

**SARPY/CASS DEPARTMENT OF HEALTH & WELLNESS
MEETING MINUTES
July 27, 2004**

Alegent Health Midlands Hospital, Papillion, NE
July 27, 2004, 6:30pm

The meeting was called to order at 6:30pm by President Virgil Keller on July 27, 2004 at Alegent Health Midlands Hospital located at 11111 S. 84th St., Papillion, NE.

Roll Call, Approval of Agenda & Approval of Minutes:

Erin Ponec, Acting Recorder, conducted Roll Call:

Roll Call states as follows: Kathy Burson – not present; Bob Clancy – present; Dr. Linda Ford – not present (**arrived at 6:45pm**); Tim Gay – not present; Virgil Keller – present; Dianne Kelly – present; Nancy Noda – not present; Vicky Roberts – present; Dr. Frank Varon – present.

Staff Present: James Sitrick, Health Director; Erin Ponec, Acting Recorder, Tonya Fustos and Karli Storm, Sarpy County Tobacco Coalition; and Sandy Thomas, Cass County Tobacco Coalition

Guests Present: Brett Charles, Sarpy County Attorney's Office; and Nikki Lopez, Sarpy County Resident

The agenda was amended to allow that Sarpy and Cass Tobacco Coalitions to report earlier in the meeting immediately following the Treasurer's Report.

Clancy moved seconded by Kelly to approve agenda as amended. Roll Call states as follows: Kathy Burson – not present; Bob Clancy – aye; Dr. Linda Ford – not present; Tim Gay – not present; Virgil Keller – aye; Dianne Kelly – aye; Nancy Noda – not present; Vicki Roberts – aye; Dr. Frank Varon – not present.

MINUTES:

Amendments to the June 22, 2004 minutes are as follows: Treasurer's Report: Grammatical error in the second to the last bullet, it should state that Bioterrorism and School Surveillance with an **estimated** budget of \$118,000. Under Women's Health, one year grant was awarded **to** Community Health Partners of Cass County (CHPCC), **not by** CHPCC. Page three, Staffing Update, should read Health Educator/Grant Writer.

Roll call vote to approve the June 22nd minutes as amended states as follows: Burson – not present; Clancy – aye; Dr. Ford – not present; Gay – not present; Keller – aye; Kelly – aye; Noda – not present; Roberts – aye; Dr. Varon – aye.

Treasurer's Report – Vicky Roberts:

- Budget report composed by Brian Hansen, Sarpy County Fiscal Administrator, (not included in the packets), will be sent via email to all Board members.
- Sitrick noted a change in the requested budget and what will be adopted was the amount designated in the reserve fund.
- Sitrick commented on the budget estimated to the Board, at a prior meeting was revised to reflect the line items Sarpy County prefer to use.
- Roberts asked Sitrick for clarification of the Contractual Services line item; Sitrick's responded by pointing out this fund is being used for contracting,

for example, business contracted for designing the materials the Health Department distributes. Another example; materials to be distributed for Sarpy County Fair (June 28th – August 1st, and Cass County Fair (August 4th – August 8th). Actual printing costs come from the Printing and Publishing fund.

- Bio-Terrorism's Contractual Services fund is used to pay for Kathi Logan, a Kelly Services temporary hired on for the WNV season. A grant mechanism which Sitrick has set up with the state for WNV funds will be set up through a separate account. Once this account is set up all charges to Kelly Services will be transferred into the WNV account.
- Once the Health Department is autonomous, Keller suggested having an accounting firm make a presentation to the Board, or Vicky Roberts, Treasurer.
- The board is against hiring one full-time employee for finances, it is the consensus an accounting firm should be hired on a contractual basis. Sitrick would like to have the Health Department's finances audited by a professional company when the transition is complete.

Keller called for a motion to approve the Treasurer's Report. Clancy moved, Dr. Ford seconded the motion. Roll call states as follows: Burson – not present; Clancy – aye; Dr. Ford – aye; Gay – not present; Keller – aye; Kelly – aye; Nancy Noda – not present; Roberts – aye; Dr. Varon – aye.

