

**STAFF REPORT**  
**Board Meeting Date: June 27, 2024**

**DATE:** June 6, 2024  
**TO:** District Board of Health  
**FROM:** Chad Kingsley, MD MBA, District Health Officer  
775-328-2416, [ckingsley@mph.org](mailto:ckingsley@mph.org)  
**SUBJECT:** Review, discussion, and possible adoption of revised Rules, Policies, and Procedures to include revisions deemed appropriate by the Board namely including removing the “Washoe County Health District” and including specificity on cases that cannot be added to the Consent Agenda, including but not limited to appealed cases to any Hearing and Advisory Board.

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**SUMMARY**

Staff has drafted revised language for the governing principles for District Board of Health (DBOH) meetings as an update to the Rules, Policies, and Procedures.

**District Health Strategic Priority supported by this item:**

**5. Organizational Capacity:** Strengthen our workforce and increase operational capacity to support a growing population.

**PREVIOUS ACTION**

On July 22, 2021, the Board revised and adopted the District Board of Health Rules, Policies, Procedures, and Bylaws.

On February 28, 1996, the District Board of Health Bylaws, Rules, and Regulations (Bylaws) were adopted and revised in 1998, 2003, 2006, and 2016.

On November 17, 1993, the Board adopted the District Board of Health Rules, Policies, and Procedures and further revised in 1995, 1998, 2000, and 2016.

**BACKGROUND**

The Policies document that guides the DBOH was last updated in 2024; however, changes are proposed based on the most recent clarifications to the DBOH agenda regarding management cases that originate from the Air Quality Management and Environmental Health Services Divisions.

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Staff reviewed the documents and developed the proposed compilation of Rules, Policies, and Procedures (RPPs) for the Board's consideration, including an update on the entity name to reflect only Northern Nevada Public Health and minor grammatical errors. Additionally, Article 3, section 3.2(d), Order of Business, and Section 3.7(b)(ii), Consent Agenda, should reflect an updated change in business to coincide with Consent Items and Agenda to wit "cases are not appealed to heard by a Hearing/Advisory Board." This change is deemed appropriate as it requires adding management cases appealed to or heard by a Hearing/Advisory Board to the business agenda for open discussion.

### **FISCAL IMPACT**

No fiscal impact.

### **RECOMMENDATION**

Staff recommends the adoption of revised Rules, Policies, and Procedures to include removing the "Washoe County Health District" and including specificity on cases that cannot be added to the Consent Agenda, including but not limited to appealed cases to any Hearing and Advisory Board.

### **POSSIBLE MOTION**

Move to adopt the revised Rules, Policies, and Procedures to include removing the "Washoe County Health District" and including specificity on cases that cannot be added to the Consent Agenda, including but not limited to appealed cases to any Hearing and Advisory Board.