



Mission: To protect and promote the health, the environment and the well-being of Clark County residents and visitors.

MINUTES

CLARK COUNTY HEALTH DISTRICT DISTRICT BOARD OF HEALTH MEETING

625 Shadow Lane
Las Vegas, Nevada 89106
Clemens Room

Thursday, November 18, 2004 - 8:00 A.M.

Chairman Reese called the meeting of the District Board of Health to order at 8:09 am and the Pledge of Allegiance was held. He noted that he had been provided with the Affidavits of Posting and Mailing of Agenda meeting notices, as required by Nevada's Open Meeting Law. The Affidavits will be incorporated into the Official Minutes.

Board Members

Present:

Gary Reese
Jim Christensen, MD
Susan Crowley
Andrea Anderson
Robert Eliason
Donna Fairchild
Mary Jo Mattocks, RN
Rory Reid

Chairman, Councilman, Las Vegas
Physician At-Large
Appointee, Henderson
Councilwoman, Boulder City
Councilman North Las Vegas
Councilwoman, Mesquite
Appointee, Mesquite
Commissioner, Clark County

Absent:

Andrea Anderson
Sherry Colquitt, RN
Joe Hardy, MD
Steven Kirk
Chip Maxfield
Stephanie Smith

Councilwoman, Boulder City
Appointee, Las Vegas
Appointee, Boulder City
Councilman, Henderson
Commissioner, Clark County
Councilwoman, North Las Vegas

Executive Secretary:

Donald S. Kwalick, MD, MPH

Legal Counsel:

Stephen Minagil, Esquire

Staff: Karl Munninger, Fran Courtney, Glenn Savage, Jane Shunney, Dr. Larry Sands, Ed Wojcik, Steven Goode, Angus MacEachern, Rory Chetelat, Patricia Rowley, Jeanne Palmer, Nicole Bungum, Bonnie Sorenson, Jennifer Sizemore, David Tonelli, Susan Eiselt, Dan Maxson, Sylvia Claiborne, Leo Vega, Forrest Hasselbauer, Montana Garcia, Diana Lindquist

ATTENDANCE:

NAME
Anna Danchik
Tamara Miramontes
Jamie Ware
Bryan Gresh
Gail Yedinak
Marlo Hodges
Donna Miller
Paul Kimball
Geoffry Roberts

REPRESENTING
Kafoury, Armstrong & Co.
Kafoury, Armstrong & Co.
SEIU Local 1107
The Gresh Group, Inc.
UMC
UMC
Life Guard International
Life Guard International
UNLV/MIAI

Chairman Reese indicated there was not a quorum present. Chairman Reese stated that we can have citizen participation and if at a later time this morning other members appear, we can reopen citizen participation. Member Reid did join the District Board of Health and a quorum was achieved.

I. CONSENT AGENDA

These are matters considered to be routine by the District Board of Health and may be enacted by one motion. Any item, however, may be discussed separately per Board Member request before action. Any exceptions to the Consent Agenda must be stated prior to approval.

Member Susan Crowley moved for approval of the following consent agenda. The motion was seconded by Member Fairchild and carried unanimously.

1. Minutes/Board of Health Meeting: 10/28/04
2. Approve Payroll/Overtime for Periods of: 10/09/04 - 10/22/04
3. **Approve Accounts Payable Register:** #944: 09/30/04 - 10/06/04; #945: 10/07/04 - 10/30/04; #946: 10/14/04 - 10/20/04; #946-A: 10/22/04; #947: 10/21/04 - 10/26/04
4. **Approve Appointment of Nominating Committee:** For Calendar Year 2005 Board of Health Officers (Chairman: Member Eliason, Members Fairchild & Anderson)
5. **Memorandum #08-04:** Year 2005 Meeting Dates for the District Board of Health
6. **Petition #45-04:** Revised Family Planning Title X Fee Schedule

II. PUBLIC HEARING/ACTION

1. Rocky Mountain Recycling Application for Permit to Operate a Recycling Center (**withdrawn by applicant**)

2. Memorandum #06-04: Request for a Variance to District Emergency Medical Services Regulations Section 1000.000 Air Ambulance

Chairman Reese opened the Request for a Variance #06-04. Rory Chetelat, EMS Manager, presented the request which was made by Lifeguard International, a fixed wing air medical transport unit that came into service approximately two years ago. Mr. Chetelat stated that in our regulations they are required to receive their COAMTS (Commission on Accreditation of Medical Transport Systems) within the first two years. All steps had been completed except their final inspection. They lost the lease on their aircraft and were unable to complete accreditation within the first two years and have asked for an extension to June 30, 2005. Staff recommended approval of the variance. Chairman Reese asked company representative Paul Kimball if he understood and agreed to the conditions of the variance. Mr. Kimball stated yes. Chairman Reese closed the session on variance request.

