

**Sarpy/Cass Department of Health & Wellness
Board of Health Meeting
November 6, 2006**

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Board President, Virgil Keller, called the meeting to order at 6:35 p.m. on November 6, 2006 at the Sarpy/Cass Department of Health & Wellness.

Roll Call:

Erin Ponec, Acting Recorder, conducted Roll Call

Roll Call States as follows: Bob Clancy – present; Dale Davenport – absent; Dr. Linda Ford – not present (**arrived at 6:50pm**); Tim Gay – absent; Virgil Keller – present; Carrie Krist – present; Dr. Matt Neumann – not present (**arrived at 6:40pm**); Nancy Noda – present; Vicki Roberts – present.

Staff Present: Dianne Kelly, Health Director; Nancy Braswell, Emergency Response Coordinator; Erin Ponec, Acting Recorder;

Guest(s) Present: No guests in attendance

Approval of Agenda:

Per the Open Meetings Act the agenda may not be altered 24 hours prior to the meeting, unless an emergency arises.

The agenda was approved by consensus of the Board. No roll call taken.

Approval of August 28, 2006 Meeting Minutes:

Correction: Page 2, Other Business item #5, the Sarpy/Cass Immunization Clinic work with parochial schools in Sarpy and Cass counties. They are not working with the public schools.

Noda moved, seconded by Roberts to approve the August 28, 2006 meeting minutes with correction(s). Roll call states as follows: Clancy – aye; Davenport – absent; Dr. Ford – not present; Gay – absent; Keller – aye; Krist – aye; Dr. Neumann – not present; Noda – aye; Roberts – aye.

Update on Purchase of Anti-Viral Medication: Nancy Braswell

Braswell presented to the Board the option of purchasing anti-viral medication in preparation of a possible outbreak of pandemic flu for first responders only. First responders include: Law enforcement, emergency management staff, fire/rescue and Emergency Medical Technicians (EMT's), Mission Ready Essential Personnel at Offutt Air Force Base (OAFB), medical providers providing triage, and Department staff members and Board of Health (BOH) members acting in response.

After BOH discussion, the decision made by the members was to purchase the anti-viral medication spending a minimum amount of \$40,721.

Clancy moved, seconded by Noda to approve this motion. Roll call states as follows: Clancy – aye; Davenport – absent; Dr. Ford – aye; Gay – absent; Keller – aye; Krist – aye; Dr. Neumann – aye; Noda – aye; Roberts – aye.

Treasurer's Report:

No notable changes or exceptions to report.

Director's Report:

Administrative Issues:

Kelly discussed a possible \$10,000 contract from the State of Nebraska for the Mobilizing for Action through Planning and Partnerships (MAPP) Project. This is an 18 month project, where community groups would be brought together to discuss what they would like the Department to focus on. This would be a facilitated contract with area community groups and stakeholders. Kelly is interested in contracting Whitney Shipley, UNMC Bio-preparedness Education Program, to act as facilitator for this project.

Keller's opinion is the MAPPS project would compliment the Department needs assessment and strategic planning processes.

Clancy moved, seconded by Roberts to have Kelly undertake appropriate negotiation and to enter into a contract with the State to participate in the MAPPS Project. Roll call states as follows: Clancy – aye; Davenport – absent; Dr. Ford – aye; Gay – absent; Keller – aye; Krist – aye; Dr. Neumann – aye; Noda – aye; Roberts – aye.

Public Health Issues:

Dr. Jeff Strohmeyer, Midlands Hospital, has invited Kelly, to attend a “decision accelerator” event regarding obesity in children beginning in December.

Sudanese Outreach Project: Per Kelly, it is estimated there are between 900-950 Sudanese in Sarpy County (Bellevue & La Vista). Douglas County is currently working with the Sudanese population with programs ranging in topics from open airways, basic nutrition, exercise/physical activity, sexually transmitted disease (STD) education, and lead poisoning. Kelly recommended that the Department help financially support the Douglas County program and to engage the staff, where appropriate, with program initiated by the Douglas County Health Department for the Sudanese population in Sarpy County.

It was the decision of the BOH members to approve up to \$12,000 in the first 6 months to partner with Douglas County to expand the Sudanese Outreach Project into our service area. Kelly is to negotiate the appropriate terms and conditions of the agreement as a pilot project and return to the BOH for continuation of the program following status report.

Noda moved, seconded by Krist. Roll call states as follows: Clancy – aye; Davenport – absent; Dr. Ford – aye; Gay – absent; Keller – aye; Krist – aye; Dr. Neumann – aye; Noda – aye; Roberts – aye.

Other Business:

BOH Governance Assessment: Keller reported on the preliminary findings of the assessment and that the Center for Disease Control (CDC) will be providing an analytical report in the near future. The BOH participants agreed that the form was very repetitive and did not completely fit the current stage of development of the Department.

Initial Discussion of Policy Development: Keller recommended Kelly begin to develop policies needed by the Department for the review of the BOH members.

Standing Committee Reports:

Nomination Committee: Nothing to report

Personnel Committee: Nothing to report

Program Development: Nothing to report

Medical Director's Report: Nothing to report

Public Input: None

Information:

Correspondence: None

Next Meeting: TO BE ANNOUNCED – (Tentatively scheduled for the 4th Monday in January)

Executive Session:

Dr. Ford moved, seconded by Dr. Neumann to enter into executive session at 8:05pm to discuss personnel matters. Roll call states as follows: Clancy – aye; Davenport – absent; Dr. Ford – aye; Gay – absent; Keller – aye; Krist – absent (**left the meeting at 7:45 pm**); Dr. Neumann – aye; Noda – aye; Roberts – aye.

Dr. Ford moved, seconded by Dr. Neumann to leave executive session and return to the regular meeting. Roll call states as follows: Clancy – aye; Davenport – absent; Dr. Ford – aye; Gay – absent; Keller – aye; Krist – absent; Dr. Neumann – aye; Noda – aye; Roberts – aye.

Return to Meeting

Dr. Ford moved, seconded by Roberts to approve an annual salary increase of 5% for Kelly effective on the anniversary of her hire in recognition of a job well done. Roll call states as follows: Clancy – aye; Davenport – absent; Dr. Ford – aye; Gay – absent; Keller – aye; Krist – absent; Dr. Neumann – aye; Noda – aye; Roberts – aye.

The BOH members thanked Mr. Bob Clancy for his leadership as an active member of the Board. This meeting will be his last as a board member.

Adjournment:

Noda moved, seconded by Clancy to adjourn the meeting at 8:50 pm. Roll call states as follows: Clancy – aye; Davenport – absent; Dr. Ford – aye; Gay – absent; Keller – aye; Krist – absent; Dr. Neumann – aye; Noda – aye; Roberts – aye.

ATTEST:

Virgil Keller, President
Sarpy/Cass Board of Health

Vicky Roberts
Secretary/Treasurer
Sarpy/Cass Board of Health