

**Sarpy/Cass Department of Health & Wellness  
Board of Health Meeting  
February 22, 2005**

Alegent Health Midlands Hospital, Papillion, NE  
February 22, 2005

The meeting was called to order at 6:30 p.m. by President Virgil Keller on February 22, 2005 at Alegent Health Midlands Hospital located at 11111 South 84<sup>th</sup> 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 7:20 p.m.**); Tim Gay – present; Virgil Keller – present; Nancy Noda – present; Vicki Roberts – present; Dr. Frank Varon – present.

Staff Present: Theresa Martinez, Director; Erin Ponec, Acting Recorder; Cindy Ossino, School Health Program Coordinator

Guests Present: Mike Polk and Pat Sullivan of Adams & Sullivan; Mark Welsch, GASP of Nebraska, Inc. (Group to Alleviate Smoking Pollution); Susan Gehringer, Public; Sandra Doering, Public.

**Approval of Agenda:**

- The agenda was approved by consensus of the Board. No roll call was taken.

**Approval of Amendment to Minutes:**

- Per Clancy, page 3 (executive session section) second to the last paragraph should read: Forkner's 3% salary increase is cost of living only, there was no merit raise awarded.

Clancy moved, seconded by Roberts to amend the January 25, 2005 minutes. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – not present; Gay – aye; Keller – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

**Approval of Minutes:**

Clancy moved, seconded by Gay to approve the meeting minutes January 25, 2005. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – not present; Gay – aye; Keller – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

**Treasurer's Report:**

- Roberts explained the budget reports in detail. Roberts would like reports to reflect the individual month.
- Per Roberts, the money paid for the United Way 211 service needs to be moved from the contractual services cost center to the programs cost center.
- Ponec answered the Boards question from the January 25, 2005 meeting regarding the HHS Grant funds in the BioTerrorism account. Ponec explained that the total of \$32,249.05 included the first quarter payment of \$28,208.25 and \$4,040.80 for West Nile Virus reimbursement. It was explained that the \$4,040.80 should be moved back into the general fund since that is where all expenses for the WNV were taken out of.

Clancy moved, seconded by Burson to approve the Treasurer's Report. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – not present; Gay – aye; Keller – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

### **Insurance Update**

- Per Clancy, NIRMA may still be interested in insuring the Health Department, but would like more data before going any further
- Survey sent out by Rita Parris in regards to Health Department liability insurance. The Health Department has filled out this survey out and submitted it back to Ms. Parris.
- Currently working with Becky Havel at Impro Insurance Company to put a proposal together for liability insurance.

### **Director's Report:**

- Martinez reported the following to the Board:
- **Community Health Issues**
  - Report of Indoor Air Quality at a local business. This matter was turned over to the Douglas County Health Department, since the Health Department does not have an Environmental position. Douglas County will report back to the Sarpy/Cass when tests are completed.
  - Werner Trucking Company reported 225 dead birds outside of their administration building. Also reports of 25 in Ralston (5 falling from the sky), and 7 in NE Omaha. Three of the birds were brought to the Health Department and sent to the UNL Veterinary Diagnostic Laboratory for testing.
  - Influenza reporting: All reporting of influenza like illness (ILI) at Midlands Hospital is sent to the Department from Dee Nestander at Midlands. The Department in turn reports those numbers to the state. Per Martinez, there were a few reports that were not turned in, but have since been submitted.
- **New Position Descriptions (Environmental Health Coordinator and Health Promotions Coordinator)**
  - Martinez asked the Board to look over the descriptions, and give Martinez feedback by Friday, February 25, 2005.

### **Programs/Staffing/Departmental Issues**

- Martinez did clarify, in regards to Clancy's question, that all staff members must be trained for emergency situations according to the state to be in compliance with the Emergency Response grant.
- Main goal for Martinez is to get a marketing plan in place for the department. Martinez hopes to have something to bring to the Board at the March meeting.
- Martinez passed out a brochure put together by PHAN with information on the local health departments.
- Per Martinez, SICA's name is now called Live Wise. Martinez noted that she did meet with Region 6 for clarification on the SICA program. The first year of this grant allows for infrastructure only.
- Martinez passed along to the Board a request from George Hannsen at the State Department of Agriculture that any food complaint be filtered through the Health Department and not have Board members call him directly.

### **Committee Reformation**

- Keller and Martinez are in agreement that some of the Standing Committees may no longer be needed since they were originally set up due to lack of staff.
- Keller stated that the Nominating and the Personnel committees should remain. It was questioned whether or not the Bioterrorism Preparation Task Force and the Health and Disease Committee, Maternal Health Task Force, Food Safety are still needed since there are now coordinators on staff. Keller expressed interest in having someone with a financial background join the Finance Committee.

### **Standing Committee Reports:**

- **Public Relations and Community Education:** Nothing to report
- **Personnel Committee:** Per Keller, officers will look over job descriptions.
- **Nominating Committee:** Clancy stated that he is looking into a replacement for Dianne Kelly. Clancy and Gay are going to work together to find a new member.
- **Public Policy/Government Relation Committee:** Nothing to report

- **Health and Disease Committee, Maternal Health Care Task Force:** Burson referred to the newsletter that Forkner put together to be sent out to providers on a regular basis.
- **Strategic Planning:** Nothing to report
- **Food Safety Task Force:** Nothing to report
- **Bio-terrorism Preparation Task Force:** Nothing to report
- **Request for Proposal/Grants Task Force:** Nothing to report

**Other Business:**

- Gay expressed interest in Martinez, or someone else from the department, attending meetings of Sarpy County Criminal Justice Coordinating Committee. This committee is made up of judges, law enforcement, etc., looking at the entire justice system; ie. drugs, alcohol, etc. Burson thought this may be good for Sara Roberts, Prevention Coordinator to attend.
- Polk will meet with Martinez in regards to the quarantine protocol he has been working on for the department.

**Public Input:**

- Mark Welsch, GASP, presented several legislative bills regarding non smoking policies that he would like the Board to support.
- It was per Keller that the Board cannot accept these bills as they were presented. The Board would rather have Mr. Welsch present them separately with more information about each of the bills.

Roberts moved, seconded by Gay not to act on these legislative bills. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

**Information:**

- A) Announcements: March 22<sup>nd</sup> meeting will be held in one of the first floor conference rooms
- B) Correspondence: None
- C) Next meeting – March 22, 2005 at 6:30 p.m. at Alegent Health Midlands Hospital, 11111 S. 84<sup>th</sup> Street, Papillion, NE.

**Executive Session:**

Not needed

**Adjournment:**

Burson moved, seconded by Noda to adjourn the meeting at 8:37 p.m.. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

ATTEST:

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Virgil Keller, President  
Sarpy/Cass Board of Health

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Vicky Roberts  
Secretary/Treasurer  
Sarpy/Cass Board of Health