

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

## ***MEETING MINUTES***

Alegent Midlands Hospital - Boardroom

November 25, 2003 6:30 PM

The meeting was called to order at 6:31pm by President Virgil Keller on November 25, 2003 in the Board Conference Room at Midlands Community Hospital, 11111 S. 84<sup>th</sup>, Papillion, NE.

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

Marcy Bruggeman conducted Roll Call.

Present: Kathy Burson; Bob Clancy; Aldona Doyle (arriving at 6:45pm); Dr. Linda Ford (arriving at 6:45pm); Virgil Keller; Dianne Kelly; Nancy Noda; Nancy Reissig; and Dr. Frank Varon

Staff Members: Marcy Bruggeman; Jim Sitrick; Ruth Cover; Brett Charles; and Mark Wayne

Guests: None

Noda moved, seconded by Reissig to approve the agenda for the November 25, 2003 meeting. Roll call vote resulted as follows: Burson – aye; Clancy- aye; Doyle-not present; Ford-not present; Keller-aye; Kelly-aye; Noda-aye; Reissig-aye; Varon-aye.

Noda moved, seconded by Clancy to approve the minutes of the October 21, 2003 meeting. Mark Wayne stated that per Aldona Doyle he would like to see that the minutes of the October 21, 2003 meeting be amended. The Executive Session should only list the motion to move into Executive Session, the reason for the Executive Session, Roll call vote, and time it commenced. Both Noda and Clancy agreed to amend their motion to approve the minutes with the correction suggested by Wayne and Doyle. Roll call vote states as follows: Burson – aye; Clancy-aye; Doyle-aye; Ford-not present; Keller-aye; Kelly-aye; Noda-aye; Reissig-aye; Varon-aye.

Jim Sitrick introduced the new Bioterrorism Coordinator/Emergency Public Health Coordinator, Ruth Cover, to the Board.

The November 2003 Treasurer's report was presented by Nancy Reissig. Reissig expressed concern that this is the 4<sup>th</sup> Template for the Treasurer's Report and that this newest template does not support the same information as the Department's Summary Sheet. Marcy Bruggeman explained that this is due to Sarpy County Actual Detailed Expense Reports being from the 1<sup>st</sup> of the month to the last day of the month and the Department's information is from the 19<sup>th</sup> of the previous month to the 18<sup>th</sup> of the current month. Mark Wayne explained that the Sarpy County Actual Detailed Expense Report will tell the Board exactly where the funds stand each month and if the Department was to ever get audited these are the reports they would look at. Noda moved, seconded by Clancy to discontinue use of the Treasurer's Report Summary Sheet and have the Treasurer's Report solely consist of the Sarpy County Actual Detailed Expense Reports for each fund. Roll call vote states as follows: Burson – aye; Clancy-aye; Doyle-aye; Ford-aye; Keller-aye; Kelly-aye; Noda-aye; Reissig-aye; Varon-aye.

## **Director's Report – Update on recent activities of the Department**

Jim Sitrick discussed purchasing a vehicle for the department due to the extensive amount of miles being placed on personal vehicles and the amount of money being reimbursed to the employees for mileage. Sitrick reported approximately 10,000 miles and \$3,600.00 has been calculated to date. Sitrick stated that Bioterrorism funds will not allow for purchasing a vehicle, however the General Health Fund would. The County would purchase the vehicle for the Department through the State Bid and the County Insurance would cover this vehicle as part of the County Fleet. Discussion was raised as to leasing a vehicle and majority felt purchasing would be the best option. Burson and Ford noted this would not be a solution to personal vehicle usage due to the increasing amount of employees in the department and would suggest looking at purchasing additional vehicles in the future if documentation supports this. The Board was in consensus to have Sitrick look into the purchase of a vehicle through State bid and report back to the Board in December.

Sitrick discussed the possibility of hiring a part time grant writer for the Department due to the majority of all current funding being grants. Susan Westland currently works on a contractual basis for the County and was hired partly to assist the Health Department in locating grants for continued funding. Aldona Doyle suggested the Department utilize Susan as much as possible and if the need arises to have a grant writer solely working on Cass County or work hours over which Susan has availability for than contract with either Susan or another grant writer to complete these tasks.

### **Proposed Meeting Policy:**

Brett Charles stated completion of Meeting Policy and asked Board Members to review for vote. Reissig questioned page 1 #2A in that the wording is so specific that it does not allow for flexibility in case a meeting would happen to be moved and not fall on the forth Tuesday of the month. Charles stated he would amend this section. Burson moved, seconded by Kelly to approve the current draft of the Sarpy/Cass Department of Health and Wellness Meeting Policy with amendments made to page 1 #2a reading as follows: ***Packets shall be prepared and distributed to Board Members the Thursday prior to the Board Meeting.*** Roll call vote states as follows: Burson – aye; Clancy-aye; Doyle-aye; Ford-aye; Keller-aye; Kelly-aye; Noda-aye; Reissig-aye; Varon-aye.

