

SARPY/CASS BOARD OF HEALTH

1210 Golden Gate Drive, 2nd
Sarpy County Administration Building, 2nd Floor Conference Room
Papillion, NE 68046
5:30 pm

~This meeting is held within the guidelines of the Nebraska Open Meetings Act~

MONDAY, NOVEMBER 1, 2021

AGENDA

- I. Call to Order**
 - A. Official Notice of Publication
 - B. Open Meetings Act located on north wall
 - C. Roll Call

- II. Approval of Agenda**
 - a. Review and approve

- III. Approval of Minutes**
 - a. Vote to approve the minutes and attachments for the meeting held on September 27, 2021

- II. Public Comment**

This is an opportunity for members of the audience to be heard at this time for a maximum of 3 minutes regarding any topic not on the agenda as it relates to the Board of Health.

- IV. Approval of Action Items**

- V. President's Report – Dr. Grimm**
 - a. Department Retention Strategies

- VI. Treasurer's Report – Dr. Neumann**

- VII. Director's Report – Sarah Schram**

- VIII. Presentations**
 - A. Brittney Kirilova, Emergency Preparedness Coordinator, Sarpy/Cass Health Department

- IX. Board Members Comments, Committee Reports and/or Updates**
 - a. Nominating Committee: Dr. Grimm
 - i. Cass County Public-Spirited Member
 - b. Finance Committee: Dr. Neumann, Dr. Grimm
 - c. Policy Committee:
 - d. Personnel Committee: Officers of the Board
 - e. Program Committee:
 - f. Medical Director's Report: Dr. Pajnigar

- X. Executive Session**

This Board reserves the right to enter into Executive Session in order to protect the public interest with respect to discussion regarding litigation, personnel, and other matters listed in Nebraska Revised Statute 84-1410.

- XI. Approval to Adjourn**

The next Board of Health Meeting is scheduled for December 6, 2021, at the Sarpy County Administration Building, 2nd Floor Conference Room, Papillion, NE 68046.



701 Olson Drive, Suite 101, Papillion, NE 68046 | 402-339-4334 | FAX 402-339-4235

**Board of Health Meeting Minutes
September 27, 2021**

Vice President, Janet McCartney, called the meeting to order at 5:56 p.m., at the Sarpy/Cass Health Department office located at 701 Olson Dr., Ste. 101, Papillion, NE 68046.

Roll Call:

Erin Ponec, Acting Recorder

Roll call States as follows: Autumn Sky Burns – present; Dr. Brandon Grimm – present; Dr. John Harris – present; Deb Jones – present; Don Kelly – excused; Janet McCartney – present; Dr. Matt Neumann – not present; Dr. Arman Pajnigar – present.

Staff Present: Sarah Schram, Director; Jenny Steventon, Assistant Director; Erin Ponec, Acting Recorder

Guest(s) Present: The Wellbeing Partners: Meka Tate, Mental Health Campaign Coordinator; Connie Daniel, Cass County resident; Dr. Jeffrey Stearns, Sarpy County resident

Agenda:

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

Dr. Harris moved, seconded by Dr. Pajnigar, to approve the September 27, 2021, as submitted. Roll call states as follows: Burns– aye; Dr. Grimm – aye; Dr. Harris – aye; Jones – aye; Kelly – excused; McCartney – aye; Dr. Neumann – aye; Dr. Arman Pajnigar – aye.

Approval of Meeting Minutes:

Dr. Pajnigar moved, seconded by Dr. Harris to approve the minutes of the July 26, 2021, budget meeting minutes as submitted. Roll call states as follows: Burns– aye; Dr. Grimm – aye; Dr. Harris – aye; Jones – aye; Kelly – excused; McCartney – aye; Dr. Neumann – aye; Dr. Arman Pajnigar – aye.

