

**SARPY/CASS DEPARTMENT OF HEALTH & WELLNESS  
MEETING MINUTES  
August 24, 2004**

Alegent Health Midlands Hospital, Papillion, NE  
August 24, 2004, 2004, 6:30pm

The meeting was called to order at 6:30pm by President Virgil Keller on August 24, 2004 at Alegent Health Midlands Hospital located at 11111 S. 84<sup>th</sup> St., Papillion, 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 6:50pm**); Tim Gay – present; Virgil Keller – present; Dianne Kelly – present; Nancy Noda – present; Vicky Roberts – not present; Dr. Frank Varon – not present (**arrived at 6:45pm**).

Staff Present: James Sitrick, Health Director; Erin Ponec, Acting Recorder.

Guests Present: Brett Charles, Sarpy County Attorney's Office; Fred Uhe, Sarpy County Chief Deputy Clerk, Rudy Krueger, Sarpy County Assistant Deputy Clerk/Accounting Manager, Mike Williams, Williams-Deras & Associates, Stephanie Dow, Williams-Deras & Associates, Marti Keller, Pay-Flex, Pat Sullivan and Michel Polk of Adams & Sullivan Law Firm, Nancy Reese, Primary Immunization Nurse and Susan Hussy, Administrative Associate.

The consent agenda will state as follows: A. Legacy Foundation Smoking Cessation Grant and B. UNMC Smoking Cessation Grant. The agenda was amended as follows: topics C, D, E & F will be removed from the consent agenda. The consent agenda is attached to these minutes for reference purposes.

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

Other changes to agenda include: Noda asks to have the Immunization/School Nurse Annual Report, originally item # 6 on the agenda, changed with item #5, Report on Cass County/CHPCC Walking Program.

**MINUTES:**

Amendments to the July 27, 2004 minutes are as follows: Clancy pointed out that Roberts did vote aye, not nay to discontinue acting as the Tobacco Coalitions sub-grantee. Noda also stated that she was not at the last meeting and did not vote aye in the suggestion that a letter be submitted to Tobacco Free Nebraska explaining the Board's actions, it was Roberts who voted aye. On the Director's Report it should read that Clancy and Sitrick will approach NIRMA **before** not **after** February 2005. On the motion that Clancy made in regards to Sitrick signing the lease agreement it should be noted that Dr. Ford left the meeting early. In regards to the immunizations, Clancy asked Sitrick what the vaccination dosages for Sarpy/Cass are going to be this year.

Sitrick is not aware of an exact number of dosages that will be available. Last year the problem was national due to an underestimation of the demand and not limited to our service area due to any quotas or other strictures.

Clancy made a motion and Kelly seconded to approve minutes as amended. Roll call states as follows: Burson – abstain; Clancy – aye; Dr. Ford – not present; Gay – aye; Keller – aye; Kelly – aye; Noda – abstain; Roberts – not present; Dr. Varon – not present.

#### **Immunization/School Nurse Annual Report:**

- Noda stated that past reports had been given to Sarpy County Commissioners, it will now be reported to the Board of Health and a copy is also sent to Sarpy Administration. Along with Noda were Nancy Reese, Immunization Nurse and Susan Hussy, Administrative Associate at Alegent Health Midlands Hospital.

#### **Highlights**

- Attack on Asthma Program (mandated by 2004) all schools equipped with epipen, nebulizer and albuterol, as well as all staff being trained. Special security boxes were purchased for this equipment so it can be kept secure.
- 2003-2004 celebration for Sarpy/Cass County School Nurses Day was held with a presentation from Dr. Peradis presented on, Diabetes in the School Age Child. One continuing education credit was given.
- Compliance with immunization requirements: No new immunization recommendations; however, kindergarten, seventh graders and any transfer students who have not had chicken pox or the vaccination must be vaccinated. Vaccinations are offered at cost to the school staff, 47 flu shots and Hepatitis B given to teachers last year.
- Immunization Program: served over 1,100 children this year with a total of 2,700 shots. Grant awarded from the Department of Health to offer two additional vaccination clinics once a month. State trained new nurses who can now give vaccinations. Database used, can pull up immunization records from any clinic in Douglas or Sarpy County. Comparing 2001 to August of 2004, there are now twice as many patients in the database; more and more patients are underinsured (approximately 1,000). Sitrick inquired about getting a program like this implemented in the public school system, currently only serving private schools. Noda also stated the state has given funds for influenza vaccinations for children ages 6 months to 23 months, still questioning how to address children over the age limit.

