

SARPY/CASS DEPARTMENT OF HEALTH & WELLNESS

MEETING MINUTES

Alegent Midlands Hospital - Boardroom

April 22, 2003 6:30 PM

The meeting was called to order at 6:35 PM by President Virgil Keller on April 22, 2003 in the Board Conference Room at Midlands Community Hospital, 11111 S. 84th, Papillion, NE.

Roll Call, Approval of Minutes, and Treasurer's Report:

Marcy Bruggeman conducted Role Call.

Present:

Board Members: Kathy Burson; Bob Clancy; Aldona Doyle; Dr. Linda Ford; Virgil Keller; Nancy Reissig; and Frank Varon.

Staff Members:

Marcy Bruggeman, Sarpy/Cass Health Department Administrative Assistant recorded the meeting; Jim Sitrick, Health Department Director; Mike Smith, Sarpy County Attorney; and Mark Wayne, Sarpy County Administrator.

Guests:

Kristy Behen, UNO Graduate Student; Sheriff Brueggemann, Cass County Board of Health; Angela Guston, UNO Graduate Student; Nicole Howard, UNO Graduate Student; Jenae Norton, Clarkson College Student; Nathan Norton, Millard South Student; and Barbara Wohlers, Cass County Board of Health.

Nancy Reissig moved, seconded by Frank Varon to approve the minutes of the March 25, 2003 meeting. The April 2003 Treasurers report was presented. Virgil Keller moved to accept the Treasurers report. Aldona Doyle seconded the motion. Ayes: Burson, Clancy, Doyle, Ford, Keller, Reissig, and Varon. Nays: None. Absent: Noda, Severin. Motion carried.

Nancy Reissig requested Boards opinion on travel compensation for Board meetings due to the distance and milage accrued for certain members. Virgil Keller stated the current rate for mileage reimbursement within the Department of Health and Wellness is \$.36 per mile which could be the rate for Board member reimbursement. Mike Smith stated he would review the By-Laws and Statutes and report back to the Board at the May 20, 2003 meeting. Keller will implement policy and procedure for travel compensation at the May 20, 2003 meeting if By-Laws permit the creation of such a policy.

Frank Varon questioned interest earned on Bioterrorism Grant vs. Maternal Child Health Grant as the Maternal Child Health Grant earned less interest. Jim Sitrick will clarify with Sarpy County Treasurer and report back to Board Members at the May 20, 2003 meeting.

Discussion on Relationship of the Sarpy and the Cass Board of Health and the Sarpy/Cass Department of Health and Wellness:

County Attorney, Mike Smith, reported on legislative interpretation and an interim cooperative agreement with Sarpy/Cass Board of Health and Wellness. Smith stated District Board can abolish Local Health Board as long as all duties are carried over to District Health Department. Smith stated existing Sarpy County Local Health Board covers several duties, not all of which the District Health Department may want to adopt. Keller suggested that he meet with Sitrick and review current local health boards roles and responsibilities and determine which roles the Board of Health and Wellness might agree to adopt. Keller will report back to the Board Members at the May 20, 2003 meeting.

Sheriff Brueggemann, Cass County Board of Health, questioned current statutes for cities or villages mandating a county health board and stated there are certain duties which the county health boards would be willing to have the district health board adopt and others which he feels should continue to be carried out by the local boards. Barbara Wohlers, Cass County Board of Health, stated she would not like to see the local health board abolished and instead would prefer to work in a cooperative agreement with the District Health Department. Sitrick agreed to attend Cass County Health Board Meetings and welcomed Cass County Health Board members to attend Sarpy/Cass Board of Health and Wellness meetings.

Standing Committee Reports:

- A. Public Relations and Community Education report was made by Frank Varon. Topic addressed was discussion on how the board members would like their names/titles posted on the Sarpy and Cass County web page for Health Department Board Members. Marcy Bruggeman passed around a draft of the web page listing for Board Members approval and will have final draft posted on the Sarpy County and Cass County website.
- B. Personnel Committee report was made by Virgil Keller. Keller stated its function will initially be to create a review process for the Director and assist the Director in the annual review of employees. Keller met with Nancy Noda, Nancy Reissig, and Jim Sitrick to review sample performance evaluations and determined which the Committee will use to evaluate director, Jim Sitrick.

