

SARPY/CASS DEPARTMENT OF HEALTH & WELLNESS

MEETING MINUTES

Alegent Midlands Hospital - Boardroom

August 26, 2003 6:35 PM

The meeting was called to order at 6:35pm by President Virgil Keller on August 26, 2003 in the Board Conference Room at Midlands Community Hospital, 11111 S. 84th, Papillion, NE.

Roll Call, Approval of Minutes, and Treasurer's Report:

Kay Nikodym, Recorder, Roll Call.

Present: Bob Clancy, Aldona Doyle, Virgil Keller, Dianne Kelly, Nancy Reissig and Dr. Frank Varon. Dr. Linda Ford arrived at 7:15 P.M.

Staff Members: Mark Wayne, County Administrator; Gretchen McGill, County Attorney's Office, and Kay Nikodym, Recorder.

Guests: None

The Agenda for the August 26, 2003 meeting was altered to reflect that Dr. Ian Newman was unable to attend.

Aldona Doyle moved to approve the minutes of the July 22, 2003 meeting with a change in the wording to reflect that the grant writer hired by Sarpy County is not full time, but rather was hired on an as-needed basis. Dianne Kelly seconded. Motion carried.

The August 2003 Treasurers report was presented by Nancy Reissig. Nancy Reissig was asked to check on several of the expenses with the Health Director. Aldona Doyle moved to accept the Treasurer's report. Bob Clancy seconded. Motion carried.

Discussion by Ian Newman, PhD on Needs Assessment Update:

Dr. Ian Newman of Buffalo Beach Company contacted Virgil Keller to let him know that he would not be able to present a draft of the Needs Assessment tool as his company had been experiencing telephone and computer problems. They will have a draft to Jim Sitrick for review by the Board prior to the September Board Meeting.

Relationship with other area health boards:

The Board received a draft of a proposed Interlocal Agreement with the County Health Board and Sheriff's office. Virgil briefed the Board on the Agreement explaining the purpose of the Agreement. Discussion followed. The County Attorney was asked to develop an Opinion. The Board will submit feedback at the September Board meeting with instructions to the Health Director and the President for negotiation of the agreement with Sarpy County and the former Sarpy Health Board. Copies of the Agreement will be sent to all absent Board members.

Responsiveness to diversity:

Despite efforts at the inception of the Board, the Sarpy/Cass Dept. of Health and Wellness Board are not diverse. It is the suggestion of the Board that as Committees and Task Forces are developed that a greater diversity should be obtained. Aldona Doyle suggested the Nominating Committee should also consider diversity in their efforts.

A membership invitation has been received from the Minority Public Health Association. Aldona Doyle moved the Sarpy/Cass Dept. of Health and Wellness Board become members of the Minority Public Health Association with the Health Director determining the appropriate amount based on a formula using the Department's budget. It was estimated that the membership amount would be \$200.00. Dr. Varon seconded. Motion carried.

Standing Committee Reports:

- A. Public Relations and Community Education: Frank Varon, chair.
 - An Image Port thru MCI's Broadcast Fax is being considered as a method to get information to the schools, for example, in a quick efficient manner.
 - A redundant server was suggested by Dr. Varon – the Board did request that he get further information and deferred discussion to a later meeting.

- B. Personnel Committee: Virgil Keller, chair.
 - The Health Director will be submitting his goals upon completion of the Needs Assessment Survey.
 - There were 46 Bio-Terrorism Coordinator applicants - an offer will be extended shortly.

- C. Nominating Committee: Aldona Doyle, chair.
 - No report.

- D. Public Policy/Government Relations Committee: Bob Clancy, chair.
 - Bob Clancy reported on the NIRMA Insurance meeting held in Lincoln. Terri Snowden from Marsh Company in South Carolina indicated they would be more than willing to provide a liability insurance coverage quote to the Health Districts.

- E. Health and Disease Committee, Maternal Health Care Task Force: Kathy Burson, chair.
 - Kathy Burson was not in attendance.

- F. Needs Assessment Task Force: Nancy Noda, chair.
 - Nancy Noda was not in attendance.
 - Dr. Newman had contacted Virgil Keller indicating that due to telephone and computer problems he would not be presenting the Needs Assessment draft at this meeting. He will get a draft to the Health Director to forward to the Board members prior to the September Board meeting.

G. Food Safety Task Force: Dianne Kelly, chair.

- Dianne Kelly has checked into the Serve Safe training web site and had e-mailed that information to Board members. She has also spoken with Lancaster and Douglas Counties to get copies of their requirements for “food handlers”. The Extension office of Douglas/Sarpy County has information also. She will continue to gather information.
- Dianne will develop a plan to facilitate training, set criteria for food handlers, and also check into partnering with the Extension Office for training.

H. Bioterrorism Preparation Task Force: Dr. Linda Ford, chair.

- No report.

Proposed Meeting Policy:

A copy of the Proposed Meeting Policy was resubmitted by Gretchen McGill, County Attorney’s office. The Board would like Question 2b changed to twelve (12) copies and Page 5, Minutes of Meeting, Item 3 changed to fifteen (15) days. Until the minutes of the Board meeting are approved, they should be labeled “unapproved”. The Board also asked Gretchen to obtain the proper protocol for a “roll call” vote. If protocol does not require a roll call vote, the by-laws will need to be revised as they specifically call for such a vote. An amendment to the by-laws will be drafted and presented at the next meeting.

Director’s Report:

The Health Director, Jim Sitrick, was in Lincoln at a meeting with representatives of Center for Disease Control of Atlanta and Mr. Keller reported for him. A great deal of his time is being consumed by Bio-Terrorism training. Rebecca Barta, a temporary employee, has agreed to stay on until the Bio-Terrorism Coordinator has been hired and trained. Heather Pearson, the School Surveillance Coordinator, will be attending an 8 day training session on epidemiology at Mahoney State Park. Mr. Sitrick will be establishing a debit or credit card for the department and the policy guidelines for usage.

Other Business:

The Board would like better communication between the Nebraska State Health Department and the Sarpy/Cass Department of Health and Wellness concerning health announcements about our service area.

Information:

Nancy Reissig reported that the Department booth at the Cass County Fair went very well.

The next meeting will be September 23, 2003, 6:30 PM at the Cass County Extension Office in Weeping Water, NE. The staff has been asked to call Board Members and remind them it is in Cass County.

Adjournment:

Dr. Ford moved to adjourn the meeting. Dianne Kelly seconded. Motion carried.
Meeting was adjourned at 9:05 PM.

President, Sarpy/Cass Dept. of Health & Wellness

ATTEST:

Treasurer/Secretary