

SARPY/CASS DEPARTMENT OF HEALTH & WELLNESS

MEETING MINUTES

Alegent Midlands Hospital - Boardroom

March 25, 2003 6:30 PM

The meeting was called to order at 6:30 PM by President Virgil Keller on March 25, 2003 in the Board Conference Room at Midlands Community Hospital, 11111 S. 84th, Papillion, NE.

Roll Call, Approval of Minutes, and Treasurer's Report:

Present:

Board Members: Kathy Burson; Bob Clancy; Aldona Doyle; Dr. Linda Ford; Virgil Keller; Nancy Noda; Nancy Reissig; Dr. Matt Severin; and Frank Varon

Staff Members:

Marcy Bruggeman, Sarpy/Cass Health Department Administrative Assistant recorded the meeting; Jim Sitrick, Health Department Director; Mike Smith, Sarpy County Attorney; and Mark Wayne, Sarpy County Administrator.

Guests:

Fred Gawecki, MD, Sarpy County Health Board Member; Marilyn McGary, NHHS Office of Minority Health; David Palm, NHHS Office of Public Health; Sheriff Patrick Thomas, Sarpy County Health Board Member; and Sandy Thomas, Cass County TAD.

Virgil Keller suggested amending the agenda allowing Sarpy and Cass County Boards discussion to occur after the Treasurer's Report as Sheriff Thomas had another engagement to attend.

Dr. Severin moved, seconded by Aldona Doyle to approve the minutes of the February 25, 2003 meeting. Bob Clancy noted on page 3 of the February minutes it states in paragraph 3 that "the candidate's names will be presented at the March Board meeting and following consensus by the Health Board, will be presented to the Sarpy County Board of Commissioners for their appointment" and questioned if indeed this was correct. Virgil stated there are no specific by-laws to his knowledge that indicated process, however Mike Smith stated bylaws read that they be appointed by both County Board of Commissioners. Bob Clancy requested motion that the minutes be amended to read "The candidate's names will be presented at the March Board meeting and following consensus by the Health Board will be presented to both the Sarpy and Cass County Board of Commissioners for their appointment". Dr. Severin seconded. Ayes: Burson, Clancy, Doyle, Keller, Noda, Reissig, Severin, and Varon. Nays: None. Absent: Ford. Motion carried.

The March 2003 Treasurers report was presented. Dr. Severin moved to accept the Treasurers report. Kathy Burson seconded the motion. Ayes: Burson, Clancy, Doyle, Keller, Noda, Reissig, Severin, and Varon. Nays: None. Absent: Ford. Motion. Nancy Reissig questioned why so many pages were needed in the treasurer report. Jim Sitrick answered that the Board had previously requested more substantial documentation. Virgil Keller requested

Board revisit what information is actually needed in the Treasurer Report and that pages are numbered. Dr. Varon did ask if Jim Sitrick had checked with the Sarpy County Fiscal Administrator regarding investment of funds. Jim responded that he had consulted with Sarpy County Fiscal Administrator and he does consistently review funds and advised that reinvesting funds at this time would not be in the Boards best interest.

Dr. Ford joined the meeting.

Discussion on Relationship of the Sarpy and the Cass Board of Health and the Sarpy/Cass Department of Health and Wellness:

Jim Sitrick started that it was his understanding that both Sarpy and Cass County Board of Health would be represented, however no one from Cass County was represented, despite being invited. Virgil Keller stated in the interest of time, we would proceed with discussion with the Sarpy County board representatives. We will share this at a later time with Cass County. Bob Clancy agreed to discuss this with Cass County Board members. Virgil stated that due to new legislation (LB692), our intent is to coordinate our efforts with Sarpy and Cass County Health Boards and work together with Sarpy/Cass Board of Health and Wellness. Jim Sitrick questioned whether we would keep the current County Boards vs. doing away with them and combining all roles and responsibilities with the Sarpy/Cass Board of Health and Wellness. Sheriff Patrick Thomas stated agreement with combined efforts and eventual combining of County Health Boards with Sarpy/Cass Board of Health and Wellness, however expressed concern with his current position on the Sarpy County Health Board and current rules and statutes he cannot delegate this to another entity without clearance from the legislature and the Attorney General. Mike Smith reviewed current legislation to abolish current health boards.

