

**Sarpy/Cass Department of Health & Wellness
Board of Health Meeting (Special Session)
September 28, 2004**

Alegent Health Midlands Hospital, Papillion, NE
September 28, 2004

The meeting was called to order at 6:30pm by President Virgil Keller on September 14, 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 – not present (**arrived at 7:55pm**); Dr. Linda Ford – absent; Tim Gay – present; Virgil Keller – present; Dianne Kelly – present; Nancy Noda – present; Vicki Roberts – not present (**arrived at 6:40pm**); Dr. Frank Varon – present.

Staff Present: James Sitrick, Health Director; Erin Ponec, Acting Recorder

Guests Present: Mike Williams, Williams-Deras & Associates; Stephanie Dow, Williams-Deras & Associates, Pat Sullivan, Adams & Sullivan Law Firm; Michael Polk, Adams & Sullivan Law Firm.

Approval of Agenda:

- Keller informed Sitrick that he would like the Personnel Committee section to be moved on the agenda to the Executive Session.

Agenda was approved by consensus. No roll call taken.

Approval of Minutes:

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

Treasurer's Report (Finance Committee):

- Sitrick informed the Board Sarpy County accounted for only three months of the year's budget due to the transition on October 1.
- Departmental budget has been turned into the State of Nebraska.

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

Board Discussion and Vote on Staff Health Insurance Options – Mike Williams:

- Mr. Williams presented to the Board, Option 6, which is a Partially Self Funded plan, which saved the Department \$964.53/month.
- Insurance will be deducted twice a month.

Roberts moved, seconded by Noda to approve Option 6, Premiums & Partial Self Funding. Roll Call states as follows: Burson – aye; Clancy – not present; Dr. Ford – absent; Gay – aye; Keller – aye; Kelly – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

Presentation on National Association of Local Boards of Health (NALBOH) Conference – Nancy Noda:

- Handouts were distributed.
- Noda suggests the Board of Health join NALBOH.

Director's Report:

- Progress on SICA: Grant technically started June 1. Letter has been written asking for 20% of the Grant monies up front to allow for payment of expenses as they occur rather than waiting for reimbursement.
- Property/Vehicle Insurance update: Quote was given by Phil Worley, Holmes Murphy. Sitrick was given the approval to accept the proposal.
- Accounting/Bank Progress: Accounts have been set up at American National Bank (Operating Account) and Pinnacle Bank (Reserve Funds).
- Pending Issues: Voting/Immunizations: Sitrick would like to contract out with an organization such as Alegent Health or the Visiting Nurses Association. Noda informed Sitrick she will have to see if Alegent would have the staff and vaccine available, since they are already committed to other organizations in the community. Sitrick recommended to the Board the Health Department should provide the flu vaccinations for free to the public at selected voting sites (those with a higher percentage of elderly, etc.). It was the consensus of the Board that the implementation of this vaccination/voting program should have begun earlier in the season. Earlier planning would allow for better estimate of costs, listing of expected outcomes, and coordination with area health providers. Keller suggested to Sitrick partner with Alegent or VNA to give shots to the at risk population through possible subsidies.

Standing Committee Reports:

- Public Relations and Community Education: November 30, 2004, Diabetes Community Meeting at the Durham Research Center.
- Personnel Committee: Deferred by Keller
- Nominating Committee: Nothing to report per Clancy
- Public Policy/Government Relations Committee: Clancy has spoke with Craig Nelson at NIRMA. It is now a matter of NIRMA recognizing the Department as a County entity.
- Health and Disease Committee, Maternal Health Care Task Force: Maternal Child Health Grant has been funded for another year.
- Strategic Planning Task Force: Nothing to report per Noda
- Food Safety Task Force: Nothing to report per Kelly
- Bioterrorism Preparation Task Force: Deferred

Other Business:

- Roberts asked Sitrick to look into the progress made regarding the Plattsmouth Kids Walking Program. Sitrick noted that he had given the program information to Nancy Braswell, Sitrick will have Braswell look into the matter.

Pubic Input:

None

Information:

- Announcements: None
- Correspondence: None
- Next Meeting: October 26, 2004 at 6:30pm at the Cass County Extension Offices in Weeping Water, NE.

Executive Session

The Board adjourned into Executive Session at 8:30pm. Sitrick and Ponec were dismissed for the remainder of the meeting.

