

**SARPY/CASS DEPARTMENT OF HEALTH & WELLNESS
MEETING MINUTES
JUNE 22, 2004**

Cass County Extension Office, Weeping Water, NE
June 22, 2004, 6:30pm

The meeting was called to order at 6:30pm by President Virgil Keller on June 22, 2004 at the Cass County Extension Office located at 8420 144th Street, Weeping Water, NE.

Roll Call, Approval of Agenda & Approval of Minutes:

Erin Ponec, Acting Recorder, conducted Roll Call:

Roll Call states as follows: Kathy Burson – present; Bob Clancy – present; Dr. Linda Ford – not present (**arrived at 6:45pm**); Tim Gay – not present; Virgil Keller – present; Dianne Kelly – present; Nancy Noda – present; Vicky Roberts – present; Dr. Frank Varon – not present (**arrived at 8:20pm**).

Staff Present: James Sitrick, Health Director; Erin Ponec, Acting Recorder, Tonya Fustos and Karli Storm, Sarpy County Tobacco Coalition; and Sandy Thomas, Cass County Tobacco Coalition

Guests Present: Brett Charles, Sarpy County Attorney's Office; and Nathan Cox, Cass County Attorney's Office

The agenda was amended to allow that Sarpy and Cass Tobacco Coalitions to report earlier in the meeting immediately following the Treasurer's Report.

Clancy moved seconded by Noda to approve agenda as amended. Roll Call states as follows: Kathy Burson – aye; Bob Clancy – aye; Dr. Linda Ford – not present; Tim Gay – not present; Virgil Keller – aye; Dianne Kelly – aye; Nancy Noda – aye; Vicki Roberts – aye; Dr. Frank Varon – not present.

MINUTES:

Amendments to the May 25th minutes are as follows: On page 1, Bob Clancy did not abstain from the approval of the agenda, he did vote aye. Page 2, Bioterrorism Fund, Clancy wanted clarity regarding comment of \$118,000 expected from the state with some carry over funds totaling \$230,681.00 while the Treasurer's Report states that this fund is negative \$2,300.00. Clancy wants explanation from Sitrick of where \$112,000 dollars is coming from.

- Sitrick responded that this was the amount given to him by Sarpy County Fiscal projecting this remainder after spending.
- Two days after May 25th Board meeting Sarpy County Fiscal called Sitrick to say that they had been incorrect in previous report.
- Sitrick states correct fund amount is negative \$2,333.87. The 2005 Bioterrorism budget will be amended accordingly.

*NOTE: (Per Virgil Keller): **Budgetary error was found which has been corrected and dually noted in subsequent minutes.**

Standing Committee Report Item E: Clancy did vote nay and was stated as voting aye.

Executive Committee Report: Clancy was stated as saying nay to adjourn the Executive Session, for the record, he did vote aye.

Amend that Clancy did vote aye to adjourn the May 25th meeting.

Roll call vote to approve the May 25th minutes as amended states as follows: Burson – yes; Clancy – yes; Dr. Ford – not present; Gay – not present; Keller – yes; Kelly – yes; Noda – yes; Roberts – yes; Dr. Varon – not present.

Treasurer's Report – Vicky Roberts:

- Heath Department's budgeted amount, \$421,025.00, so far \$207,778.00 spent. This is 49% of what was budgeted.
- Tobacco Free Nebraska's budgeted amount, \$104,000.00, so far \$92,000.00 has been spent. 89% of the amount budgeted.
- Clancy raised issue of why both Sarpy and Cass County Tobacco Coalitions are budgeted together, Sitrick responded that although it will be tracked separately it was set up as a combined fund this year.
- Tonya Fustos stated that she and Sandy derive their own budgets. Fustos' was passed out; Thomas' was already in the packet.
- Roberts asked for clarification regarding Inter-fund Transfer (local media dollars according to Fustos) and the Budgetary Transfer (Sarpy/Cass combined).
- Bioterrorism budgeted amount, \$71,064.00, spent \$73,397.00. This is 103% of what was budgeted. This will be taken into consideration for the 2005 budget.
- Clancy asked Sitrick if funds have been transferred out of the general fund to cover the negative in Bioterrorism. Sitrick responded yes.
- MCH budgeted amount, \$36,591.00, spent \$33,216.00. Right on target.
- School surveillance budgeted \$25,000.00, spent \$19,504.35, 78% of fiscal budget.
- Sitrick added that staff turnover is the primary cause for expenditures being below budget.
- Women's Health – Sitrick explained this is a one year grant awarded by Community Health Partners of Cass County (CHPCC), which implements the Walking Program. Noda noted that program will have funds left over presumably applicable to next year's activities. There is no current coordinator, but when one is hired this fall those expenses would start.
- Tobacco Free Nebraska budgeted \$4,000.00; year-to-date spent \$1,200.00 (for local media).
- Health Alert Network – per Sitrick money spent on laptop computer for Bioterrorism which the entire department can use if not already reserved. Next year the Health Alert Network, Bioterrorism and School Surveillance will be one single fund with \$118,000.00 from the state for Bioterrorism.
- Clancy asked Sitrick to distribute amended budget. As he distributed the revised budget, Sitrick noted that this was prepared before State revisions were known concerning the Bioterrorism fund.

