedings, the board's agenda materials, and any written comments or documentation provided to the Clerk during the meeting are part of the public record. These materials are on file in the Clerk's Office, and available for review during regular business hours.

**22. CALL TO ORDER AND ROLL CALL (10:58:55)** - Chairperson Pintar called the meeting to order at 10:58 a.m. Roll was called; a quorum was present, including Member Furlong.

**23. ACTION ON APPROVAL OF MINUTES - June 17, 2010 (10:59:18)** - Members Walt and Aldean noted corrections to the minutes. Member Williamson moved to approve the minutes, as amended. Member Aldean seconded the motion. Motion carried 7-0.

**24. HEALTH AND HUMAN SERVICES DEPARTMENT**

**24(A) DIRECTOR'S REPORT REGARDING CARSON CITY HEALTH AND HUMAN SERVICES (CCHHS) ACTIVITIES (11:00:41)** - Chairperson Pintar introduced this item, and provided an overview of Ms. Works' presentation. Ms. Works reviewed current activities, including new Saturday hours at the family planning clinic and implementation of the men's-only clinic. With regard to environmental health, Ms. Works reported that, as of the end of the second quarter, inspectors conducted 194 inspections of food establishments and 111 inspections of temporary booths. The Women's, Infants, and Children's Program ("WIC") began Saturday hours in May. The Animal Services Division was selected by the Carson City Chamber of Commerce 2010 Leadership Class for a project to beautify the exercise area. This project is scheduled for Saturday, September 25<sup>th</sup>, and Ms. Works reviewed details of the same. Ms. Works further reported that the Circles Program will be graduating their second class on Wednesday, September 29<sup>th</sup>. Five families, including 16 children, will graduate. The ceremony will be held at 6:00 p.m. at the Nevada State Library and Archives.

With regard to seasonal events, Ms. Works reported that teams will be sent into the Carson City School District, beginning Monday, September 20<sup>th</sup>, to vaccinate any child against influenza with parental permission. She advised that this year's program was subsidized by the Nevada State Health Division, which supplied the vaccine. Numerous community donations were also received to offset the vaccination supplies and personnel costs. Ms. Works expressed appreciation for the opportunity and advised that the School District invited the Health and Human Services Department back after last year's H1N1 campaign. She noted the opportunity "to work on our skills to be able to address mass vaccination in the school setting if we ever had that situation come up."

**CARSON CITY BOARD OF HEALTH**  
**Minutes of the September 16, 2010 Meeting**  
**Page 2**

**DRAFT**

Ms. Works further reported that the Human Services Division will sponsor its annual Homeless Connect event on September 25<sup>th</sup>. She reviewed details of the same. The Annual Mass Vaccination Clinic is scheduled for October 16<sup>th</sup> from 9:00 a.m. to 1:00 p.m. Chairperson Pintar displayed the informational flyer, and Ms. Works noted the three locations: the Carson City Senior Center, the Nevada National Guard facility, and the East Fork Fire and Paramedic Districts Station 12. She advised that a total of 7,500 free vaccines will be available for delivery that day. She reviewed statistical information from last year, noting that the Douglas County location was added this year. She advised that this year's seasonal flu vaccine includes H1N1.

Ms. Works advised of having provided the following report to the State Board of Health at their August 13<sup>th</sup> meeting: the recently-conducted governance assessment in June; the Public Health Accreditation Board site review on July 27 and 28; posters presented by the Carson City Health and Human Services Department at the National Association of School Nurses in Chicago on June 29<sup>th</sup> and at the National Association of County and City Health Officials in Memphis on July 15<sup>th</sup>. Ms. Works advised that the posters focused on the CCHHS efforts, during the H1N1 campaign to vaccinate children in the school system and in the community. The poster presented at the National Association of School Nurses won first place in their health promotion category. Ms. Works further advised of having reported on department efforts to advertise services. She advised of having added a Facebook page where daily updates are posted and dialogue among the community is encouraged. A website, called "gethealthycarsoncity.org," has also been developed, and Ms. Works reviewed the information posted thereon.

Ms. Works further reported that the first meeting of community members "that contribute in some way to public health ..." will be held on Friday, September 24<sup>th</sup>. She advised that the meeting will include a similar process to the governance assessment conducted with this board in June, which will help to identify areas for improvement. She estimated that the community process will take up to 16 hours, and advised that the September 24<sup>th</sup> meeting will likely be the first of several meetings in order to complete the assessment. She reviewed the various benefits associated with the assessment.

