

SARPY/CASS DEPARTMENT OF HEALTH & WELLNESS MEETING MINUTES

Alegent Midlands Hospital, Papillion, NE
May 25, 2004 6:30 PM

The meeting was called to order at 6:30 PM by President Virgil Keller on May 25, 2004 at the Alegent Midlands Hospital in Papillion, NE (11111 South 84th).

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

Roll Call, Approval of Agenda & Approval of Minutes:

Kathi Logan, 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; Dianne Kelly – present; Nancy Noda – present; Vicky Roberts – present; Dr. Frank Varon – not present.

Staff present: Jim Sitrick, Health Director, Kathi Logan, Acting Recorder

Guests present: Mark Wayne, Sarpy County Administrator; Brett Charles, Sarpy County Attorney's Office; and Jennifer Ihle, Marketing Manager for Dr. Ford's Office.

Sitrick distributed a revised agenda. Clancy stated that Tobacco Coalition Members, Tonya Fustos and Sandy Thomas are not members of the Board and should be placed under "Guests Present" heading. Clancy commented that he wanted the budget on the agenda together with the strategic plan. Keller agreed they are related and should be pulled together.

Gay moved seconded by Noda to approve the agenda as amended. Roll call vote results were as follows: Kathy Burson – aye; Bob Clancy – abstain; Dr. Linda Ford – not present; Tim Gay – aye; Virgil Keller – aye; Dianne Kelly – aye; Nancy Noda – aye; Vicky Roberts – aye; Dr. Frank Varon – not present; motion passed

Minutes:

Amendments to the May 4th minutes are as follows – Page 5, incorrectly states that the next meeting of the Sarpy/Cass Department of Health and Wellness Board will be held at the Cass County Extension Office in Weeping Water, NE. It should read that the next meeting will be held at Midlands Hospital in Papillion, NE. Page 4 should no longer state that Sandy Thomas' report of her activities with the Cass County Tobacco Coalition is attached, as they were not attached.

Clancy moved and Noda seconded the motion to approve the minutes as amended. Roll call states as follows: Burson – abstain, Clancy – aye; Gay – aye; Dr. Ford not present;

Gay – aye; Keller – aye; Kelly – aye; Noda – aye; Vicky Roberts – aye; Dr. Varon – not present; motion passed.

Treasurer's Report:

- In lieu of the Treasurer making the report, as this position on the Board has not yet been filled, Sitrick reported that the DHW – 1350 Fund has a budget of \$1,258,708; the amount spent to date is \$194,181.44. The Department has spent approximately 15.7% of the budget this year and the amount not spent includes \$837,683 dollars in the Department's reserve.
- Sitrick reported that the Bioterrorism Fund has a budget of \$71,064.00 with a current balance of \$15,895.19 or 22.37% remaining. The current fiscal year ends June 30, 2004. The amount left will roll over and be incorporated into the new FY 2005 budget. The state has informed the department that the Department will receive \$118,000.00 additional Bioterrorism Funds with additional responsibilities for the Department this coming year. Clancy asked if the information regarding what the Bioterrorism Fund will allow, and what the state expects as additional requirements will be brought to the next meeting. Sitrick stated that this information appeared at the bottom of the proposed budget, which will be reviewed after the current budget status is completed.

Dr. Ford made a motion to approve the Treasurer's Report; Keller seconded the motion. Roll call votes are as follows: All Members – aye with the exception of Dr. Varon who was not present; motion passed.

Proposed Department budget was e-mailed to everyone and all in attendance had a copy of the budget as well as the strategic plan.

Proposed Budget for 2004-2005:

Sitrick reviewed the proposed FY 2005 budget, starting with a summary of the four funds and continuing with each separate fund. He began with the Department's overall budget and referred to his written narrative for this fund.

- The personnel committee has recommended a 2.5% merit raise for Sitrick in addition to the Cost of Living Adjustment (COLA) of 2.5%. Since he began work with the Department eighteen months ago, Mr. Sitrick has received only a 2.5% COLA raise. This item was reserved for discussion in the Executive Committee.
- Sitrick discussed the two additional positions he plans to fill upon approval of the board. One position would be for Environmental Health. Sitrick related that the majority of the calls, queries and citizens' concerns pertain to environmental health in one fashion or the other. It would be a full-time position but would commence after the first quarter of the new fiscal year. A year's pro-rated salary would be \$39,257.00, but since the individual would be hired later in the fiscal year, \$29,000.00 is budgeted.
- The other position that Sitrick seeks to hire would have his/her time divided, approximately 50% of their time spent helping the Department to identify and write grant proposals (to free up current staff, whose positions do not necessarily allow sufficient time for that) and 50% concentrating on improving further the

Department's public relations. The pay for this person would be \$37,858.00 prorated for half of the full fiscal year.

