

**Alexandria Public Health Advisory Commission
Minutes of the Thursday, October 15, 2015 Meeting**

5:30 – 7:00 p.m.

Fourth Floor Conference Room
Alexandria Health Department

- I. Welcomes, introductions and attendance – Meredith Taylor

Present

Meredith Taylor
Katya Wanzer
Katie Dziak
Ann Harbour
Daniel Hawkins
Jessica Hill
Allen Lomax
Richard Merritt
Michael Trahos
Stephen Haering, AHD
Diana Sanchez, AHD

Guests

Christina Zechman Brown

- II. Meeting was called to order at 5:35 p.m. A quorum was established.

- III. FOIA Training for the Commission – Christina Zechman Brown

- Presentation about the Freedom of Information Act (FOIA) to the members of PHAC.
- Any records related to the business of PHAC are public records. The retention period for these records is set in the VA library schedule. Emails that are sent to one another but not through staff need to be kept. One suggestion is to setup a separate personal email account for Commission business. Another is to setup a separate folder in your email, in the event you receive a FOIA request. Maintain everything that does not come through staff.
 - Does the City have the ability to give an alexandriava.gov email address to Commission members? – M. Trahos
- No, the City does not provide an alexandriava.gov email address.
 - If multiple members of a commission attend a meeting together would that that be considered a meeting? – R. Merritt
- In order to avoid people misconstruing the gathering as a Commission meeting, avoid speaking about Commission business.
 - Prep emails are sent out to all members in advance of the meetings, what are the rules for that? – M. Taylor
- That is not a problem as long as it is sent to all and that the email is not replied to all. However if the emails are replied to too quickly, then it can be considered a meeting. It is best to not respond to or email more than one Commission member at a time.
- For emergencies, the governor would have to call a state of emergency. This would then allow for the possibility of more than three people electronically communicating.
- For people unable to attend a meeting but are calling in to a meeting the following criteria needs to be met: 1) Disability 2) Personal Emergency 3) Person is outside of a 60 mile radius. The person will need to hear clearly and be heard clearly.

- IV. Approval of the meeting minutes from the September 17, 2015 meeting.

Correction made to the September 17, 2015 meeting minutes on page 4; change from "Federal Reserve's" to "Federal Research". Added the "the commission can do" and removed "we can".

- Motion to approve the minutes as amended – M. Trahos
- 2nd to back motion – A. Lomax
- Minutes were approved unanimously at 6:10 p.m.

Approval of the meeting minutes from the July 16, 2015 meeting.

- Motion to approve the minutes – A. Lomax
- 2nd to back motion – K. Dziak
- Minutes were approved unanimously at 6:12 p.m.

V. Election of the Commission Chair and Vice Chair - Meredith Taylor

- We will now have the commission vote for commission chair and vice chair. The new chair is normally served by the previous vice chair, which is currently Katya Wanzer. Ms. Taylor would like to thank Katya for her willingness to serve as the new chair of the Commission. We would need to formally elect Katya and vote for approval.
 - Motion to approve Katya Wanzer as the new chair of PHAC – M. Trahos
 - 2nd to back motion – A. Lomax
 - Motion was approved unanimously at 6:14 p.m. to elect Katya Wanzer as the new chair of PHAC.
- We will now open up elections for the vice chair of the Commission.
- Mr. Hawkins would like to nominate Mr. Merritt as vice chair.
- Ms. Wanzer would like to nominate Katie Dziak as vice chair.
- After discussion, motion to elect Katie Dziak as the new vice chair of PHAC.
 - Motion to approve Katie Dziak as the new vice chair of PHAC – M. Trahos
 - 2nd to back motion – A. Lomax
 - Motion was approved unanimously at 6:16 p.m. to elect Katie Dziak as the new vice chair of PHAC.
- The discussion has also been brought up to possibly change the time of PHAC meeting to a later time, possibly at 6:00pm. – K. Wanzer
- This would be something that should be brought up to Jackie Henderson, to see if that is possible. – Dr. Haering