Ms. Works reviewed the Health and Human Services Department summary of active grants, which was distributed to the board members and staff prior to the start of the meeting. She discussed the "Tar Wars" education program offered to third graders; the mentoring program, facilitated by the CCHHS tobacco specialist in conjunction with the American Lung Association, which teaches high school students how to mentor younger students; the ongoing tobacco cessation classes offered one night per week at the Health Department; and tobacco cessation outreach to adult special needs homes.

Chairperson Pintar thanked Ms. Works for her report, and provided background information with regard to the same. Chairperson Pintar encouraged the board members to serve as community emissaries for the CCHHS programs and activities.

**24(B) ACTION TO ACCEPT THE REPORT OF RESULTS FROM THE NATIONAL ASSOCIATION OF LOCAL BOARDS OF HEALTH ("NALBOH") REGARDING THE NALBOH ASSESSMENT TOOL THAT WAS USED TO ASSIST IN MEASURING THE INFRASTRUCTURE AND CAPACITY OF OUR LOCAL PUBLIC HEALTH SYSTEM (11:12:17)-**

Chairperson Pintar introduced this item, and provided an overview of the agenda materials. In response to a question, she explained that the report included in the agenda materials is "based on our governance as a local board of health." In response to a comment, she expressed the hope that Carson-Tahoe Regional Medical Center will participate "as a very active member in the community assessment." She advised that "the definition of the local public health system, of necessity, includes not just the public Health

**CARSON CITY BOARD OF HEALTH**  
**Minutes of the September 16, 2010 Meeting**  
**Page 3**

**DRAFT**

Department but all members of the community that participate in public health. Certainly, a hospital is a very important part.” She referenced the surgery center, the urgent care centers, as well as animal control services, as examples. She reiterated the hope that information will be exchanged back and forth.

Chairperson Pintar noted the purpose of the subject item for this board to establish priorities for government. “What would be anticipated is, after the local health assessments that are being conducted, ... those participants would come back and do the same process. ... some of that would be recommendations to the local Board of Health of what they would like us ... to be focusing on and some of it would be what they, which includes the Health Department, could do internally to improve the Board of Health.” She advised that the Health Department was invited, but not involved as part of the assessment. Discussion followed.

In reference to the summary of performance scores, Supervisor Aldean noted the highest score relative to collaboration and assessment of resources involving the various constituencies in our community. She discussed the importance of formalizing processes, including development of a mission statement and policies and procedures. She suggested considering input received from other health providers prior to accepting priorities “because we do want it to be a more universal approach to health care.” Chairperson Pintar agreed that incorporating the entire community of health providers is very important.

Chairperson Pintar entertained a motion to accept the local public health governance performance assessment report of results. **Vice Chairperson Crowell so moved. Member Walt seconded the motion.** Chairperson Pintar entertained public comment and, when none was forthcoming, called for a vote on the pending motion. **Motion carried 7-0.**

**24(C) ACTION TO DEVELOP A LIST OF PRIORITIES FROM THE REPORT OF RESULTS FROM THE NALBOH REGARDING THE NALBOH ASSESSMENT TOOL THAT WAS USED TO ASSIST IN MEASURING THE INFRASTRUCTURE AND CAPACITY OF OUR LOCAL PUBLIC HEALTH SYSTEM (11:25:16)** - Chairperson Pintar introduced this item, and provided an overview of the agenda materials. She discussed the importance of developing policies and procedures for this board. In response to a question, Ms. Works advised of having discovered that this board does not have bylaws but, pursuant to statute, should have bylaws. Member Aldean noted the difference between policies and procedures and bylaws, and Chairperson Pintar agreed.

In response to a question, Member Aldean suggested that the proposed community survey include a determination relative to services offered, the other organizations providing health services and how they have prioritized those services. She suggested using the proposed survey to obtain the necessary information to quantify creation of the plan for improvement of community health monitoring efforts. Chairperson Pintar clarified this board’s role, as a governing body, in Essential 1 - Oversight for Community Health Status Monitoring, and discussion followed.

With regard to Essential 2 - Oversight of Public Health Surveillance and Response, Chairperson Pintar requested feedback relative to additional information to include in the CCHHS Director’s report. Consensus of the board was that Ms. Works’ report was comprehensive. Member Williamson noted the value of the televised board meetings in getting information to the community. Chairperson Pintar requested input regarding “other things the community should know about.” Member Walt suggested having the CCHHS staff provide reports at quarterly board meetings. In response to a question, she clarified that reports would only be necessary for new business or information. Member Aldean agreed, and requested to have a report on legislative initiatives; “things that we are doing or things that are being

**CARSON CITY BOARD OF HEALTH**  
**Minutes of the September 16, 2010 Meeting**

**Page 4**

**DRAFT**

done to us.” Discussion followed with regard to the report format, and consensus was that a written report would be unnecessary. Vice Chairperson Crowell discussed the importance of communicating “the multitude of other things that the Health and Human Services [Department] and the Board of Health does for our community in terms of services rendered.”

