

**Sarpy/Cass Department of Health & Wellness
Board of Health Meeting
June 28, 2005**

Sarpy/Cass Department of Health & Wellness
June 28, 2005

The meeting was called to order at 6:30 p.m. by President Virgil Keller on June 28, 2005 at the Sarpy/Cass Department of Health & Wellness, located at 701 Olson Drive, Ste. 101.

Roll Call:

Sara Roberts, Acting Recorder, conducted Roll Call

Roll Call States as follows: Kathy Burson – present; Bob Clancy – absent; Dr. Linda Ford – not present (**arrived at 6:40 p.m.**); Tim Gay – present; Virgil Keller – present; Carrie Krist – present; Nancy Noda – absent; Vicki Roberts – present; Dr. Frank Varon – present.

Staff Present: Theresa Martinez, Director; Sara Roberts, Acting Recorder; Jill Mountford, Environmental Coordinator.

Guests Present: Mike Polk of Adams & Sullivan; Jamie Moore, United Way of the Midlands

Approval of Agenda:

Burson moved, seconded by Gay to approve the agenda. Roll Call states as follows: Burson – aye; Clancy – absent; Dr. Ford – not present; Gay – aye; Keller – aye; Krist – aye; Noda – absent; Roberts – aye; Dr. Varon – aye.

Approval of May 24, 2005 Minutes:

Gay moved, seconded by Krist to approve the May 24, 2005 meeting minutes. Roll Call states as follows: Burson – aye; Clancy – absent; Dr. Ford – aye; Gay – aye; Keller – aye; Krist – aye; Noda – absent; Roberts – aye; Dr. Varon – aye.

Presentation by Jamie Moore, United Way of the Midlands 2-1-1 Service

- Keller will abstain from voting due to possible conflict of interest.
- Ms. Moore from the United Way presented to the Board a request to renew sponsorship of the 2-1-1 program.

Dr. Ford moved, seconded by Burson to accept the memoranda of understanding with the United Way for 2-1-1 system services.

Amendment: Add to the motion: Accept the memoranda of understanding with the United Way for the 2-1-1 system services with the condition that the United Way would provide the Board with a complete operating budget of 2-1-1. The Board will review budget and memoranda of understanding in six months.

Robert moved, seconded by Dr. Ford to approve the amendment. Roll call states as follows: Burson – aye; Clancy – absent; Dr. Ford – nay; Gay – nay; Keller – abstain; Krist – aye; Noda – absent; Roberts – aye; Varon – aye.

Roll call states as follows to approve the (original) motion: Burson – aye; Clancy – absent; Dr. Ford – aye; Gay – nay; Keller – abstain; Krist – aye; Noda – absent; Roberts – aye; Dr. Varon – aye.

Update on Development of Protocol for Health Emergencies

- Polk and Martinez attended a meeting with Dave Palm, Nebraska Health & Human Services (NHHS) and the state attorney. Palm and the state attorneys would not agree to the

regulations as written. The state agreed to respond back to the Health Department at the end of July with some guidance.

It was the consensus of the Board to wait until the end of July for the states response and have Polk draft a letter for Keller to sign addressed to the director of NHHS and carbon copy local legislators.

- Martinez suggested placing the current regulation into internal guidelines and policies for the health department staff to follow in the interim. Per Martinez, she understands that the Department may use these regulation until superseded by state regulations.

It was the consensus of the Board to move forward with Martinez's suggestion to develop regulations into internal policies and serve as temporary guidelines. These policies should be reviewed by the medical director, who would advise the Board of their recommendations.

Director's Report

Overview:

- Sarpy/Cass is the only departments in the State to have all staff members complete the mandatory emergency response training.
- The Maternal Child Health (MCH) grant deadline is July 1, 2005; Suzanne Forkner will begin health promotion and marketing after July 1, 2005. Burson acknowledged all the hard work that Forkner and Cindy Ossino have been putting into the MCH grant.
- LiveWise budget modifications were reported.

Budget Report:

- Reimbursements from the Bio-Terrorism (BT) and Live Wise (LW) grants are expected.
- When Ponec and Pfeifer return, they will work on cleaning up the budget for the August meeting.

Burson moved, seconded by Gay to approve the budget report. Roll call states as follows: Burson – aye; Clancy – absent; Dr. Ford – aye; Gay – aye; Keller – aye; Krist – aye; Noda – absent; Roberts – aye; Dr. Varon – aye.

Project Extra Mile Report:

- Update of Cass county compliance checks was made. Burson suggested sending a follow up letter to noncompliant retailers.

Standing Committee Reports:

Nomination Committee: Keller, Noda and Dr. Ford all have terms up for renewal.

Burson moved, seconded by Gay to renew the terms of Keller, Noda and Dr. Ford. Roll call states as follows: Burson – aye; Clancy – absent; Dr. Ford – aye; Gay – aye; Keller – aye; Krist – aye; Noda – absent; Roberts – aye; Dr. Varon – aye.