Dr. Pajnigar moved, seconded by Dr. Harris to approve the minutes of the July 26, 2021, regular meeting minutes as submitted. Roll call states as follows: Burns– aye; Dr. Grimm – aye; Dr. Harris – aye; Jones – aye; Kelly – excused; McCartney – aye; Dr. Neumann – aye; Dr. Arman Pajnigar – aye.

Public Comment:

Public Comment was given:

Dr. Jeffrey Stearns expressed concern regarding masking in schools.

Approval of Action Items

Approve the renewal of the dental insurance, without premium increase, through Principal Financial Group; policy renews October 1, 2021

Burns moved, seconded by Jones to approve the renewal of dental insurance through Principal Financial Group

and to continue the premiums being paid 50% by department and 50% paid by employee. Roll call states as follows: Burns– aye; Dr. Grimm – aye; Dr. Harris – aye; Jones – aye; Kelly – excused; McCartney – aye; Dr. Neumann – aye; Dr. Arman Pajnigar – aye.

Approve the renewal of the Life, Long Term Disability, Accidental Death & Dismemberment insurance, without premium increase, through Reliance Standard, policy renews October 1, 2021

McCartney moved, seconded by Dr. Harris to approve the renewal of Life, Long Term Disability, Accidental Death & Dismemberment insurance through Reliance Standard and to continue the premiums being paid 100% by department. Roll call states as follows: Burns– aye; Dr. Grimm – aye; Dr. Harris – aye; Jones – aye; Kelly – excused; McCartney – aye; Dr. Neumann – aye; Dr. Arman Pajnigar – aye.

Outsourced Financial Services

Burns moved, seconded by Jones to approve outsourcing financial services to Seim Johnson with the understanding that the BOH will review services provided after one year. Roll call states as follows: Burns– aye; Dr. Grimm – aye; Dr. Harris – aye; Jones – aye; Kelly – excused; McCartney – aye; Dr. Neumann – aye; Dr. Arman Pajnigar – aye.

Agreement with University of Washington, Communities that Care – Region 6/PFS Funds (\$28,700)

Dr. Harris moved, seconded by Dr. Neumann to approve the agreement with the University of Washington for \$28,700. Roll call states as follows: Burns– aye; Dr. Grimm – aye; Dr. Harris – aye; Jones – aye; Kelly – excused; McCartney – aye; Dr. Neumann – aye; Dr. Arman Pajnigar – aye.

Board Nomination of Shron Medcalf, Ph.D.

Burns moved, seconded by McCartney to approve the nomination of Sharon Medcalf, Ph.D. for the Sarpy County vacancy. Roll call states as follows: Burns– aye; Dr. Grimm – aye; Dr. Harris – aye; Jones – aye; Kelly – excused; McCartney – aye; Dr. Neumann – aye; Dr. Arman Pajnigar – aye.

President's Report:

Dr. Grimm proposed the BOH meets once a month and no longer every other month.

Burns moved, seconded by Jones to approve the meeting once a month. Roll call states as follows: Burns– aye; Dr. Grimm – aye; Dr. Harris – aye; Jones – aye; Kelly – excused; McCartney – aye; Dr. Neumann – aye; Dr. Arman Pajnigar – aye.

Treasurer's Report:

Jones moved, seconded by Dr. Pajnigar to approve the Treasurer's Report as submitted. Roll call states as follows: Burns– aye; Dr. Grimm – aye; Dr. Harris – aye; Jones – aye; Kelly – excused; McCartney – aye; Dr. Neumann – aye; Dr. Arman Pajnigar – aye.

Director's Report:

Attached

Other Business:

None

Standing Committee Reports:

Nomination Committee: See above

Finance Committee: Nothing to report
Policy Committee: Nothing to report
Personnel Committee: Nothing to report
Program Committee: Nothing to report
Medical Director's Report: Nothing to report

Executive Session:

Next Meeting: October 25, 2021

Meeting has been moved to November 1, 2021 due to scheduling conflicts

Adjournment:

Burns moved, seconded by Dr. Pajnigar to adjourn the meeting at 6:40 pm. Roll call states as follows: Burns– aye; Dr. Grimm – aye; Dr. Harris – aye; Jones – aye; Kelly – excused; McCartney – aye; Dr. Neumann – aye; Dr. Arman Pajnigar – aye.

