

SARPY/CASS DEPARTMENT OF HEALTH & WELLNESS

MEETING MINUTES

Alegent Midlands Hospital - Boardroom

July 22, 2003 6:30 PM

The meeting was called to order at 6:43pm by President Virgil Keller on July 22, 2003 in the Board Conference Room at Midlands Community Hospital, 11111 S. 84th, Papillion, NE.

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

Marcy Bruggeman conducted Role Call.

Present: Kathy Burson; Aldona Doyle; Dr. Linda Ford; Virgil Keller; Dianne Kelly; Nancy Noda; Nancy Reissig; Dr. Frank Varon.

Staff Members: Marcy Bruggeman; Jim Sitrick; Gretchen McGill

Guests: David Palm, DHHS Office of Public Health; and Ian Newman, Ph.D. Buffalo Beach Company.

Nancy Noda moved, seconded by Kathy Burson to approve the minutes of the June 24, 2003 meeting.

The July 2003 Treasurers report was presented by Nancy Reissig. Frank Varon questioned the funds spent on the Cass County Fair Site. Sitrick stated the Department of Health and Wellness obtained a booth site at the Cass County Fair and it will be adjacent to the CHPCC booth.

Sitrick introduced the new School Surveillance Coordinator at the Department of Health and Wellness, Heather Pearson. Heather will work part-time until completion of her Masters Program in August. Sitrick distributed a letter from the State of Nebraska authorizing School Surveillance funds and providing the specifics of the contract with the Department.

Relationship with other area health boards:

Virgil Keller discussed Sarpy County Health Board Roles and Responsibilities that was sent out to Board members in their packets in the form of a table. Keller, Sitrick and Sheriff Thomas from Sarpy County met on July 15th at 4pm at the Department of Health and Wellness to discuss roles that the Sarpy County Health Board wants to keep and which they would like to transfer to the Sarpy/Cass Board of Health and Wellness. Sheriff Thomas preferred that Sarpy Health Board continue to issue Amusement licenses and nuisance complaints, as both require direct sheriff involvement. A tentative agreement will be drafted after a review of the statutes referenced by the Sheriff is completed. The goal is to complete a formal memorandum of understanding by the end

of the calendar year. The Board will have final say on which responsibilities the Board of Health and Wellness will adopt. Board members are encouraged to begin identifying areas the Board would want involvement in and which they chose to avoid. Burson questioned conflict of interest regarding health-related issues as both Sarpy/Cass Board of Health and Wellness and Sarpy County Board of Health having physicians on their Board. Sitrick asked David Palm whether this is an issue he sees being discussed at other health boards. Palm stated there is minimal discussion by other departments. Sitrick stated he has received input from other District Health Departments as to how they combine roles/responsibilities and will provide Keller with Hall County Materials on their District Health Departments functions.

Standing Committee Reports:

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

- Jim Sitrick presented current logo on business cards, letterhead, and envelopes. Discussion ensued on how the current logo may be interpreted as portraying a Christian image. Noda moved to have Sitrick and Varon meet with Jamie Crager, design artist, and look at making minor adjustments to the current logo and brightening up the colors and if these adjustments cannot be made a different logo will be determined and emailed out to all board members for vote. Burson seconded. Ayes: Burson, Doyle, Keller, Kelly, Noda, Reissig, Varon. Nays: Ford. Absent: Clancy. Motion approved.

B. Personnel Committee: Virgil Keller, chair.

- Sitrick updated Board on hiring Maternal Child Health Coordinator Diane De Jonge who will begin work on August 4th.
- The Bioterrorism position still remains open. Sitrick stated applicants have had no public health background and feels this is more important that Bloterrorism background. Sitrick plans to post position publicly. Board agreed on need for public health background. The Board members supported rewriting the advertisement and job description to provide greater emphasis on a need for a public health background.
- Sitrick reiterated hiring Heather Pearson for School Surveillance.
- Sitrick stated Director's Goals will be completed by August meeting. Keller requested Sitrick to include a timetable for Sitrick's annual review.
- Sitrick reported that Administrative Assistant goals are complete and have been reviewed. Performance instrument is complete and will be measured and evaluated in December 03.

