

SARPY/CASS DEPARTMENT OF HEALTH & WELLNESS

MEETING MINUTES

Alegent Midlands Hospital - Boardroom

October 21, 2003 6:30 PM

The meeting was called to order at 6:35pm by President Virgil Keller on October 21, 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; Bob Clancy (arriving at 7:30pm); Aldona Doyle; Dr. Linda Ford (arriving at 7:00pm); Virgil Keller; Dianne Kelly; Nancy Noda; Nancy Reissig; and Dr. Frank Varon (arriving at 6:50pm).

Staff Members: Marcy Bruggeman; Jim Sitrick; Brett Charles; and Mark Wayne

Guests: Mary Ann Holland, Cass County Extension Educator; Vernon Waldren, Douglas/Sarpy Extension Educator; and Cindy Brison, Douglas/Sarpy Extension Educator.

Burson moved, seconded by Noda to approve the agenda for the October 21, 2003 meeting. Roll call vote resulted as follows: Burson – aye; Clancy-not present; Doyle-abstained; Ford-not present; Keller-aye; Kelly-aye; Noda-aye; Reissig-aye; Varon-not present.

Burson moved, seconded by Noda to approve the minutes of the September 23, 2003 meeting. Roll call vote states as follows: Burson – aye; Clancy-not present; Doyle-abstained; Ford-not present; Keller-aye; Kelly-aye; Noda-aye; Reissig-aye; Varon-not present.

The October 2003 Treasurer's report was presented by Nancy Reissig Comparison for Fiscal Year 2002-2003 and 2004 Budget Reports were discussed by both Jim Sitrick and Mark Wayne. Board requested that future Treasurer's Reports consist of the following: The Actual Detailed Expense Report indicating % left on each line item to date, along with Treasurer's Report Summary Sheet indicating beginning cash balance, total receipts, total disbursements, and ending cash balance for each fund. Board states if there is ever a question of funds spent, this could be looked into by Department staff and reported back to the Board. Reissig questioned why the Maternal Child Health Grant A was in the negative and Sitrick reported that it is a cost-reimbursable grant. Receipts for monies spent are submitted to the State of Nebraska then repaid. Ford moved, seconded by Doyle to approve the Treasurer's Report for October 2003. Roll call vote states as follows: Burson – aye; Clancy-not present; Doyle-aye; Ford-aye; Keller-aye; Kelly-aye; Noda-aye; Reissig-aye; Varon-aye.

Food Safety Task Force: Presentation from Cindy Brison of the Douglas/Sarpy Extension Service re: Food Safety Training:

Cindy Brison, Registered Dietician with the Douglas/Sarpy Extension Service, distributed handout on the Food Safety Programs provided by the Douglas/Sarpy County Extension and

sponsored by the National Restaurant Association. ServSafe is an in-depth 2 day training for restaurant and foodservice professionals. The program uses a course book, media presentation, learning experiments, and a certification exam. The program costs \$120.00 per person, although it can be offered at a lesser cost or even for free to persons not able to afford the program or to Hispanic Populations. This program is offered in 6 counties, including Sarpy and covers all aspects of food safety. Their funding is through University of Nebraska Lincoln, Sarpy and Douglas County, fees, and small grants. Their current program foci are on food safety, water quality, good housekeeping, and lead safety. Cindy distributed a list of all establishments that have participated in the ServSafe program. Dr. Ford expressed concern that the educators are the same individuals as the examiners. Cindy stated the exams are actually sent into the National Restaurant Association, graded, and then in turn awarded the certification. Mary Ann Holland from Cass County Extension stated she is not a Food Safety educator however Sara Brazel, the Extension Educator Otoe County is. November training is scheduled to be held in Mead, NE.

Update on Inter-local Agreement:

Virgil Keller stated that on October 17, 2003, he; Jim Sitrick; Brett Charles, Sarpy County Attorney; and Nathan Cox, Cass County Attorney, met and reviewed the draft inter—local agreements between the pre-existing Sarpy and Cass County Boards of Health and the current LB 692 district Department of Health and Wellness. Both attorneys will continue to work on the final drafts and each county will be very similar in content. Once finalization is complete, both Sarpy County Sheriff and Cass County Sheriffs will be consulted and will review final draft prior to coming in front of the Board for approval.

Standing Committee Reports:

- A. Public Relations and Community Education: Frank Varon, chair.
 - Varon reported having received information from Heather Pearson, School Surveillance Coordinator, regarding the Broadcast fax and will now need to meet with Jim Sitrick to discuss details. Jim Sitrick reported having applied and received a Mini Social Marketing grant in the amount of \$500.00 that will go towards expenses accrued in developing the Departments logo. Varon stated that a summary report of the Needs Assessment will need to be prepared and presented to both Sarpy and Cass County Board of Commissioners within the next few weeks. Burson suggested that a Press Conference be held, once both county boards have been presented with the report, to announce the Department and the results of the Needs Assessment. Noda stated the Needs Assessment Task Force will meet to develop presentation for the public. Mr. Keller asked the Public Relations and Community Education Committee to recommend opportunities and to formulate a plan to inform and engage the general public that would go beyond the measures previously mentioned.

