

SARPY/CASS DEPARTMENT OF HEALTH & WELLNESS

MEETING MINUTES

Cass County Extension Office – Weeping Water, NE
March 30, 2004 6:30 PM

The meeting was called to order at 6:40pm by President Virgil Keller on March 30, 2004 at the Cass County Extension Office in Weeping Water, NE (144th and HWY 1).

Roll Call, Approval of Agenda, and Approval of Minutes:

Marcy Bruggeman conducted Roll Call.

Roll Call states as follows: Kathy Burson - present; Bob Clancy – arrived at 7:00pm; Aldona Doyle - present; Dr. Linda Ford – via phone at 6:30pm; Virgil Keller - present; Dianne Kelly - present; Nancy Noda – not present; Nancy Reissig - present; and Dr. Frank Varon – present.

Staff Members Present: Marcy Bruggeman; Jim Sitrick; Brett Charles; and Mark Wayne – arrived at 6:45pm.

Guests: David Palm, NHHS Office of Public Health; Nancy Braswell, School Surveillance Coordinator Dept of Health and Wellness; Susie Dugan, Executive Director PRIDE Omaha; Vicki Roberts, Cass Resident – Plattsmouth Public Schools; Jamie Moore, 2-1-1 Call System with United Way.

Jim Sitrick introduced Nancy Braswell, School Surveillance Coordinator, for the Department of Health and Wellness.

Burson moved, seconded by Reissig to amend the agenda for the March 30, 2004 meeting, moving Agenda Item 9 – bullet #2 to Agenda Item 4 and then moving the remaining Agenda Items down one to accommodate guest speaker, Susie Dugan. Roll call vote resulted as follows: Burson – aye; Clancy- not present; Doyle-aye; Ford-aye; Keller-aye; Kelly-aye; Noda-not present; Reissig-aye; Varon-aye. Motion approved.

Doyle moved, seconded by Burson to approve the minutes of the February 24, 2004 meeting. Discussion was raised by Doyle regarding Clancy's statement about being in agreement with the department remaining a separate joint entity for the time being under "Relationship with other area health boards". Owing to Clancy not being present, Keller tabled this discussion until Clancy could provide an answer. Roll call vote states as follows: Burson – aye; Clancy-not present; Doyle-aye; Ford-aye; Keller-aye; Kelly-aye; Noda-not present; Reissig-aye; Varon-aye. Motion approved.

Other Business:

- Discussion on how or which criteria the Department should use to award Departmental Contracts was initiated by Jim Sitrick. Sitrick referred to the Legacy Grant in which the department will need to enter into a contract with an agency to provide media services. Sitrick indicated that while PRIDE Omaha is an excellent candidate for this contract, he questioned whether as Kathy Burson is being a Board of Health Member and an employee of PRIDE Omaha, this may represent or be perceived to be a conflict of interest. Keller

stated he wants to avoid possible situations which may reflect showing favoritism to PRIDE due to Burson's involvement with the Board and wants to be transparent and fair. Susie Dugan stated PRIDE Omaha provides very unique services and questioned whether the Board could find these types of services somewhere else. Dugan provided history of PRIDE and its current involvement with local coalitions, law enforcement, and schools. Mark Wayne stated that professional service contracts do not require going out for bid, however recommends the Department evaluate other entities that might provide such services available before making a decision. Wayne stated that the county publishes professional service advertisements in the local newspapers under "Public Notices" to which anyone may respond. Brett Charles stated that only grants submitted by the department need bids from more than one entity; this would not include grants submitted by a coalition. Burson stated this was still vague and that it will just have to proceed case by case. Keller stated the Board will act in good faith, the public will be informed and given an opportunity to act, and that the Board will follow the same procedures as Sarpy County.

