

SARPY/CASS DEPARTMENT OF HEALTH & WELLNESS MEETING MINUTES

Alegent Midlands Hospital, Papillion, NE
May 4, 2004 6:30 PM

The meeting was called to order at 6:30 PM by President Virgil Keller on May 4, 2004 at the Alegent Midlands Hospital in Papillion, NE (11111 South 84th).

Roll Call, approval of Agenda, and Approval of Minutes:

Kay Nikodym, Acting Recorder, conducted Roll Call:

Roll Call states as follows: Kathy Burson – present; Bob Clancy – present; Tim Gay – present; Dr. Linda Ford – via phone at 6:40 pm; Virgil Keller – present; Dianne Kelly – present; Dr. Frank Varon – present; Vickie Vicky Roberts – present at 7:25 pm; and Nancy Noda – not present.

Staff members present: Jim Sitrick, Tonya Fustos, Sandy Thomas and Kay Nikodym, Acting Recorder.

Guests present: Gary Metz, citizen; Brian Hanson, Sarpy County Fiscal Administrator; Debbie Peoples, Sarpy County Fiscal Administration Office; and Molly Goedeker, Senior Project Manager, IAQ Division of the American Tobacco Coalition.

Burson moved, seconded by Kelly seconded to amend the agenda for the May 4, 2004 meeting by moving Agenda item #7, bullet #7 to Other Business, Item #8; Agenda Item #7, bullet #4 to be moved to directly follow Item #3; and Agenda Item #7, Bullet #1 to the last bullet on Other Business, Item #8. Roll call vote resulted as follows: Kelly – aye; Dr. Varon – aye; Burson – aye; Gay – aye; Clancy – Aye; Ford – not present; Noda – not present; and Keller – aye. Motion approved.

Approval of the Minutes was deferred until copies of the minutes could be distributed to the Board members, which they were later in the meeting.

Nominating Committee Report:

Vicky Roberts, Plattsmouth Public Schools and Gary Metz, Cass County resident were candidates to fill the Cass County representative position on the Department of Health and Wellness Board. The Nominating Committee recommended Vicky Roberts, owing largely to her background in the health field. Bob Clancy moved and Tim Gay seconded to approve Vicky Roberts to serve a three-year term on the Sarpy/Cass Dept. of Health and Wellness Board. A roll call vote was taken as follows: Kelly – aye; Dr. Varon – aye; Burson – aye; Gay – aye; Clancy – aye; Dr. Ford – aye; Noda – not present; and Keller – aye: The motion carried.

Bob Clancy asked to defer appointment election of the Dept of Health and Wellness Board officers until the May 25, 2004 meeting to accommodate the new Board members. President Keller asked for any objections, there being none, the election of Board officers was deferred until the May 25th Board meeting.

Treasurer's Report:

Jim Sitrick provided an overview of the Treasurer's report (as attached) in the absence of an acting Treasurer. Clancy moved, seconded by Gay to approve the Treasurer's report as presented. Roll Call vote as follows: Kelly – aye; Dr. Varon – aye; Burson – aye; Gay – aye; Clancy – aye; Dr. Ford – aye; Noda – not present; and Keller – aye: The motion carried.

Brian Hanson, Fiscal Administrator of Sarpy County, explained the budgeting process and how it affects the Sarpy/Cass Dept of Health and Wellness, as well as the status of the Department in relation to the budgeting process. Mr. Hanson gave the Board the time table for the FY 2005 budget. Keller asked for an explanation of investments of excess funds. Hanson explained that County funds, which currently include those belonging to the Health Department, were invested by the Sarpy County Treasurer under tight governmental restrictions.

Gay suggested presenting the Sarpy/Cass Dept of Health and Wellness 2005 budget at the May 25th Board meeting. Clancy suggested all Needs Assessment projects in prioritized sequence should be included in that budget. This will be presented and discussed at the May 25th Board meeting, to be voted upon at the June Board meeting. Burson stated that the Strategic Plan needs to be adopted before the budget can be approved. Dr. Ford agreed. Keller asked that Sitrick forward a draft of the Strategic Plan to the Board prior to May 25th Board meeting.

Dr. Ford left the meeting at 7:20 pm.

Approval of Minutes:

Burson moved, seconded by Dr. Varon to accept the minutes as written. Roll call vote as follows: Kelly – aye; Dr. Varon – aye; Burson – aye; Gay – aye; Clancy – aye; Dr. Ford – not present; Noda – not present; and Keller – aye: The motion carried.

Sitrick asked if the United Way 2-1-1 Call System billing should be paid yearly or monthly. The Board concurred to pay this billing on a monthly basis. Roll Call vote as follows: Kelly – aye; Dr. Varon – aye; Burson – aye; Gay – abstain; Clancy – aye; Dr. Ford – not present; Noda – not present; and Keller – aye: The motion carried

Director's Report:

Sitrick questioned the effects of LB 1005 on the past contracts entered into by the Sarpy/Cass Dept of Health and Wellness and feels that it makes the question regarding the SICA contract a moot point.

Sitrick reported that Marcy Bruggeman, Administrative Assistant, had resigned; that the position had been posted; that interviews were scheduled for this and the following week; and that the position would be filled as soon as possible.

Vicky Roberts joined the Board meeting, as a Board member, at 7:25 pm.

Mr. Sitrick would like to hire a temporary employee, as was planned and budgeted for and as was done in 2003 to answer telephone calls on West Nile Virus. There has been a great increase in calls regarding dead birds and the public is requesting more information on West Nile Virus and on dead birds.

Sitrick also reported that there has been a huge increase in invitations for Health Dept personnel to speak at public meetings, organization meetings, etc. Promotion of public relations, education, etc., opportunities are increasing tremendously. Burson suggested using recruiting volunteers to fill these needs if necessary.

