

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

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

The meeting was called to order at 6:35 p.m. by President Virgil Keller on March 22, 2005 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 – absent, John Baroni served as Mr. Clancy's voting alternate; Dr. Linda Ford – absent; Tim Gay – present; Virgil Keller – present; Nancy Noda – present; Vicki Roberts – absent; Dr. Frank Varon – absent

Staff Present: Theresa Martinez, Director; Erin Ponec, Acting Recorder; Suzanne Forkner, Health Promotions Coordinator arrived at 8:00 p.m.

Guests Present: Mike Polk of Adams & Sullivan;

Approval of Agenda:

- The agenda was approved by consensus of the Board. No Roll Call was taken.

Approval of Amendment to Minutes:

Gay moved, seconded by Burson to approve the February 22, 2005 meeting minutes. Roll Call states as follows: Burson – aye; Baroni – aye; Dr. Ford – absent; Gay – aye; Keller – aye; Noda – aye; Roberts – absent; Dr. Varon – absent.

Treasurer's Report:

- In Roberts' absence, Martinez lead the Treasurer's Report.
- Martinez will bring a draft of the budget for FY 2006 to the May meeting for the Board to review, (the actual budget needs to be submitted to the state in June.)
- Martinez is meeting via conference call with Sue Medinger at the State regarding the Bio-Terrorism budget.
- SICA has \$23,000 remaining funds that need to be reallocated; Sarpy/Cass Coalition will meet to make a final decision on how to spend this money.
- The following grants are up for renewal: Maternal Child Health and SICA.

Noda moved, seconded by Burson to approve the Treasurer's Report. Roll call states as follows: Burson – aye; Baroni – aye; Dr. Ford – absent; Gay – aye; Keller – aye; Noda – aye; Roberts – absent; Dr. Varon – absent.

Update on Development for Protocol for Health Emergencies:

- Mike Polk, Adams & Sullivan, reported to the Board that the draft regulations for the Department have gone to the Sarpy and Cass County attorneys and Dave Palm, NHHS.
- Per Polk the Board will need to adopt and approve before the final approval from NHHS.
- Keller would like Polk to review and explain the regulations to Board.
- Per Polk if and when the regulations are adopted by the Board, there needs to be a public hearing notice published prior to the Board's decision.

Director's Report

- Martinez asked the Board to refer to her handout.
- Staffing: the Environmental Health Coordinator position has been posted. Dianne Kelly will be contracting with the Department to do surveillance work.

Recommendations for Standing Committee Revision

- Keller went over the revisions included in the packets.

Gay moved, seconded Baroni to approve the Committee Structure Reformation. Roll call states as follows: Burson – aye; Baroni – aye; Dr. Ford – absent; Gay – aye; Keller – aye; Noda – aye; Roberts – absent; Dr. Varon – absent.

Relocation Proposal:

- Martinez went over the justification plan for moving the Department to a new location. (The rationale is attached to these minutes for the record.)

Burson moved, seconded by Noda to approve the Department relocation and approve Martinez to sign lease agreement for the location at 701 Olsen Drive, Papillion. Roll call states as follows: Burson – aye; Baroni – aye; Dr. Ford – absent; Gay – aye; Keller – aye; Noda – aye; Roberts – absent; Dr. Varon – absent.

Gay moved, seconded by Baroni that expenditures will be at the Director's discretion. Roll call states as follows: Burson – aye; Baroni – aye; Dr. Ford – absent; Gay – aye; Keller – aye; Noda – aye; Roberts – absent; Dr. Varon – absent.

Marketing Plan:

- Martinez went over marketing plan that was sent out to the Board.
- Martinez informed the Board the Department would like to be given approval to purchase a new color copier machine. She also informed that there is an accounting firm that is willing to purchase the old copy machine for \$5,000. Which would make the price of the machine \$9,000.
- It was suggested by Baroni that Martinez look into signing a lease agreement instead of purchasing.

Gay moved, seconded by Burson to approve the purchase of the color copier, but first looking into a lease agreement. Roll call states as follows: Burson – aye; Baroni – aye; Dr. Ford – absent; Gay – aye; Keller – aye; Noda – aye; Roberts – absent; Dr. Varon – absent.