Presentation from Jamie Moore, United Way, regarding 2-1-1 system:

Jamie Moore distributed handouts on the United Way 2-1-1 call system. She provided the history behind 2-1-1; current population served by 2-1-1; related projects; service area; disaster preparedness; the 2-1-1 Call Center; strengths of the 2-1-1- system; marketing deficiencies; and the 2-1-1 system's goals. Several Board members questioned how other states have done statistically by having this 2-1-1 call system, how the call system is updated, how many contracts are in place or pending in the Sarpy/Cass area, and what marketing plans were in place or contemplated. Moore stated she could get statistical information to the Board as to how Sarpy and Cass Counties have been affected to date by the 2-1-1 system (this would include the number of calls from Sarpy residents and number of referrals, etc.) Moore stated the Call Center does have a marketing plan in place and hopes more funds will become available to complete this plan. Wayne suggested having a link on the Sarpy County website to 2-1-1 which would help consumers and provide marketing to the 2-1-1 system. Cost of the 2-1-1 system was addressed and Moore stated the recalculated cost for Sarpy and Cass County would be \$26,545.92 for the year. Moore stated that the amount would be prorated as the contract runs January 2004 – December 2004; this dollar figure is based on the combined population of Cass and Sarpy Counties. Reissig moved, seconded by Doyle to partner with the United Way 2-1-1 Call System and enter into a memorandum of agreement. Keller stated he will not vote due to conflict of interest, as he is employed by United Way. Roll Call Vote states as follows: Burson – aye; Clancy-aye; Doyle-aye; Ford-aye; Keller-abstained; Kelly-aye; Noda-not present; Reissig-aye; Varon-aye. Motion approved.

Treasurer's Report:

The March 2004 Treasurer's report was reported on by Nancy Reissig. Sitrick noted that the budget in the Bioterrorism fund is a little behind to date due to the delay in hiring a School Surveillance Coordinator. Clancy questioned \$4000.00 spent under office equipment in the Bioterrorism fund. Sitrick reported this was a portion of the copy machine purchased by the department. Reissig asked why there is no longer a MCH C fund and Sitrick reported that was deleted after the Needs Assessment was completed. Doyle stated Brian Hanson from Sarpy

County Fiscal Administration will be present at the April Board Meeting to answer any questions related to the Budget. Clancy moved, seconded by Varon to approve the March 2004 Treasurer's Report. Roll call vote states as follows: Burson – aye; Clancy-aye; Doyle-aye; Ford-aye; Keller-aye; Kelly-aye; Noda-not present; Reissig-aye; Varon-aye. Motion approved.

Director's Report – Update on recent activities of the Department

Keller stated the staff report entered into the Board Member packets this month were helpful. Sitrick stated now that the department is fully staffed, he will be scheduling a staff retreat to address cross training and team building. He hopes this will take place in May 2004. Sitrick reported ongoing work with Keller and Burson on the Strategic Plan.

Relationship with other area health boards:

Charles asked that he discuss Agenda Item 9, bullet 1 regarding Discussion and Action on the Issue of whether or not the Contracts Involving the Health Department as a Party Must be Approved of and Signed by the County Boards of Cass and Sarpy Counties. Charles stated that at February's Board Meeting the Board agreed to have the Department remain with Sarpy County for the time being. Sitrick has entered into contracts which raised the question as to procedures the department needs to follow when doing this. Charles proposes the Department remain with Sarpy County and in drafting the inter-local agreement, the County Board could discharge certain responsibilities to the Health Board i.e.: contracts. Wayne stated that the Department would place any items needing consent on the County Board Agenda under Administrative Session each County Board Meeting. Sitrick expressed concerns with the time it would take to obtain consent from each county board in order to obtain consent and that Sarpy County already approves the Department's budget at the beginning of each fiscal year which in turn allows the Department to spend those funds, none of which are derived from the County. Wayne stated Sarpy County Board of Commissioners approved the Health Departments existence and should have a say in to contracts into which the department enters. Previous contracts that have been entered in to by the Department need to be approved by the County Boards or else could be viewed as Null and Void. Sitrick suggested having a dollar amount determined as to which contracts would need County Board approval and categories of service which would determine whether County Board approval is needed. Keller tabled discussion until Charles has the opportunity to gather additional information and provide specific recommendations.