Keller called for a motion to approve the Treasurer's Report. Mrs. Kelly moved, Dr. Ford seconded the motion. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – absent; Keller – aye; Noda – aye; Roberts – aye; Dr. Varon – not present.

Tobacco Coalition:

Sandy Thomas and Tonya Fustos were present to discuss reasons for both coalitions remaining under the Health Department after September 30th.

- If there is no funding after this date they do not expect the Health Department to pay for their positions. \$2.5 million available to the different coalitions. Thomas believes if continued progress (decrease in smoking rates death caused by tobacco) we should continue to receive funding. It will continue to be channeled through Sarpy County Fiscal.
- Thomas feels the Health Department and the Tobacco Coalitions go hand in hand working to educate the community by giving presentations and attending health fairs to discuss the dangers of tobacco and second hand smoke.
- Last years needs assessment showed number one concern to be the presence of smoking around babies and children, as the work on this goal. It is not costing the Health Department anything.

Concerns:

- RFP from Tobacco Free Nebraska stresses; what are the coalitions doing to collaborate with the local health departments? Dr. Ford agrees with Thomas, she feels the coalitions are an extension of the Health Department. Clancy expressed legal concerns regarding bringing the Tobacco Coalition in under the Health Board. Keller agreed that the purposes of the Coalitions and the Department coincided, but there are practical management issues that must be addressed. Sitrick is concerned about having the responsibility for supervising staff, but having no authority over budgets, work plans, etc. Dr. Ford suggested looking into how to go about setting up the Coalition through the Department. Sitrick would like to incorporate the coalition work plan into the Health Departments Strategic Plan. Clancy states once the Coalition's funds run out, the Department must decide if it will be able to fund the Coalitions, and it will be up to the Board whether to keep Coalition running or not. Burson stated to Sitrick that the work plan would not fall into our strategic plan under the current arrangements because the Coalitions determine the plan. Clancy reiterated that Sitrick does not have supervisory authority over Fustos or Thomas as they are employees of the Coalitions. After further discussion it was the consensus of the members that the solution is to call Judy Martin, Executive Director of the Tobacco Free Nebraska Program. Thomas expressed concern regarding hiring a replacement when it is unsure if there will be funding so this needs to be resolved soon. Mr. Clancy suggested that Thomas and Fustos find answers about joining the Health Department. Burson wanted to clarify that the Coalitions need a fiscal agent. While the funds now pass through Region VI, a separate entity must act as the fiscal agent. Keller requested Thomas and Fustos to set up a meeting between Judy Martin, Clancy, Burson, Keller, and any other interested board or DHW/TC employee.

Director's Report:

Discussion and recommendation for Inter-local Cooperation Agreement between Sarpy and Cass Counties.

Staffing Update:

Sitrick introduced Erin Ponec as the new Administrative Assistant in the Sarpy/Cass Health & Wellness department. Sitrick added they are looking to develop the following positions:

- Environment Health Coordinator
- Marketing/Promotions Coordinator/Grant Writer

It was general consensus of the members that the Marketing/Promotions Coordinator/Grant Writer should focus on community education and awareness and grant development. When assistance with public relations is needed, this will be

contracted on an as needed basis rather than expecting one person, within our projected salary range, to be able to provide all of the required skills.

- Keller asks to have letter complimenting Sitrick and the Health Department staff for outstanding work done on public awareness of algae in local lakes, noted in the minutes.

