

# **SARPY/CASS DEPARTMENT OF HEALTH & WELLNESS**

## ***MEETING MINUTES***

Alegent Midlands Hospital - Boardroom

June 24, 2003 6:30 PM

The meeting was called to order at 6:34 pm by President Virgil Keller on June 24, 2003 in the Board Conference Room at Midlands Community Hospital, 11111 S. 84<sup>th</sup>, Papillion, NE.

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

Marcy Bruggeman conducted Role Call and recorded minutes.

Board Members Present: Kathy Burson, Bob Clancy, Aldona Doyle, Dr. Linda Ford, Virgil Keller, Dianne Kelly, Nancy Noda, Nancy Reissig, and Dr. Frank Varon

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

Guests: Ian Newman, PHD, Buffalo Beach Company.

Nancy Reissig moved, seconded by Dianne Kelly to approve the minutes of the May 20, 2003 meeting. Reissig requested an amendment be made to the May 20, 2003 minutes. Reissig stated that on page 3, "FURPA" be corrected to read "FERPA (Family Education Rights and Privacy Act)". Ayes: Burson, Clancy, Keller, Kelly, Reissig, and Varon. Nays: None. Absent: Ford, Noda. Abstain: Doyle. Motion Carried.

The June 2003 Treasurer's report was presented by Nancy Reissig. Reissig questioned interest earned on both the Bioterrorism and the Health Department Funds. Marcy Bruggeman noted the deposit of grant funds that were detailed out in treasurer report. Keller requested that the summary sheet eliminate "Deposit earned from interest" and indicate "Deposits" instead. Bob Clancy questioned the two Regular Time Salaries listed in the Bioterrorism Fund due to resignation of Regular Time employee in June 2003. Jim Sitrick clarified that a portion of the second pay period represents payment for compensatory time accrued by the staff person in accordance with County practice. Bob Clancy moved to accept the Treasurers report. Kathy Burson seconded the motion. Ayes: Burson, Clancy, Keller, Kelly, Reissig, and Varon. Nays: None. Absent: Ford, Noda. Motion carried.

### **Relationship with other area health boards:**

Jim Sitrick distributed the document entitled Review of Transfer of Functions/Responsibilities from Sarpy County Health Board to Sarpy/Cass Department of Health and Wellness. Keller reviewed and asked that all board members review this document and have suggestions and opinions as to which roles/responsibilities they would like to see the department adopt for the July 2003 meeting. Keller reported that a similar table concerning Cass County roles and responsibilities would be provided in time for the July 2003 meeting. Clancy requested that both the Sarpy County Attorney and the Cass County Attorney work collaboratively to incorporate any State of Nebraska legislation that needs to be considered. Sitrick expressed

concern regarding the amusement licenses role/responsibility and that this would require additional staff and would increase Department liability. Clancy stated that currently the Sheriff in Cass County is responsible for Sanitation/Health Issues, the Clerk is responsible for the Application, and the Board of Commissioners is responsible for issuance of the amusement license. Reissig questioned disease factor given the animal exposure at most events which are issued amusement licenses. Burson questioned whether there had been any research indicating how other district health departments were merging the roles of the county health department. Sitrick responded that there has not been any research however again expressed time and cost involved for assuming these roles/responsibilities. Keller asked that the Board consider items 1-4 if the board plans to have an impact in the future on the community. Aldona Doyle questioned #2 regarding nuisances and whether there is a list of ordinances. Clancy asked that Sitrick call the State of Nebraska for guidelines on required county board responsibilities regarding nuisances. Keller asked that Bruggeman forward a copy of the Sarpy County Health Board Roles and the Cass County Health Board Roles to all board members for review.

### **Standing Committee Reports:**

#### A. Public Relations and Community Education: Frank Varon, chair.

- Frank Varon presented the logo designs to the board for consideration and vote. Board discussion targeted opinions and impressions of the various logos. Burson, Clancy, Ford, Keller, Kelly, Noda, Reissig, and Varon voted in favor of page 4 with the color scheme from page 1, minor adjustment to the arch, and have Sarpy/Cass the same color and Department of Health and Wellness a different color text. Sitrick will contact Crager Design Group to complete the adjustments and proceed with ordering of the letterhead, business cards, and envelopes for the department.
- Varon discussed the incident on Memorial Day re: consumer alarm over West Nile Virus. Varon worked with Information Services at both Sarpy and Cass County to design a web page listing the certain species being collected and pictures of each which is currently posted on the Sarpy County website. Varon stated the goal is to have a link to Cass County website and Weeping Water website so that Sarpy/Cass share the same information on their web pages.
- Dr. Linda Ford discussed recontacting Judy Varner at the Human Society regarding their involvement with assisting the Department of Health and Wellness in bird pickup. Dr. Ford discussed the upcoming press release on DEET, the active ingredient in mosquito repellants. Jim Sitrick and Dr. Ford's Public Relations Assistant, Jennifer, will continue to work together to complete press releases.

#### B. Personnel Committee: Virgil Keller, chair

- Keller informed the Board of Maria Reiter's resignation and exit interview which was completed prior to Reiter's departure.
- Jim Sitrick updated the Board as to the status of hiring a Bioterrorism Coordinator and Maternal Child Health Coordinator. Sitrick stated there may be a need to extend out the job positing externally for the Bioterrorism Coordinator due to minimal applicants. Clancy asked that these positions also be posted on the Cass County website.
- Jim Sitrick requested that his goals as director be deferred at this time due to time restraint and other unexpected circumstances within the department that have arisen this week. The Board was in agreement.
- Jim Sitrick distributed the Staff Performance Evaluation and discussed its function.