ATTEST:

Dr. Brandon Grimm, President
Sarpy/Cass Board of Health

Deb Jones, Secretary
Sarpy/Cass Board of Health



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Health Directors Report
Board of Health
September 27, 2021

Administrative Updates:

- Grants:
 - Workforce Development Grant
- Nebraska Legislative Update:
 - Redistricting
- Staffing/Personnel Update:
 - Anniversary Dates in September
 - Open Positions
- Board of Health Strategic Planning Date
- Community Health Needs Assessment –
 - XChange Conference 10/6/21 9:45 – 11:30 am can register at XchangeSummit.com
- Program Highlights:
 - Disease Surveillance
 - Communities that Care
 - Car Seat Inspections
 - Pool Inspections
 - Emergency Response

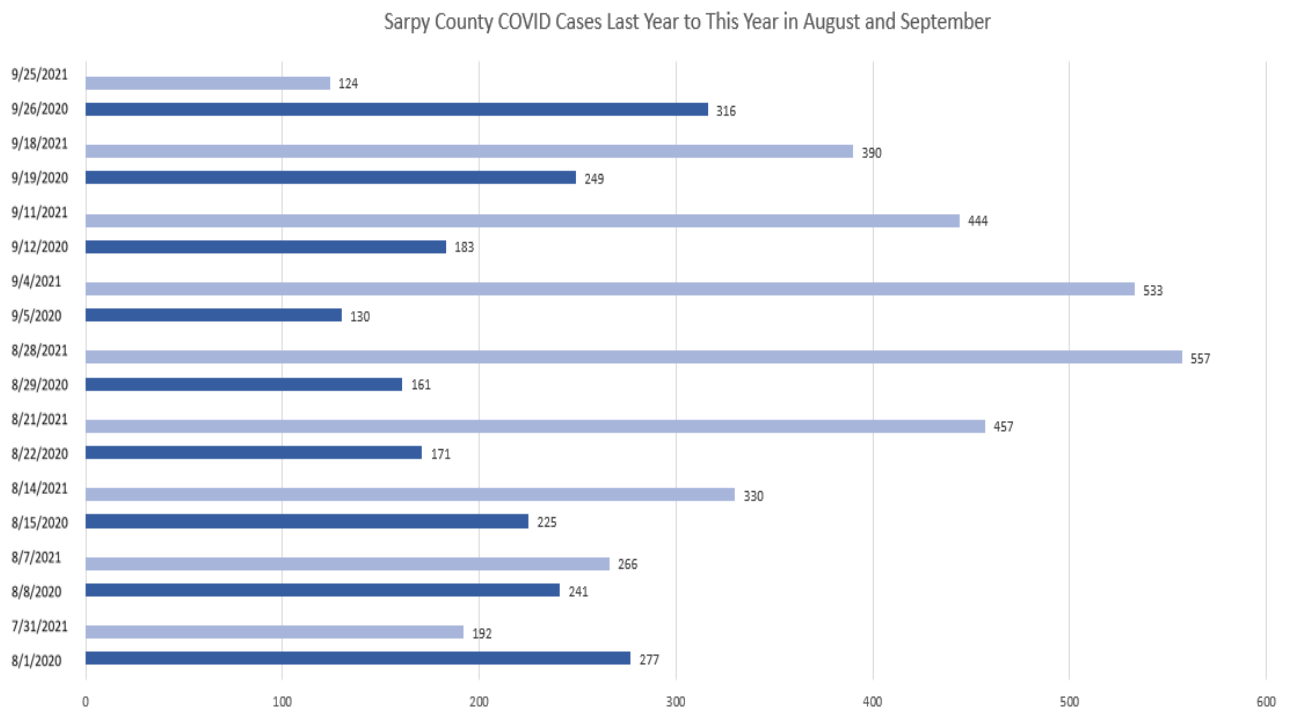
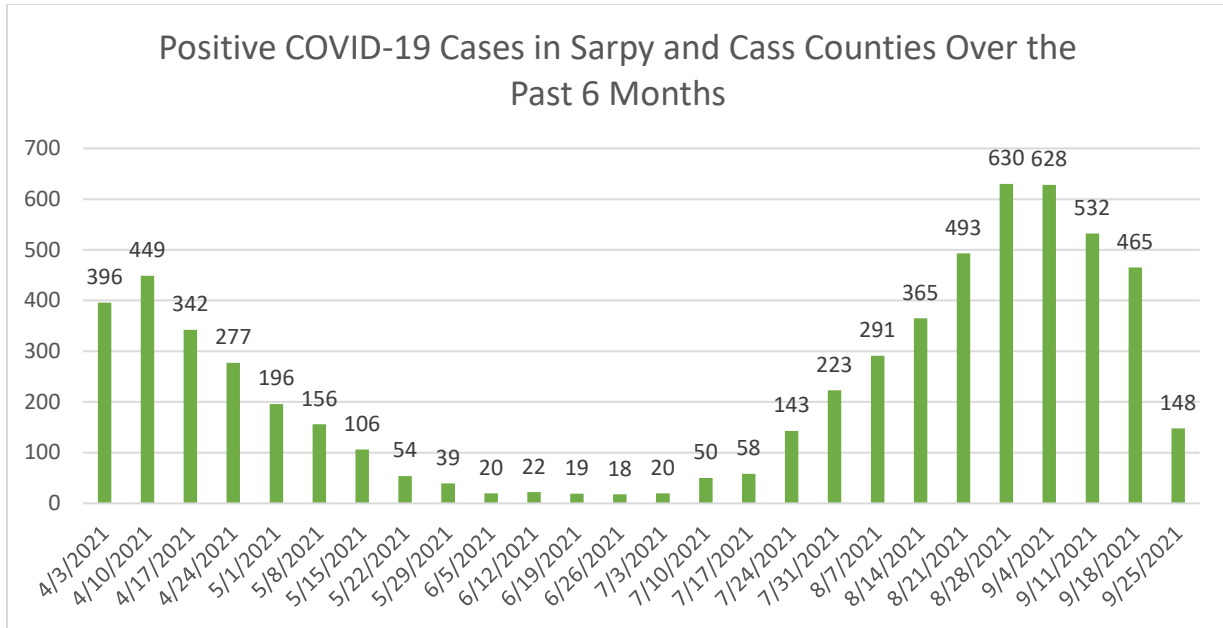
COVID-19 Update