- B. Personnel Committee: Virgil Keller, chair.
 - Keller reported that the Personnel Committee met prior to tonight's meeting and that the Board will be called into Executive Session at the end of tonight's meeting to discuss personnel issues.

- C. Nominating Committee: Aldona Doyle, chair.

- None

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

- Clancy reported meeting with Frank Nelson of NIRMA and is not making any progress. He plans to meet with Senator Byars next week. Senator Byars remains an advocate of health departments and will propose to the Legislature that the newly formed health departments are part of local counties at the next legislative session. All Board members are encouraged to attend addressing this issue which begins in January 2004. Clancy stated only 2 local health departments, one being Sarpy/Cass, have applied with the Marsh Company which potentially may offer reduced premiums.

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

- Burson reported that the Committee has met and will be meeting twice prior to the end of the month when current Maternal Child Health Coordinator, Diane DeJonge, will be leaving the Department. The Committee will be meeting Monday October 27, 2003 with Dr. Christine Peterson whose office is considering piloting the program. The Committee is also looking at being placed on the agenda for the OB/GYN Meetings. Burson reports that the Data Use Academy participants will present its project at graduation this following week. Their project focused on the Needs Assessment and Smoking Cessation. Doyle congratulated the participant's effort in this project. Reissig seconded the congratulations.

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

- Sitrick reported that due to recent personnel issues, the Environmental Health Plan from the Department has not been completed.

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

- No report. Sitrick reported that this task force will meet once Ruth Cover, newly hired BT Coordinator, and begins work with Department on November 3, 2003.

Proposed Meeting Policy:

Brett Charles, Sarpy County Attorney, distributed Proposed Changes to the Meeting Policy 10/21/2003 (see attached). The following corrections were recommended:

- #2 Proposed Changes read "that the **unapproved** minutes" be made available to the public within (10) working days instead of (15).
- That all reference to staff be changed to "**the Department**".
- Pg 3 item ii. Typo from Baord to **Board**.

Clancy moved, seconded by Ford to approve the amended Meeting Policy. Clancy and Ford both withdrew their motions to approve the amended meeting policy after Brett Charles requested waiting to vote until after the actual revisions are made and reviewed by the Board.

Director's Report:

Sitrick reported hiring Ruth Cover as the new Bioterrorism Coordinator/Emergency Public Health Specialist who will start in the Department on November 3, 2003. Sitrick

stated he would like her position to be the equivalent to Deputy Director, who could act as 2nd in line after Sitrick within the department. Keller asked Mr. Sitrick to defer making her the deputy until further notice. Sitrick reports having received approximately 30 applications for the Maternal Child Health position and will begin reviewing the applications and arranging interviews next week, after which interviews will be scheduled. The School Surveillance position, this will be posted in the Omaha World Herald next week. Sitrick wanted to publicly thank Marcy Bruggeman, Public Health Specialist, within the department for all of her hard work and dedication to the department. Sitrick stated he has met with Brett Charles and will continue meeting with him to discuss the legalities of having the Sarpy and Cass County Tobacco Coalitions join the Department beginning Jan 01, 2004. Sitrick distributed PHAN Local Health Department Guide to Roles and Responsibilities booklet, in addition to a list of all local groups with which he has met and with which the Department is collaborating, while discussing recent public health/bioterrorism events he has attended recently.

Other Business:

- None

Public Input:

- None

Information:

A. Announcements

- Both Jim Sitrick and Kathy Burson will be attending a Fellowship Conference in November in Washington D.C.
- Dr. Varon was selected to attend a Diabetes Advocacy Training in December by the advocacy group with whom he has been active

B. Correspondence

- The most recent version of By-Laws was distributed to Board Members. At the last Board meeting, an amendment to change the name of the Department listed in the By-Laws to the current name was read. Upon review of the most recent version, this amendment is not required as the latest version has the correct name.

C. Next Meeting

- November 25, 2003, 6:30 PM at the Alegent Midlands Hospital, Papillion, NE.

Executive Session:

Noda moved, seconded by Clancy to move into Executive Session to discuss Personnel Issues within the Department. Roll call vote states as follows: Burson – aye; Clancy-aye; Doyle-aye; Ford-aye; Keller-aye; Kelly-aye; Noda-aye; Reissig-aye; Varon-aye. Executive Session commenced at 8:30pm. Clancy moved, seconded by Burson to adjourn the Executive Session at 9:15 pm. Role call vote resulted as follows: Burson – aye; Clancy-aye; Doyle-aye; Ford-aye; Keller-aye; Kelly-aye; Noda-aye; Reissig-aye;

Varon-aye.

Adjournment:

Clancy moved, seconded by Burson to adjourn the Board Meeting at 9:16 pm. Role call vote resulted as follows: Burson – aye; Clancy-aye; Doyle-aye; Ford-aye; Keller-aye; Kelly-aye; Noda-aye; Reissig-aye; Varon-aye.

President, Sarpy/Cass Dept. of Health & Wellness

ATTEST:

Treasurer/Secretary