As long as functions are being covered by a new entity, and that current health boards responsibilities would be taken over by another entity, this is possible. Patrick Thomas requested legal reassurance to cover his liability before agreeing to do this. Nancy Noda discussed background of local county health boards being developed. Dr. Severin asked David Palm how Lincoln/Lancaster does this. David Palm agreed that District Health Departments abolish County Health Boards knowing that the duties are being carried out by another entity. Dr. Severin questioned if County Health Boards are abolished would this require the County to establish new statutes. Sheriff Thomas stated that they would either repeal law or incorporate old law with new law through legislation. Bob Clancy noted that there are many issues that need resolving, statutes need to be reviewed, and Dr. Raymond needs to be consulted. In addition, the County Health Boards roles and responsibilities need to be reviewed. Sarpy/Cass Board of Health and Wellness needs to determine whether they can take on these roles and responsibilities and Mike Smith needs to contact the Attorney General.

Virgil Keller recommended that we create a temporary interim agreement of communication between County Boards and Sarpy/Cass Board of Health and Wellness. Mike Smith agreed to draft an agreement by next month until resolution can be determined. Both Boards agreed on an informal basis that in case of an emergency they will communicate and cooperate in a joint effort. Aldona Doyle asked that Jim Sitrick layout a format for communication in the event of an emergency. Nancy Noda moved that any kind of public health emergency action taken would be a cooperative effort and one plan would be given to the public. Virgil Keller seconded the motion. Ayes: Burson, Clancy, Doyle, Ford, Keller, Noda, Reissig, Severin, and Varon. Nays: None. Motion carried.

Guest Presentations:

Sandy Thomas deferred to Marilyn McGary due to another commitment Marilyn had to get to.

Marilyn McGary of the DHHS Office of Minority Health gave an overview on what her office does and handed out an informational packet. She discussed the Minority Behavioral Risk Factor Surveys. She noted how beneficial they have been to other county health departments; she felt that Sarpy County would benefit from this greatly. The Preventative Block Grant funds counties who meet criteria. Counties may use these funds to begin conducting face to face interviews in counties which have a high percentage of minorities. This would assist in determining community needs. Marilyn asked the Board to consider helping Office of Minority and the Community out by utilizing their assessment tool to determine needs.

Virgil stated he would like Sarpy County to have one assessment tool. Buffalo Beach Company will be conducting the Department of Health and Wellness Needs Assessment. He questioned if Sarpy County could utilize the Preventative Block Grant money to expand our current needs assessment. Mark Wayne stated it was his understanding that this money could only be utilized in District 1, which only covers part of Sarpy County and which has fewer minorities. Mark Wayne questioned if Sarpy County could utilize the money in both District 1 and District 2. Entire Board supported need for all of Sarpy County to be covered by these funds. Marilyn McGary stated she would have to get clarification on this and would follow up with Jim Sitrick with an answer on Wednesday 3/26/2003. Marilyn also advised that the Minority Health Coordinator, the person should be of a minority status. Mark Wayne suggested Buffalo Beach handle this aspect and be involved in all assessment needs.

Virgil moved that the Board agree that if Marilyn says yes to the money being used in both District 1 and District 2 than Jim Sitrick can proceed with Request for Proposal. However, if Marilyn says no, than the Board of Health and Wellness will not pursue the Request for Proposal due to it not being in Sarpy County's best interest. Kathy Burson seconded. Ayes: Burson, Clancy, Doyle, Ford, Keller, Noda, Reissig, Severin, and Varon. Nays: None. Motion carried.

Sandy Thomas of Cass County TAD: Cass County Tobacco Coalition introduced self and handed out brochure detailing TAD history; TAD's mission statement; TAD's goals; TAD's successes, and Cass County 2000 Census Information. TAD'S goals consist of 4 major goals including preventing kids from ever starting to use tobacco products, abolish secondhand smoke in workplaces (including bars and restaurants), daycare and public buildings, advocate for tougher standards regarding tobacco issues, and establish Cass County as a leader in the tobacco prevention and control movement in Nebraska. She discussed the data results of the secondhand smoke survey conducted by Buffalo Beach Company amongst Cass County residents. They are reported in three categories: personal experience, secondhand smoke and health, and public policies. She concluded by stating the children factor tends to evoke more of a response and that bar owners are not still convinced they need to become smoke free until there is a law prohibiting all bars become smoke free. The coalition promotes changing the social norm and that smoking is not acceptable. Cass County is making progress, however have much more to do in terms of building their grass roots advocacy base, continuing to educate the public, and moving them to action. They continue to provide documentation to restaurants, daycares, and bars that they will not lose business by going smoke free. They speak to civic groups and organizations and seek collaborative opportunities with other health directed organizations. Sandy hopes to continue working with

Sarpy and Cass County, sharing needs assessment results and providing continued education amongst the counties.

