

**SARPY and CASS COUNTIES**  
**DISTRICT HEALTH DEPARTMENT**

MEETING MINUTES

Sarpy County Boardroom

MAY 7, 2002, 6:30 P.M.

Mark Wayne, Sarpy County Administrator, called the meeting to order at 6:33 P.M., May 7, 2002.

**ROLL CALL**

Present: Kathy Burson, Sarpy County Commissioner Aldona Doyle, Virgil Keller, Cass County Commissioner Boyd Linder, Nancy Noda, Nancy Reissig, Dr. Matt Severin, Dr. Frank Varon, Mark Wayne, Administrator, Sarpy County Attorney Gretchen Forney, were present. Renee Lansman, Sarpy County Clerk's Office, recorded the meeting. Absent: Dr. Linda Ford

**ORDER OF BUSINESS**

Mark Wayne briefly discussed the agenda. This being the first initial meeting of the Sarpy/Cass District Health Department it was agreed that this meeting would be for discussion and needs assessment.

Wayne briefly addressed two healthcare grants that he wanted the board to be aware of and gave copies to each Board member...Maternal Child Care grant and Minority Health grant. Discussion followed.

**Election of Officers:** Election of Officers will be addressed formally at the next meeting. Mark Wayne discussed the Treasurer's position briefly and notified the Board that this position does not need to be filled by a Board member. The option of having Sarpy County's Fiscal Administrator be appointed to the Treasurer's position was discussed.

**Budget:** The creation and process of the budget for the Health Department was discussed. Budget information was provided and further budgeting requirements will be addressed. Wayne provided his budget summary noting that the Board will designate how the funds will actually be distributed. Current budget amount is \$419,000. Board member Noda mentioned writing letters to the Senators to thank them for their support of this budget.

**Department Name:** An official name for the Health Department was discussed. Several suggestions were made including the incorporation of the word "wellness" into the title. It was also suggested to omit the word County to avoid the connotation that this Department is restricted to helping only County citizens. Further discussion will be held at the next meeting.

**Health Director:** Discussion was held on the hiring of the Health Director. Keller stated that this would be the most important decision to be made as the Director will represent the Board, both Counties and will have the task of implementing programs and bringing this department into fruition. The hiring process was reviewed and the creation of a job description was discussed.

Board member Burson recommended setting time lines, beginning a Director's search, plan for initial needs and prioritize the necessities before the next meeting.

Board member Keller suggested the creation of two ad hoc committees: Personnel and By-Laws. Each committee will discuss specific items and bring recommendations back to the entire board at the next meeting. The following Committees and their descriptions are as follows:

**PERSONNEL:**

Frank Varon  
Nancy Noda  
Kathy Burson  
Virgil Keller

**BY-LAWS:**

Dr. Matt Severin  
Nancy Riessig  
Boyd Linder  
Aldona Doyle

The Personnel Committee will research the hiring of the Director (job description, interview process, salary range, additional staff, etc.). The By-Laws Committee will address meeting frequency and location, election of officers, official name for department, etc.

Gretchen Forney, Sarpy County Deputy Attorney, will prepare general by-laws for the Committees use...including but not limited to members, meeting notice, voting, amendments, bank account and indemnity. She will present these by-laws at the next meeting.

Further detailed discussion was held on the Health Department's budget.

Mark Wayne readdressed the Maternal Child Care Grant stating that there is a July 1<sup>st</sup> grant deadline. It was suggested to create an actual Grant Committee. Board member Burson and Noda stated that they would discuss this grant with Dr. Ford. Board members Keller, Noda, Riessig, Burson and Varon all volunteered to review the Maternal Child Care grant.

Board member Burson stated that she attended the Public Health Association Conference in April. They distributed a "Local Board of Health Manual" and she presented a copy to the Board. Mark Wayne stated that copies would be made for each board member.

**ANNOUNCEMENTS**

The next Health Department meeting will be on Tuesday, June 4, 2002 at 6:30 P.M. at the Alegent Health Board room located at Midlands Hospital.

**ADJOURN**

At 8:01 P.M. the Health Department adjourned to go into committee discussions.