- Clancy suggested budgeting for both positions for the entire year and there was Board consensus on this. The overall consensus was that Sitrick should budget for two individuals' salaries for the full fiscal year, and not a partial year. If saving accrues owing to a delay in hiring, the funds may be re-allocated.
- Sitrick agreed to revise the budget to reflect 12 months salary for these two positions.
- Sitrick reviewed the remainder of the budget by line item. The members expressed concern about the amount budgeted for office space, as it was considered higher than the real cost. Sitrick explained that the figures were based on information provided by a local commercial real estate broker. This item needs to be reconsidered.
- Sitrick focused on was the Program line. In the narrative, he listed potential program funding for 4-5 programs at \$50,000 each. The potential programs suggested are in keeping with health concerns identified in the Needs Assessment and the preliminary Strategic Plan. If the Board approves the funds, staff will return with a specific RFP (Request for Proposal) process, the specific programs areas, the expected programmatic outcomes and evaluation. Dr. Ford was concerned that some of the programs might overlap. Sitrick agreed, and efforts will be made to focus on what is important to the public in conjunction with Board input and approval.
- Sitrick reviewed the Bioterrorism Fund line by line. He noted that \$118,000 is expected from the state with some carry over funds totaling \$230,681.00. The School Surveillance position and its fund will become integrated with the Bioterrorism program, thereby reducing one fund for the accounts to track.
- Sitrick reviewed the line items for the Maternal Child Health Fund. While he was not certain of continued funding in the future, he noted that if the grant should be discontinued there are sufficient funds in the reserves budgeted in the Department fund to cover the position and that he would recommend that the Department continue the program even if additional HHSS funds should not be forthcoming.
- The Tobacco-Free Nebraska funds were presented as staff provided them to Sitrick. The members noted that while the Department acts as the fiscal agent for these funds, it has no direct programmatic or budgetary responsibility.

Dr. Ford moved to accept the proposed budget with the understanding that the proposed positions would be revised to a full year. The motion was seconded by Noda. Clancy expressed reservations about the lack of specifics in the budget. Roll Call states as follows: Kathy Burson – yes; Bob Clancy – no; Dr. Linda Ford – yes; Tim Gay – yes; Virgil Keller – yes; Dianne Kelly – yes; Nancy Noda – yes; Vicky Roberts – yes; Dr. Frank Varon – not present.

Director's Report:

Printed reports of staff activities, including Sitrick's, were distributed. The following information was also reported:

- A. Staffing Update: Erin Ponec will begin on June 14, 2004 as the Administrative Assistant.
- B. Recent Outreach Efforts: Radon kits have been provided to the public, and the Department has given out 75 so far. Sitrick stated he has had additional requests from the public. Dr. Ford suggested giving out postcards with the kits so people may provide the Health Department with the results of the tests and to serve as a measure of the Department's effectiveness.
- C. West Nile Virus Preparations: The Department has hired a Kelly Services Temporary, Kathi Logan, to field WNV calls; Sitrick noted she had been of great assistance to the Department since she started work.
- D. Department promotion: A removable magnetic decal with the Sarpy/Cass Department of Health and Wellness logo on it will be created and purchased for side of the Department vehicle.
- E. Space Considerations: A discussion ensued regarding the cost of moving the Health Department to another location and what the cost would be. More research will be needed.
- F. Sitrick reported on the status of the SICA grant. He stated that two of the partners had no interest in managing the program and serving as the site for the program Coordinator. Another partner had been contacted. Burson noted that the grant announcement will be made soon. Sitrick was directed by the Board to provide space for and to oversee the SICA grant Coordinator as proposed in the application. It appears to be too late to turn the coordination over to another organization. Burson also noted that the representatives for the Sheriff's Department have supported this role for the Department.
- G. Algae Response Update: Dr. Ford provided a copy of a letter and memorandum sent to the County Commissioners regarding the management of the health issue of toxins from the algae by Sheriff Patrick J. Thomas. There was a certain amount of misunderstanding regarding the timing for the release of information. Dr. Ford expressed grave concerns about the Sheriff taking action about opening of a lake that had evidence of toxins without consulting with her, the Department Medical Officer, his own Medical Officer on the Sarpy Health Board or the Department. It was agreed that there needs to be improved cooperation between the Sheriff's and Health Departments. Our Department should make every effort to communicate with the Sheriff, which we believe we have done. Wayne suggested that the Director contact the Command Officer who in turn would contact the Sheriff as the Officer determined appropriate. Sitrick was directed to create a formal protocol and to attempt to share this with the Sheriff for his agreement. The members agreed that clearly, there needs to be one public voice concerning this or other health emergencies.