Tobacco Coalition:

- Mr. Keller explained that the Board's role in the Sarpy/Cass Tobacco Coalitions is that of a sub-grantee and supervisory role. This clarification came after a July 21st meeting with employees from Nebraska Health and Human Services and both Tonya Fustos (SCTC) and Sandy Thomas (CCTC).
- Board would like to have some input into the Coalitions work plans.
- Clancy voiced concern that in the beginning the Department of Health and Wellness (Health Board) was to strictly act solely as a funding mechanism and not in a supervisory role. Clancy would like to discuss what the responsibilities of the Health Board might be if they should take on the SCTC and CCC. Clancy is concerned with the numbers of agencies that are involved above the Sarpy/Cass DHW.
- Keller is worried about the Department of Health and Wellness being labeled as controversial if the coalitions undertake active public education programs that some might consider controversial.
- Clancy and Varon would like to move onto other health related issues in addition to tobacco. Clancy also brought up the issue that in Sarpy and Cass counties there is not a program in place for smoking cessation. Thomas did explain that Tobacco Free Nebraska (TFN) will not support cessation.
- The Board will continue to house the coalitions until September 30, 2004.
- Dr. Ford opposes this decision therefore asked for discussion on the topic. Dr. Varon expressed concern about having any kind of outside influence on the direction of the Sarpy/Cass Board. Dr. Varon would like to start focusing on other issues besides tobacco use. Clancy again raised the issue of the board not having a say in the Coalitions work plans.

Clancy made a motion to discontinue acting as the Tobacco Coalitions sub-grantee at the end of the current fiscal year, Kelly seconded. Roll call vote states as follows:

Burson – not present; Clancy – aye; Dr. Ford – nay; Gay – not present; Keller – aye; Kelly – aye; Nancy Noda – not present; Vicki Roberts – nay; Dr. Varon – aye.

Roberts suggested that we submit a letter explaining the Boards actions to Tobacco Free Nebraska. Roberts made for a motion and Dr. Ford seconded. Roll call states as follows: Burson – not present; Clancy – aye; D. Ford – aye; Gay – not present; Keller – aye; Kelly – aye; Nancy Noda – aye; Vicki Roberts; D. Varon – aye.

Director's Report:

- Sitrick informed the Board that he is working with an insurance broker to find some kind of health insurance plan options for the Department staff. Commissioner Gay would like the Health Department's benefits to mirror Sarpy County. Clancy suggested Sitrick contact Larry Dix, Nebraska Association of County Officials (NACO), insurer Blue Cross Blue Shield for all Governmental entities. Sitrick explained NACO does offer health benefits to certain entities, while NIRMA may offer liability insurance to which entity it chooses. Clancy and Sitrick are going to approach NIRMA regarding liability insurance after February 2005. Sitrick also explained that pensions are being discussed with the same broker who is looking for health insurance. Furthermore, Sitrick also informed the Board that the department is also looking of health benefits through Pay Flex (currently available through Sarpy County). Pay Flex also provides payroll possibilities.
- Sitrick provided the Board with a one year lease agreement from Sarpy County allowing the Health Department to stay in their current space for \$16.50/sq. foot. This fee would include electricity, phone service, and janitorial services. For an additional fee of \$400/month Information Services would be included. After the year lease is up, Sarpy County will offer a month-to-month rate. Consensus of the Board is for Sitrick to sign the lease with Sarpy County.
- Varon inquired about the company car. Sitrick explained that once autonomous, the Health Department would have to provide insurance. Also, the Health Department may have to seek their own legal council. Being represented by the Sarpy County attorneys could be a conflict of interest. Clancy suggests keeping a lawyer on retainer.
- Sitrick also added that Brett Charles, Sarpy County attorney, has received a letter from NHHS acknowledging the Health Department as a separate entity. Employee Identification Number has been acquired per Sitrick.

Clancy made a motion allowing Sitrick to sign the lease agreement, Roberts seconded. Roll call states as follows: Burson – not present, Clancy – aye; Dr. Ford – not present; Gay – not present; Keller – aye; Kelly – aye; Noda – not present; Roberts – aye; Dr. Varon – aye.

- Sitrick also reported that after October 1st Sarpy County would no longer act as a fiscal agent. Sitrick will look into other opportunities and bring options back to the Board. Keller would rather Sitrick look into contractual arrangement with a firm and not hire for a full-time position. Keller also suggested checking with the Chamber of Commerce for recommendations.
- Sitrick is going to discuss keeping personnel services through Sarpy County. Keller is in agreement.
- Continuing Education: Clancy is in agreement with allowing this as a benefit to employees, as long as it is pertinent to the employee's position.
- Staffing update: Sitrick would like to wait on hiring until after the department transition is complete; however, he is working on job

descriptions for both the Environmental Health Position and the Health Educator position. On August 31st, the Health & Wellness department is participating in a staff retreat at Mahoney State Park.

