

**Sarpy/Cass Department of Health & Wellness
Board of Health Meeting
December 21, 2004**

Alegent Health Midlands Hospital, Papillion, NE
December 21, 2004

The meeting was called to order at 6:00 p.m. by President Virgil Keller on November 23, 2004 at Alegent Health Midlands Hospital located at 11111 South 84th St., Papillion, NE.

Roll Call:

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 6:30 p.m.**); Tim Gay – present; Virgil Keller – present; Dianne Kelly – present; Nancy Noda – present; Vicki Roberts – present; Dr. Frank Varon – present.

Staff Present: Dianne Kelly, Interim Health Director; Erin Ponec, Acting Recorder; Sara Roberts, State Incentive Cooperative Program (SICA) Prevention Coordinator

Guests Present: Pat Sullivan and Mike Polk of Adams & Sullivan; Greg Paulsen, Marcotte Insurance, Roxanne Pfeiffer, CPA, Rishel & Pfeiffer, P.C.; and Paul Cook, Sarpy County Commissioner.

Approval of Agenda:

- Addition to the agenda under Treasurer's Report: Roxanne Pfeiffer will explain budget reports.

Clancy moved, seconded by Gay to approve agenda with the addition of Roxanne Pfeiffer. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – not present; Gay – aye; Keller – aye; Kelly – abstain; Noda – aye; Roberts – aye; Dr. Varon – aye.

Approval of Minutes:

- Minutes from the November 23, 2004 BOH meeting approved by Board without amendments or suggestions.

Gay moved, seconded by Burson to approve the meeting minutes as written. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – not present; Gay – aye; Keller – aye; Kelly - abstain; Noda – aye; Roberts – not present; Dr. Varon – aye.

Introduction of New Staff:

- Sara Roberts, SICA Prevention Coordinator was introduced to the Board. Ms. Roberts began her position at the Department of Health & Wellness on December 6, 2004.

Treasurer's Report

- Budget reports were disbursed and explained in detail by Pfeiffer. Note: This year's budget for the Department of Health & Wellness was submitted as a 9 month budget. The first quarter was submitted by Sarpy County as the Department was still not yet independent. 2005-2006 budget will be submitted as a 12 month budget, Pfeiffer will create a separate document to show what was spent the first quarter of the 2004-2005 fiscal year.
- Keller requested the Treasurer, and other board members willing to help, conduct a search for an outside auditor for this fiscal year's annual audit. He also requested the formation of a committee to assist the Treasurer in managing the investment of Department funds for maximum return.

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

Health Department Bank Accounts

- Health Department has a total of four bank accounts between American National Bank and Pinnacle Bank. The Board was informed that it needs to make formal approval of these accounts.

Clancy moved, seconded by Burson to approve the Department bank accounts as set forth in the document distributed at the meeting. Roll call states as follows. Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – abstain (due to possible conflict of interest); Keller – aye; Kelly – abstain; Noda – aye; Roberts – aye; Dr. Varon – aye.

New Business:

- **Review of insurance policies – Greg Paulsen, Marcotte Insurance Agency:** Reviewed the document he distributed and addressed questions concerning each of the policies listed. Clancy directed questions to Mr. Paulsen concerning the cost of liability insurance for the Department. A brief discussion of what the Board considered to be high cost of the policy was held.
- **Legal Strategies / discussion of letter to Sheriff Thomas – Pat Sullivan and Mike Polk:** The Board members discussed a draft of a letter to Sheriff Thomas. Clancy requested the reference to the inter-local agreement between the Department and Sarpy and Cass counties be added as an opening paragraph in the letter. Various approaches to creating a clear working relationship with the Sheriff Departments of both counties was discussed. LB-1005 provides for a clearer definition of the role of district health departments but standing alone does not address concerns expressed by law enforcement officials. The Board members were in full agreement that rules and procedures are needed to assure the community hears on voice concerning health crises requiring the coordination of law enforcement and health policies and actions. Sullivan proposed drafting a set of rules, regulations and procedures that combine the recommendations of a national study with Nebraska statutes and regulations. His firm would work with the Health Director, officials of both counties, and representatives from the Sheriff's department within the guidelines of LB 1005. Mr. Sullivan estimated the cost would be \$10,000. The Board members discussed the cost and the lack of other models from the State Health and Human Services Department, Douglas and Lancaster Health Departments, and other district health departments. It was the general consensus of the Board that this Department may have to take a lead on the development of these rules and regulations. It was felt that the Sheriff's Department would help with the development of appropriate protocols in implementing legally promulgated rules and regulations if they would help address the appropriate working relationships of the Department and law enforcement to address public health crisis.

Burson moved, seconded by Ford to allow Adams & Sullivan to implement rules and regulations not to exceed \$10,000 and to approve the draft letter as amended to be signed on the behalf of the Board by the President. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Kelly – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

Director's Report:

- Kelly reported the Kim Hall, Plattsmouth School Nurse, has returned the Request for Proposal (RFP) for the Walking Program using the newly developed forms and addressing the issues raised by the Board in approving a request of \$5,000.
- Kelly met with Dan Kahler, Sarpy/Cass Department of Agriculture Food Inspector, Kahler expressed interest in working with the Health Department. Kahler was also impressed with the Food Brochures and hand washing signs that were sent out to Sarpy/Cass food establishments.

- Suzanne Forkner is resubmitting the Legacy Grant, will be talked about at the January meeting.
- School Health Coordinator Position: Two final candidates, Kelly would like help from the Personnel Committee.

Standing Committee Reports:

- **Public Relations and Community Education:** Nothing to report
- **Personnel Committee:** Nothing to report beyond the process of selecting a full-time Health Director which will be discussed during the Executive Session.
- **Nominating Committee:** Nothing to report
- **Public Policy/Government Relation Committee:** Clancy met with Craig Nelson, NIRMA at the National Association of County Officials (NACO) meeting. Per Nelson, liability insurance will not be provided to a non-county governmental entity. Clancy suggested creating a separate pool for government entities to include health boards; Nelson gave the impression that this may be a possibility if there was adequate interest on the part of district health boards. Clancy approached the Board about hiring a consulting firm to get numbers together of how many government entities would be interested in this opportunity. Keller recommended that Kelly speak with Mike Williams in regards to consulting firms.
- **Health and Disease Committee, Maternal Health Care Task Force:** Nothing to report
- **Strategic Planning:** Nothing to report
- **Food Safety Task Force:** Nothing to report
- **Bio-terrorism Preparation Task Force:** Nothing to report
- **Request for Proposal/Grants Task Force:** Nothing to report

Other Business:

- None

Public Input:

- None

Information:

- A) Announcements: None
- B) Correspondence: None
- C) Next meeting – January 4, 2005 at 6:00 p.m. at Alegent Health Midlands Hospital, 11111 S. 84th Street, Papillion, NE.

Executive Session:

- It was voted at 8p.m. for the Board to recess and enter into Executive Session.

Roberts moved, seconded by Noda to recess to Executive Session. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Kelly – abstain; Noda – aye; Roberts – aye; Dr. Varon – aye.

ATTEST:

Virgil Keller, President
Sarpy/Cass Board of Health

Vicky Roberts
Secretary/Treasurer
Sarpy/Cass Board of Health