### **Update on Inter-local Agreement:**

Virgil Keller stated that he; Jim Sitrick; Brett Charles, Sarpy County Attorney; and Nathan Cox, Cass County Attorney, continue to meet and review the draft inter—local agreements between the pre-existing Sarpy and Cass County Boards of Health and the current LB 692 district Department of Health and Wellness. Both attorneys met last week and continue to work on the final drafts and each county will be very similar in content. Once finalization is complete, both Sarpy County Sheriff and Cass County Sheriffs will be consulted and will review final draft prior to coming in front of the Board for approval. Brett Charles reported that Sheriff Thomas remains adamant that he will not change his current roles unless legislation changes. Keller states he will allow for confusion to remain as to how the counties will act in a quarantine situation. Keller requested that Charles focus only on creating an agreement on how to manage quarantine situations as soon as possible. Then and only then, should we consider proceeding with the remainder of the inter-local agreement. Varon questioned Charles as to

where the Attorney General stands on this issue and Charles reported it's not clear and if it was it is only an opinion, not an answer. Clancy stated he will continue to work with Senator Byers on clarification from the Legislature. It was agreed that with the exception of managing quarantines, that we should seek a legislative solution instead of creating a comprehensive inter-local agreement with county and city health boards.

## **Standing Committee Reports:**

### A. Public Relations and Community Education: Frank Varon, chair.

- Sitrick reported having met with Sarpy County Board of Commissioners this afternoon and presenting the Sarpy/Cass Department of Health and Wellness Presentation. Sitrick will meet with Cass County Board of Commissioners next week and complete the same presentation. Once both presentations are complete, Sitrick would like to schedule a press release and opportunities for public input and interaction. Doyle who was present at today's presentation applauded Sitrick on an effective presentation.

### B. Personnel Committee: Virgil Keller, chair.

- Keller reported that the Personnel Committee met prior to tonight's meeting and have met twice now with Jim Sitrick. Board Members will be receiving a copy via mail of Jim Sitrick's Performance Evaluation. The Committee will meet with Sitrick again in March 2004 to rate his performance.
- Keller reported that Sitrick will begin interviews for the Maternal Child Health position tomorrow with eight interviews total. By the end of next week, interviews should be complete and an offer extended. The Personnel Committee will be sitting in on these interviews with Sitrick. Sitrick reports there are 29 School Surveillance Applicants and interviews will be scheduled in the next week or two.

### C. Nominating Committee: Aldona Doyle, chair.

- No report

### D. Public Policy/Government Relations Committee: Bob Clancy, chair.

- Clancy reports continuing to meet with Senator Byers and Byers being an active advocate on behalf of the District Health Department.

### E. Health and Disease Committee, Maternal Health Care Task Force: Kathy Burson, chair.

- Burson reported that the committee is very anxious to get a MCH person hired. The committee is on hold until this individual is hired. Burson plans to attend the OB/GYN Meeting on December 9, 2003 to present an overview of the MCH Program. Dr. Christine Peterson's office has agreed to pilot the program beginning January 2004. Keller suggested anyone who knows of individuals who would be an asset to this committee to forward their name to Kathy Burson or Department staff.

### F. Needs Assessment Task Force: Nancy Noda, chair.

- Sitrick reported that beginning in December the Strategic Planning

component will fall under the Director's Report on the agenda. Environmental Health will be the first component addressed and he plans to have a template completed by December 16, 2003 meeting.

G. Food Safety Task Force: Dianne Kelly

- Kelly reports having asked Brett Charles to look into the laws allowing the Department to proceed with Food Safe Training and Charles reports clearance to proceed. Kelly asked if the Board would support moving ahead on providing Food Safety Training through the Sarpy/Cass Department of Health and Wellness. The Board agreed indicating obtaining feedback from the community prior to announcement and getting both the press and a public meeting arranged. The Board asked for a timeline and update at December 16, 2003 Board Meeting. Kelly noted that the Douglas County Health Department employees 12 full time employees solely for Food Safety and Lancaster County employees 9 full time employees solely for Food Safety.

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

- Ruth Cover shared activities she has been involved with since starting at the Department. Cover plans to have Performance Evaluation completed by December 16, 2003 meeting.

**Other Business:**

- Discussion on moving the December meeting from December 23, 2003 to December 16, 2003 due to the holiday was discussed and Board agreed on moving the meeting to December 16, 2003.
- Sitrick reported on behalf of Sandy Thomas, Cass County TAD, with a monthly update on TAD's activities. The Sarpy/Cass Department of Health and Wellness in conjunction with Sarpy County Tobacco Coalition and Cass County Tad will host a Senator Luncheon on December 8, 2003 at the Garden Cafe' in Bellevue. Sandy will make a presentation along with Tonya Fustos from Sarpy County regarding both tobacco coalitions. The January 1, 2004 through September 30, 2004 Funding was granted. Sandy Thomas attended the Washington D.C. Leadership Conference earlier this month along with Kathy Burson.
- Sitrick reported there are a total of 5 confirmed influenza cases in Sarpy County and 2 confirmed cases in Cass County as to date. Ford discussed symptoms of influenza and Noda encouraged everyone to obtain the flu shot. Sitrick reported St. Mary's school in Bellevue closed today due to high number of reported influenza cases. Sitrick stated he remains in contact with St. Mary's on procedures to follow to help decrease the number of influenza cases. Sitrick was contacted both by the Omaha World Herald and by Channel 7 News to report on this occurrence.

**Public Input:**

- None

**Information:**

**A. Announcements**

- None

**B. Correspondence**

- None

**C. Next Meeting**

- December 16, 2003, 6:30 PM at the Alegent Midlands Hospital, Papillion, NE.

**Executive Session:**

- None

**Adjournment:**

Keller moved, seconded by Noda to adjourn the Board Meeting at 8:25 pm. Roll call vote resulted as follows: Burson – aye; Clancy-aye; Doyle-aye; Ford-aye; Keller-aye; Kelly-aye; Noda-aye; Reissig-aye; Varon-aye.

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

**ATTEST:**

*Treasurer/Secretary*