Standing Committee Reports:

- A. In the absence of Dr. Varon, there was not Public Relations and Community Education report.
- B. Keller deferred his report until the Executive Session.
- C. Clancy engaged the members in the election of board officers. Keller offered to continue his service as President if elected. It was duly moved and seconded to close the nominations and to elect Keller for another one year term. The vote was unanimous with a showing of hands. The members nominated Nancy Noda as Vice President passing the motion and second to close the nominations. With a showing of hands her election was unanimous. Clancy nominated Vicky Roberts as Secretary-Treasurer and it was moved and seconded to close the nominations. With the show of hands it was unanimous to elect her. Mr. Keller noted that as the Secretary-Treasurer, Roberts would also be a member of the Personnel Committee
- D. Tim Gay reported that the Inter-local agreement of the Department with the Sarpy County Commissioners had been agreed upon in principal, but that action had been deferred to permit the Department time to assure the continuation of employee benefits and the continuation of other services currently provided by the County. Brett Charles agreed to develop a proposal that would create the Department as a separate legal entity but to continue the services of the county including benefits. At this time it was unclear how staff health and pension benefits would be continued as part of the County, but this will become part of Charles' proposal. He will work with appropriate County staff, and plans on completing the proposal in time for the June Board meeting. It was the consensus of the members that the economies of scale offered by the County provided value to the Department and a saving to its constituents.
- E. Burson requested approval of the resolution to support smoke-free environments. Burson moved to approve the proposed resolutions distributed at the last meeting by the staff of Sarpy and Cass coalitions. There was discussion as to whether the Department should be dictating policy to building owners. The motion was seconded by Noda. Roll Call states as follows: Kathy Burson – yes; Bob Clancy – yes; Dr. Linda Ford – yes; Tim Gay – yes; Virgil Keller – yes; Dianne Kelly – yes; Nancy Noda – yes; Vicky Roberts – yes; Dr. Frank Varon – not present.
- F. Noda referred to the document distributed by Sitrick and noted that certain elements from the original Board approved plan were absent. After discussion Sitrick was directed to call a meeting of the committee with the addition of Diane Kelly prior to the next Board meeting. The members expressed interest in completing this plan promptly.
- G. Food Safety Task Force: Dr. Ford and Diane Kelly introduced Jennifer Ihle, Marketing Manager for Dr. Ford's office. Jennifer gave each Board member a draft brochure that would be given to restaurants to educate employees. Draft was in black and white and Keller stated that he wanted it in color. Jennifer passed around a color copy. Dr. Ford stated that the brochure is the first contact and the restaurant would then call for the kit, signs and training. Jennifer stated that tracking would be the problem and a website could be created. Gay stated that this brochure would be helpful in attracting and educating people.
- H. Bioterrorism Preparation Task Force: Ford referred to the earlier discussion of algae.

Correspondence:

Sitrick read a request from Offutt Air Force Base for a contribution by the Department, and the Board indicated that it was not yet in a position to make what were, in effect charitable contributions; Sitrick indicated that he saw this more as a way of building good will with local military authorities.

Announcements:

The next meeting of the Sarpy/Cass Department of Health and Wellness Board will be held June 22, 2004 at the Cass County Extension Office in Weeping Water, NE. Gay noted he will be out of town for the next meeting.

Gay moved and Clancy seconded to adjourn into Executive Session; Roll Call states as follows: Kathy Burson – yes; Bob Clancy – yes; Dr. Linda Ford – yes; Tim Gay – yes; Virgil Keller – yes; Dianne Kelly – yes; Nancy Noda – yes; Vicky Roberts – yes; Dr. Frank Varon – not present. The motion carried

Jim Sitrick and Kathi Logan, 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 states as follows: Kathy Burson – yes; Bob Clancy – no; Dr. Linda Ford – yes; Tim Gay – yes; Virgil Keller – yes; Dianne Kelly – yes; Nancy Noda – yes; Vicky Roberts – yes; Dr. Frank Varon – not present. The motion carried. Adjournment occurred at 9:57 p.m.

The members returned to the regular meeting. Noda moved, seconded by Ford, to provide a 2.5% increase for Sitrick's salary for the coming year. Roll Call states as follows: Kathy Burson – yes; Bob Clancy – yes; Dr. Linda Ford – yes; Tim Gay – yes; Virgil Keller – yes; Dianne Kelly – yes; Nancy Noda – yes; Vicky Roberts – yes; Dr. Frank Varon – not present. The members requested the Personnel Committee to meet with Sitrick concerning discussion in the Executive Session.

Clancy moved and Roberts seconded to adjourn the Board meeting. Roll call vote as follows: Roll Call states as follows: Kathy Burson – yes; Bob Clancy – no; Dr. Linda Ford – yes; Tim Gay – yes; Virgil Keller – yes; Dianne Kelly – yes; Nancy Noda – yes; Vicky Roberts – yes; Dr. Frank Varon – not present.

The meeting was adjourned at 10:01 p.m.

Virgil Keller, President
Sarpy/Cass Department of Health and Wellness

ATTEST:

Vicky Roberts
Secretary/Treasurer
Sarpy/Cass Department of Health and Wellness