

SARPY/CASS DEPARTMENT OF HEALTH & WELLNESS

MEETING MINUTES

Midlands Hospital - Boardroom

JUNE 4, 2002, 6:30 P.M.

Mark Wayne, Sarpy County Administrator, called the meeting to order at 6:37 P.M., June 4, 2002.

ROLL CALL and APPROVAL of MINUTES

Present: Kathy Burson, Sarpy County Commissioner Aldona Doyle, Dr. Linda Ford (arrived at 6:45 p.m.), Virgil Keller, Cass County Commissioner Boyd Linder, Nancy Noda, Nancy Reissig, Dr. Matt Severin, Dr. Frank Varon. Sarpy County Administrator Mark Wayne and Sarpy County Deputy Attorney Gretchen Forney were also present. Renee Lansman, Sarpy County Clerk's Office, recorded the meeting.

Doyle moved, seconded by Keller, to approve the minutes of the May 7, 2002 meeting as presented. Ayes: Burson, Doyle, Keller, Linder, Noda, Reissig, Severin and Varon. Nays: None. Absent: Ford.

OLD BUSINESS

After reviewing and discussing the Health Department by-laws presented by Deputy County Attorney Forney, Severin moved, seconded by Doyle, to accept and approve the by-laws.

Upon further discussion Keller moved to amend the wording in the by-laws under Article III, Section C - Secretary/Treasurer that states the Secretary/Treasurer shall "report to" the ex-officio Treasurer appointed by the Board...and to replace the words "report to" with the words "work with". The amended sentence shall read: The Secretary/Treasurer shall work with the ex-officio Treasurer appointed by the Board...Keller moved, seconded by Doyle, to accept the amendment as stated. Ayes: Burson, Doyle, Ford, Keller, Linder, Noda, Reissig, Severin and Varon. Nays: None.

Keller moved, seconded by Doyle, to accept and approve the Health Department by-laws as amended. Ayes: Burson, Doyle, Ford, Keller, Linder, Noda, Reissig, Severin and Varon. Nays: None.

Further discussion was held on the newly approved by-laws.

Nancy Reissig brought to the Board's attention the importance of the "Health Department's" name. Several variations of department names were critiqued. After discussion, Reissig moved, seconded by Doyle, to approve the new name of "Sarpy/Cass Health and Wellness Partnership". Motion withdrawn. Further discussion was held.

Reissig moved, seconded by Doyle, to approve the new name of "***Sarpy/Cass Department of Health & Wellness***". Ayes: Burson, Doyle, Ford, Keller, Linder, Noda, Reissig, Severin and Varon. Nays: None.

Discussion was held on the mission statement for the Sarpy/Cass Department of Health & Wellness. Dr. Ford presented the following mission statement (Article I, By-laws) option:

“To increase healthy life for our citizens by promoting the health of our community, prevention of disease, public health education, policy settings and delivery of healthcare services.”

After group discussion the mission statement was rewritten as follows:

To improve the lives of our citizens by promoting the health of our community through:

- * preventing disease***
- * developing partnerships***
- * establishing policies***
- * providing health education***
- * improving the delivery of healthcare services***

Noda moved, seconded by Keller, to approve the mission statement as stated above. Ayes: Burson, Doyle, Ford, Keller, Linder, Noda, Reissig, Severin and Varon. Nays: None.

Discussion was held on the Health Director’s job description. Keller moved, seconded by Varon, to add/change the newly created name of Sarpy/Cass Department of Health & Wellness to the job description wherever necessary and approve the Health Director job description with this correction. Ayes: Burson, Doyle, Ford, Keller, Linder, Noda, Reissig, Severin and Varon. Nays: None.

Discussion was held regarding the Health Director’s salary range. Varon moved, seconded by Ford, to accept the salary range of \$48,000 to \$72,000 for the Health Director. Ayes: Burson, Doyle, Ford, Keller, Linder, Noda, Reissig, Severin and Varon. Nays: None.

After discussion, Severin moved, seconded by Keller, to approve the following hiring process timeline:

- a. County Personnel to advertise Health Director’s position assuring exposure to potential minority candidates
- b. Applications due by mid-July. County Personnel to screen preliminary applications to determine minimal criteria
- c. Board to select top 3-4 candidates for interviews (week one/August)
- d. Board President negotiates salary and benefits with candidate
- e. Board President offers position to candidate
- f. Health Director starts work early September, 2002

Ayes: Burson, Doyle, Ford, Keller, Linder, Noda, Reissig, Severin and Varon. Nays: None.

Further discussion was held on the hiring process of the Health Director. Mark Wayne stated that the County occasionally uses Troutman & Associates as their consultant in hiring matters and that this Board could choose to utilize their services. Troutman & Associates could be used for advertising, screening, interviews, etc.

The Board asked Wayne to have Sarpy County's Personnel Department prepare the employment advertisement for the Health Director and make it available to the local and regional newspapers as well as various Public Health websites. Several Board members had specific websites that they will provide to Mark Wayne for use in advertising.

It was agreed that discussion of the health department budget would be deferred until the next meeting.

Discussion was held on the application process of the Maternal/Child Health grant. Burson moved, seconded by Noda, to create a task force and proceed with the Maternal/Child Health grant application for the purpose of a "Prenatal and Postpartum Cessation Project Intervention Plan". Ayes: Burson, Doyle, Ford, Keller, Linder, Noda, Reissig, Severin and Varon. Nays: None.

Administrator Wayne discussed other details of the Maternal/Child Health grant and its' needs assessment requirements. Severin moved, seconded by Ford, to authorize the President to sign this grant and this Board's President and Treasurer/Secretary are authorize to execute necessary documents pertaining to this grant. Ayes: Burson, Doyle, Ford, Keller, Linder, Noda, Reissig, Severin and Varon. Nays: None.

The Minority Health Grant was discussed in detail. Burson moved, seconded by Keller, to accept and authorize the signing and mailing of the letter to Ron Ross, Health & Human Services Director, as presented by Administrator Wayne. Ayes: Burson, Doyle, Ford, Keller, Linder, Noda, Reissig, Severin and Varon. Nays: None.

NEW BUSINESS

Discussion was held on "Our Health Community Survey" participation. Noda moved, seconded by Burson, to respectfully decline the opportunity to participate in this survey at this time. Ayes: Burson, Doyle, Ford, Keller, Linder, Noda, Reissig, Severin and Varon. Nays: None.

ELECTION OF OFFICERS

Nominations were opened for Election of Officers for a term of one year (June 2002 through May 2003). Board member Nancy Noda volunteered to be Vice President. Board member Virgil Keller volunteered to be President. Keller nominated Board member Nancy Reissig to be Treasurer/Secretary.

Severin moved, seconded by Linder, to approve the nominations as stated above. Ayes: Burson, Doyle, Ford, Keller, Linder, Noda, Reissig, Severin and Varon. Nays: None.

OFFICERS ARE AS FOLLOWS:

President Virgil Keller
Vice President Nancy Noda
Treasurer/Secretary Nancy Reissig

ANNOUNCEMENTS

The next Health Department meeting will be on Monday, June 24, 2002 at 6:30 P.M. at the Alegent Health Board room located at Midlands Hospital.

ADJOURN

At 9:02 P.M. the Health Department adjourned until June 24, 2002 at 6:30 P.M.

President, Sarpy/Cass Dept. of Health & Wellness

ATTEST: _____
Treasurer/Secretary