Jim Sitrick agreed to share results of the needs assessment conducted by Buffalo Beach Company for Sarpy/Cass Department of Health and Wellness.

Nancy Noda questioned if there is a greater community response to smoking laws within Cass County. Sandy stated the survey results were broken down by zip code and the results indicated the closer you are to Omaha, i.e.: Plattsmouth, and the closer you are to Lincoln, i.e.: Eagle, seemed more receptive.

Frank Varon expressed concern that Sarpy County School districts are supporting a smoke free school; however these schools are supporting work force programs for the students at restaurants/stores which don't support smoke free environments. Dr. Varon felt this displayed a negative picture which is against school smoke free policies.

David Palm, NHHS Office of Public Health, introduced self and stated he would like to visit the Board Meeting two-three times per year to see the progress of the Sarpy/Cass Department of Health and Wellness Department. David Palm stated the Office of Public Health would not favor eliminating statutes that eliminate or abolish county health boards. He agreed all issues involving this matter do need clarification. David Palm stated he feels funding will continue for district health departments and that they have 2 years left and beyond that feels there will be enough documentation and support for this funding to continue and that bioterrorism funding will continue. He stated the Cash Fund Grant Program will no longer be in existence and the funds will be transferred to the Kids Connection Program. This is a loss for public health in that in the past 3 yrs, \$13 million has gone to public health through this funding mechanism.

Nancy Noda expressed the effectiveness of the Health Alert Communications via fax.

Standing Committee Reports:

- A. Public Relations and Community Education was addressed by Frank Varon. First topic addressed was discussion on how the board members would like their names/titles posted on the Sarpy and Cass County web page for Health Department Board Members. Board agreed to email suggestions to Marcy Bruggeman and decision will be made at April Board Meeting. Second topic addressed was discussion on Health and Wellness department logo and motto for staff business cards. Board determined that a graphic artist needs to design Department logo and requested that Jim Sitrick locate provider. Kathy Burson moved to allocate up to \$2000 on this graphic design and once obtained to review suggestions with the Board for approval. Nancy Noda seconded the motion. Ayes: Burson, Clancy, Doyle, Ford, Keller, Noda, Reissig, Severin, and Varon. Nays: None. Motion carried.
- B. Personnel Committee was addressed by Virgil Keller. Suggested need for committee to meet. Its function will initially be to create a review process for the Director and assist the Director in the annual review of employees.
- C. Nominating Committee was addressed by Aldona Doyle. Aldona reviewed replacing Sarpy County Citizen on the Board, the appropriate procedure, and the candidates up for review. Bob Clancy stated nominating committee will submit candidate's resumes and letters then vote within the board. Once Board selects candidate, this will be submitted to the Sarpy and Cass County Commissioners for approval. Due to the interpretation of the by-laws,

Dr. Severin will vote for his replacement (Dr. Severin has declined another term on the board). Virgil Keller stated that with the consensus of the Board, the new position will take effect May 1, 2003. Boards vote will be made at April 22, 2003 Board Meeting and the candidates are welcome to attend. Mr. Keller also noted that the officers serve for one year terms and will need to be approved for the next term at this meeting.