- Cases Update

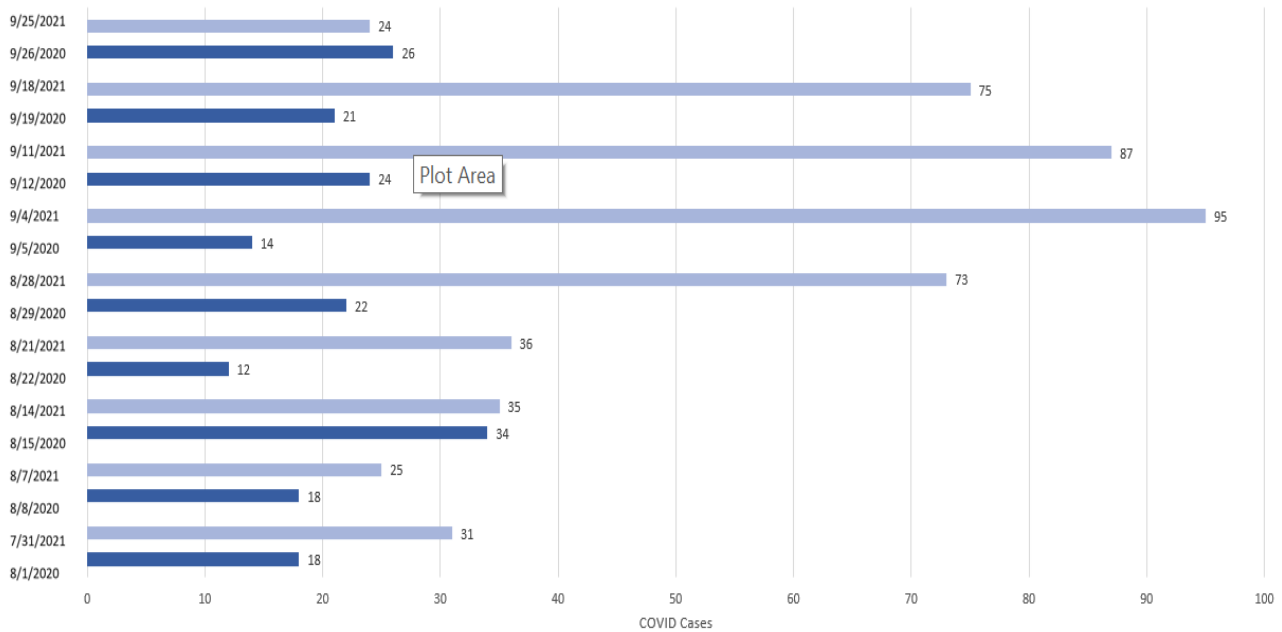
	Cass	Sarpy	Jurisdiction
Confirmed Positives	3,196	26,009	29,205
Active Cases	112	609	721
Deaths	18	150	168
Case Rate/100k for last 7 days			201.96 cases
Case Rate/100K/day for last 7 days			28.85

- 5- 19 year olds: 19.14% of active cases
- 30 – 39 year olds: 22.05%

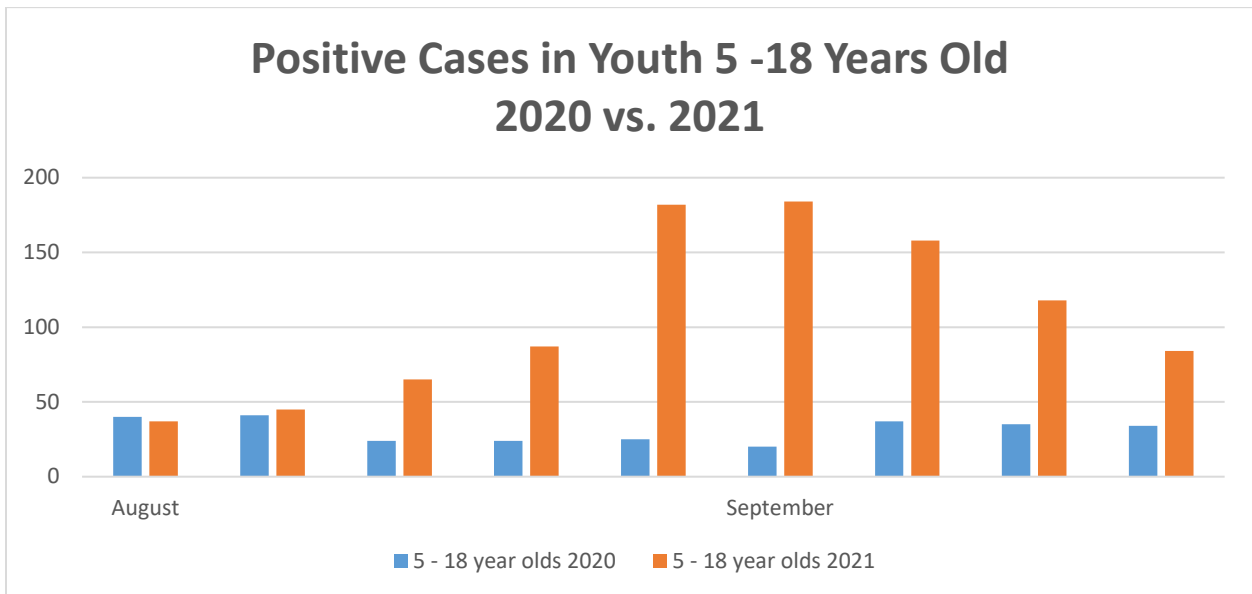
The graphs below provide a visual of the evolution of cases within the jurisdiction over the past six months as well as a historical look at cases counts one year ago at this same time.