C. Nominating Committee: Aldona Doyle, chair. No report.

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

- Clancy was not present, however Varon reported there will be a meeting August 15, 2003 in Lincoln, NE re: NIRMA and insurance needs in general. Keller, Sitrick, Clancy, and Varon plan to attend.

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

chair.

- Burson reported now that a MCH Coordinator has been hired she plans to meet with this individual to discuss the grant then plans to schedule a Task Force meeting in order to get caught up on the MCH timeline.

F. Needs Assessment Task Force: Nancy Noda, chair.

- Ian Newman, Ph.D. from Buffalo Beach Company reported on status of Needs Assessment. They have met with school health officials and public health leaders. The phone survey should be completed Thursday, and the Minority Assessment is ongoing. Dr. Newman reported the draft assessment will be available by the August 26, 2003 Board Meeting and the final will be presented at the September 2003 Board meeting. Sitrick stated once the final assessment is complete a strategic retreat will be scheduled with the Board to review the assessment and determine plan of action. Once this has been completed a press conference will be scheduled to share and promote the findings to the public. Sitrick reported positive response from some Cass County residents regarding phone assessment. The members agreed that Sitrick and/or Keller should facilitate a separate meeting and Ms. Bruggeman will schedule the meeting for early September. The draft report should be adequate for the Board to develop its strategic plans.

G. Food Safety Task Force: Dianne Kelly, chair.

- Food Safety Task Force consisting of Dianne Kelly, Dr. Linda Ford, and Jim Sitrick met and discussed improving food safety in the two counties. They are working to establish a plan for creating safety criteria that based on nationally-recognized food safety standards and wish to collaborate with public, restaurant owners, and both the Nebraska and National Restaurant Associations in effort to promote food safety standards. The Department wishes to promote food safety training using Cooperative Extension, other materials- or simply requiring passing a standardized exam on food safety. In many instances training is already provided by the restaurants for their employees. Restaurant representatives will be actively engaged in creating the criteria and in advising the Department of how to implement the criteria. Keller noted that we should focus on two primary goals: public health safety and a level “playing field” for the food industry. The Task Force members agreed to keep the Board informed of its activities and to appropriately engage representatives of the food industry.

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

- Dr. Ford indicated that the task force is waiting for the hire of Bioterrorism Coordinator. Jim Sitrick discussed Bioterrorism events he has attended in place of the Bioterrorism Coordinator.

Proposed Meeting Policy:

- Gretchen McGill discussed receiving feedback from Virgil Keller regarding grammatical errors and one correction to the Meeting Policy.

Gretchen will make changes and have final draft ready for approval by August 26, 2003 Board Meeting. Aldona Doyle discussed the proposed meeting structure which emulates the structure used by the Sarpy County Board of Commissioners that uses resolutions for formal actions and motions for more informal actions.

Director's Report:

- Sitrick reported that the Department of Health and Wellness won a \$5,000 grant for the Woman's Health Initiative Grant for Walking Women in Cass County.
- Sitrick discussed applying for grants and expressed caution as to which grants are being applied for due to the amount of administrative work involved. Doyle stated Sarpy County's agreement with this and stated Sarpy County's plans to hire a full time grant writer for the county. David Palm stated that new district health departments are channeled grants to assist them in getting off the ground. He agreed that caution is appropriate owing to the costs of implementing a large number of small grants but that the Health and Human Services System is working to provide whatever support it can for local health departments.
- Sitrick handed out Bioterrorism Disaster Course registration form to Board members if interested in attending.

Other Business:

- Nancy Noda distributed and commented on the Alegent Health Immunization and School Nurse Program Annual Report July 2002-June 2003 for review.

Public Input:

- No Public Input

Information:

- Dr. Varon reported being accepted into the Masters of Public Health Program at UNO/UNMC.
- The next meeting of the Sarpy/Cass Department of Health & Wellness Board will be August 26, 2003, 6:30pm in the Alegent Midlands Board Room at Midlands Hospital, 1111 S. 84th St., Papillion, NE.

Executive Session:

- None

Adjournment:

- Burson motioned that the meeting be adjourned. Noda seconded. Ayes: Burson, Doyle, Ford, Keller, Kelly, Noda, Reissig, and Varon. Clancy not present. Nays: None. Motion carried. The meeting

adjourned at 9:07pm.

President, Sarpy/Cass Dept. of Health & Wellness

ATTEST:

Treasurer/Secretary