Re-election of Officers:

Dr. Ford moved, seconded by Krist to re-elect the current slate officers: Virgil Keller, President; Nancy Noda, Vice President; Linda Ford, M.D., Medical Director. Roll call states as follows: Burson – aye; Clancy – absent; Dr. Ford – aye; Gay – aye; Keller – aye; Krist – aye; Noda – absent; Roberts – aye; Dr. Varon – aye.

Acceptance of Dr. Varon's Resignation from the Board of Health:

Dr. Ford moved, seconded by Krist to accept Dr. Varon's resignation from the Board upon the election of his replacement. Roll call states as follows: Burson – aye; Clancy – absent; Dr. Ford – aye; Gay – aye; Keller – aye; Krist – aye; Noda – absent; Roberts – aye; Dr. Varon – aye.

Finance Committee: Budget will be discussed at the August meeting. The Board would also like to discuss with Ms. Pfeifer the establishment of a department audit, and to request recommendations for an audit firm. Also, the Board requested the committee to discuss potential investment opportunities on the reserve funds, (Gay may provide guidance, or may refer someone). Keller noted that volunteers from the community may be added to the Committee and requested Gay to assist with recruiting additional member to advise the Board.

Public Relations/Outreach Committee: Per Burson, the Department open house received media coverage from the Bellevue Leader. Burson will also meet with Suzanne Forkner.

Personnel Committee: The committee is working on policy clarification relative to vacation policy, new hires and education reimbursement. All changes of the policy manual will come from the committee. Martinez is working on developing a different evaluation system for staff

members that would also be used by the Personnel Committee for the Director's annual review. Martinez has also agreed to work on making staff evaluations, vacation due dates, and compensation adjustments to occur at the same time of the year for all staff members. Committee advised the Board that it did approve contracting a Human Resources consultant to assist with this adjustment. It was felt that with this size of an organization, multiple dates for evaluations and related matters were not practical. The challenge was to reconcile all of the different dates for current staff members to establish a system that would place new hires into the same system.

Program Development Committee: Next RFP due on July 29, 2005. Members of the committee noted that one application reviewed by the committee had potential and the applicant was advised to amend the application for re-consideration. It was the consensus of the Board that the RFP process will allow the Department to enhance its services to the community through funded grants.

Community Education/Disease Committee: Will meet with Suzanne Forkner in the near future.

Other Business:

- It was recommended that at least one Board member attend the National Association of Local Boards of Health (NALBOH) conference. Keller may be able to attend pending approval from supervisor.
- Liability Insurance: Gay moved, seconded by Burson to approve liability insurance purchase at the discretion of the Board president and the Department director.

New Motion: Approve liability insurance purchase at the discretion of the Executive Committee.

Roberts moved, seconded by Burson. Roll call states as follows: Burson – aye; Clancy – absent; Dr. Ford – aye; Gay – aye; Keller – aye; Krist – aye; Noda – absent; Roberts – aye; Dr. Varon – aye.

New Motion: Subleasing Extra Office Space to Sarpy County

Dr. Ford moved, seconded by Roberts to allow Sarpy County to sublease extra office space. Roll call states as follows: Burson – aye; Clancy – absent; Dr. Ford – aye; Gay – aye; Keller – aye; Krist – aye; Noda – absent; Roberts – aye; Dr. Varon – aye.

New motion: Hiring a Public Health Nurse:

- It was voted that this Department is the only one in the State without a Public Health Nurse. Martinez stated that she has approached the Visiting Nurses Association (VNA) for a bid on providing this service. Martinez provided a spread sheet on the relative costs of hiring a compared to the VNA costs. It showed more cost effective to hire a public health nurse. A portion of the cost for this position would be reimbursed through existing federal and state grants. It was also stated that a public health nurse would be able to provide support for epidemiological follow up, disease surveillance, monitoring any communicable outbreak PHONE program.

Burson moved, seconded by Krist to hire a Public Health nurse. Roll call states as follows: Burson – aye; Clancy – absent; Dr. Ford – aye; Gay – aye; Keller – aye; Krist – aye; Noda – absent; Roberts – aye; Dr. Varon – aye.

Public Input:

- None

Information:

- A) Dr. Ford discussed wanting to bring on a physician from both Sarpy and Cass counties to form a subcommittee under the medical director.
- B) Next BOH meeting will be held August 2, 2005 at the Sarpy/Cass Department of Health & Wellness at 6:30 p.m.

Executive Session:

Not needed

Adjournment:

Meeting was adjourned at 8:40 p.m.

ATTEST:

Virgil Keller, President
Sarpy/Cass Board of Health

Vicky Roberts
Secretary/Treasurer
Sarpy/Cass Board of Health