

LINCOLN-LANCASTER COUNTY HEALTH DEPARTMENT

Board of Health
January 12, 2016

I. ROLL CALL

The meeting of the Board of Health was called to order at 5:00 PM by Heidi Stark at the Lincoln-Lancaster County Health Department. Members Present: Roma Amundson, James Michael Bowers, Jacquelyn Miller, Tom Randa, Jane Raybould, Molly Burton (ex-officio), David Derbin (ex-officio), Tim Sieh (ex-officio) and Heidi Stark. Craig Strong arrived at 5:02 PM. Jane Raybould arrived at 5:10 PM. Michelle Petersen arrived at 5:11 PM.

Members Absent: Alan Doster.

Staff Present: Judy Halstead, Steve Beal, Gwendy Meginnis, Charlotte Burke, Kathy Cook, Steve Fredrick; Scott Holmes, Joyce Jensen, Justin Daniel and Elaine Walsh.

Introductions

Caitlyn Littrell, UNL Dietetic Intern, Health Promotion & Outreach Division.

II. APPROVAL OF AGENDA

Dr. Stark asked if there were any additions or corrections to the Agenda.

Motion: Moved by Ms. Amundson that the Agenda be approved as printed. Second by Dr. Miller. Motion carried by acclamation.

APPROVAL OF MINUTES

Dr. Stark asked if there were any additions or corrections to the Minutes.

Motion: Moved by Dr. Miller that the December 8, 2015 Minutes be approved as printed. Second by Ms. Amundson. Motion carried by acclamation.

III. PUBLIC SESSION

DEPARTMENT REPORTS

A. Health Director Update

Ms. Halstead stated the 2016 Legislative Session is underway and the Department will be monitoring legislation. She will present a legislative summary of the legislative bills the Department and Mayor's Office are monitoring to the Board of Health in February.

The Department is beginning budget preparations for the 2016-2017 and 2017-2018 budgets. The Department's budget request will be submitted to the City Finance

Department on March 4, 2016. The Lancaster County Commissioners will hold their annual County Budget Retreat on Thursday, January 28, 2016 to discuss upcoming budget issues.

Ms. Halstead reported three employees recently retired or will retire within the next month. They include Pam Rowe – Health Promotion & Outreach, Deb Meyerhoff – Dental Health and Nutrition Services and Joyce Jensen – Environmental Public Health Division.

Ms. Halstead stated Department staff are participating in emergency response preparedness tabletop exercises.

Ms. Burke provided a brief update on the N Street Cycle Track. Staff assisted with public service announcements and other educational materials. The N Street Cycle Track is featured on Channel 10's Shape of the City, the City of Lincoln and the Health Department websites.

Mr. Frederick reported the Community Health Assessment is now available on the Department's website. He also reported the Community Health Improvement Plan is being reviewed and will be released in the near future.

IV. CURRENT BUSINESS (Action items)

A. Accreditation Application – Letter of Support

Ms. Halstead stated the Department intends to submit an application for accreditation to the Public Health Accreditation Board. She stated two letters of support are needed – one from the Board of Health and one from Mayor Beutler.

Motion: Moved by Ms. Raybould to approve the letter of support of to the Public Health Accreditation Board regarding the accreditation application of the Lincoln-Lancaster County Health Department. Second by Ms. Amundson. Motion carried by an 8-0 roll call vote.

B. Proposed Revisions to Policy 222.01 – Quality Improvement & Standardization

Ms. Jensen reviewed the revisions to the policy stating the Food Program's goal is to meet the FDA Retail Food Regulatory Program Standards. The policy was last updated in 2010 and only minor revisions were needed to make the policy current. The policy will be included as part of the self-assessment required for the FDA Retail Food Regulatory Program Standards. Revisions made to the policy include the elimination of the reference to the Healthy People 2010 Objectives. The Food Advisory Committee recommends approval of the revisions to the policy.

Motion: Moved by Dr. Miller that the Board of Health approve the revisions to Policy 222.01 – Food Safety Program Quality Improvement and Standardization. Second by Ms. Raybould. Motion carried by an 8-0 roll call vote.

C. Proposed Revisions to Policy 222.05 – FDA Standard #2 Trained Staff

Ms. Jensen stated the purpose of the policy is for the Food Safety Program to maintain compliance with the FDA Retail Food Regulatory Program Standards (Standard #2 – Trained Staff). Minor revisions to the policy include training, licensing and certification. The Food Advisory Committee recommends approval of the revisions to the policy.

Motion: Moved by Ms. Raybould that the Board of Health approve the revisions to Policy 222.05 – FDA Standard #2 Trained Staff. Second by Ms. Amundson. Motion carried by an 8-0 roll call vote.

D. Proposed Revisions to Policy 222.32 – Food Complaint Investigations

Ms. Jensen stated the policy identifies how the Food Program handles complaints related to foodborne illness, food tampering, intentional contamination and how problems with products originating outside our jurisdiction are handled. Revisions include updating the process for receiving and initializing complaints in the digital records system, updating required documentation of investigation findings and requiring open complaints to be reviewed monthly by the Food Safety Team. The Food Advisory Committee recommends approval of the revisions to the policy.

Motion: Moved by Dr. Petersen that the Board of Health approve the revisions to Policy 222.32 – Food Complaint Investigations. Second by Ms. Raybould. Motion carried by an 8-0 roll call vote.

E. Proposed Revisions to Policy 222.39 – Foodborne Illness Complaint Investigations

Ms. Jensen stated the FDA Food Regulatory Program Standard 5 – Foodborne Illness Investigation and Response identifies the importance of policies for handling foodborne illness complaints. Revisions to the policy include assuring all foodborne illness complaints are returned to the Lead Environmental Health Investigator, changing the frequency of reporting on outbreaks to the Food Safety Team, and updating the investigating processes and electronic documentation. The Food Advisory Committee recommends approval of the revisions to the policy.

Motion: Moved by Ms. Amundson that the Board of Health approve the revisions to Policy 222.39 – Foodborne Illness Complaint Investigations. Second by Ms. Raybould. Motion carried by an 8-0 roll call vote.

Ms. Amundson and Ms. Raybould thanked Ms. Jensen for her many years of service to the Health Department, the City of Lincoln and Lancaster County.

V. CURRENT BUSINESS (Information Items)

A. Workforce Development Plan Update

Ms. Halstead provided a brief update on the Department's Workforce Development Plan. Each division will prepare their own plan. She previewed the Community Health Services Division Plan. The full Plan will be completed and presented to the Board of Health.

VII. FUTURE BUSINESS

VIII. ANNOUNCEMENTS

Next Meeting – February 9, 2016– 5:00 PM

IX. ADJOURNMENT

The meeting was adjourned at 5:45 PM.

Elaine Walsh
Recording Secretary

Jacquelyn Miller
Vice-President