#### **Personnel Policies and Procedures Manual (4C on the consent agenda):**

- Charles recommended that the Department of Health and Wellness adopt Sarpy County Personnel Policies and Procedures manual as our own, then send to the BOH Personnel Committee to review. Fred Uhe is in agreement with Charles. Uhe feels stresses it is important that there is no laps of any kind in having a personnel manual. Dr. Ford expressed concern about adopting the Sarpy County Personnel Manual without seeing the contents first. It was decided that the current Sarpy manual will be sent to the BOH and the Personnel Committee will review the manual and make changes as needed. It was the consensus of the Board to follow the County manual and then have the Personnel Committee go over the manual and change whatever they determined as appropriate to change.
- It was the consensus of the Board to hold a special Board Meeting on September 14, 2004 to get have a public meeting to finalize the budget and assure progress regarding the transition.

**Utilization of a bi-weekly Payroll System (4D on the consent agenda):**

- Clancy had questions regarding what company would be taking over payroll functions. Keller informed him that there have been meetings with Marti Keller, Pay-Flex Representative. Sitrick also added that if the Board would like the Department to look at other companies he will do so. Clancy wants to make sure that all decisions regarding the transition that all major decisions are made at the September 14<sup>th</sup> meeting to assure a “seamless” transition for our employees.

Gay made a motion, seconded by Clancy, to keep the Department of Health & Wellness on the bi-weekly payroll system. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Kelly – aye; Noda – aye; Roberts – not present; Dr. Varon – aye.

**Authority to allow Sitrick to seek: Outside legal counsel and accounting assistance (4E on consent agenda):**

- It was the consensus of the Board to allow Sitrick, along with any volunteers from the Board, to pursue these services, but not to engage in any kind of business contract. Charles suggested the Board make a formal motion on this decision.
- Patrick Sullivan from Adams & Sullivan Law Firm introduced himself. He was present at the meeting at the request of Gay, inform the Board of the type of legal services that they may be able to provide. Keller inquired about keeping this firm on retainer. Sullivan would most likely begin by charging hourly until it is decided what kind of time would be invested, and then possibly going to a retainer fee.
- Sitrick asked the Board about how many bids they would like him to get regarding any kind of services the DHW may need in the future. Keller stated that it would all depend on what is proposed. Keller would also prefer that Gay and Roberts meet with companies that provide accounting assistance and come back to the Board with recommendations.

Clancy made a motion to allow Sitrick and Board volunteers to seek outside legal council and accounting assistance, Dr. Ford seconded. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Kelly – aye; Noda – aye; Roberts – not present; Dr. Varon – aye.

**Determining to what extend the Director is authorized to sign contracts and spend monies (4F on concent agenda):**

- It is the opinion of the board that Sitrick should remain at the \$5,000.00 cap when entering into contracts. Anything over this amount will require board approval. This was a motion that was already acted upon in a past meeting.

**Presentation on Staff Health Insurance and Costs (Presented by Mike Williams, President, Williams-Deras & Associates):**

- Some of their currently accounts are: Sarpy County, Bellevue Public Schools, City of Bellevue, City of Gretna health insurance.
- Per Williams groups of 50 lives and below must be accepted by the insurance company; however, they are allowed to rate the group up to an additional 67% of the base rate. Williams received quotes from all companies willing to underwrite the Sarpy/Cass Department of Health & Wellness; however at this meeting Williams is only focusing on the United Health Care (UHC) quotes because UHC has accepted the DHW, because we are coming off an existing UHC plan through Sarpy County, without having to prove insurability and waive all preexisting conditions.