West Nile Virus (WNV):

- Kathi Logan hired to take calls on WNV (May-Sept) 1st positive human case of WNV was reported last week in Lincoln, NE. Two birds sent in for testing – both were negative.
- Sitrick stated funding for this program has increased from \$90,000 in 2000 to \$800,000. Roberts questioned how the \$800,000 is disseminated across the state. Health & Wellness will receive \$27,000 with \$17,000 being passed on to state municipalities to increase their capacity to deal with mosquito control.
- Contract signed with Health and Human Services giving Health & Wellness Department \$10,000 in return for taking care of sentinel chicken flock at Hwy 50 & Capehart Rd., (these chickens can be infected by the WNV, but do not pass the virus) Sitrick also explained the \$10,000 will cover the cost of Humane Society, shipping birds to Lincoln for testing, and run mosquito traps.
- According to Sitrick, costs incurred will be reimbursed by the state due to the state's late start on WNV project.

Discussion and Recommendation for Inter-local Cooperation Agreement between Sarpy and Cass Counties, (continued):

- Clancy informs the document signed by Cass County will be presented to the Sarpy County Board on June 29th, by Brett Charles, Sarpy County Attorney.
- Employee status will be handled through a resolution presented to the Sarpy County Board. Board will determine how long they will keep Sitrick and staff as Sarpy County Employees.
- Clancy recommends the Health Department become separate entity from Sarpy County. Keller asks the board if this is the consensus of the Board members.
- Per Clancy, Sarpy County is open to discussions of having the Health Department employees on a contracted basis. Keller stated his opinion that the Health Department should become independent from the County to help clarify relationships with the Tobacco Coalition and future potential Department partnerships. His only reservation was assuring consistent employee benefits.
- Sitrick questioned the Board about being able to hire outside firm(s) to ease the transition of the Health Department becoming a separate entity. Keller noted that it may be premature to engage an outside firm.
- Clancy believes Sarpy County is open in helping the department with whatever transition needs it may have. The Board and Sitrick are in agreement that it is to start looking for which benefits packages could be contracted through Sarpy County or what different benefits packages may be required.
- Sitrick raised issue of liability insurance. Clancy stated that after agreement is signed with Sarpy County he is interested in pursuing NIRMA for liability insurance. Without the agreement, Clancy feels we cannot effectively pursue the liability insurance issue.

Burson made a motion and Clancy seconded, to pursue making the Health Department a separate entity from Sarpy County with assurances of an interim period to allow for the Department's adjustment. Roll call as follows: Burson – aye; Clancy – aye; Dr. Ford –

aye; Gay – absent; Keller – aye; Noda – aye; Roberts – aye; Dr. Varon – not present.
Motion passed.

SICA:

- Sitrick informed the Board that Region VI has received 49% (\$650,000) of the \$1.3 million that was requested; Department's share would be approximately \$53,000.
- Sitrick informed the Board a Coordinator for this grant will be hired and would be paid on a contractual basis; the \$53,000 would include office expenses, benefits, etc. (While this is to be a three year grant, to date, the funds are initially for one year).
- Sitrick has met with Region VI and the Director of the Three Rivers Health Department regarding hiring and supervision of this employee. Sitrick wants to retain the final decision on selection of this employee.
- Interview process: Health Department will screen applicants and perform initial interview; second step will include a personnel committee volunteer and a Sarpy/Cass Prevention Coalition member. However, Sitrick will have final say in who will be hired.
- Sitrick has stated to Region VI hiring process will not begin until final award letter is received. Work plan needs to be submitted by June 30th.
- Noda wanted clarification from Sitrick on coordinator responsibilities. Sitrick responded: the coordinator will work to recruit other partners for the Sarpy/Cass Prevention Coalition to promote substance abuse efforts in Sarpy and Cass Counties.
- Burson noted that for the first year the coordinator will be setting up infrastructure. Clancy expressed disappointment regarding lack of money for programs.
- Sitrick, expectations for this coordinator position will be to recruit additional collaborating partners in the community, i.e.: schools, police department, rescue squads, etc.