Gay moved, seconded by Clancy to adjourn into Executive Session. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – absent; Gay – aye; Keller – aye; Kelly – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

Kathy Burson moved, seconded by Kelly to adjourn the Executive Session. Roll Call States as follows: Burson – aye; Clancy – aye; Dr. Ford – absent; Gay – aye; Keller – aye; Kelly – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

Gay moved, seconded by Clancy to recess this meeting until 7:30 a.m., Friday October 1, 2004 to allow sufficient time for Mr. James Baker Sitrick to review and sign a formal agreement to resign as the Health Director to be effective immediately. The agreement would provide for one month's severance pay and payment of accrued benefits as per the Personnel Policies. The formal agreement is to be drawn up by the Board's attorney. Keller and Gay will meet with Mr. Sitrick on the morning of September 29, 2004. Kelly will be assigned as the interim director with compensation to be determined at the October 1st meeting.

Roll Call States as follows: Burson – aye; Clancy – aye; Dr. Ford – absent; Gay – aye; Keller – aye; Kelly – abstained (due to potential conflict of interest) ; Noda – aye; Roberts – aye; Dr. Varon – aye.

The meeting was recessed at 9:20 p.m.

Notes for conclusion of Sarpy/Cass Department of Health and Wellness Board of Directors Meeting

Mr. Keller, President called the meeting out of recess and to order at 7:00 a.m. at the Alegent Health Midlands Hospital located at 11111 South 84th Street, Papillion, NE.

Roll call:
Virgil Keller conducted Roll Call:

Roll Call States as follows: Kathy Burson – present; Bob Clancy – present; Dr. Linda Ford – not present; Tim Gay – present; Virgil Keller – present; Dianne Kelly – present; Nancy Noda – not present; Vicki Roberts – present; Dr. Fran Varon – present.

Guest Present: Patrick J. Sullivan, Adams & Sullivan Law Firm

Mr. Clancy moved to accept the resignation of James Baker Sitrick effective September 29, 2004. Mr. Gay seconded the motion. Roll Call States as follows: : Kathy Burson – aye; Bob Clancy – aye; Dr. Linda Ford – not present; Tim Gay – aye; Virgil Keller – aye; Dianne Kelly – aye; Nancy Noda – not present; Vicki Roberts – aye; Dr. Fran Varon – aye.

Mrs. Kelly announced that her e-mail at the Department office is dkelly@Sarpy.com.

The members reviewed the posting of the position of Health Director and by consensus agreed to maintain the salary range.

Dr. Varon prepared a news release announcing the resignation of Mr. Sitrick and the placement of Dianne Kelly as the Interim Health Director.

Mrs. Kelly agreed to post the vacancy announcement for the Health Director early next week.

Mrs. Kelly reported that she had received a two week extension for the annual report required by Health and Human Services System (HHSS). The report was due October 1 and there was no evidence of a completed report. Mrs. Kelly also reported that the staff seemed to accept the resignation and demonstrated a very positive attitude and wiliness to support her as the Interim.

Mrs. Kelly presented a letter outlining her request for compensation as directed by the President. She excused herself to avoid conflict of interest at 7:23 a.m.

Mrs. Roberts moved to provide \$30 per hour and to provide vacation for the Thanksgiving and Christmas holidays as listed in the Personnel Policies. Dr. Varon seconded the motion. Roll Call States as follows: : Kathy Burson – aye; Bob Clancy – aye; Dr. Linda Ford – not present; Tim Gay – aye; Virgil Keller – aye; Dianne Kelly – not present; Nancy Noda – not present; Vicki Roberts – aye; Dr. Fran Varon – aye.

Mrs. Roberts reported that the training for the use of Quick Books went very well. One challenge will be to set up the monthly budget reports. Mr. Keller noted that it would be most useful to have columns listing the budgeted amount, amount pro-rated for the time period, amount spent to-date (actual), amount difference between the pro-rated and actual.

Board members requested Mr. Sullivan to review the Department's status as a county type of organization. This has implications for managing the Department's finances at area banks and our relationship with NIRM concerning liability insurance.

The Board also discussed the need for board liability/errors and omissions insurance. Mr. Keller said he would ask Mrs. Kelly to check with Mike Williams and Mr. Sullivan agreed to have this checked as well.

Mr. Clancy moved to adjourn the meeting. Mrs. Burson seconded the motion. Roll Call States as follows: : Kathy Burson – aye; Bob Clancy – aye; Dr. Linda Ford – not present; Tim Gay – aye; Virgil Keller – aye; Dianne Kelly – not present; Nancy Noda – not present; Vicki Roberts – aye; Dr. Fran Varon – aye.

The meeting was adjourned at 7:30 a.m.

ATTEST:

Virgil Keller, President
Sarpy/Cass Board of Health

Vicky Roberts, Secretary/Treasurer
Sarpy/Cass Board of Health