- Sitrick expressed interest in having the new insurance plan mirror as closely as possible to what Sarpy County currently has in place.
- Clancy expressed pleasure with the UHC plan that was used by Cass County until recently. Per Keller, Sitrick did say that the staff would like to stay with UHC if given the choice. It is the consensus of the Board that this decision will be made at the September 14<sup>th</sup> meeting.
- Sitrick informed the Board that as Director of the Department he does not want the employees to have to pay anymore out of pocket than what is currently being spent; Burson is in agreement with Sitrick.
- Long-Term Disability & Group Life and Accidental Death and Dismemberment: Williams recommends the Principal plan. Williams gave a life insurance quote for \$50,000.00. The Board would like Williams to get them a quote for \$30,000.
- Dental Coverage: Current county plan has a \$1,500.00 maximum benefit and a \$1,500.00 orthodontia benefit. Delta Dental would be the most similar to the county, only differences are: \$1,000.00 benefit and does not cover orthodontia.
- Per Keller, it is the consensus of the group to elect one of the eight insurance options that Mr. Williams presented and formally act upon it at the September 14<sup>th</sup> meeting.

**Presentation on Incident Management System (IMS) by Joe Mastandrea, Sarpy County Emergency Management Agency:**

See handouts

**Treasurer's Report:**

- It was the consensus of the Board to defer the report due to Ms. Roberts' absence and also that the full budget will be reviewed at the meeting on September 14<sup>th</sup>.

**Cass County/CHPCC Walking Program:**

- Per Noda, the Walking Program has been in place for five years in Cass County. School districts of Cass County are also in collaboration with the program. A 1997 survey of 7,000 households in Cass County showed that the three priority concerns were lack of exercise, obesity and heart disease. Through the mini-grant, Women Lead the Way, an education orientation session was done, books and tools provided by the state have were given out, and a Walking Coordinator, Helen Amick was hired. Pedometers were distributed at no charge to participants; four newsletters were distributed to 189 participants and a celebration for participants.
- Collaborating partners are: Sarpy/Cass Department of Health & Wellness (fiscal agent), Community Rehab in Plattsmouth (provided personnel for teaching classes, purchased water bottles, and held meetings at their facility), Alegent Health Midlands Hospital, meetings were also held at the Plattsmouth Manor, and the schools provided their hallways.
- Noda gave results derived from surveys that were given out before the program and after the program was over, they are as follows: 29% walked 0-1 time per week before the program; 27% walked 4-5 times per week, after the program that number improved to 41%. 5% walked 6 or more times per week, after the program that number went to 18%. Physical fitness level before walking program: (Poor) 9%, (Fair) 24%, (Good) 50%, (Excellent) 3%; After (Poor) 0%; (Fair) 9% (Good) 59%, (Excellent) 24%.
- Pedometers were ordered, more Walking forms were printed for \$200.00. To date \$2,500.00 spent. Total monies left over in the grant is \$3,668.00.
- Burson asked Sitrick if this program would be brought to Sarpy County? Sitrick responded that it would, a timeline is still unknown. Noda stated that Papillion

South High School has offered to let participants in Sarpy County use their hallways for walking.

