

Staff Report
Board Meeting Date: May 23, 2024

DATE: May 16, 2024
TO: District Board of Health
FROM: Jack Zenteno, Administrative Health Services Officer
775-328-2417; jzenteno@nnph.org
SUBJECT: Approve and Adopt the Proposed Northern Nevada Public Health Employee Policy Manual Updates for Wellness, Health Insurance Portability and Accountability Act (HIPAA) Confidentiality and Security Protocols, Refunds, and Relationships in the Workplace.

SUMMARY

The Northern Nevada Public Health (NNPH) Employee Policy Manual provides additional guidance to staff and ensures administrative compliance with operational policies and procedures established by the District Board of Health, County Commissioners, and governing employees. Changes include the addition of a new Wellness Policy, the addition of two previously approved policies, and updates to one policy, the Health Insurance Portability and Accountability Act (HIPAA) Confidentiality and Security Protocols.

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

The District Board of Health reviewed and accepted the Health District's Relationships in the Workplace policy on February 22, 2024.

The District Board of Health reviewed and accepted the Health District's Employee Policy Manual on September 28, 2023, for FY 24.

The District Board of Health reviewed and accepted the Health District's updates to the Refund Policy on July 28, 2022.

The District Board of Health reviewed and accepted the Health District's Employee Policy Manual on September 23, 2021, for FY 22.

The District Board of Health reviewed and accepted the Health District's Employee Policy Manual on October 24, 2019, for FY 20.

The District Board of Health reviewed and accepted the Health District's Employee Policy Manual on October 26, 2017, for FY 18.

BACKGROUND

The Wellness Policy (Section 47) is being added to ensure staff are aware of NNPH leadership's commitment to creating a culture that is supportive of staff health and wellbeing and make staff aware of wellness resources.

The Refund Policy (Section 37) and Relationships in the Workplace Policy (Section 38) have both been reviewed and approved previously by the DBOH. These policies are being included in the updated Employee Policy Manual.

The Health Insurance Portability and Accountability Act (HIPAA) Confidentiality and Security Protocols (Section 19), is being updated to eliminate ambiguity in the physical security policy and ensure consistency between divisions. Changes include updates to how physical documents are secured and disposed.

Upon approval by the District Board of Health, an electronic version of the manual will be placed on the Northern Nevada Public Health's employee intranet site and a link to the policy will be sent to each employee with an acknowledgement form for the employee to sign. The acknowledgement form indicates the employee has read, understands, and agrees to abide by the Northern Nevada Public Health Employee Policy Manual. Acknowledgement forms are maintained in the employee's personnel file.

FISCAL IMPACT

No fiscal impact to the adopted Fiscal Year 24/25 budget.

RECOMMENDATION

Staff recommends the District Board of Health approve and adopt the Northern Nevada Public Health Employee Policy Manual updates for and Wellness, Health Insurance Portability and Accountability Act (HIPAA) Confidentiality and Security Protocols, Refunds, and Relationships in the Workplace.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve and adopt the Northern Nevada Public Health Employee Policy Manual updates for and Wellness, Health Insurance Portability and Accountability Act (HIPAA) Confidentiality and Security Protocols, Refunds, and Relationships in the Workplace."