

**Sarpy/Cass Department of Health & Wellness
Board of Health Meeting
August 2, 2005**

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The meeting was called to order at 6:30 p.m. by Board President, Virgil Keller, on August 2, 2005 at the Sarpy/Cass Department of Health & Wellness, located at 701 Olson Drive, Ste. 101.

Roll Call:

Erin Ponec, 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; Carrie Krist – present; Nancy Noda – present; Vicki Roberts – absent; Dr. Frank Varon – present.

Staff Present: Theresa Martinez, Director; Erin Ponec, Acting Recorder.

Guests Present: Mike Polk of Adams & Sullivan; Roxanne Pfeifer, Rischel & Pfeifer

Approval of Agenda:

Amendment to Agenda: An update on the regulations relating to quarantines by Mike Polk was added to the agenda. The response to the proposed Regulations by Nebraska Health & Human Services (NHHS) were to be the focus of the discussion. Also, an informal discussion of the food provided to the Board and staff at the monthly meetings was added.

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

Approval of June 28, 2005 Minutes:

Gay moved, seconded by Burson to approve the June 28, 2005 meeting minutes. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – not present; Gay – aye; Keller – aye; Krist – aye; Noda – aye; Roberts – absent; Dr. Varon – aye.

Director's Report

- Per Martinez, Sara Roberts, SICA Prevention Coordinator has resigned. Martinez asked the Board to support her recommendation to no longer house the SICA Prevention Coordinator and not renew the grant with Region 6 for another year. Martinez, will continue to support the Live Wise Coalition by sending Cindy Ossino to future meetings. It was the consensus of the Board to following Martinez's recommendation, a formal letter will be sent to Region 6 about the Sarpy/Cass Department of Health & Wellness' discontinuation to the SICA grant and confirmation of the Department's continued participation with the Coalition.
- Martinez informed the Board that Jill Mountford's employment as the Environmental Health Coordinator has been terminated. The Personnel Committee reviewed the rationale and procedures followed by the Director for this action.
- West Nile Virus (WNV) update: Blue jay found in Bellevue was the first bird to test positive for the WNV. The department has advertised to the public that there are OFF towelettes and larva briquettes available for them to pick up at the office to assist with prevention. Also, various cities and villages in Sarpy/Cass counties have been awarded money from the WNV mini-grant that will be passed through the Department.

- The Department will be working with the Bellevue Police Department at the Sarpy and Cass county fairs for the Car Seat Safety Checks.
- Maternal Child Health (MCH) grant: waiting for the award letter to be published in September.

Budget Review and Approval:

- It was by consensus of the Board the formal budget hearing will be held on August 23, 2005. Pfeifer will make sure the budget is published in the newspapers within the 5 days before the meeting date.
- Pfeifer reviewed the details of the proposed Fiscal Year 2006 budget with the Board members.
- Martinez and Pfeifer approached the Board in regards to creating separate bank accounts for all Department funds. It was by consensus of the Board to separate accounts if in their opinion this action would provide cost effective means for continued or improved financial accountability.
- The Board was in consensus of putting an ad in the county papers advertising for an auditor. The Board decided to have the staff bring the best three bids back and the Board will decide from there.

Clancy moved, seconded by Dr. Ford to empower the Director to publicly advertise for an audit firm. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Krist – aye; Noda – aye; Roberts – absent; Dr. Varon – aye.

Other Business:

Regulations Update:

- Per Mike Polk a letter was sent from the Board of Health to the NHHS interim Health Director in regards to the state issuing quarantines.
- Per Polk, another letter needs to be drafted and sent to the NHHS interim Health Director stating the Sarpy/Cass Board of Health approves the NHHS drafted regulations.

Standing Committee Reports:

Nominating Committee: Per Clancy there was minimal response from Sarpy and Cass county dentists regarding the Board opening for Dr. Varon’s Board position. Ponec has sent out the needs assessment and mission statement to Dr. Rami Shanawie, a Sarpy County dentist who expressed interest in joining the Board.

Finance Committee: Nothing to report in addition to the proposed budget due to Roberts’ absence.

Public Relations/Outreach Committee: Per Burson, she, Martinez and Suzanne Forkner met on July 27, 2005. They have decided to focus on program marketing improve Department’s public visibility. The money for marketing will come out of the programs line item.

Personnel Committee: Per Keller the six month review for Martinez will be held in the Executive Session at the August 23, 2005 meeting. Martinez is in the process of revising the Department evaluation process. Keller also noted that the Liability Insurance quoted by Inspro Insurance Company has been signed, as the Executive Committee was empowered to make the decision on the Board’s behalf at the last Board meeting.

Program Development: Per Noda, the committee will be meeting to look at four grants that were received for this quarter. After Board discussion it was the consensus to start advertising that the dollar amount awarded could possibly be more than \$5,000 if it is deemed necessary. If additional grant applications indicated a need to increase the grant range, the Committee will return with a recommendation.

Community Education/Disease Prevention: Nothing to report

Medical Director’s Report: Dr. Ford asked that the Medical Director’s report be put back onto the agenda. Dr. Ford reported the possible mumps case she was following came back negative.

She is also following TB infected children in Sarpy County who are going through DOT with Douglas County.

Information:

Announcements: Nothing to report

Correspondence: Nothing to report

Next Meeting: August 23, 2005 at the Sarpy/Cass Department of Health & Wellness, 701 Olson Drive, Ste. 101, Papillion, NE 68046.

Adjournment:

Meeting was adjourned at 8:15 pm.

Noda moved, seconded by Burson to adjourn at 8:15 pm. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Krist – aye; Noda – aye; Roberts – absent; Dr. Varon – aye.

ATTEST:

Virgil Keller, President
Sarpy/Cass Board of Health

Vicky Roberts
Secretary/Treasurer
Sarpy/Cass Board of Health