

# **SARPY/CASS DEPARTMENT OF HEALTH & WELLNESS**

## ***MEETING MINUTES***

Cass County Extension Office – Weeping Water, NE  
September 23, 2003 6:30 PM

The meeting was called to order at 6:35pm by President Virgil Keller on September 23, 2003 at the Cass County Extension Office, Weeping Water, NE.

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

Marcy Bruggeman conducted Role Call.

Present: Kathy Burson; Bob Clancy; Virgil Keller; Dianne Kelly; Nancy Noda; Nancy Reissig; Dr. Frank Varon.

Staff Members: Marcy Bruggeman, Sarpy/Cass Dept. of Health and Wellness Public Health Specialist; Jim Sitrick, Sarpy/Cass Dept. of Health and Wellness Health Director; Gretchen McGill, Sarpy County Attorney; and Brett Charles, Sarpy County Attorney.

Guests: Bill Cover, Cass County Emergency Management; Tonya Fustos, Sarpy County Tobacco Coalition; Sandy Thomas, Cass County Tobacco Coalition; Joe Dejka, Omaha World Herald; and Ian Newman, PhD Buffalo Beach Company.

Bob Clancy moved, seconded by Nancy Reissig to approve the agenda for the September 23, 2003 meeting.

Dianne Kelly moved, seconded by Kathy Burson to amend the minutes from the August 26, 2003 meeting requesting that page 3, Item G, Bullet 2, read "Dianne will develop a plan to facilitate training". Ayes: Burson, Clancy, Keller, Kelly, Noda, Reissig, and Varon. Nays: None. Absent: Doyle and Ford.

The September 2003 Treasurers report was presented by Nancy Reissig. Marcy Bruggeman detailed out approved 2004 FY Budget. Keller requested page numbers be added to Treasurer's Report and that the Carry over amount from 2003 FY Budget be indicated for each fund in the October Treasurer's Report. Reissig answered Board's questions from August Meeting regarding R. Barta's payroll and purchase of 2<sup>nd</sup> Laptop Computer. Burson moved, seconded by Noda to approve the September Treasurer's Report. Ayes: Burson, Clancy, Keller, Kelly, Noda, Reissig, and Varon. Nays: None. Absent: Doyle and Ford.

### **Presentation by Tonya Fustos of Sarpy County Tobacco Coalition and Sandy Thomas of Cass TAD:**

Sandy Thomas distributed presentation packet to all in attendance. She requested that the Board allow Cass TAD and SCTC to become a part of the Sarpy/Cass Department of Health and Wellness beginning Jan 1, 2004. Sandy emphasized this is not a request for money; instead it is a request to be housed within the department. Sandy provided history of Cass TAD and stated she would remain located in Cass County. Tonya provided history of SCTC

and stated she remain located in the SCTC Office on the Sarpy County Courthouse Campus. Both provided information regarding Tri-County Request for Proposal for 2004 being approved and that each county being Douglas, Sarpy, and Cass will remain separate entities however will share 1 budget. Clancy questioned the continuity for future funding and wanted all Board members to understand that future funding would become the responsibility of the Department. Burson explained that the coalitions are not asking for sustainability beyond the Tobacco Free Nebraska funding. Noda motioned, seconded by Burson to take action to adopt both SCTC and Cass TAD under the Sarpy/Cass Department of Health and Wellness effective Jan 1, 2004. Mr. Keller noted that the Needs Assessment identified smoking as an important concern and how these services will be incorporated in the Department could be reviewed when the Board meets to complete its strategic plan. Ayes: Burson, Clancy, Keller, Kelly, Noda, Reissig, and Varon. Nays: None. Absent: Doyle and Ford.

### **Needs Assessment Task Force / Discussion by Ian Newman, PhD:**

Ian Newman, PhD distributed 4 volumes of data including Sarpy Results, Cass Results, Weighted Results, and the Complete Needs Assessment results. He also distributed a copy of the power point presentation on the needs assessment highlights. Ian Newman reviewed the format of each volume. The following items from the assessment were discussed: project overview; the sample and community unique characteristics, perceived community problems, problems and health department priorities; community concerns; services for special groups; insurance coverage; information sources; maternal and child health issues; and uses of needs assessment results. Three of the top 5 major problems found are Maternal Child Health related and include child abuse, smoking in the presence of babies and children, and sexually transmitted diseases. Six of the 10 most important issues are Maternal Child Health Related. Burson encouraged all board members to read the materials and develop realistic short term and long term goals. Noda indicated the Board of Health and Wellness, in addition to the staff at the Department of Health and Wellness will meet Tuesday October 7, 2003 from 6pm – 10pm at Alegent Midlands Board Room for a strategic planning session. A press conference will be scheduled to announce the results of the needs assessment and to introduce the Department of Health and Wellness.