Sitrick reported that the Personnel Committee also determined that the Board of Health and Wellness will act as a court of appeal in instances where Department of Health and Wellness staff might wish to file a complaint against the Department or the Director. Sitrick will handle day-to-day personnel issues within the Department.

Dr. Linda Ford requested that Jim Sitrick provide additional information to the Board. As an essential part of his performance evaluation, Jim Sitrick should submit a list of goals, a plan of action, and how this progress will be measured. Ford requested this information be available for the May 20, 2003 meeting.

Jim Sitrick provided update on the construction for new office location in the Southeast Annex building on the Sarpy Courthouse Campus. The Department plans to move into

within the next few weeks.

- C. Nominating Committee was addressed by Aldona Doyle. Doyle, Nancy Reissig, and Jim Sitrick met and reviewed the applicants for the replacement of Board member Matt Severin, PhD. In addition, they interviewed three applicants: Dianne Kelly, Doug Clark, and Floyd Knoop, PhD. Both Doyle and Reissig recommended Dianne Kelly to replace Dr. Severin who has not accepted a new term.

Dr. Linda Ford noted the level of experience of Doug Clark in comparison to that of Dianne Kelly. Bob Clancy stated his agreement with Ford that Doug Clark has more experience per his resume than Dianne Kelly.

Virgil Keller stated that in addition to voting for Severin's replacement, the Board will need to vote to reappoint both Kathy Burson and Frank Varon to their second three year term. Both Burson and Varon agree to continue for another three year term with the Board. Burson questioned whether she would be able to continue with the board due to moving to Cass County in 6 months. Smith reviewed By-Laws and agreed Burson can continue term despite Cass County residency as the number of residence from either county are stated as minimums and she would still reside in the service area. Keller reminded the Board members that the officers need to be elected, as their term of office is limited to one year. Smith advised placing election of officers on May 20, 2003 agenda in keeping with public notice.

Virgil Keller asked for a motion for a vote on Matt Severin's replacement. Doyle moved to list all three candidates' names to each Board Member through role call and have each member state name of candidate they wish to vote on. Reissig seconded. Motion carried.

Doyle moved to have Burson complete second three year term, seconded by Keller. Doyle moved to have Varon complete second three year term, seconded by Burson. Keller suggested having role call and each board member state aye or nay for both Burson and Varon's reappointment. Marcy Bruggeman proceeded with role call for vote on Burson's reappointment. Burson voted aye; Clancy voted aye; Doyle voted aye; Ford voted aye; Keller voted aye; Noda was not present; Reissig voted aye; Severin was not present; and Varon voted aye. Bruggeman proceeded with role call for vote on Varon's reappointment. Burson voted aye; Clancy voted aye; Doyle voted aye; Ford voted aye; Keller voted aye; Noda was not present; Reissig voted aye; Severin was not present; and Varon voted aye.

Marcy Bruggeman proceeded with role call for vote. Burson voted Dianne Kelly; Clancy voted Doug Clark; Doyle voted Dianne Kelly; Ford voted Doug Clark; Keller voted Dianne Kelly; Noda was not present; Reissig voted Dianne Kelly; Severin was not present; and Varon voted Dianne Kelley. Dianne Kelley had a total of five votes and Doug Clark had a total of two votes. Keller stated Dianne Kelly's name will be moved to both Cass County and Sarpy County Commissioners meeting for final vote. Jim Sitrick will submit letter to both Board of Commissioners, with the President's signature. This letter will request Dianne Kelly's vote and reappointment of current board members, Burson and Varon, for second term be placed on agenda for their next meeting. Sarpy County Board of Commissioners will meet May 6, 2003 and Cass County will be May 6, 2003. In addition, Sitrick will send out letters to all candidates once the two County Boards have voted on the appointments.