Chairperson Pintar reviewed Essentials 3, 4, 5, 6, 7, and 8, and discussion took place regarding the corresponding ideas listed. Member Williamson advised of having participated in the Public Health Leadership Program, and encouraged the other Board members’ participation. Chairperson Pintar advised that most Boards of Health are not comprised of city council members.

Chairperson Pintar reviewed Essentials 9 and 10, and the corresponding ideas listed. She discussed the listed suggestion to develop a list of policies and procedures, and agendaizing “a few to review” at each board meeting. She further discussed the listed suggestion to add “Board Member Concerns” as a standing item to the quarterly Board of Health agenda. She reviewed the remainder of the agenda materials, and solicited input of the board members to designate three to five priorities to work on “individually but collectively before the December board meeting.”

Chairperson Pintar proposed developing bylaws and a Board of Health mission statement, and discussion followed. She advised of having been informed that Special Projects Coordinator Linda Ritter is particularly adept at developing mission statements, and consensus of the board was to request her to do so. Vice Chairperson Crowell volunteered to work with the District Attorney’s staff to develop bylaws. Ms. Works offered to develop a draft and send them to Vice Chairperson Crowell and the District Attorney’s staff for review. In response to a question, Mr. Benton explained the provisions of the Open Meeting Law relative to a working group of the board members. Chairperson Pintar expressed a preference to have “ideas about what we would like to include” in a mission statement presented at the next board meeting. Member Aldean offered to approach Ms. Ritter and to assist her with developing the Board of Health mission statement. Members Walt and Furlong also volunteered. Following a brief discussion, Member Livermore agreed to provide the working group with a copy of Carson-Tahoe Regional Medical Center’s mission statement, as an example. With regard to bylaws, Member Williamson suggested that Ms. Works research other Boards of Health bylaws.

Chairperson Pintar suggested developing a board orientation template as an additional priority, and volunteered to participate in doing so. She advised that the NALBOH has orientation materials, some of which have been developed and some of which are in the process of being revised. She suggested Member Williamson’s background would be helpful in developing the board’s orientation materials. Members Aldean and Livermore offered to provide additional materials for review.

Chairperson Pintar reviewed the priorities designated thus far. She noted the local health assessment as an additional priority, but noted it as *de facto* “because ... that’s in process and certainly in concert with all of the other ongoing assessments.” She suggested an additional priority to list the needed Board of Health policies and procedures, i.e., “putting some thought into what kind of policies do we want to have as a board; ... some relatively succinct policies that say where we’re going and where we would like our community’s help to go in the foreseeable future.”

In response to a question, Chairperson Pintar requested the board members to work on the designated priorities and to report back at the December Board of Health meeting. Member Walt volunteered to develop the list of needed Board of Health policies and procedures. Chairperson Pintar entertained additional priority suggestions and, when none were forthcoming, discussed the importance of focusing

**CARSON CITY BOARD OF HEALTH**  
**Minutes of the September 16, 2010 Meeting**  
**Page 5**

**DRAFT**

efforts. Member Walt discussed the importance of getting the community health partners more involved, as an additional priority. In response to a question and following a brief discussion, Chairperson Pintar clarified that developing procedures would be more appropriate relative to the Board of Health. "... policies are ... more overarching." Additional discussion followed, and Member Aldean suggested approaching NALBOH for templates related to the various priorities designated.

Member Aldean reported that one of the projects being undertaken by the Circles Initiative leaders is to orchestrate a meeting with the dental community. She discussed the issue of neglected dental health, and advised of the intent to invite members of the dental community to form a cooperative relationship with the Circles Initiative. Discussion followed.

Chairperson Pintar entertained a motion that the Board of Health would like to establish the following priorities, based on the reported results of the local public health governance assessment: (1) development of bylaws and mission statement; (2) develop a board orientation; and (3) development of needed board policies. **Vice Chairperson Crowell so moved. Member Furlong seconded the motion.** Chairperson Pintar entertained public comment and, when none was forthcoming, called for a vote on the pending motion. **Motion carried 7-0.**

**25. ACTION TO ADJOURN BOARD OF HEALTH (12:08:00)** - Member Walt moved to adjourn the meeting at 12:08 p.m. Member Williamson seconded the motion. Motion carried 7-0. Vice Chairperson Crowell thanked Chairperson Pintar for her organizational skills.

The Minutes of the September 16, 2010 Carson City Board of Health meeting are so approved this \_\_\_\_\_ day of December, 2010.

---

SUSAN PINTAR, M.D., Chairperson

ATTEST:

---

ALAN GLOVER, Clerk - Recorder