

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

## ***MEETING MINUTES (Tentative)***

Alegent Midlands Hospital - Boardroom  
December 16, 2003 6:30 PM

The meeting was called to order at 6:38pm by President Virgil Keller on December 16, 2003 in the Board Conference Room at Midlands Community Hospital, 11111 S. 84<sup>th</sup>, Papillion, NE.

### **Roll Call, Approval of Agenda & Approval of Minutes:**

Marcy Bruggeman conducted Roll Call.

Present: Kathy Burson; Bob Clancy; Aldona Doyle (arriving at 6:40pm); Dr. Linda Ford (arriving at 6:55pm); Virgil Keller; Nancy Noda; and Nancy Reissig;

Staff Members: Marcy Bruggeman; Jim Sitrick; and Ruth Cover.

Guests: None

There were no additions to the agenda.

Noda moved, seconded by Clancy to approve the minutes for the November 25, 2003 meeting. Keller requested "**role**" be changed to "**roll**". Roll call vote resulted as follows: Burson – aye; Clancy- aye; Doyle-not present; Ford-not present; Keller-aye; Noda-aye; Reissig-aye; motioned passed.

### **Treasurer's Report:**

The December 2003 Treasurer's report was presented by Nancy Reissig. Nancy reviewed each funds detailed expense report for November 2003. Reissig collected additional fund reports from Sarpy County Fiscal Administrator, Brian Hanson, and had copies available for review. Burson moved, seconded by Noda to approve the December 2003 Treasurer's Report. Roll call vote states as follows: Burson – aye; Clancy-aye; Doyle-aye; Ford-not present; Keller-aye; Noda-aye; Reissig-aye; motion passed.

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

- Sitrick reported sending out an Influenza Press Release today stating DHW received 100 children doses of the Influenza vaccine for age's 6mo-23mo. Dr. Linda Ford's office will be administering the doses by appointment only. Consumers must prove residency and the vaccine is free, however Dr. Ford's office will charge an administrative fee. Ford reports 7 vaccines were administered today. No other pediatric influenza vaccines are available in the Sarpy/Cass area. Sitrick distributed a copy of the press release. Dr. Ford reports there is a 7-14 day incubation period for the vaccine before it becomes fully effective and offers maximum protection. Noda anticipates that due to the shortage and desperate need for children's vaccines this year that there will be special clinics next year to administer solely to youth. Board members suggested more promotion next year and to have the department collaborate

with local agencies e.g.: Visiting Nurses next year. Noda suggested possibility of drive-thru vaccinations as they did this year in larger cities. Sitrick reported submitting information to Dr. Raymond at the State and to the CDC including a poll of all local healthcare providers and pharmacies on the status of vaccinations available. Doyle congratulated the Health Department on all its hard work and being where it is today, including favorable comments on the Health Department from another County Commissioner in Sarpy County.

- Sitrick stated Marcy Bruggeman researched the State website for State Vehicles which the Department might purchase via the State Bid. Marcy reviewed list with the Board of possible Four-door sedans. Clancy suggested contacting Mike Tincher with Tincher Dealership in Plattsmouth, NE to see if he can offer any vehicles at a better price than on state bid. Burson suggested looking at a vehicle that has either traction control or all wheel drive. Clancy moved to authorize Sitrick to purchase a vehicle between \$12,000 - \$18,000 at his discretion on or off state contract. Burson seconded. Roll call states as follows: Burson – aye; Clancy-aye; Doyle-aye; Ford-aye; Keller-aye; Noda-aye; Reissig-aye.
- Sitrick reported Marcy Bruggeman has been researching photocopiers for the Department to purchase or lease and asked if the Board would approve the purchase or lease of such a machine. It was also suggested that as part of the research, staff contact the office managers of the Board members to request their input. Burson motioned that the Health Department continue to research machines, go and look at the Machines, and then email recommendation to all Board Members for approval. Noda seconded. Roll call states as follows: Burson – aye; Clancy-aye; Doyle-aye; Ford-aye; Keller-aye; Noda-aye; Reissig-aye.