Standing Committee Reports:

Public Relations and Community Education: Nothing to report

Personnel Committee: Nothing to report

Nominating Committee: Gay nominated Carrie Krist for the vacant Sarpy County position on the Board. Gay moved, seconded by Baroni to nominate Carrie Krist for the position of Sarpy County representative for the Board. Roll call states as follows: Burson – aye; Baroni – aye; Dr. Ford – absent; Gay – aye; Keller – aye; Noda – aye; Roberts – absent; Dr. Varon – absent.

Public Policy: Nothing to report

Health and Disease Committee, Maternal Health Care Task Force: Coordinator Suzanne Forkner stated the MCH Task Force met today to discuss the HIPAA forms; revise the consent form.

Strategic Planning: Noda reported that she did meet with Martinez about the Strategic Plan.

Emergency Response: Nothing to report

RFP: Noda commented that Forkner did a fantastic job in getting the RFP reformatted.

Other Business:

- None

Public Input:

- None

Information:

- A) Announcements: Per Gay; the Sarpy County Emergency Response Director has retired.
- B) Correspondence: None
- C) Next meeting – April 26, 2005 at 6:30 p.m. at the Cass County Extension Office, 8400 144th Street, Weeping Water, NE

Executive Session:

Not needed

Adjournment:

Burson moved, seconded by Noda to adjourn the meeting at 8:30 p.m.. Roll call states as follows: Burson – aye; Baroni – aye; Dr. Ford – absent; Gay – aye; Keller – aye; Noda – aye; Roberts – absent; Dr. Varon – absent.

ATTEST:

Virgil Keller, President
Sarpy/Cass Board of Health

Vicky Roberts
Secretary/Treasurer
Sarpy/Cass Board of Health

Relocation of the Sarpy/Cass Department of Health and Wellness

Purpose:

The purpose of the document is to address the justification and consideration to relocate the Sarpy/Cass Department of Health and Wellness to a new facility. The goal is to find a location that fits the needs of the department and provide a seamless transition to a new facility.

Justification:

- Minimal work space
- No privacy/confidentiality-private or partial private offices needed (HIPA-A)
Noncompliant with the American with Disabilities Act Security concerns for staff and patrons-parking lot, lighted areas, accessibility to the facility, stairwell dark and cold
Need to provide a more professional setting for the community
- Limited storage requiring the department to rent additional space
- Fire alarm system not connected into the emergency system
- Doors in the department can lock employees in areas of the facility
- Inability to expand
- Staff separated
- Problems with rodents-traps set throughout the department
- Older building with potential health risks
- No availability of hot water

Considerations:

- Monies are available for a telecommunications system
 - o Inability to connect lines in current facility
 - o Funds available are limited to the current fiscal year
 - o Installation provides the use for training to limit staff time and travel expenses
- Emergency Response radio has been purchased and is being stored by the county
 - o Costs \$2000 to install
 - o Required for communication between Health Departments and various community agencies
- Additional space provides room for growth-potential lab/clinic area
- Additional space would provide lobby area, resource center for the public, conference room, storage, and employee break room
- Marketing Plan contingent upon relocation-costs of duplication of marketing materials
- Awarded grants will contribute to portions of the rent to facilitate the department expenses
- Requests for Proposals are due for current grant and expenses can be budgeted
- Funds are available in cm-rent budget for relocation in certain grants

Discussion:

Location, visibility and access are key ingredients for the success of the department. Several existing and new facilities were visited in the Sarpy county area which would be centrally located to both counties. The enclosed spreadsheet details the facilities and the potential expenses incurred. New facilities would provide the department with opportunities to design the location to fit specific needs whereas an existing facility would limit the flexibility. The start up costs for a new facility will be large, but the renter would negotiate the expenses and amortize the costs throughout the duration of the lease. Moving into an established space significantly decreases the upfront cost and provides for a smoother transition into a new location at a lower expense. Renting an older facility may be initially attractive, but the expenses with renovation, moving and upkeep may increase the costs overall. With select sites, Sarpy County Information Systems will be able to provide services under the existing or slightly modified contract, eliminating the additional costs of new contact information for email, website and server information.

Recommendation:

The timing is appropriate to relocate the department and the Inter Local agreement allows the health department to establish much needed individuality and identity throughout the counties and state. Although moving into a brand new facility would be ideal the logical choice is to select a facility that is established with minimal construction and moving costs such as Huntington Plaza. The space is large enough to meet the immediate needs and provides room growth at a good price.