Cass County COVID Cases Last Year to This Year in August and September



- Youth Cases

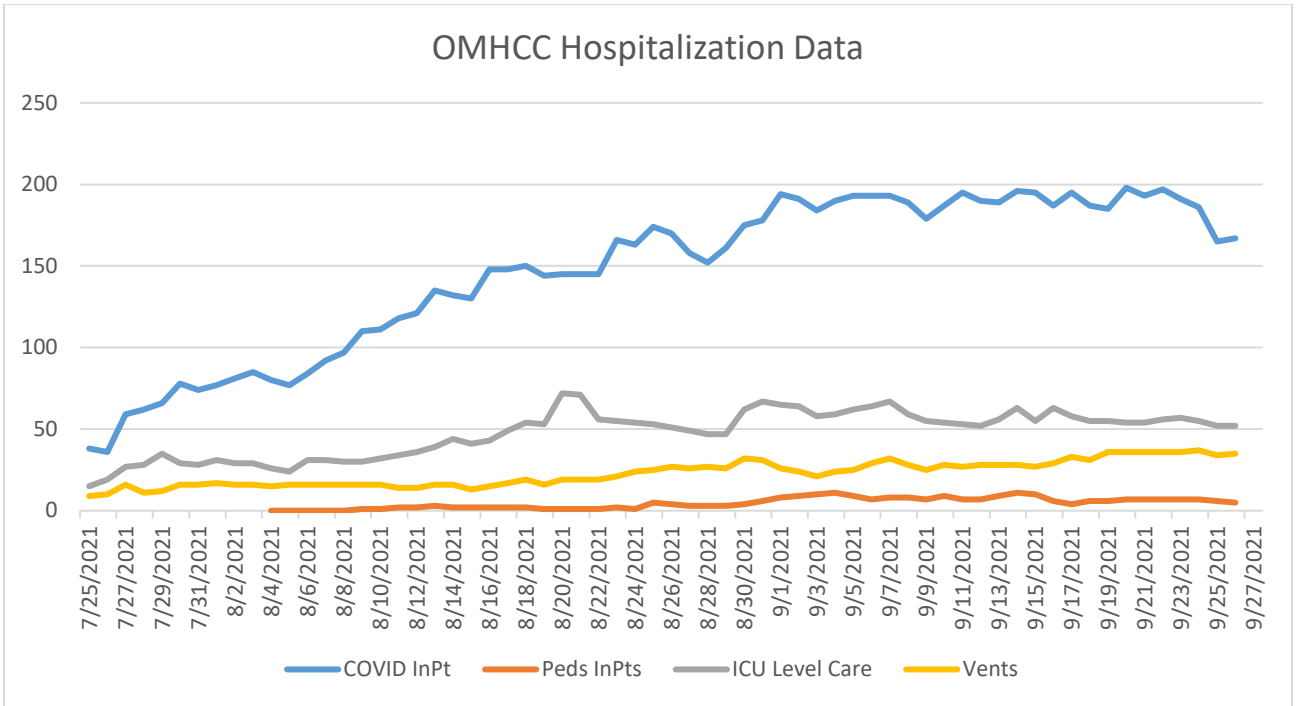


Vaccinations

	Sarpy	Cass
Residents Receiving 1 Dose	106,752	14,231
Residents Fully Vaccinated	100,854	13,452
Percent Fully Vaccinated	53.9%	51.2%

- SCHD Clinic – Wednesday 1 – 6 pm walk in clinic
- Planning with schools regarding expansion of eligibility for Pfizer for youth 5 – 11.