- West Nile Virus (WNV): Sitrick informed the board of the second confirmed human case in Seward County. One flock of sentinel chickens has tested positive for WNV. Fewer cases than last year; however, the peak season is August – September. Clancy expressed concern with public awareness of WNV peak season. Sitrick informed him that Nancy Braswell, School Surveillance Coordinator/WNV, has distributed “Fight the Bite” posters around Sarpy and Cass counties. WNV money will be passed along to the counties to improve their infrastructure, e.g., buying sprayers. Nancy has informed 19 cities in Sarpy and Cass counties. Clancy would like Nancy to follow up with these cities that would be interested in assistance.
- Keller would like promotional materials available regarding immunization clinics. Sitrick added that there will be considerably more influenza vaccinations available this year; over 100 million doses are to be manufactured. Second, Sitrick would like to apply for a Vaccination for Voters grant through the Robert Johnson Foundation, due on August 2, 2004. Roberts is interested in what this grant would pay for, Sitrick informed Roberts there would be \$8,000 awarded to organize, promote and implement vaccinations. Keller stated that Alegent Health has been very aggressive regarding immunizations, and Sitrick should consult Nancy Noda regarding working in conjunction with Alegent Health, the board is in consensus with this suggestion.
- SICA Grant: Sitrick was informed by Region VI, informally, the state has granted \$51,000 for this position. Sitrick will wait for confirmation from the state before beginning the hiring process. This money will be out of a single-year contract, and will include only salary and benefits. Clancy is against using Health Department funds for any other expenses incurred by this position. Sitrick added that Region VI would provide technical substance abuse training for the person hired for this position.
- Lakes: Per Sitrick, Hanson Lake #4 is still testing high, residents are aware of this matter. Pawnee Lake and Freemont Lake #20, are also closed.
- Staffing Update: Erin and Nancy continue to bleed sentinel chickens for WNV. Suzanne and Jim are in the process of her six month review. Sitrick applauded Suzanne for the outstanding job she did on the Sarpy and Cass Car Seat Checks and also for her ongoing work.

Standing Committee:

- Dr. Varon asked Sitrick if there is anything Sitrick needs from the Board to help get the word out of regarding WNV? Sitrick says that Braswell has everything under control.

Personnel Committee:

- No information to report at this time.

Nominating Committee:

- Clancy is interested in formally asking Vicky Roberts to join the Nominating Committee. Roberts expressed interest in participating. Keller would like to also request Tim Gay to serve.

Public Policy:

- Clancy reiterated clarification with HHSS regarding the Sarpy/Cass Department of Health & Wellness becoming a separate entity. Brett Charles will get copies of the letter from HHSS to Sitrick.
- Sitrick passed along copies of Inter-local agreement that had been signed by both Cass and Sarpy Counties.

Strategic Plan:

- Keller would like to approve the Strategic Plan with the understanding that it is an evolutionary document, it will continue being improved. Keller emphasized this is a starting point.
- Public Health Services: specifically focusing on the following: MCH – asthma, smoking cessation, diabetes, obesity; increased exercise and improved diet, surveillance in outbreak disease and investigation, and cardiovascular disease.
- Roberts suggested creating a form for the public to fill out in order to generate money. Keller suggested Sitrick and Roberts to work on recommendations. Keller will forward Sitrick a budget form that he can modify if Sitrick is interested.

Food Task Force:

- Kelly would like to thank Suzanne Forkner for all of her work on the brochure.
- Typos have been corrected. Sitrick's name will be replaced with the Environmental Coordinator (when hired). This is to be first brochure in a series. Brochure will be mailed (with cover letter) to all registered food establishments in Sarpy and Cass counties.
- Clancy mentioned adding listeria as one of the hazards of not washing your hands before preparing food. Kelly mentioned adding campylobacter. (Will be added on next brochure).
- Suzanne is also putting together signs for plaques that would be given to restaurants regarding washing hands.
- The Board would like to be added to the distribution e-mail list of food complaints that are sent to George Hannsen.

Bio-Terrorism:

- Per a previous conference call Sitrick added that the Federal Government is pushing to focus bio-terrorism funding on major cities. The state expects to receive approximately 20-22% less funding next year.
- Clancy questioned that statement due to the fact that Strategic Air Command is located in Bellevue.

Other Business:

Public Input:

Nikki Lopez, Sarpy County resident declined to comment.

Announcements:

The next meeting of the Sarpy/Cass Board of Health will be August 24, 2004, at Alegent Health Midlands Hospital at 6:30pm.

Executive Session:

No motion made to hold an Executive Session, no roll call taken due to consensus of the Board.

Adjournment:

Clancy made a motion to adjourn meeting at 9:07pm, Kelly seconded. Roll call taken as states: Burson – not present; Clancy – aye; Dr. Ford – not present; Gay – not present; Keller – aye; Kelly – aye; Noda – not present; Roberts – aye; Dr. Varon – aye.

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

ATTEST:

Vicky Roberts, Secretary/Treasurer
Sarpy/Cass Department of Health & Wellness