While Sarpy County has provided space for two more people, long term space needs will have to be addressed in the near future as the current space is filled to capacity.

SICA was a long, lengthy process, has been very difficult and Sitrick questioned if the Department should be the lead agency in the process. Burson expressed her feeling that the Department had committed to be the lead and had even offered to house the Coordinator; she feels it is too late to step down as the lead agency. Clancy feels Sitrick's request is reasonable and supports the Department stepping back from lead agency to being a "partner" in the SICA effort. Keller asked that this be discussed with other SICA partners and then be brought back to the Board before any decision is made to step down as lead agency to be come a "partner". We first must determine if one of the partner agencies would be interested and/or capable of taking a lead role. He also questioned if the grant would be affected by this action (deferring the lead role.)

Relationships with other Health Boards:

No report from Brett Charles.

Standing Committee Reports:

⊗ Public Relations/Community Education – Dr. Frank Varon, Chair
Dr. Varon had no report. Sitrick did report on the increased invitations to speak and that he was utilizing other staff to help fulfill these invitations.

⊗ Personnel Committee – Virgil Keller, Chair:
The Board will address this during the Executive Session. Sitrick will use a formal evaluation process at the six month anniversary of each employee.

⊗ Public Policy/Government Relations Committee – Bob Clancy, Chair
Clancy gave a background synopsis on liability insurance in regard to LB 692. LB 1005 identifies the District Health Boards and the local health department associated with them as governmental entities. The Health Board would like an inter-local agreement to exist, with Sarpy County recognizing the Health Board as a separate governmental entity. A similar inter-local agreement has been entered into with Cass County. An inter-local agreement will be presented to the Sarpy County Board this month for their consideration. Gay will have an answer by the next Health Board meeting in regard to the Sarpy County Board of Commissioner's action to the inter-local agreement.

☼ Health/Disease/Maternal Health Care Task Force – Kathy Burson, Chair
Suzanne Forkner's report was presented by Burson, as attached. Safety Seat Checkup Day will be held in both Sarpy and Cass Counties (a copy of the information poster is attached). Information will be sent to all local newspapers, local police departments, etc.

☼ Strategic Planning Task Force – Nancy Noda, Chair
The Strategic Plan will be presented at the May 25, 2003 Board meeting of the Sarpy/Cass Department of Health and Wellness.

☼ Food Safety Task Force – Dianne Kelly, Chair
Kelly will rewrite an informational brochure/pamphlet on what is available for food safety training and general food safety promotion. "Wash Your Hand" stickers could be developed and distributed throughout both counties in wash rooms, restaurant kitchens, etc., with the Department's logo on them.

☼ Bioterrorism Preparation Task Force – Dr. Linda Ford, Chair
Dr. Ford was not present to give a report. Ruth Cover, the Dept's Bioterrorism Coordinator, is working on information for the State of Nebraska. Automatic Electrical Defibrillators (AEDs) are to be purchased and placed in thirteen rural schools in Cass County and permission to purchase has been received from NE HHSS.

Other Business:

☼ Presentation by the American Tobacco Coalition:
Molly Goedeker, Nebraska Senior Project Manager of the American Tobacco Coalition, presented an overview of the Tobacco Coalition, its history, statutes in effect in Nebraska pertaining to smoking in the public places and the Coalitions' general mission in Sarpy and Cass Counties.

Sandy Thomas, the Cass County Tobacco Coalition Coordinator, presented a resolution for adoption by the Sarpy/Cass Dept of Health and Wellness Board at its next meeting and also would like it to be presented as well to both the Sarpy and Cass County Boards of Commissioners for their adoption. A copy of the resolution is attached to these minutes. Ms. Thomas also presented the Board with a report of her activities with the Cass County Tobacco Coalition (as attached).

Dr Varon questions the relationship between the Dept of Health and Wellness and the Tobacco Coalition in Sarpy and Cass County. As the Coalition currently is under the Health Department's auspices, the Board requested that all future tobacco-related news releases by the Coalitions be presented to the Board prior to their release to the news media.

Announcements:

Burson welcomed the two new Board members and asked them to introduce themselves.

Vicky Roberts is a retired Family Nurse Practitioner who is working with the Cass County Schools and lives in Plattsmouth.

Tim Gay is a Sarpy County Commissioner and is a loan officer with American National Bank.

Correspondence:

There was no correspondence to be presented.

The next meeting of the Sarpy/Cass Department of Health and Wellness Board will be held May 25, 2004 at the Cass County Extension Office in Weeping Water, NE.

Gay moved and Clancy seconded to adjourn into Executive Session; Roll call vote as follows: Kelly – aye; Dr. Varon – aye; Burson – aye; Gay – aye; Clancy – aye; Roberts – aye; Dr. Ford – not present; Noda – not present; and Keller – aye: The motion carried.

Jim Sitrick and Kay Nikodym, Acting Recorder left the meeting.

The Executive Session was concerned with personnel issues. Burson moved and Gay seconded to adjourn the Executive Session. Roll call vote as follows: Kelly – aye; Dr. Varon – aye; Burson – aye; Gay – aye; Clancy – aye; Roberts – aye; Dr. Ford – not present; Noda – not present; and Keller – aye: The motion carried. Adjournment occurred at 9:55 p.m.

Clancy moved and Varon seconded to adjourn the Board meeting. Roll call vote as follows: Kelly – aye; Dr. Varon – aye; Burson – aye; Gay – aye; Clancy – aye; Roberts – aye; Dr. Ford – not present; Noda – not present; and Keller – aye: The motion carried with adjournment at 9:56 p.m.

Virgil Keller, President
Sarpy/Cass Dept. of Health & Wellness

ATTEST:

Secretary/Treasurer