Member Eliason moved for approval of the variance Memorandum #06-04 with the mutually agreed upon conditions recommended by staff. The motion was seconded by Mary Jo Mattocks and carried unanimously.

III. REPORT/DISCUSSION - ITEMS ON WHICH ACTION MAY BE TAKEN

1. Memorandum #09-04: Fiscal Year 2003-2004 Annual Audit Report by Kafoury, Armstrong and Company

Chairman Reese opened the action item Memorandum #09-04. The auditors, Tamara Miramontes and Anna Danchik, presented the audit summary.

The audit is composed of three main components: financial, statistical and compliance and controls. The financial statements are the responsibility of district management and the auditors express opinions on the material correctness. The statistical section is also unaudited and includes financial and demographic information. The auditors offered an unqualified opinion, meaning it is a clean opinion, everything is materially correct.

The district's internal control over financial reporting was reviewed as well as its compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*. The results of tests by the auditors disclosed no instances of noncompliance or other matters that are required to be reported.

The next portion of the report covered major federal programs. An opinion on compliance with five major programs which include, Immunization grants, Ryan White I, Ryan White II, AIDS Prevention and AIDS BADA was reported. Compliance and internal controls were tested. In the auditors opinion there was compliance in all materials respect. However, some instances of non-compliance are required to be reported in accordance with the U.S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement*.

The first finding was under the Immunization Grant and has to do with eligibility. In two instances eligibility documentation could not be located, and there were two instances where the intake forms did not support the person's eligibility to receive services. Recommendation is for the District to evaluate its policies and procedures governing the intake process to ensure only eligible participants are receiving services.

The second finding had to do with AIDS Prevention and Ryan White Title I. It is required that the District obtain verification that subrecipients who receive funds must not be suspended or disbarred.

Upon review, there was no verification that the subrecipients were not suspended or disbarred. Recommendations include that the District evaluate policies and procedures in place to ensure that employees responsible for subrecipient awards are aware of the requirements involving suspended or disbarred parties. Additionally, they should ensure that the verification process for suspended or debarred parties is properly documented.

The third finding has to do with Ryan White Title II eligibility. These grants have very specific eligibility requirements. Testing of case files indicated two instances under Title II where there was no documentation of the person's HIV status and one instance in Ryan White Title I where there was no documentation of the HIV status. Also, in Title II, there was one case where there was no documentation to demonstrate the client met the low income criteria. Recommendations include that the District evaluate the policies and procedures in place over the eligibility determination process to ensure that only eligible individuals are receiving services.

Finding number 4 is under Ryan White Title I. Under this report the District is required to submit a CADR (Care Act Data Report). The District has to verify that the data reported to HRSA is accurate and complete, and all data from service providers is complete. In the findings it was noted that the information being submitted to HRSA was not supported by the underlying data records. Recommendations include implementing the use of a database which would ensure that the data records submitted agree with the database.

The last finding is under the Ryan White Title I program, the District is required on a quarterly basis to submit the Department of Health and Human Services a federal cash transaction report which shall be submitted on the cash basis of accounting. The testing for two quarters indicated that it was submitted on the accrual basis. The recommendation for this is the District should establish procedure to identify reporting guidelines and verify that all financial reports are prepared on the correct basis of accounting prior to submittal.

Member Eliason asked if the recommendations were being implemented. Dr. Kwalick indicated the response to the findings is attached to our cover memo and all of these issues have been addressed (see attachment I).

Dr. Kwalick stated that Karl Munninger and his staff were awarded a certificate of achievement for excellence in Financial Reporting for the FY ending June 30, 2003.

The board commended staff as the findings were minor considering the volume of work produced.