- D. Public Policy/Government Relations Committee was addressed by Matt Severin. Dr. Severin discussed the draft Model State Public Health Act, presented by the Turning Point Public Health Statute Modernization Collaborative and encouraged all Board Members to read this document and submit comments.
- E. Health and Disease Committee, Maternal Health Care Task Force was addressed by Kathy Burson. Kathy stated the MCH Grant is on target and that the Needs Assessment Task Force for the MCH Grant will be meeting on April 8, 2003 at 6:30pm. Kathy, Jim Sitrick, and Frank Varon discussed the Data Use Academy Workshop they attended in Nebraska City March 19-21, 2003 and expressed its effectiveness.
- F. Needs Assessment Task Force was addressed by Nancy Noda. Nancy stated Sarpy County Planning Committee will be meeting March 26, 2003 at 3pm at Alegent Midlands Hospital. Jim Sitrick will be attending to gather feedback for the Sarpy/Cass Department of Health and Wellness Needs Assessment which will be completed by Buffalo Beach Company.
- G. Food Safety Task Force was addressed by Frank Varon. Dr. Varon discussed meeting that Jim Sitrick had with Doug Clark, Douglas County Chief of Environmental Health Division, and that Jim will be inviting Doug Clark to attend Board meeting to discuss how food and safety inspections are conducted. Dr. Ford suggested Department of Health and Wellness displaying "wash your hands" stickers displaying the departments name and logo in all local restaurants and bars. Dr. Ford also expressed that she would like to see a sticker placed in a restaurants window once it has been inspected to identify this to public consumers.
- H. Bioterrorism Preparation Task Force was addressed by Linda Ford. Topic regarding clarification of Bioterrorism Coordinators roles and responsibilities was deferred at this time. Dr. Ford expressed need to develop an Emergency Plan for Sarpy and Cass County. Smallpox vaccinations were discussed. Both Dr. Ford and Dr. Varon expressed lack of physician involvement. They feel this is due to misinformation, lack of knowledge, and lack of convenience for participation. Nancy Noda questioned whether the 7 day checks could be arranged at the Alegent Midlands Hospital vs. Douglas County Clinic for greater physician convenience. Jim Sitrick stated this would not be an option unless Sarpy County established its own vaccination clinic.

Other Business:

- A. Policy discussion regarding delegation of interim authority for urgent needs, local group requests with limited time to respond, and political entities was addressed by Jim Sitrick. Budgetary authorization was discussed and Dr. Severin moved that the Board allow Jim to spend, for any expense on the budget, no matter what the cost is, unless that an

expense was not listed on the budget. Also, Jim is authorized to proceed with any local group requests and political entities at his discretion, to consult the President (Virgil Keller), and to update Board Members via e-mail. Linda Ford seconded the motion. Ayes: Burson, Clancy, Doyle, Ford, Keller, Noda, Reissig, Severin, and Varon. Nays: None. Motion Carried.

- B. Update on Return on Investment in District Health Fund was addressed by Jim Sitrick during the Treasurer Report.
- C. Discussion on supporting general smoke free zones in school areas within our district was addressed by Frank Varon. Kathy Burson motioned that Sarpy/Cass Board of Health and Wellness support smoke free school campuses in Sarpy and Cass County. This would include all school related events, school vehicles, school sporting events, etc. Dr. Ford seconded the motion. Ayes: Burson, Clancy, Doyle, Ford, Keller, Noda, Reissig, Severin, and Varon. Nays: None. Motion Carried. Bob Clancy asked whether this could just be incorporated into Drug Free Zones also being smoke free zones. County Attorney Mike Smith stated no due to legality of private residences being in drug free zones.
- D. Discussion of West Nile Virus was addressed by Frank Varon. Frank Stated Jim Sitrick will be attending a West Nile Virus Meeting in the next week and is hoping information will be brought back to Sarpy and Cass County allowing specific sites to be identified. Frank requests discretion be given to Jim Sitrick to proceed on any West Nile Virus related effort. Frank also requests focus be placed on test flocks at Offutt.

Correspondence:

Nancy Noda identified National Public Health Week is April 7-13.

Jim Sitrick noted he plans to submit a column in Papillion Times for National Public Health Week.

Bob Clancy provided Cass County update on HIPAA compliance. Bob stated that Software Engineering Services out of Sarpy County will be doing a presentation for Cass County allowing basic compliance to be established by April 14, 2003. Marcy Bruggeman, Sarpy/Cass Department of Health and Wellness HIPAA Compliance Officer, will be working with Bob Clancy on this compliance effort.

Linda Ford briefly discussed the Asthma Resource Guide that was distributed at the Omaha Asthma Alliance Meeting today.

Marcy Bruggeman stated she will be submitting Board Agenda and Minutes to Barb Wohlers, Cass County Clerk, monthly to submit on Cass County website.

The next meeting of the Sarpy/Cass Department of Health & Wellness Board will be April 22, 2003 in the Executive Board Room at the Midlands Alegent Hospital, 11111 S. 84th, Papillion, NE.

Adjournment:

Kathy Burson moved that the meeting be adjourned. Aldona Doyle seconded. Ayes: Burson, Clancy, Doyle, Ford, Keller, Noda, Reissig, Severin, and Varon. Nays: None. Motion carried. The meeting was adjourned at 9:28 P.M.

President, Sarpy/Cass Dept. of Health & Wellness

ATTEST:

Treasurer/Secretary