

**Sarpy/Cass Department of Health & Wellness
Board of Health Meeting
April 26, 2005**

Cass County Extension Office
April 26, 2005

The meeting was called to order at 6:30 p.m. by President Virgil Keller on March 22, 2005 at Cass County Extension Office, 8400 144th Street, Weeping Water, NE.

Roll Call:

Sara Roberts, Acting Recorder, conducted Roll Call

Roll Call States as follows: Kathy Burson – present; Bob Clancy – present; Dr. Linda Ford – not present (**arrived at 6:45 p.m.**); Tim Gay – present; Virgil Keller – present; Carrie Krist – present; Nancy Noda – present; Vicki Roberts – present; Dr. Frank Varon – present.

Staff Present: Theresa Martinez, Director; Sara Roberts, Acting Recorder.

Guests Present: Mike Polk of Adams & Sullivan; Dave Palm, Office of Public Health, Lincoln, NE.

Approval of Agenda:

- The agenda was approved as printed.

Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Krist – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

Approval of Amendment to Minutes:

- Amendment to the March 22nd minutes: Location of the April meeting is listed as Alegent Health Midlands Hospital, needs to be changed to Cass County Extension Office.

Gay moved, seconded by Burson to approve the March 22nd meeting minutes as amended. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Krist – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

Treasurer's Report:

- The approval of the treasurer's and budget reports until the next meeting. The BOH would like a balance of accounts sent to them via email.

Noda moved, seconded by Clancy to defer approval of the Treasurer's and budget reports. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Krist – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

- The BOH approved of the Department establishing a petty cash fund of \$100.00.

Gay moved, seconded by Dr. Ford to allow the Department of Health & Wellness to establish a \$100.00 petty cash fund. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Krist – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

Update on Development for Protocol for Health Emergencies:

- A decision was made to table the approval of the protocol.
- All BOH members will review document before the next meeting.
- Per Polk, HHS will review protocols to determine if there are any conflicts. After he speaks with HHS, Polk will send BOH members a revised set of protocols before the next meeting.

Clancy moved, seconded by Dr. Ford to table approval of the protocol. Roll call states as follows: Burson – aye; Clancy – ay; Dr. Ford – aye; Gay – aye; Keller – aye; Krist – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

Insurance Update

- Per Clancy, nothing to report.

Director’s Report

- Job description changes: The EHC will now be the back up for Emergency Response. Cindy Ossino will be taking over the Maternal Child Health position along with keeping her school surveillance duties, her title will be changed to School and Family Health Coordinator.
- The next BOH meeting will be held at the Sarpy/Cass Department of Health, 701 Olson Drive, Ste. 101.
- Marketing Committee has met about implementing the marketing plan. Per Martinez, the Department is looking into having an open house, possibly the first Thursday in June.

Standing Committee Reports:

Finance Committee: Nothing to report

Public Relations/Outreach Committee: Nothing to report

Personnel Committee: Nothing to report

Program Development: Discussion regarding lack of RFP applicants. Per Martinez, the department will continue to promote the RFP program to the community.

Community Education/Disease Prevention: Nothing to report

Other Business:

- Dr. Ford reviewed the Bioterrorism report submitted by Nancy Braswell.
- Gay would like the Department to help advertise and encourage attendance at the Methamphetamine Sessions/Education. Martinez informed the BOH that this is the type of work that Sara Roberts, Prevention Coordinator is doing.

Public Input:

- None

Information:

- A) Announcements: Krist informed the BOH know about her background in nursing.
- B) Correspondence: None
- C) Next meeting – May 24, 2005 at 6:30 p.m. at the Sarpy/Cass Department of Health & Wellness office.

Executive Session:

Not needed

Adjournment:

It was a unanimous decision by the Board to adjourn the meeting at 8:45 p.m.

ATTEST:

Virgil Keller, President
Sarpy/Cass Board of Health

Vicky Roberts
Secretary/Treasurer
Sarpy/Cass Board of Health