

SARPY/CASS DEPARTMENT OF HEALTH & WELLNESS

MEETING MINUTES Midlands Hospital - Boardroom

January 28, 2003 6:30 PM

The meeting was called to order at 6:30 PM by President Virgil Keller on January 28, 2003 in the Board Conference Room at Midlands Community Hospital, 11111 S. 84th, Papillion, NE.

ROLL CALL, APPROVAL of MINUTES, and TREASURER'S REPORT

Present: Nancy Noda, Nancy Reissig, Virgil Keller, Kathy Burson, Dr. Frank Varon, Sarpy County Commissioner Aldona Doyle, Cass county Commissioner Bob Clancy, James Sarpy County Deputy Attorney Gretchen Forney. Kay Nikodym, Sarpy County Administrator's Office, recorded the meeting. Absent were Nancy Noda, Dr. Linda Ford, and Boyd Linder.

Dr. Matt Severin moved, seconded by Aldona Doyle to approve the minutes of the November 12, 2002 as corrected. Ayes: Keller, Reissig, Burson, Doyle, Severin, and Varon. Nays: None Absent: Noda, Ford and Linder. Motion carried.

The November 30, 2002 Treasurer's report was presented. Dr. Matt Severin moved to accept the Treasurer's report. Kathy Burson second. Ayes: Burson, Keller, Reissig, Doyle, Severin and Varon. Nays: None Absent: Noda, Ford and Linder The Board requested we check into the cost of the Health Insurance in December. Kay Nikodym checked with Sarpy County Personnel and the cost of \$1487.08 listed as December Health Insurance was for a two-month premium.

OLD BUSINESS

Health Director Sitrick informed the Board that 11 applications for liability insurance have been filed. Dr. Varon requested Dick Raymond, Chief Medical Officer - State of Nebraska, be contacted and asked to inform the Insurance Commissioner of Nebraska of the problems encountered by the Health Departments in obtaining Liability Insurance. The Board concurred that if this does not produce results, the Nebraska Attorney General's office should be asked to investigate the situations. Gretchen Forney, Deputy Sarpy County Attorney, explained the legal standing of the Health Board in regard to liability in relation to employment issues. The Board agreed with this explanation.

Written comments from Patrick McNamara, Strategic Plan Facilitator, were reviewed. He suggested steps to be utilized in developing a plan of action. A copy of this proposal is on file at the Sarpy/Cass Department of Health and Wellness. Board consensus was that this process was beneficial to the development of the plan of action. Kathy Burson recommended the manual entitled "Local Board of Health Training Manual" prepared by the Nebraska Partnership of Local Health Directors as an excellent, essential source of information in development of a plan of action. There are three copies of this manual in the office of the Health Director.

President Keller presented recommendations to the Board regarding amendments to the by-laws. The proposals were read to the Board and are attached to these minutes. After discussion of the proposed amendments, Dr. Severin moved to accept the presentation as the first reading to change the by-laws. Burson seconded. Ayes: Reissig, Keller, Burson, Severin, Varon and Doyle. Nays: None Absent: Noda, Ford and Linder Motion carried.

Section 2 of the above presentation dealt with the development of Standing Committees for the Sarpy/Cass Department of Health and Wellness. Following discussion of each of the suggested Standing Committees the Board decided on a Finance Committee, Public Relations and Community Education Committee, Personnel Committee, Nominating and Volunteer Recruitment Committee, Public Policy/Government Relations Committee and Health and Disease Committee. Other suggestions were that all committees would work with the Health Department staff in performing their functions, inter-working of committees was discussed, and the Health Director or his staff designee would be ex officio member of all committees. Dr. Severin moved that the six named Standing Committees be accepted and that Sec 2 (a-e) of the attached "Recommendations, Sarpy/Cass Department of Health and Wellness" be adopted. Dr. Varon second. Ayes: Severin, Varon, Reissig, Doyle, Burson, and Keller. Nays: None Absent: Noda, Ford and Linder. Motion carried.

President Keller requested that Board members get back to him by mid-January 2003 in regard to Standing Committee appointments. Task forces will be added as necessary and as funding becomes available. Kathy Burson did announce that the Maternal Child Health Care Task Force would be meeting on Thursday, January 12 at 8:00 a.m. in the Stanley Room (1st Floor) of the Midlands Alegent Hospital at 11111 south 84th in Papillion.

Mr. Sitrick advised the Board of the recent PHAN/NACO Conference. Of the subjects covered Bio-terrorism, insurance issues and needs assessments were of particular interest to Mr. Sitrick and the Board.

Mr. Sitrick advised the Board that the positions of Bio-Terrorism Specialist (34 applications) and Administrative Assistant (92 applications) had closed on December 9, 2002. President Keller and Mrs. Frank Varon will assist Mr. Sitrick in reading the resumes received for the Administrative Assistant position. Joe Mastandrea, Sarpy County Emergency Management will assist with the Bio-Terrorism resumes.

NEW BUSINESS:

The Board discussed a spending cap for the Health Director under which he could authorize payment without the Board's approval. Dr. Severin moved that the Health Director could spend up to \$500 for a single item without coming to the Board for approval, any amount over would need to be presented to the Board. Kathy Burson second. Ayes: Severin, Burson, Doyle, Reissig, Varon and Keller. Nays: None Absent: Noda, Ford, and Linder. Motion carried.

Aldona Doyle requested that when a Board member asks for information from the Department of Health and Wellness that the information be sent to all Board members. All present agreed this would be a policy to be followed.

President Keller requested that a "Comparison of Expenditures to Budget" be attached to the Treasurer's Report. The Board concurred with this request.

The Needs Assessment was discussed and President Keller presented a memorandum proposal for the needs assessment survey at a cost of \$10,000 -12,000. Mr. Sitrick has information on several other tools for needs assessment. President Keller, Nancy Noda and Jim Sitrick will check with the available contractors and make a recommendation to the Board. Gretchen Forney was asked to check into the necessity of putting the Needs Assessment out for bid as it will cost over \$10,000. She will respond to Mr. Sitrick.

Mr. Sitrick has also received tools for assessments of the Health Director which he will relay to the Board.

Mr. Sitrick informed the Board of the past month's activities. He is an ex officio member of "Our Health Community Partnership, a member of the Nebraska Committee on Maternal Child Health Assessment, and also on a Mass Casualty Subcommittee for OMMERS.

Kathy Burson moved to change the meeting date of the Sarpy/Cass Dept of Health and Wellness Board to the 4th Tuesday of each month starting in January 2003. Dr. Severin second. Ayes: Burson, Severin, Varon, Reissig, Keller and Doyle. Nays: None Absent: Ford, Noda and Linder. Motion carried.

ANNOUNCEMENTS:

The next meeting of the Sarpy/Cass Department of Health and Wellness Board will be January 28, 2003 at 6:30 PM in the Executive Board Room at the Midlands Alegent Hospital , 11111 S. 84th, Papillion, NE.

Dr. Severin moved that the meeting be adjourned. Nancy Reissig seconded. Ayes: Varon, Burson, Doyle, Severin, Keller, and Reissig. Nays: None Absent: Noda, Ford and Linder Motion passed. The meeting was adjourned at 8:45 P.M.

President, Sarpy/Cass Dept. of Health & Wellness

ATTEST: _____
Treasurer/Secretary