Hospitalization Data



Sarpy/Cass Health Department
Board of Health
Possible Retention Strategies

The state and local public health workforce is declining. Over the last decade the State public health workforce has declined by 10% and the local public health workforce has declined by over 15%.^{i,ii} It is essential to recruit and retain qualified and competent workforce to promote, protect, and assure the health of all people and communities. A survey of over 75,000 public health workers found that job satisfaction and retention is related to factors that can be influenced by the organization. These included the specific activities involved in a position, job security, competitive benefits, and identifying with the mission of the organization.ⁱⁱⁱ

Retention of staff have many benefits from cost reduction to improved satisfaction (Image 1).

Image 1: 10 Benefit of Employee Retention



In an effort to continue to expand the supports that the Sarpy Cass Health Department provides to its qualified and competent employees the following strategies can aid in the retention and satisfaction of staff.

1. Retention Incentive

Local health departments entered the pandemic down over 20 percent of their workforce capacity compared to before the 2008 recession, and it is still unknown yet what the long-term work force implication of the COVID-19 pandemic will be^{iv}. As we close out 2021 and transition into 2022 the stress of the pandemic is very much present within the Department. To retain key department employees engaged during this ongoing crucial time a one-time retention payment will be provided based on the following criteria.

Full Time, Regular Employees that have been at SCHD the past 12 months (December 31, 2020 – December 31, 2021), are in good standing and have worked at least 50 hours during the 12 month

period as part of the COVID-19 response will be provided a one-time retention incentive of \$10,000 that will be provided in two payments (i.e. \$5,000 on 12/31/21 and \$5,000 on 6/29/22)

Part Time, Regular Employees that have been at SCHED the past 12 months (December 31, 2020 – December 31, 2021), are in good standing and have worked at least 25 hours during the 12 month period as part of the COVID-19 response will be provided a one-time retention incentive of a prorated amount of \$10,000 based on total hours worked (i.e. a .5 FTE part time person worked 1,040 in the past 12 months and would receive .5 x \$10,000 or \$5,000)

Any individual that has not been employed for the past 12 months (December 31, 2020 – December 31, 2021) will receive a prorated amount based on the number of months employed (i.e. employed from July 1, 2021 – December 31, 2021 would receive .5 x \$10,000 or \$5,000).

Contracted or temporary employees are not eligible for the 2021-2022 retention incentive. Additionally, any employee that is terminated by the department or on their own terminates their employment with the Department prior to issuance will forfeit any subsequent retention incentives.

Estimate costed based on plan outlined above is roughly \$93,300. Potential funding sources include American Rescue Plan Dollars, LB 692, FEMA

2. Expanding Vacation Bank

The current department vacation policy allows for staff to bank up to 240 hours of vacation and any vacation time that is accrued beyond 240 hours will be lost at the end of the calendar year. Another strategy to retaining key, qualified employees would be to increase the total number of vacation hours that can be carried over from year to year. The current liability tied to vacation accrual is \$41,179. An increase of an additional 40 hours for a total of 280 hours would increase the department's liability by roughly \$6,900 dollars.

Potential funding LB 692

In addition to compensation benefits research has shown that giving employees a sense of purpose and community is important.^v There are several recommendations to do this. Organizations and leaders should create a culture of making personal aspirations a routine part of manager conversations, encourage gestures of kindness and support, among others. One way that Sarpy Cass Health Department proposes to do this is by creating the Recognition Policy.

3. Sarpy /Cass Health Department Recognition Policy

(POLICY LANGUAGE below – funds would be from LB 692)

Develop department policy that outlines recognition expenditures that are in compliance with the Local Government Miscellaneous Expenditure Act §13-2201-§13-2004 of the State Statutes. In doing so, this policy has been instituted as a means of conforming to the conditions of the Act.