**Director's Report:**

- Progress towards Autonomy: For staff satisfaction, Sitrick is most concerned about having the following issues addressed: payroll, health insurance and an accounting system.
- Office Lease: The lease has been modified since the July 27<sup>th</sup> meeting; square footage has been changed to reflect the space in the adjacent room that will continue to be used by the Sarpy County Extension Office. After September 30<sup>th</sup>, the Tobacco Coalition office and conference room space upstairs will be used by the DHW.
- Staff Hiring: Sitrick will not go forward with the hiring of new staff until the major issues regarding the transition are complete.
- Departmental Website: Two bids were given: Sarpy County Information Systems and Jeff Wosacker to develop and maintain the Department website. There is a consensus among the Board that this is not an urgent issue relative to the staff compensation transition and can be deferred for the time being.
- Lakes: For the first time in two months none of the Sarpy or Cass County lakes are testing at health advisory or alert levels. Sitrick also added that the Center for Disease Control (CDC) and the Nebraska Department of Environmental Quality (NDEQ) do not have any idea why the algae were so toxic or how this can be prevented in the future. Three known factors for the toxic algae are: temperature, precipitation and the right amount of sunlight.
- Assistance with aspects of achieving Departmental Autonomy: Sitrick has set up meetings with several accounting/bookkeeping firms, but would like to have Roberts involved. Sarpy County has given Sitrick the name of a Human Resources firm that he and staff will be meeting with later in the week. Legal representation services Sitrick will contact several firms to see what they can offer. Public Relations services may be hired on a contractual basis.

**Standing Committee Report:**

- Public Relations and Community Education: No report
- Personnel Committee: No report
- Nominating Committee: Patrick Sullivan gave a short presentation on what their firm, Adams & Sullivan, could offer and on what pay scale. Sullivan informed the Board that he suggests starting out on an hourly basis until it is known how much of their services would be needed, then possibly billing on retainer. Keller announced that both Gay and Roberts have agreed to accept the appointment to serve on the Nominating Committee which is currently chaired by Mr. Clancy.
- Public Policy/Government Relations Committee: Per Clancy the next project will be for himself and Sitrick to approach NIRMA regarding liability insurance. Clancy will contact Craig Nelson, Director of NIRMA, to discuss taking the DHW into consideration for insurability.
- Health and Disease Committee, Maternal Health Care Task Force: Burson stated that the MHC Task Force met August 24<sup>th</sup> at 7am. Burson stated what a great job Suzanne Forkner has done on the task force. Continuation of a third year into the grant was discussed. Emphasis is going to be on giving technical assistance to providers and recruiting new providers for the program, submission is due September 10<sup>th</sup>; Forkner is on time with this date.
- Strategic Planning Task Force: No report

- Food Safety Task Force: Kelly went over the Food Safety Brochure that is going to be sent out to food establishments in Sarpy and Cass Counties. Sitrick added the Health Department would like to begin food safety training. Sitrick also added that Forkner has finished a hand washing sticker to be sent out to local food establishments. In order to provide more "white space" and make it more attractive to the public, it was suggested that the address be taken off of the sticker and leave only the telephone number.
- Bio-terrorism Preparation Task Force: Cover has sent in plan to the state and activities are on target.

**Other Business:**

- Noda would like to highlight information presented at the National Association of Local Boards of Health (NALBOH), she will address this at the September 28<sup>th</sup> meeting.

**Public Input:**

- None

**Announcements:**

- In response to questions from Mr. Clancy, Sitrick spoke about the Smoking Cessation Grants. One applied for through the Legacy Foundation, and the other through UNMC. The Legacy grant focuses on smoking cessation for women over 40 in rural areas. The UNMC grant focuses on provider education.
- Correspondence: Nothing at this time
- The next meeting of the Sarpy/Cass Board of Health will be September 14, 2004, at Alegent Health Midlands Hospital at 6:30pm.
- Personnel Committee has planned a meeting on August 31, 2004 at 5:30 pm regarding the Sarpy County Policies and Procedures Manual to assist in the transition.

**Executive Session:**

- None held

**Adjournment:**

- Clancy made a motion to adjourn meeting at 9:07pm, Kelly seconded. Roll call taken as states: Burson – not present; Clancy – aye; Dr. Ford – not present; Gay – not present; Keller – aye; Kelly – aye; Noda – not present; Roberts – aye; Dr. Varon – aye.

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

ATTEST:

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