Aldona Doyle requested that the items the Board has requested of Sitrick as a director be listed out on his performance evaluation in order to be measured.

- C. Nominating Committee: Aldona Doyle, chair. No report was made.
- D. Public Policy/Government Relations Committee: Bob Clancy, chair.
- Clancy reported that a letter to Dr. Kramer at the State Department of Epidemiology is in progress addressing concerns by the Board of Health and Wellness as to how the West Nile Press Release was not handled correctly. Varon supported this effort.
- E. Health and Disease Committee, Maternal Health Care Task Force: Kathy Burson, chair.
- Response to West Nile Bird collection was discussed by Sitrick and the amount of time involved in this surveillance program by department staff.
  - Burson stated that the task force is waiting for the hire of the Maternal Child Health Coordinator. Doyle questioned last months minutes which reflected vote on making the MCH Coordinator a full time position versus a contracted position. Doyle was absent at last months meeting and Sitrick in turn explained the rationale for the vote.
  - Sitrick discussed the three grants that were submitted by the Department of Health and Wellness on Monday June 23, 2003. which two were Preventative Health and Health Services Grants, one with Sarpy County Tobacco Coalition for tobacco use prevention, and one for Diabetes prevention with University Nebraska Medical Center. The other grant proposal submitted was with Community Health Partners of Cass County to promote walking and physical fitness among women in Cass County.
- F. Needs Assessment Task Force was addressed by Nancy Noda.
- Dr. Ian Newman distributed time line for completion of the Sarpy/Cass Department of Health and Wellness Needs Assessment. Dr. Newman hopes to have complete analysis done in 2-3 weeks. Nancy Noda questioned whether the Board members would have an opportunity to review the survey questions prior to actual conduction. Dr. Newman agreed to have Sitrick e-mail out all board members the survey questions by Friday July 4<sup>th</sup> and the board members will need to have response back in to Dr. Newman by Monday July 7<sup>th</sup> by 12:00 pm. All board members were in agreement. Dr. Newman also discussed issuing a press release in both Sarpy and Cass County prior to the phone survey alerting all residents in both counties to expect a phone survey in effort to complete the district health department needs assessment. It was agreed that a release should be sent to local county papers. Dr. Ford will assist with promoting the release with the Omaha World Herald.
- G. Food Safety Task Force: Dianne Kelly, chair.
- Dianne Kelly informed Board members of subscription to Food Net News.
  - Kelly informed members that wedding reception incident on Harrison St. in Sarpy County is still under investigation in Douglas County and at the state level. No further Sarpy County involvement required.
  - Kelly reported on effort to obtain a Food Inspectors Report from the State of Nebraska for both Sarpy and Cass County in order for the Board of Health and Wellness to understand how food inspection is being done in the district. Sitrick is currently working with Kelly on completing application requesting this report in addition to submitting a \$25.00 fee to obtain this report.

- Kelly is currently working on letter to George Hanssen, staff with the dairies and food division at the State of Nebraska requesting clarification on food inspection in both Sarpy and Cass County. Dianne also requested the board explore the possibility of establishing some type of regulation for Food Handlers Program Training for all licensed restaurant establishments. This committee will meet with Sarpy County Attorney, Gretchen McGill, and further discuss this development. Keller requested Kelly present a proposal at July meeting concerning the Food Handlers Training.

H. Bioterrorism Preparation Task Force: Dr. Linda Ford, chair. No report.

### **Other Business:**

- Jim Sitrick informed Board Members that the Department was given a 1995 Pontiac Grand AM to use as a department car by the Sheriff's department in Sarpy County. Jim expressed that 6,950 miles have been accumulated by the department members and the appreciation by the department to the Sheriff's department at Sarpy County.
- Gretchen McGill, Sarpy County Attorney, distributed a proposal regarding Open Meeting Laws and Executive Session Laws, and Sarpy/Cass Department of Health and Wellness Meeting Policies. Board members agreed that the agenda will always note Executive Session whether used or not. Also if a vote is needed after an executive session, an emergency meeting will be called in order to take the necessary vote or action.

### **Public Input:**

- No public input.

### **Information:**

- Discussion on next meeting being held in Cass County was initiated by Sitrick. Board agreed to have September Board Meeting in Weeping Water, NE.
- Bob Clancy reported having spoken with Craig Nelson regarding liability insurance for the department. Senator Byers is involved and NERMA is considering making all health boards part of local county government. This would create an insurance pool which would lower the premium and provide coverage to district health departments.
- The next meeting of the Sarpy/Cass Department of Health & Wellness Board will be Tuesday July 22, 2003, 6:30 pm at Alegent Midlands Board Room at Midlands Hospital, 11111 S. 84<sup>th</sup> St., Papillion, NE

**Executive Session:**

- None

**Adjournment:**

- Bob Clancy moved that the meeting be adjourned. Doyle seconded.  
Ayes: Burson, Clancy, Ford, Keller, Kelly, Noda, Reissig, and Varon.  
Nays: None. Motion carried. The meeting was adjourned at 9:25 PM.

*President, Sarpy/Cass Dept. of Health & Wellness*

**ATTEST:**

*Treasurer/Secretary*