

**Sarpy/Cass Department of Health & Wellness
Board of Health Meeting
November 23, 2004**

Alegent Health Midlands Hospital, Papillion, NE
November 23, 2004

The meeting was called to order at 6:30pm by President Virgil Keller on November 23, 2004 at Alegent Health Midlands Hospital located at 11111 South 84th St., Papillion, NE.

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 6:40pm**); Tim Gay – present; Virgil Keller – present; Dianne Kelly – present; Nancy Noda – present; Vicki Roberts – not present (**arrived at 6:45pm**); Dr. Frank Varon – present.

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

Guests Present: No guests were present at the meeting

Approval of Agenda:

- Per Noda, the announcement of the flu vaccination clinic will be added under Announcements.

By consensus of the Board, the agenda was approved with the above item added into Announcements.

Approval of Minutes:

- Meeting minutes from the October 26, 2004 BOH meeting approved by Board without amendments or suggestions.

Dr. Varon moved, seconded by Gay to approve the meeting minutes written. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – not present; Gay – aye; Keller – aye; Kelly - abstain; Noda – aye; Roberts – not present; Dr. Varon – aye.

***Treasurer's Report will be deferred until after the Director's Report. Roberts not present.**

Director's Report:

- Per Kelly more flu vaccine will be shipped by the CDC/State to the Health Department to be distributed to the health care providers in Sarpy and Cass Counties.
- Request for reimbursement sent to the state for prescriptions disseminated to students exposed to the pertussis bacteria.
- Sara Roberts has been hired as the SICA Prevention Coordinator. She will be starting December 6, 2004. Per request by Gay, Sara will be asked to attend the December 21, 2004 meeting so the Board can meet her.
- Monies held over by Sarpy County will be issued to the Health Department on November 24, 2004. Total amounts being turned over are: \$234,296.97 (Health Department); \$2,866.80 (Women's Health); \$61,585.65 (Bio-terrorism). MCH grant at a zero balance (as it should be), Sarpy County Tobacco grant was over budget by \$2,434.00. This total will be reimbursed to the Health Department by Region 6.
- Job description for the School Surveillance Program Coordinator will be posted in the Omaha World Herald, Bellevue Leader and the Plattsmouth Journal. Per Keller this position will not

be supervised by the Bio-terrorism coordinator like it was in the past, this position will be under the supervision of the Health Director. This position will be a back up for the Bio-terrorism coordinator. Also, the job description for the Bio-Terrorism position is in the process of being rewritten by Kelly and Braswell.

- LB 1005: Per Clancy LB 1005 clearly states that the responsibility to issue quarantine lies with the Health Department. If a county does not have a health department, then it is the responsibility of the Sheriff's Department to issue the quarantine. Keller questioned the status of the letter that was to be written by Mike Polk to the Sheriff's Department. Kelly stated that it has not been written yet, Polk asked her to speak with other local Health Department's on the process they are using. At the request of the Board, it is suggested that Kelly have Mr. Polk draft this letter as soon as possible.
- Clancy would like to have Kelly make a presentation at a Cass County Board meeting. Clancy or Barb Wohlers to get onto the agenda. It is asked that twice a year the Health Director make a presentation to both of the Sarpy and Cass County Commissioner's.

Treasurer's Report

- Error was made in the printing of the budget. The \$111,000.00 reported was an estimated figure from the State for infrastructure money and not the actual. Future reports will provide the actual in the actual column.

Gay moved, seconded by Dr. Ford to approve the Treasurer's Report amended with the actual figure. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Kelly – abstain; Noda – aye; Roberts – aye; Dr. Varon – aye.

Standing Committee Reports:

- **Public Relations and Community Education:** Dr. Varon would like a presentation made by the author's of the Clean Indoor Air Act. Keller suggests having this presentation made at our January meeting.
- **Personnel Committee:** Per Keller, 35 applicants for the Director position; 5 have been selected for interviews by the Personnel Committee. Interviews will take place at 3pm, in the Midlands Hospital Board Room, on December 7th & December 13th. Any member of the Board is welcome to attend the interviews. At the December 21st meeting, an Executive Session will be held for the Board to meet the top three candidates for informal interviews. It is suggested by Burson that the December 21st meeting begin at 6pm. The Board is in consensus to start the next meeting at this time.
- **Nominating Committee:** Nothing to report
- **Public Policy/Government Relation Committee:** Clancy meet with Craig Nelson, Director of NIRMA, on December 7th.
- **Health and Disease Committee, Maternal Health Care Task Force:** Burson asked the Board to refer to the report turned in by Suzanne Forkner. The 2005 MCH plan will be reviewed at the end of December or early January by the Task Force.
- **Strategic Planning:** Nothing to report
- **Food Safety Task Force:** Nothing to report
- **Bio-terrorism Preparation Task Force:** Per Dr. Ford, not much of the BT money has been spent due to staff transition.
- **Request for Proposal/Grants Task Force:** 1) Noda passed out template that would be sent out to groups interested in grant applications. Grants will be given based off of our priority areas: Obesity, Cancer, Heart, Asthma and Diabetes Awareness. Dollar limit to start at \$5,000; this amount can be changed by the Board at any time. Grant proposals will be accepted on a calendar quarterly basis; programs should be 12 months long. Keller would like to get the announcement out to the public that the Department is now accepting applications. Dr. Varon would like the RFP documents added to the Department website.

Gay moved, seconded by Dr. Varon to approve the Request for Proposal with some amendments. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Kelly – abstain; Noda – aye; Roberts – aye; Dr. Varon – aye.

• **Request for Proposal/Grants Task Force (continued)**

- 2) School Obesity Program – Board approves a \$5,000 grant; Ms. Kim Hall, School Nurse, Plattsmouth Elementary, was requested to report back to the Board after filling out the RFP forms and add any contingencies she requires to operate the program.

Noda moved, seconded by Clancy to approve the School Obesity Program giving \$5,000 upon contingencies. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Kelly – abstain; Noda – aye; Roberts – aye; Dr. Varon – aye.

Other Business:

- A) LB 1005 – (law concerning quarantines) discussed earlier in the meeting
- B) Health Board President’s Telephone Conference, November 16th: Per Keller, conference was informative. The different health departments are at various stages of development. The December 7th conference for county officials will have a special session for health departments, including a training for board members.

Public Input: None

Information:

- A) Announcements: Flu Shot Clinic will be held at Midlands Hospital on December 7, 2004 from 8:00-11:30
- B) Correspondence: None
- C) Next meeting – December 21, 2004 at 6:00 pm at Alegent Health Midlands Hospital, 11111 S. 84th Street, Papillion, NE.

Executive Session: Not needed

Adjournment:

Gay moved, seconded by Burson to adjourn the meeting at 7:53pm. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Kelly – abstain; Noda – aye; Roberts – aye; Dr. Varon – aye.

ATTEST:

Virgil Keller, President
Sarpy/Cass Board of Health

Vicky Roberts
Secretary/Treasurer
Sarpy/Cass Board of Health