

SARPY/CASS DEPARTMENT OF HEALTH & WELLNESS

MEETING MINUTES Midlands Hospital - Boardroom

November 12, 2002 6:30 P.M.

The meeting was called to order at 6:33 PM by President Virgil Keller on November 12, 2002 in the Board Conference Room at Midlands Community Hospital, 11111 S. 84th, Papillion, NE.

ROLL CALL and APPROVAL of MINUTES

Present: Kathy Burson, Sarpy County Commissioner Aldona Doyle, Dr. Linda Ford, Nancy Reissig, Dr. Frank Varon, Dr. Matt Severin, Nancy Noda, Cass County Commissioner Boyd Linder, Virgil Keller, Sarpy/Cass Health Director James Sitrick, and Sarpy County Administrator Mark Wayne. Sarpy County Deputy Attorney Gretchen Forney was unable to attend. Kay Nikodym, Sarpy County Administrator's Office, recorded the meeting.

Guest present was Joe Mastandrea, Sarpy County's Deputy Director of Emergency management.

Dr. Matt Severin moved, seconded by Kathy Burson to approve the minutes of the October 8, 2002 meeting. Ayes: Burson, Ford, Keller, Linder, Reissig, Noda, Doyle, Severin, and Varon. Nays: None Motion passed.

The October 30, 2002 Treasurer's report was presented. Dr. Matt Severin moved to accept the Treasurer's report. Aldona Doyle second. Ayes: Burson, Ford, Keller, Linder, Reissig, Noda, Doyle, Severin and Varon. Nays: None Motion passed. Discussion followed regarding the procedure to obtain the \$6,000 Communications Grant monies and how the monies would be expended for the needed equipment.

OLD BUSINESS

County Administrator Mark Wayne reported that quotes on the Public Officials Liability and Employment Practices Liability insurance had been received. AON is still searching for an insurance carrier for the Workmen's comp and General Liability insurance. Mr. Sitrick suggested checking with the National Association of County Health Officials regarding the insurance - he and Mr. Wayne will pursue this as well as other avenues of Workmen's Comp and General Liability insurance. Dr. Varon also suggested a contact the Board could utilize.

President Keller went over the schedule for the Strategic Plan Retreat. Sunday, November 24 the Retreat will be held in the Conference Room at Midlands Hospital on 84th Street from 12 Noon - 5:00 PM. A wrap up meeting will be held on December 3rd, Tuesday, at the same location.

Formation of Committees was deferred until the Strategic Plan is developed.

Virgil Keller represented the Health Board at the "Our Healthy Community" meeting, as Kathy Burson was unable to attend. Jim Sitrick, Health Director, is an ad hoc committee member of the Executive Committee which is meeting on November 14, 2002. Mr. Sitrick will also be attending the Coordinating Council meeting on November 27, 2002.

Mr. Wayne reported on the Prenatal Tobacco Cessation meeting held in Kearney (Maternal Health Care Grant). Extensive paper work will be involved on this grant with prompt Quarterly reporting stressed. A "Needs Assessment" needs to be completed as soon as possible. Kathy Burson, Mark Wayne, and Dr. Linda Ford would be willing to form a Task group with Nancy Noda as Chairman to assist Mr. Sitrick with the assessment and make recommendations on the next step for this Grant. It was suggested that a telephone conference with the Hastings Nebraska Smoking Cessation Grant Director would be beneficial. The possibility of contracting a grant coordinator was discussed along with the possibility of engaging a temporary county coordinator for this department.

NEW BUSINESS:

At this time Mr. Sitrick is utilizing a desk outside of Mr. Wayne's office. In January 2003 there may be office space available at the annex within the Sarpy County Courthouse complex. At present Dr. Ford indicated she had space at the Bellevue Health Center which could be utilized by the Health Director and an Executive Assistant until arrangements could be made for permanent quarters. Dr. Varon suggested an available space located at 36th and Hwy 370. The Board agreed that the space at Sarpy County would be most advantageous but that temporary quarters are needed now. Mr. Sitrick is to check the mentioned quarters and make a decision based on his needs. Mr. Wayne will pursue the securing of quarters in the Sarpy County Annex.

The Board felt the process of hiring an Executive Assistant should be initiated immediately, following Sarpy County guidelines for advertising, hiring, etc. Mr. Sitrick was given permission to hire the Executive Assistant using County salary ranges and related guidelines..

