

SARPY/CASS DEPARTMENT OF HEALTH & WELLNESS

MEETING MINUTES

Cass County Extension Office, Weeping Water, NE

May 20, 2003 6:30 PM

The meeting was called to order at 6:35 PM by President Virgil Keller on May 20, 2003 in the Cass County Extension Office in Weeping Water, NE.

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

Roll call by Kay Nikodym, Acting Recorder showed the following persons present:

Board Members: Kathy Burson, Bob Clancy, Virgil Keller, Diane Kelly, Nancy Noda, Nancy Reissig, and Frank Varon.

Staff Members: Jim Sitrick, Health Department Director; and Gretchen McGill, Sarpy County Attorney.

Guests: George Hansen and Dan Kahler of the NE Dept of Agriculture, Food Division of Dairies and Food; Curt Roesler of No Frill's Super Market; and Lou Allgayer, Cass County Commissioner.

Nancy Noda moved, seconded by Nancy Reissig to approve the minutes of the April 22, 2003 meeting. Ayes: Burson, Clancy, Keller, Kelly, Noda, Reissig and Varon. Nays: None. Absent: Doyle and Ford. Motion carried.

The May 2003 Treasurers report was presented. Bob Clancy moved to accept the Treasurers report. Nancy Noda seconded the motion. Ayes: Burson, Clancy, Keller, Kelly, Noda, Reissig, and Varon. Nays: None. Absent: Doyle and Ford. Motion carried.

Deputy County Attorney Mike Smith's opinion on travel was reviewed. Frank Varon moved to reimburse District Health Board members for Board sanctioned business at the County reimbursement level of \$.36/mile. Nancy Noda Second. An amended budget would be necessary to accommodate these travel reimbursements and is suggested the travel voucher follow the format used by Sarpy County. Ayes: Burson, Clancy, Keller, Kelly, Noda, Reissig and Varon. Nays: None Absent: Ford and Doyle Motion carried.

PRESENTATIONS:

Virgil Keller introduced George Hanssen and Dan Kahler of the NE Department of Agriculture, Foods Division of the Bureau of Dairies and Food. Mr. Hanssen gave a brief overview of the NE Department of Agriculture and on the functions of the Food Division of the Bureau of Dairies and Food. (See attached handout) The Board was particularly interested in discussion regarding food safety and sanitation, clarification of smoke-free issues, department responsibilities in these areas, clarification of what they inspect and their responsibility for enforcement. Restaurant inspection was also discussed at length. Keller said the Food Safety Task Force of the District Health Department would be in contact with Mr. Hanssen and Mr. Kahler for their assistance in developing a county plan. Escalating inspection fees were also mentioned as a concern

Dr. Linda Ford joined the meeting via telephone conferencing during the discussion with Mr. Hanssen and Mr. Kahler.

RELATIONSHIP OF SARPY AND CASS BOARD OF HEALTH AND SARPY/CASS BOARD OF HEALTH AND WELLNESS:

Discussion of the relationship between the Sarpy and Cass County Health Boards and the District Board of Health and Wellness was deferred until the next meeting.

STANDING COMMITTEE REPORTS:

Frank Varon, Chairman of the Public Relations and Community Education Standing Committee requested information on West Nile Virus and SARS. Mr. Sitrick has information and is also checking into storage for dead birds. The State Health Department has issued a news release regarding dead birds, which has resulted in a deluge of phone calls to the District Health Department (96 on one day). It was the consensus of the Board to express concern to the State Health Department regarding lack of notification to the District Health Departments regarding such releases and also that this particular release was premature. The Board also concurred that information on West Nile Virus should be added to the District Health Department's Website when it is developed.

President Keller had requested Bob Clancy to Chair the Public Policy/Government Relations Committee. Mr. Clancy agreed to accept the position with the approval of the Board. Varon moved to appoint Bob Clancy as Chairman of the Public Policy/Government Relations Committee. Burson second. Ayes: Burson, Ford, Keller, Kelly, Noda, Reissig and Varon. Nays: None. Abstain: Clancy. Motion carried. Mr. Clancy will work with Jim Sitrick in regard to the State Health Department's news releases.

Virgil Keller, Chairman of the Personnel Committee, asked Jim Sitrick for a run down on his goals for the District Health Department and his plan of action. Mr. Sitrick has asked all staff members for a 6-month plan of goals and how they will be met. These will be presented at the next meeting. The Personnel Committee will continue to work with Mr. Sitrick on staff review. The Personnel Committee will conduct a review of Mr. Sitrick using input from the Board and selected interviews of community persons Mr. Sitrick has been working with. Mr. Sitrick has a first draft of evaluation procedures for the staff members prepared and has prepared suggestions for the evaluation of him self. The move to the new location is completed.