The Board of Health has approved permission for the health director, his/her designee, or any Officer of the Board to acknowledge or recognize staff and/or Board members for various occasions or circumstances as set forth in Attachment One of this policy.

The attachment does not command that any of the occasions or events are required to be observed but establishes allowability and price limits should the decision be made to recognize an occasion or event.

The Nebraska Accountability and Disclosure Commission offers *A Guideline to the Use of Public Funds by Cities and Villages—Revised* as a guideline for the use of public funds in relation to meal purchases, cash bonuses, acknowledgements of appreciation, conference registration and travel expenses, funeral flowers and memorials, sponsorships, holiday parties, recognition parties, money received from vending, publicity campaigns, and memberships.

AMMENDMENTS:

Per the Guideline to the Use of Public Funds revised on September 11, 1992, by the Nebraska Accountability and Disclosure Commission this policy may not be amended more than once in any twelve-month period.

Occasion ~ Recognition	For	Dollar Value
One recognition dinner per year	Staff members, and/or elected/appointed officials, and/or volunteers	≤ \$25/person
Ceremony acknowledging service to LHD	Staff members	≤ \$300/event <i>including rental, non-alcoholic refreshments, and snacks</i> ≤ \$50/person for a token of acknowledgement
SCHD end of year meal as an official function	Staff members	≤ \$50/person
Board meeting meal as an official function	Board, staff, and/or invited guests at meeting	≤ \$25/person
Funeral office closure <i>(for loss of someone in current household)</i>	Current board and/or current staff member	Varies by employee
Token of acknowledgement or appreciation	Current board and/or current staff member	≤ \$50/person
Anniversary of employment <i>(5-year increments)</i>	Staff members	\$5/year starting at 5 years
Anniversary of board involvement <i>(10-year increments)</i>	Board members	≤ \$50/person

Wellness challenge prizes	Staff members	≤ \$25/person for 2 people per challenge
Employee Appreciation Day <i>(Public Health Week)</i>	Staff members	≤ \$50/person
Non-weather-related closures/early dismissals	Staff members ≤ 24 hours/year	Varies by employee
SCHD apparel <i>(such items remain property of SCHD indefinitely)</i>	Staff members	≤ \$100/year <i>excludes embroidery cost</i>
Dollar value is less than or equal to the amount specified. The dollar value could include a gift card, flowers, plaque, or any other gift item. The prices noted do not include delivery fees; the delivery feeds are to be an addition to the maximum dollar amount.		

ⁱ Association of State and Territorial Health Officials. New Data on State Health Agencies Shows Shrinking Workforce and Decreased Funding Leading up to the COVID-19 Pandemic. <https://astho.org/Press-Room/New-Data-on-State-Health-Agencies-Shows-Shrinking-Workforce-and-Decreased-Funding-Leading-up-to-the-COVID-19-Pandemic/09-24-20/?terms=shrinking+workforce>. Press release published 2020. Accessed October 13, 2021.

ⁱⁱ National Association of County and City Health Officials. NACCHO’s 2019 Profile Study: Changes in Local Health Department Workforce and Finance Capacity Since 2008. Research brief published May 2020. Accessed October 13, 2021

ⁱⁱⁱ Council on Linkages Between Academia and Public Health Practice. (2016). Recruitment and Retention: What's Influencing the Decisions of Public Health Workers? Washington, DC: Public Health Foundation.

^{iv} National Association of County & City Health Officials. Building a Sustainable Governmental Public Health Workforce to Truly Support Local Communities.(2021) <https://www.naccho.org/uploads/full-width-images/PH-workforce-recommendations.3-17.pdf>

^v Carucci R. Harvard Business Review. *To retain employees, give them a sense of purpose and community*. Published October 11, 2021. Accessed <https://hbr.org/2021/10/to-retain-employees-give-them-a-sense-of-purpose-and-community> 10/21/21.