Standing Committee Reports:

- A. Public Relations and Community Education: Dr. Frank Varon, chair.
 - Varon stated he will work with Sitrick on a Press Release announcing the Departments contract with the United Way 2-1-1 Call System.

- B. Personnel Committee: Virgil Keller, chair.
 - Keller, Reissig and Sitrick met prior to the Board Meeting and reviewed Sitrick's Performance Plan. The committee will meet to gather ratings and comments and then will meet with Sitrick and inform him of same. The Personnel Committee will meet in Executive Session with the Board at April's meeting to determine Sitrick's performance ratings, which will assist with the preparation of budget which will need to include funding for any staff raises. Sitrick will also be

requested to report on the staff evaluations with recommendations for salary adjustments.

C. Nominating Committee: Aldona Doyle, chair.

- Sitrick reported that to date; only one letter of application has been submitted for the Cass Representative to replace Nancy Reissig. The closing date on the applications is March 31, 2004. Election of Board Officers and announcement of new Cass Representative will be held at the April 2004 Board Meeting. Reissig announced that Vicki Roberts, a Cass County applicant, is present at tonight's Board Meeting to observe. Doyle questioned wording in the inter-local agreement draft as to Board Members is the same as the By-Laws and requested Charles to change the agreement accordingly.

D. Public Policy/Government Relations Committee: Bob Clancy, chair.

- No report

E. Health and Disease Committee, Maternal Health Care Task Force: Kathy Burson, chair.

- Burson added that in addition to Suzanne Forkner's staff report, Suzanne presented to an OB/GYN Clinic this past week and it was well-received.

F. Strategic Planning Task Force: Nancy Noda, chair.

- Keller reported that the goal is to have a final draft for review at the April 2004 Board Meeting as part of the background for the Department's budget proposal.

G. Food Safety Task Force: Dianne Kelly

- Kelly reports she has not received any opinions or feedback from the Board Members as to the draft distributed last month at the Board meeting. Kelly encouraged all Board Members to forward their comments to her as soon as possible. Sitrick reported that there is a restaurant in the District about which he has received four complaints. George Hanssen from NHHS Dept of Foods and Daries invited Sitrick and Dr. Ford to accompany him to the inspection. Neither Sitrick nor Ford were able to attend, however Sitrick stated this is a positive step in working with NHHS on the restaurant inspections.

H. Bioterrorism Preparation Task Force: Dr. Linda Ford, chair.

- Ford stated she has not yet met with Ruth Cover, however stated Cover has done a great job on Bioterrorism preparations.

Other Business:

- Varon expressed concerns regarding potential fraudulent activities that are occurring to promote Diabetes which have American Diabetes Association's name attached to them. Both are being investigated by the ADA and Varon wanted the Board to be aware.

Public Input:

- David Palm, NHHS Office of Public Health, congratulated the Department on making good progress and is looking forward to seeing the Department begin to engage in activities.

Information:

A. Announcements

- None

B. Correspondence

- Keller reported receiving a letter from the Immunization Task Force of Omaha thanking the Department for its active participation on their task force.

C. Next Meeting

- April 27, 2004 at 6:30 PM at the Alegent Midlands Hospital in Papillion, NE (11111 S. 84th St.)

Adjournment:

Burson moved, seconded by Doyle to adjourn the March 30, 2004 Board of Health and Wellness meeting at 8:54pm. Roll call vote states as follows: Burson – aye; Clancy-aye; Doyle-aye; Ford-aye; Keller-aye; Kelly-aye; Noda-not present; Reissig-aye; Varon-aye. Motion approved.

President, Sarpy/Cass Dept. of Health & Wellness

ATTEST:

Treasurer/Secretary