

**SARPY/CASS DEPARTMENT OF HEALTH & WELLNESS
MEETING MINUTES
October 26, 2004**

Cass County Extension Office, Weeping Water, NE
October 26, 2004, 6:30pm

The meeting was called to order at 6:30pm by President Virgil Keller on October 26, 2004 at the Cass County Extension Office located at 8420 144th Street, Weeping Water, NE.

Roll Call, Approval of Agenda & Approval of Minutes:

Erin Ponec, Acting Recorder, conducted Roll Call:

Roll Call states as follows: Kathy Burson – present; Bob Clancy – present; Dr. Linda Ford – not present (**via conference call at 6:45pm**); Tim Gay –present; Virgil Keller – present; Dianne Kelly – present; Nancy Noda – present; Vicky Roberts – present; Dr. Frank Varon – not present (**arrived at 6:35pm**).

Staff Present: Dianne Kelly, Interim Health Director; Erin Ponec, Acting Recorder,

Guests Present: Michael Polk, Adams & Sullivan Law Firm; Kim Hall, Plattsmouth Elementary School Nurse

The agenda was amended to allow Kim Hall, Plattsmouth Elementary School Nurse, to present to the Board the Plattsmouth Elementary and Middle School Walking Plan, following the Treasurer's Report.

Roberts moved seconded by Gay to approve agenda as amended. Roll Call states as follows: Kathy Burson – aye; Bob Clancy – aye; Dr. Linda Ford – not present; Tim Gay – present; Virgil Keller – aye; Dianne Kelly – during Kelly's tenure as Interim Director, she will recuse herself from voting; Nancy Noda – aye; Vicki Roberts – aye; Dr. Frank Varon – not present.

MINUTES:

The September 28, 2004 minutes were amended as follows: per Keller on page 3, add the meeting was taken out of recess on October 1, 2004.

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

Treasurer's Report – Vicky Roberts:

- Keller stated to the Board that he has spoken with Roxanne Pfeiffer regarding a preliminary review in preparation of an actual audit by an outside auditor. Keller also stated that Roberts and her committee will need to recommend an auditor when the year ends next June.
- Roberts noted that money spent does not include the first quarter of the fiscal year (July, August & September) since these funds were spent through Sarpy County and no money was spent by the Department as a separate entity.

- Keller noted that on the budget report he would like to have the TOTALS page be the first page of the report.
- It was the consensus of the Board that the reports printed from QuickBooks are sufficient.
- Kelly noted that Sarpy County will turn over any additional funds that they have held since the transition to the Health Department the first week of November.

Burson moved, seconded by Clancy to approve the Treasurer's Report. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye (**via conference call**); Gay – aye; Keller – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

Presentation of the Plattsmouth Elementary and Middle School Walking Program:

- Kim Hall, Plattsmouth Elementary School Nurse, presented a proposal to the Board regarding the Department funding for the Healthy Kids Walking Program that was put in place three years ago in the Plattsmouth Elementary School system. Ms. Hall agreed to share the plan and experiences with other schools if they wished to create a similar program. The program is designed to address obesity and good health habits for children attending the school. It was noted that obesity is one of the priorities for the Department.
- Per Keller, an RFP (Request of Proposal) Committee should be formed. Board members Noda, Gay, Burson, and Varon volunteered to be on this committee and work with Kelly. The Committee will be listed as a standing committee and will be responsible for the RFP process and procedures and to make recommendations for funding. Keller, as President, then appointed the volunteers with the consensus of the Board members.
- It is the consensus of the Board that the RFP Committee will review the current plan as presented by Kim Hall to continue and expand the program at the Plattsmouth Elementary School System. The RFP Committee was requested to bring back a proposal for possible funding to the November 22, 2004 meeting.

Director's Report:

- Noda suggested to Kelly the Department get an article in the Papillion Times, Gretna Breeze and the Bellevue Leader regarding the Department activities. Ex: car seat safety checks, hand washing safety signs. Keller asked Varon, Public Relations Chair, to assist.
- Hand washing safety signs will be sent out with food brochures. Influenza prevention and CDC vaccination guidelines will also be in this mailing.
- Per Dr. Ford, 195 patients were provided service due to pertussis epidemic in Sarpy County; 114 prescriptions were paid for by the Department; 81 prescriptions were written at Offutt Air Force Base.
- Press release to be sent out regarding smoke free certificate presented to the Summer Kitchen Café's in Bellevue. Kelly will sign a placard on behalf of the Department to acknowledge the restaurant.

Standing Report:

Public Relations and Community Education: Press release will be sent out about Summer Kitchen Café's smoke free certificate

Personnel Committee:

- Limit on Flex Choice (Formal Approval): Set limit on amount of \$2,500.00 maximum per year.

Gay moved, seconded by Noda to approve set limit of \$2,500.00 maximum on Flex Choice. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye (**via conference call**): Gay – aye; Keller – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

Nominating Committee:

- Nothing to report

Public Policy/Government Relations:

- Clancy stated that he has been in contact with Michael Polk regarding Department liability insurance through NERMA. Clancy and Polk will meet with Craig Nelson of NERMA. Gay has also volunteered to join in the meeting.

Health and Disease Committee, Maternal Health Care Task Force:

- Burson noted Suzanne Forkner did an excellent job with the report provided in the packets, she has nothing to add.

Strategic Planning Task Force:

- Nothing to report per Noda

Food Safety Task Force:

- Nothing to report

Bioterrorism Preparation Task Force:

- Per Dr. Ford report was submitted before Ruth Cover vacated the Emergency Response Coordinator position.

Other Business:

Discussion of LB 1005 – Infectious Disease/Quarantine Directive:

- Clancy is concerned about the governmental entity portion of this Bill, page 91 sentence 4. This was never described in LB 692.
- It is the consensus of the Board that Kelly and Pat Sullivan, draft a letter to Sheriff Thomas in regards to the quarantine directive.

Public Input:

- None

Information:

Announcements:

Gay acknowledged Kelly and the Department staff for all of the hard work that has been done. Kelly informed the Board that Ponec played a key role in managing the details of the transition of the Health Department.

Correspondence:

Next Meeting:

- November 23, 2004 at 6:30pm at Alegent Health Midlands Hospital, 11111 S. 84th St., Papillion, NE.

Executive Session:

Clancy moved, seconded by Burson to adjourn into Executive Session at 8:11pm. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye **(via conference call)**: Gay – aye; Keller – aye; Kelly – NA; Noda – aye; Roberts – aye; Dr. Varon –aye.

Gay moved, seconded by Clancy to adjourn the Executive Session at 9:00 p.m. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye **(via conference call)**: Gay – aye; Keller – aye; Noda – aye; Roberts – aye; Dr. Varon –aye

Noda reported that the Alegent Health Van provided flu shots at (check with Dianne or call Nancy for locations)

Gay moved to adjourn; Roberts seconded the motion at 9:05. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye **(via conference call)**: Gay – aye; Keller – aye; Noda – aye; 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