Mr. Sitrick has received 3 applications for the Maternal Health Coordinator position and is expecting to receive a 4th. Ford moved to hire the Maternal Health Coordinator as a full time employee funded through the Maternal Health Grant, supplemented by the District Health Department budget, this action to supercede the previous Board action designating the Health Care Coordinator as a part-time, self-contract position. Varon second. Mr. Sitrick will get full information of cost to the Board. Chairman Keller called for a roll call vote: Burson – yes; Clancy – abstain; Ford – yes; Keller – no; Kelly – yes; Noda – no; Reissig – yes; and Varon – yes. Absent: Doyle Motion carried. The Board requested that anytime any action to be brought to the Board is affected by previous action taken by the Board full information should

be provided to the Board prior to the meeting.

Ford moved to appoint Diane Kelly, Frank Varon and Kathy Burson to three-year terms on the District Health Department Board. Clancy second. Ayes: Burson, Clancy, Ford, Keller, Kelly, Noda, Reissig and Varon, Nays: None. Absent: Doyle. Motion carried. In the absence of Aldona Doyle, President Keller welcomed Diane Kelly as a new Board member and thanked Kathy Burson and Frank Varon for accepting another three year term.

Ford moved to retain the same slate of officers for the ensuing District Health Department year. The slate of officers would be Virgil Keller, President; Nancy Noda, Vice President; and Nancy Reissig, Secretary/Treasurer. Clancy second. Ayes: Burson, Clancy, Ford, Keller, Kelly, Noda, Reissig, and Varon. Nays: None. Absent: Doyle. Motion carried. President Keller stated that Bob Clancy is a member of the Nominating Committee, and apologized for the miss communication on that subject.

President Keller has requested Diane Kelly to be Chairman of the Food Safety Task Force Sub-committee. Mrs. Kelly has agreed to chair that Committee if that was the Board's desire. Noda moved to appoint Diane Kelly as Chairman of the Food Safety Task Force Sub-committee. Burson second. Ayes: Burson, Clancy, Ford, Keller, Noda, Reissig and Varon. Nays: None. Abstain: Kelly. Motion carried. President Keller suggested that Kelly get names from Mr. Sitrick as suggested members for this committee. They are particularly interested in two persons who were interviewed as potential District Board Members. The Board also discussed the direction they would like the Food Safety Task Force to take in regard to restaurant inspection, making this approach as cost effective as possible.

Burson, Chairman of the Maternal Health Care Task Force, reports she is waiting on the Needs Assessment results.

Noda, Chairman of the Needs Assessment Task Force, reports the process is progressing but there are problems with the Bellevue Public School's participation citing FERPA (Family Education Rights & Privacy Act) as the reason. Dr. Ford will contact Dr. Newman and discuss possible approaches with him. Dr. Newman will continue to gather concern issues. Within two weeks Dr. Newman will have questions formulated for the Board's approval with over sampling in the Maternal Health Care area. No formal action will be necessary from the Board, but Board members are asked to respond to Dr. Newman when they have received and reviewed the proposed questions.

Ford, Chairman of the Bio-Terrorism Preparation Task Force, reported no new directives from the State of Nebraska. She will be attending a Public Health Training for Public Health Medical Officers on June 20, 2003. It was noted that Bio-Terrorism is now under an orange alert.

OTHER BUSINESS:

Mr. Sitrick has two Companies working on a logo. It has been narrowed down to four potential logos. The Companies are enhancing the logos and there should be samples at the next

meeting.

ANNOUNCEMENTS

Nancy Noda has SARS guidelines and videotapes on SARS used by Midlands Hospital. If anyone is interested they should contact her.

Kathy Burson discussed the Public Health Block Grant, which is due June 21, 2003. Mr. Sitrick attended a meeting in regard to the Grant, which is directed particularly to the newly developed District Health Departments.

Kathy Burson also reported that the Sarpy and Cass County Tobacco Coalitions are Developing certificates to be presented to smoke-free restaurants. They have approached the District Health Department about being a sponsoring organization for these and other smoke-free efforts Ford moved that the Department of Health and Wellness agree to be a sponsoring organization of the Sarpy and Cass County Tobacco Coalition and that this be indicated on the Coalition's Mission Statements. This sponsorship would be in name only and would not include any monetary support. Reissig second. Ayes: Burson, Clancy, Ford, Keller, Kelly, Noda, Reissig and Varon. Nays: None. Absent: Doyle. Motion carried.

The Board discussed the protocol to be used at Board meetings in regard to public comment. It was the consensus of the Board that it would be the President prerogative to ask for public comment at the meetings.

Dr. Ford ended her telephone conference call.

The next meeting of the Sarpy/Cass Department of Health and Wellness will be June 24, 2003 in the Board Room at Alegent Midlands Hospital, 11111 S 84th Street, Papillion, NE.

ADJOURNMENT:

Kathy Burson moved the meeting be adjourned. Kelly second. Ayes: Burson, Clancy, Keller, Kelly, Noda, Reissig, and Varon. Nays: None. Absent: Doyle and Ford. Motion carried. The meeting was adjourned at 9:15 PM

President, Sarpy/Cass Department of Health/Wellness

ATTEST:

Nancy Reissig, Secretary/Treasurer