Member Crowley moved to accept the financial report and Dr. Christensen seconded the motion. Motion was carried unanimously.

2. Petition #44-04 Resolution #05-04 Restoration of State Health Aid to Counties Funding

Dr. Kwalick stated that during the last legislative session, the legislature did keep a line item for Health Aid to Counties at \$1. The Health District is working with the State Division of Health to try and have this item reinstated at \$1.10 per capita in the next session which would bring in about \$2.5 million statewide. The Health District would receive approximately \$1.75 million. These funds would be utilized to develop a chronic disease and control program statewide. A similar resolution is being presented to the Washoe County Health District. The State Board of Health may put forward a similar resolution.

Chairman Reese asked who will carry this issue to the legislature and Dr. Kwalick indicated our lobbyist Bryan Gresh has been meeting with legislators. We will be putting a package together as we have done in the past which would demonstrate how Health Aid to Counties funds would be

utilized, and hopefully we would prevail in having that line item increased. Senator Joe Heck, and Board member and Assemblyman Joe Hardy, MD will be working on the issue during the legislative session.

Member Fairchild moved to approve the resolution. It was seconded by Member Mattocks and carried unanimously.

IV. CITIZEN PARTICIPATION

Chairman Reese asked if any member of public wished to be heard. There was no response and Chairman Reese closed citizen participation.

V. HEALTH OFFICER & STAFF REPORTS

Rory Chetelat, EMS manager, indicated he will be attending the second meeting regarding catchment design for a trauma system in Southern Nevada after the Board of Health Meeting. The consultants from the Abaris Group will be working with this group and hope to have the final carve out areas for St. Rose, Sunrise and UMC. The next meeting will take into consideration the overall view and will actually begin building a trauma system. This is the second of three meetings currently scheduled. The group hopes to have the RTAC (Regional Trauma Advisory Committee) defined and set the ground rules for the system by January 1, 2005. This should include the quality assurance program, quality improvement program, oversight of the transportation of patients to the trauma centers and system development.

Susan Crowley asked about St. Rose and their application for level III trauma center. Dr. Kwalick indicated that Sunrise Hospital was not approved as a trauma center – they asked for an expansion of their license to provide trauma services if they obtain the necessary staff by January 1, 2005. Mr. Chetelat indicated that the Level III St. Rose application doesn't require as lengthy an application process.

Norovirus – Dr. Kwalick gave a brief update on Norovirus. The numbers of cases which are occurring at the Flamingo are decreasing and staff has this well in hand. This could be the impetus for the Public Accommodations regulations which will ensure that if there are public vomiting episodes, hotel staff will respond quickly in order to help prevent any future Norovirus outbreaks at any of the tourist destinations throughout Clark County.

Flu Vaccine – Dr. Kwalick indicated that the Health District is expecting to receive vaccine and planning to have clinics after Thanksgiving. Things are progressing to get highest risk populations immunized. We had hoped to receive 17,500 doses. We are not sure how many we will receive. We have been fortunate to have a mild season throughout the country so far.

Susan Crowley stated that many people are not aware how active the Clark County Health District is in preparing for disasters. Dr. Kwalick offered to provide an update on how we integrate with emergency services providers throughout Clark County. It seems we have been accomplishing work behind the scenes and it would be a service to the community to have other people hear what we have been doing. Dr. Kwalick stated that he will schedule this for December or January to update the Board of Health on public health preparedness and bioterrorism prevention.

VI. INFORMATIONAL ITEMS

A. Chief Health Officer and Administration:

1. Monthly Activity Report, Mid October 2004 – Mid November 2004
2. Financial Data: Revenue and Expenditure Report for Fund 705 (Operating), and 706 (Capital Reserve) for the Month of October 2004
3. Health Education Monthly Report, October 2004
4. Epidemiology Monthly Report, October 2004
5. Public Information Monthly Report, October 2004

B. Environmental Health:

1. Monthly Activity Report, October 2004

C. Nursing and Clinics:

1. Monthly Activity Report, October 2004

VII. ADJOURNMENT

There being no further business to come before the Board, Chairman Reese adjourned the meeting at 8:29 a.m.

SUBMITTED FOR BOARD APPROVAL

Donald S. Kwalick, MD, MPH, Chief Health Officer
Executive Secretary

/mg