



## Story County Board of Health

# MINUTES

<b>DATE:</b> March 30, 2010	Jane Halliburton, Chair	2010
	John Kluge	2011
<b>CALL TO ORDER:</b> 4:30 p.m.	John Paschen, V. Chair	2011
	Mark Speck	2012
<b>LOCATION:</b> Administration Building 900 Sixth Street, Nevada	Dorathy Twedt	2012
<b>ADJOURNMENT:</b> 4:37 p.m.	*Absent	

**OTHER PEOPLE PRESENT:** Margaret Jaynes, Interim Director; Cathy Bazylnski, Environmental Specialist; Angie Huisman, Recording Secretary

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### APPROVAL OF CONSENT AGENDA

1. Approval of Agenda
2. Minutes: July 7, 2009, December 1, 2009
3. Approval of the Local Public Health Services Contract FY11 with alternative plans: Foot Care, Skilled Nursing, and Disease Outbreak Investigation Follow-up Surveillance

**MOTION:** Approve as amended to remove the January 19, 2010 and March 2, 2010 minutes. Kluge / Paschen (MCU)

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**PUBLIC FORUM:** Opened: 4:31 p.m. – Closed: 4:31 p.m.  
None.

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### QUARTERLY REPORTS & DISCUSSIONS:

None.

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### ADDITIONAL ITEMS:

1. Consideration of a recommendation by the sub-committee appointed by the Board: to request David Hansen to review all pertinent staffing responsibilities and functions, including staffing support.

Mr. Mark Speck, of the subcommittee, asked if further explanation was required. Ms. Jane Halliburton replied that it is not necessary as the information was in the form of a recommendation.

Dr. John Kluge asked if Mr. Dave Hansen would report back to the Board. Ms. Halliburton explained that he will begin as soon as he receives the request to begin, but that no date was given. Mr. Speck emphasized the need to move quickly, noting that Mr. Hansen had mentioned it taking approximately two (2) weeks to complete.

Dr. Paschen asked if it were required to discuss the process to meet public meeting requirements. Ms. Halliburton replied that it is not required, but that discussion is welcome. Dr. Paschen affirmed his understanding of the recommendation and did not feel the need to discuss further.

Ms. Margaret Jaynes asked for explanation to what will be looked at and the reasons for the study. Ms. Halliburton explained that the study will be as discussed with her prior to the scheduling of the meeting.

**MOTION: Approve the recommendation of the subcommittee. Paschen / Kluge (MCU)**

Ms. Halliburton clarified that the intent of the study is to review all functions of the department including staff support.

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**STAFF COMMENTS:**

Ms. Jaynes questioned the timing of the study, noting that Mr. Don Nolting had submitted his resignation in July of 2009. Ms. Jaynes commented that she was under the impression that the positions had already been revisited and questioned when the issue would be settled and direction would be taken. Ms. Jaynes asked if big changes were anticipated.

Ms. Halliburton and Mr. Speck both replied that big changes were not anticipated. Ms. Halliburton explained that additional information had been received through the budgeting process creating more questions as to what exactly the required functions and responsibilities of the department are. Ms. Halliburton explained that staff support would be looked at, including the position of Office Support Coordinator currently held by Ms. Angie Huisman. Ms. Halliburton noted that the shared position with Planning and Zoning has attributed a smaller percentage to the Health Department and is currently at 80% Planning and Zoning and 20% Health Department. Ms. Halliburton reiterated that the study is to look at all department functions before any final decisions are made to have a better understanding of the department needs as a whole. Ms. Halliburton assured Ms. Jaynes that there is nothing additionally that has not already been discussed with her.

Mr. Speck added that Mr. Hansen proposed to have this completed in a short period of time and that the meeting was required to formally ask him to perform the study.

Ms. Jaynes asked if interviews for the vacancy would begin after the study is complete. Ms. Halliburton replied that the Board will review the information and proceed from there.

Ms. Halliburton added that any applications received will remain open and applicants will not need to re-apply.

Dr. Paschen commented that though it may be viewed as being done last minute he feels it is the perfect time to be looking at the department's needs.

Ms. Jaynes understands the request, reiterating her concerns about the timing and the impact that the lengthy vacancy has on the department. Ms. Halliburton acknowledged her concerns.

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**BOARD COMMENTS:**

None.

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**ADJOURNMENT:** 4:37 p.m. Speck / Kluge (MCU)

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Approval of minutes

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Title and date