VI. Alexandria Health Department Update – Dr. Haering

- We had our Alexstat performance meeting on Sept 30 with the City Manager. We have a number of programs and divisions with vacancies. AHD has had a 20%/25% vacancy rate over the past four years. Over the past 12 months it has been worse. Our EH and WIC division over the past 12 months, has had vacancy rates of over 50%.
- The City Manager had asked us to meet with City's HR and OPM to address these problems. After the meeting with the City Manager, the Leadership Team wiped out our schedules in order to work on and address these issues. The issues within each program are different in each department. The city estimated that their turnover rate for FY14 is 8.4%.
- Federal government is cutting funding and Family Planning is under duress. We were able to make a pitch for a Public Health Nurse and a case aide but we are still looking at some possible reductions.
 - Do you think that the turnover rate is due to the robust economy? – K. Wanzer
- We have had positions that have been vacant because we are not getting the applicants. We have one position, a Breastfeeding peer counselor which we received no applicants. The City Manager said to look at everything possible. One

- of the issues is the commute and housing and a lot of the benefits from the City are for City employees only. We are looking to see if we can extend City housing benefits into something such as rent agreements for all employees at AHD.
- We also have a NP position that we have not been able to fill at TWC. We have asked that experienced personnel be at TWC because of what the needs of our students are.
 - We have also spent time re-doing our AHD brochure and it has been updated to remove Child Health and add BabyCare.
 - Does AHD still do the Orientation meetings? – R. Merritt
 - Yes, we do them about three or four times a year. They are the fifth Thursday of a month.
 - Our epidemiologists have developed a health profile that has not been made public because there is YRBS data in it, which is still in process. The three epidemiologists, public health planner, nurse manager and deputy director met and we looked at the burden of disease and weighted them. We then put them into a word cloud, according to the burden and severity of disease. We want to make sure that we are doing everything in the community task force. The next step in the Health Profile II is to look at the burden and severity of the items in the word cloud. We are looking at this information through the lens of Health Equity. The Health Profile will give you data similar to what we get from the YRBS which is from our adolescents. This is the area in which AHD is strong in because of our three epidemiologists and our aim to be data driven.
 - Is there any plan on communicating this to Council? – M. Taylor
 - We will share the Health Profile with Council but we do not want to get in the way of the YRBS. We will be giving the Health Profile to priority area champions.
 - I will be sending out individual emails about the YRBS once it is released. – Lomax
- VII. Our Efforts with the 2017 Budget Process – Meredith Taylor
- Last year, our budget efforts were successful as a Commission. A group of us attended the Civic engagement sessions and the Commission also sent a letter to Council. We have a lot of work to do in a little bit of time. Arlene and Richard have volunteered enthusiastically to take up the issues with guns. Katya has taken up e-cigarettes. We would need an individual to take up these issues and what we, as a Commission would like to recommend. My recommendation is that we stay very high level in these discussions because of the timing. By our next PHAC meeting these Community Engagement meetings will be over. Does anyone want to attend these meetings? – M. Taylor
 - I will be attending the meeting next Tuesday and Saturday – A. Lomax
 - Would you be willing to bring some talking points to those meeting since you are attending? – K. Wanzer
 - The City Manager usually releases the budget in February and this coming year will be in March. Part of the meetings is to provide input and part of it is to gather community intelligence. – A. Lomax
 - The decision is that if you can attend these meetings, then go and bring the AHD brochures.
- VIII. Next Steps with Electronic Cigarettes, Crumb Rubber, and Gun Violence – Meredith Taylor
- The governor signed an executive order in relation to guns (today). Tomorrow is the dedication ceremony to the Alexandria Food Center. The Substance Abuse Coalition proposed to raise the smoking age to 21, which would also include e-cigarettes. – A. Lomax

- California just voted a strict antibiotic resolution to ban unnecessary antibiotics in meat. Virginia is one of the seven that passed that. – K. Wanzer
- One thing that is an issue is synthetic drugs. They are being sold and targeted to youth and that is becoming a rapidly growing problem – A. Harbour
- Can we set aside time in the next meeting for discussing gun control issues? – R. Merritt
- I would like to pass out a flyer about the Free Health Fair that is scheduled on November 14, 2015. We have 5000 people in Alexandria that are below the poverty level that would be eligible for health care but for reasons are not. About 3500 people are being cared for at Neighborhood Health but we still have about 1500 individuals that still cannot get care. – D. Hawkins

IX. Motion to adjourn meeting at 7:20 p.m.

Next Meeting: November 19, 2015

Minutes Respectfully Submitted by:

Diana Sanchez

Diana Sanchez