### **Relationship with other area health boards - review drafted inter-local agreement:**

The 2<sup>nd</sup> draft was distributed and reviewed by all Board Members. Bob Clancy indicated Nathan Cox, Cass County Attorney, offered 4 recommendations after having reviewed the agreement. Nathan recommends that we need to comply with the Interlocal Cooperation Act, located at Section 13-804 et. al. of the Nebraska Revised Statutes. 1) Provide that the Department pursue grants to supplement their dwindling budget; 2) Provide for allocation of costs (see Section 13-804 (3)(d) Neb. Rev. Stat. (as amended); 3) Provide for an administrator or joint board. (See Section 13-804(4)(a) Neb. Rev. Stat. (as amended); 4) Provide manner of acquiring, holding, and disposition of real and personal property. (see Section 13-804(4)(b) Neb. Rev. Stat. (as amended). Noda requested #2 items on the recommended draft agreement distributed to the members indicate more clearly that the Health Department implement, the Sheriff Department enforce and that the Director of the Department of Health

and Wellness coordinate with the Physician in calling for community quarantine. Gretchen McGill will assist in the review for Sarpy County. Mr. Keller and Mr. Sitrick will make revisions, consult with all attorneys involved, and then present this agreement to the Sheriff's Department in both counties. The final agreements will be presented to the Board for its approval.

### **Standing Committee Reports:**

- A. Public Relations and Community Education: Frank Varon, chair.
  - No report
  
- B. Personnel Committee: Virgil Keller, chair.
  - Virgil reported the need to coordinate budget process with Sarpy County Fiscal Agent. Personnel Committee will be meeting with Jim Sitrick to review Director's Goals. Jim Sitrick reported having 4 candidates to interview for the Bioterrorism Coordinator Position and will begin interviews on October 2<sup>nd</sup>.
  
- C. Nominating Committee: Aldona Doyle, chair.
  - No report, not present
  
- D. Public Policy/Government Relations Committee: Bob Clancy, chair.
  - Bob Clancy discussed NACCHO Meeting in Syracuse and discussion of NIRMA. Senator Byers continues to be an advocate and will present that the newly formed health boards are part of local counties at next legislative session. Health Departments premium is due in February 2004 and efforts are in place to apply for reduced insurance with another provider. Sitrick informed Board Members that the Department has been asked by the State of Nebraska to sign a contract to provide direct observed care for TB patients. Sitrick has been in contact with Marcotte Insurance to determine liability coverage and whether any liability is involved as this is not direct medical service. The Department is only a conveyance to the patient which takes the medication in their own home.
  
- E. Health and Disease Committee, Maternal Health Care Task Force: Kathy Burson, chair.
  - Burson reports having met with Diane DeJonge, Maternal Child Health Coordinator. Sitrick reports having attended the MCH Conference and Hastings Program with Diane. Burson reports the DUA Graduation is at the end of October and the DUA Committee needs to present at the graduation and will be meeting to develop its presentation.
  
- F. Food Safety Task Force: Dianne Kelly, chair.
  - Sitrick and Dianne Kelly will be meeting with George Hanssen Thursday September 25, 2003 in Lincoln to see the process for Restaurant Inspections. Both met with Cindy Brison from UNMC Extension last week and she has agreed to present at next months Board Meeting information concerning the Food Safety Training Program.
  
- G. Bioterrorism Preparation Task Force: Dr. Linda Ford, chair.
  - No report, not present

### **Proposed Meeting Policy:**

- Gretchen McGill introduced Brett Charles who will be replacing her position as the legal counsel for the Board. Mr. Charles reported there must be roll call voting on all motions and this needs to remain on record indicating who voted for what. Ms. McGill will make final amendments to the meeting policy and provide the final version to Marcy Bruggeman to distribute in October Board Packets.

### **Proposed By-Law Amendments:**

- The first draft of proposed amendments were distributed and reviewed. Mr. Keller read the first proposed amendment for adjusting the name listed on the Bylaws to reflect the name selected by the Board. Ms. McGill agreed to check the official minutes to determine if the amendment is needed. This will be acted on at the next meeting. The Roll Call Vote proposed amendment no longer applies to legal precedents.

### **Director's Report:**

- Sitrick reported the Department has begun holding weekly staff meetings held on Wednesday's from 10am – 11am. Susan Westland, Sarpy County Grant Writer, will attend the Sept 24, 2003. Sitrick provided report to Board on NACCHO Conference he attended in Phoenix, AZ. Sitrick indicated Nebraska is receiving National Recognition for its efforts towards increasing Public Health Departments in the state. Sitrick also reminded Board Members of National Walk to School Day on October 8, 2003.

### **Other Business:**

- None

### **Public Input:**

- Joe Dejka, Omaha World Herald, congratulated the Board of Health and Wellness on a job well done and Sitrick in turn thanked Joe for all his work with the Department on press releases.

### **Information:**

#### **A. Announcements**

- Dr. Varon informed the Board that he has acquired a dental practice within Weeping Water, NE and will expand his services to that area.

- Gretchen McGill announced a Candlelight Vigil Sept 29<sup>th</sup> at 7-8pm at Washington Park in Bellevue in support for Domestic Violence Victims and Survivors in Sarpy and Cass County.

## **B. Correspondence**

- None

## **C. Next Meeting**

- October 21, 2003, 6:30pm at Alegent Midlands Hospital, Papillion, NE

## **Executive Session:**

- None

## **Adjournment:**

- Noda moved to adjourn the meeting. Dianne Kelly seconded. Motion carried. Meeting was adjourned at 9:00 pm.

*President, Sarpy/Cass Dept. of Health & Wellness*

**ATTEST:**

*Treasurer/Secretary*