### **Relationship with other area health boards:**

Brett Charles was absent; however Sitrick distributed a memo from Brett Charles to all present. The memo indicated that both Brett and Nathan Cox had met and had agreed that an inter-local agreement needs to be completed as soon as possible owing to a NE Statute indicating that an inter-local agreement must be filed with the Nebraska Department of Health and Human Services before funding may be released to a local health department. After speaking with Dave Palm from HHHS, Charles was informed that while HHHS does not have an inter-local agreement in HHHS possession, Dr. Palm viewed the status quo as sufficient for HHSS' purpose. However, both Nathan Cox and Brett Charles feel strongly that without such an agreement problems might arise if an auditing situation arose. Clancy stated that the Cass County Board of Commissioners met today and signed an inter-local agreement drafted by Charles and Cox and he encourages Sarpy County Board of Commissioners to sign as soon as possible. There is an escape clause for the Sheriff Department's stemming from concerns on the current State Statute. Doyle stated she spoke with Mark Wayne who questioned the possibility of dissolving the current county health boards so the Department of Health and Wellness is able to get insurance. Clancy responded stating NIRMA will currently insure either Sarpy County or Cass County however not the joint entity together and he does not want to play a game with NIRMA. Burson pointed out that we still have not accomplished the problem of county health boards still competing with the district health department in a quarantine situation or public health emergency. Clancy stated he is diligently working to resolve this matter. Doyle plans to discuss this matter with Sarpy lobbyist Fred Uhe. Keller, Clancy,

Doyle, and Sitrick plan to contact Dr. Raymond and meet with him to make him aware of this current problem.

### **Standing Committee Reports:**

- A. Public Relations and Community Education: Frank Varon, chair.
  - Varon was not present, however Sitrick reported that he had emailed details on the Sign on HWY 370 for the Department's use and all members who responded agreed to have the largest lettering possible and the logo on the sign. Sign will be ordered this week by Marcy Bruggeman.
  
- B. Personnel Committee: Virgil Keller, chair.
  - Keller distributed Sitrick's Performance Evaluation for the Board to review. Board will meet in Executive Session in January to discuss the results of Mr. Sitrick's annual review.
  
- C. Nominating Committee: Aldona Doyle, chair.
  - No report. Sitrick will begin working with Doyle on the three appointments coming up in April.
  
- D. Public Policy/Government Relations Committee: Bob Clancy, chair.
  - Clancy reported earlier during relationship with area health boards.
  
- E. Health and Disease Committee, Maternal Health Care Task Force: Kathy Burson, chair.
  - Burson reports Sitrick attended December 9<sup>th</sup> meeting with OB/GYN Professionals in Burson's place. Sitrick reported an offer has been made to a MCH candidate and he is awaiting response. Jim and members of the Personnel Committee interviewed 8 out of the 30 applicants.
  
- F. Needs Assessment Task Force: Nancy Noda, chair.
  - No report
  
- G. Food Safety Task Force: Dianne Kelly
  - No report due to Dianne being absent. Sitrick reported meeting for today was cancelled due to Dianne's absence.
  
- H. Bioterrorism Preparation Task Force: Dr. Linda Ford, chair.
  - Ford reports that Ruth Cover and she have not yet met, however Ruth reports she has re-contacted Smallpox participants and has completed the 2004 BT Work plan which has been sent out for comments to the Bioterrorism Task Force. Three radios have been purchased for use by Sarpy/Cass DHW by Sarpy and Cass County Emergency Management.

### **Other Business:**

- None to report

### **Public Input:**

- None present

**Information:**

**A. Announcements**

- None to report

**B. Correspondence**

- None to report

**C. Next Meeting**

- January 27, 2004 at 6:30 PM at the Alegent Midlands Hospital, Papillion, NE.

**Adjournment:**

Burson moved, seconded by Noda to adjourn the Board Meeting at 8:03 pm. Role call vote resulted as follows: Burson – aye; Clancy-aye; Doyle-aye; Ford-aye; Keller-aye; Noda-aye; Reissig-aye.

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

**ATTEST:**

*Treasurer/Secretary*