Bob Clancy requested Boards clarification on whether he is a member of the Nominating Committee. It was noted that originally, both County Commissioners were to serve on the Nominating Committee. During the transition from Mr. Boyd to Mr. Clancy, Nancy Reissig was serving in order to assure representation for Cass County. Mr. Keller noted there may have been some confusion and apologized on behalf of the Board for any misunderstanding. In the future, Mr. Clancy will serve on the Committee in lieu of Nancy Reissig.

- D. Public Policy/Government Relations Committee was addressed by Virgil Keller due to Matt Severin's absence. Keller reported this committee will need to be assigned to a new board member at the May 20, 2003 meeting.
- E. Health and Disease Committee, Maternal Health Care Task Force was addressed by Kathy Burson. Kathy reported there will be two meetings with both the Data Use Academy Committee and the Maternal Child Health Care Task Force to determine Maternal Child Health Care goals and targets. One meeting will be in 4/2003 and one in 9/2003. Jim Sitrick reported he plans to hire one full-time personnel within one month who will be responsible for handling the Maternal Child Health Grant.
- F. Needs Assessment Task Force was addressed by Virgil Keller due to absence of Nancy Noda. Keller reported Sarpy County Planning Committee met March 26, 2003 at 3pm at Alegent Midlands Hospital and the Needs Assessment Task Force met April 8, 2003 at 6:30pm with Ian Newman, PhD. Jim Sitrick and Nancy Noda attended meeting with Ian Newman and obtained timeline for needs assessment with draft completion date set for June 27, 2003. Keller encouraged all board members to begin to plan goals for Department of Health and Wellness, in addition to survey questions. Mr. Sitrick forwarded the request of the Buffalo Beach Group from a list of area leaders for interviews.
- G. Food Safety Task Force was addressed by Frank Varon. Varon had nothing to report, however stated he would like to see the new Board Member appointed to this committee. Mr. Sitrick reported that he had requested the state food inspector to attend this meeting however was unavailable. Sitrick believes the inspector will be able to attend the May Board Meeting.
- H. Bioterrorism Preparation Task Force was addressed by Linda Ford. Ford handed out Bioterrorism Report produced by Maria Reiter, Bioterrorism Coordinator. Jim Sitrick reported that Reiter has been working with Douglas County Health Department, United Way, and Cass County on Bioterrorism Preparedness Plan. Jim Sitrick, Frank Varon, and Bob Clancy congratulated Maria Reiter on the First Response for Smallpox Vaccinations. Ford provided update on Severe Acute Respiratory Syndrome and the article that Mary Reiter, Department Public Relations Intern, produced.

Other Business:

- A. Bob Clancy provided update on Sarpy/Cass County HIPAA status indicating need to meet with County Attorney, Tamara Walz-Madsen and Cass County Attorney, Nathan Cox to develop interlocal agreement. Clancy reported that as of 4/16/2003 Cass County is HIPAA compliant.

- B. Sitrick will contact Cass County to determine location site for May 20, 2003 meeting and will inform Board members of location once determined.
- C. Virgil Keller asked for Boards approval to move May 2003 meeting from the 27th of May to the 20th of May due to Memorial Day Holiday. Doyle moved and Reissig seconded the motion. Ayes: Burson, Clancy, Doyle, Ford, Keller, Reissig, and Varon. Nays: None. Absent: Noda, Severin. Motion carried

Correspondence:

The next meeting of the Sarpy/Cass Department of Health & Wellness Board will be May 20, 2003 at 6:30 PM at the Cass County Extension Office located at 144th St. and HWY 1, Weeping Water, NE on the Cass County Fairgrounds. Contact phone number for directions is (402) 267-2205.

Adjournment:

Keller motioned that the meeting be adjourned. Clancy moved and Burson seconded the motion. Ayes: Burson, Clancy, Doyle, Ford, Keller, Reissig, and Varon. Nays: None. Motion carried. The meeting was adjourned at 8:12pm.

President, Sarpy/Cass Dept. of Health & Wellness

ATTEST:

Treasurer/Secretary