Lakes:

- Sitrick reported the following: No further complaints on dead animals or ill residents reported, all recent testing has been negative. Lake Waconda – boil water order has been lifted.
- According to DEQ and UNL due to season change and change in temperatures the green algae should take over the blue-green algae during the summer.
- One positive outcome is that the Department will be working more closely with the State and together we have more experience managing this type of environmental concern.

Standing Committee Report:

- Public Relations and Community Education – No report

Personnel Committee:

- Keller stated the committee did meet with Sitrick as requested and has no additional information at this time.

Nominating Committee:

- Clancy – No unfilled positions need nominations.

Health and Disease Committee, Maternal Health Care Task Force:

- Burson reports Suzanne Forkner has worked with the state on developing a brochure. Sitrick displayed the note taking brochure developed by Nancy Braswell.
- Dr. Ford wants the Board Chair and Medical Director's names added to the back of this brochure.
- Sitrick reported on the Bellevue car seat safety check; 34 of 37 car seats were either recalled or installed incorrectly. Cass County car seat check will be held on June 26th.
- Smoke-Free Homes and Cars for Your Family: Clancy suggested these brochures be distributed in the Sarpy/Cass tourism offices.
- Dr. Ford disagreed with the usefulness of the pledge in the handout. Burson noted this brochure was modeled after the EPA program. Sitrick requested sending any comments to Suzanne Forkner.
- Keller suggested replacing the pledge area with statistics regarding the dangers of smoking. Overall, the Board is in favor of the brochure.

Strategic Planning Task Force:

- Noda went over revised Strategic Plan line by line. Keller requested the members to carefully study the plan so that the Board can approve the Plan as amended at the next meeting.
- Sitrick expressed interest in providing smaller grants as a way to provide services listed on the Strategic Plan.
- Sitrick noted that Ruth Cover's title has been changed from Bioterrorism Coordinator to Emergency Public Health Coordinator, explaining how WNV falls under Bioterrorism. Dr. Ford suggested changing Bioterrorism to Emergency Public Health in the Strategic Plan.
- Clancy suggests that diabetes should be a general topic addressed, not just in schools. Sitrick agreed to reword.
- Clancy would like the same emphasis put on diabetes, heart disease, etc., as has been placed on smoking. Dr. Ford noted that obesity is a common cause that should be addressed.
- Noda is in agreement that other health risks should be pursued by the Health Department; however, these topics are based on grants. Sitrick noted there was a \$40,000 proposal for diabetes education submitted last year that was rejected.
- Sitrick suggested that the Department change Nancy Braswell's title from School Surveillance Coordinator to Disease Investigation / School Health Coordinator. After discussion, the Board rejected making a change in the title as the current title seems inclusive enough.

Food Safety:

- Food Safety brochure handed out. Kelly asked for suggestions (if any) to improve. She agreed to add the following contacts: Environmental Coordinator, George Hannsen and Cindy Brison).
- The brochure will be sent out to 232 food establishments with certificates of participation as an incentive to participate.

Bio-Terrorism Preparation Task Force:

- Sitrick updated board regarding Ruth Cover's involvement in the Offutt Air Force drill prior to the Air Show.

- Involvement of full scale drill in Cass County (bio-terrorism situation). Noda stated that Louisville and Plattsmouth will be asked to participate in drill taking place July 24, 2004.

Other Business:

- Revised Budget
 - Rent – off by a factor of 12 (annual cost was provided in response to inquiry rather than monthly).
 - Health Department will pay 2/3 (put down to \$30,000 other \$15,000 went into bio-terrorism).
 - Programs revised to \$300,000/year.
 - Reserve separated below regular budget line.
- Increased
 - Publications / printing
 - Server purchase / maintenance (upon possible move outside Sarpy County).
- Noda will attend NALBO at the end of July (will report back to Board).
- Sitrick will be out on paternity leave end of July, early August.

Announcements:

The next meeting of the Health and Wellness Board will be held July 27, 2004, at Alegent Health Midlands Hospital in Papillion (11111 S. 84th St.)

Correspondence:

None

Executive Session:

Keller recommended against Executive Session, nothing additional to report. No roll call taken due to the consensus of the members.

Adjournment:

Keller adjourned meeting at 9:10pm. No roll call taken – no objections noted.

Virgil Keller, President
Sarpy/Cass Department of Health & Wellness

ATTEST:

Vicky Roberts, Secretary/Treasurer
Sarpy/Cass Department of Health & Wellness