Mr. Wayne explained the Bio-Terrorism Response Plan Contract. In signing the contract the Department agrees to continue the Response Plan efforts following the completion of the contract. A discussion was held as to the possibility of sharing a "Coordinator" between the Sarpy/Cass Dept. of Health and Wellness and Sarpy County Emergency Management. Mr. Sitrick and Mr. Mastandrea will negotiate an agreement. The Coordinator shall be an employee of the County. The consensus of the Board was to sign the contract and hire a "Coordinator for Bio-Terrorism" as a County employee. Mr. Sitrick will work up a budget for this effort and start advertising for this position within the next two weeks.

Mr. Sitrick has recently attended a Bio-Terrorism meeting conducted by the State of Nebraska. The state is requiring that by Friday, November 15 the county must submit a site plan to the State. Mr. Sitrick has located vaccination sites in Cass County - one of which is a definite. He has many sites in Sarpy County identified but no definite commitments yet. The possibility of sharing some of the sites designated for natural disasters, etc was discussed. Mr. Sitrick also reported on the Center for Disease Control recommendations regarding procedures and manpower requirements.

Kathy Burson reported on the first Data Use Academy on Site Conference held October 29 and 30, 2002. All five Traveling Team members were in attendance and received introductory

materials, preliminary data, first year's agenda and the manual. The team then met on November 11, 2002 and selected Pregnancy and Smoking as their project to apply the Data Use Academy (DUA) process. Kathy Burson moved to purchase five extra manuals for use by the non-traveling DUA members. Dr. Severin seconded. Ayes: Severin, Doyle, Burson, Noda, Reissig, Varon, Linder, Ford. Nays: None. Motion carried.

Sally Jochens and Gretchen Ried will be asked to join the DUA non-traveling members as ad hoc members to provide maternity and child care information.

DISCUSSION:

Mr. Sitrick reported that he was receiving much information on available grant monies. One grant of particular interest was a Cardio-Vascular Care Grant in the amount of \$1500/year, requiring very little paper work. The deadline for application is late December, 2002. The Board encouraged Mr. Sitrick to pursue this grant.

Mr. Wayne reported that the "Nebraska Comprehensive Cancer Control Statewide Partnership" had expressed their desire to have the Sarpy/Cass Department of Health & Wellness participate in their cancer awareness project. To date President Keller has been attending these meetings but the Board would like Mr. Sitrick to represent the Department at the meetings.

Needs assessment was again discussed. Mr. Sitrick was requested to provide recommendations for the development of this assessment at the next Board meeting.

CORRESPONDENCE:

Mr. Wayne received information in regard to a "Master of Public Health Service Learning Program. This program could provide an excellent resource person for assistance with the many projects the Health Board needs to complete. Mr. Sitrick will pursue this program.

As the Medical Adviser of the Health Board, Dr. Linda Ford passed out information on medical issues she felt were pertinent to the Board.

Joe Mastandrea, Deputy Emergency Management Director for Sarpy County, informed the Board that the two radios they requested for Bio-Terrorism were placed on "high priority" and a decision would be likely by January 20, 2003. The radios will cost \$3100 each.

President Keller mentioned that a number of people had volunteered to be involved with activities of the Health Department. He felt now would be a good time to utilize these volunteers.

The Public Health Association of Nebraska is sponsoring a Social Marketing Seminar in January 2003 - the Board would like Mr. Sitrick to attend this seminar.

Mr. Sitrick shared with the Board that he was very happy to be a part of the Sarpy/Cass Department of Health and Wellness and that he is looking forward to working with the Board. He is excited about the many projects that are being developed.

ANNOUNCEMENTS:

The next meeting of the Sarpy/Cass Department of Health and Wellness Board will be December 10, 2002 at 6:30 P.M. in the Executive Board Room at Alegent Midlands Hospital, 11111 South 84th, Papillion, SD.

Aldona Doyle moved that the meeting be adjourned. Nancy Noda seconded. Ayes: Ford, Varon, Burson, Doyle, Severin, Keller, Linder, Noda and Reissig. Nays: None Motion passed. The meeting was adjourned at 8:35 P.M.

President, Sarpy/Cass Dept. of Health & Wellness

ATTEST: _____
Treasurer/Secretary