

**Sarpy/Cass Department of Health & Wellness  
Board of Health Meeting  
January 25, 2010**

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Board Vice President, Dale Davenport, called the meeting to order at 5:30 p.m. at the offices of the Sarpy/Cass Department of Health & Wellness, 701 Olson Drive, Ste. 101, Papillion, NE 68046.

**Roll Call:**

Erin Ponec, Acting Recorder

**Roll call states as follows:** John Baroni – present; Dale Davenport – present; Dr. John Harris – excused; Joni Jones – absent; Dr. Matt Neumann – not present (arrived at 6 p.m.); Jane Nitchals – present; Vicki Roberts – excused; Dr. Jeff Strohmeyer – present; Dale Tedder - present.

**Staff Present:** Dianne Kelly, Health Director; Erin Ponec, Acting Recorder

**Guest(s) Present:** Roxanne Pfeifer, Rischel & Pfeifer – Department Accountant; Jane Onken, Schleisman Onken & Associates – Auditor.

**Approval of Agenda:**

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

The agenda was approved by consensus of the Board. No roll call taken.

**Approval of November 23, 2009 Meeting Minutes:**

Dr. Strohmeyer moved, seconded by Tedder to approve the November 23, 2009 meeting minutes as submitted. Roll call states as follows: Baroni – aye; Davenport – aye; Dr. Harris – excused; Jones – absent; Dr. Neumann –not present; Nitchals – aye; Roberts – excused; Dr. Strohmeyer – aye; Tedder – aye.

**Presentation: Fiscal Year 2008-2009 Audit – Jane Onken**

Onken reported and reviewed the audit report for the BOH.

Davenport moved to commend the work that Ponec and Pfeifer do during the year and for preparation for the audit.

When asked if there is any room for improvement, Onken informed the Board that the year before the Department did a good job of putting more internal controls in place and that this year they could find no room for improving what is already being done.

Nitchals moved, seconded by Baroni to approve the audit report for Fiscal Year 08-09 as presented. Roll call states as follows: Baroni – aye; Davenport – aye; Dr. Harris – excused; Jones – absent; Dr. Neumann –not present; Nitchals – aye; Roberts – excused; Dr. Strohmeyer – aye; Tedder – aye.

**Treasurer's Report:**

Dr. Strohmeyer moved, seconded by Baroni to approve the treasurer's report as submitted. Roll call states as follows Baroni – aye; Davenport – aye; Dr. Harris – excused; Jones – absent; Dr. Neumann – aye; Nitchals – aye; Roberts – excused; Dr. Strohmeyer – aye; Tedder – aye.

**Director's Report:**

H1N1 Update: Cumulative numbers of doses administered to Sarpy/Cass residents the week of January 10<sup>th</sup> was 27,000. SCDHW ranks third in doses administered, behind Douglas and Lancaster County Health Departments. Kelly commended Nancy Braswell, Emergency Response Coordinator, for her work coordinating the clinics and clinic volunteers.

Starting in February, clinics will be held at the SCDHW offices every Monday and Thursday from 2:30 p.m. to 6:30 p.m. This is a walk-in clinic, so no appointments are necessary.

Kelly noted the amount of equipment and supplies that are needed to take to the clinics. Due to the Departments lack of a proper vehicle to haul the emergency response trailer, employees are forced to load their own vehicles (sometimes 6-7 vehicles) to transport all equipment and supplies to the clinics. Kelly requested the purchase of a second department vehicle. Per Kelly, the money for the new vehicle will come from H1N1 salary reimbursement to the general funds.

Nitchals moved, seconded by Dr. Strohmyer the approval of the Department purchasing a second vehicle with the approval of the Department accountant and also on the agreement that Dale Tedder will serve on a joint committee with Nancy Braswell to research the purchase. Roll call states as follows Baroni – aye; Davenport – aye; Dr. Harris – excused; Jones – absent; Dr. Neumann – aye; Nitchals – aye; Roberts – excused; Dr. Strohmyer – aye; Tedder – aye.

Kelly gave the BOH findings of a report produced by the University of Wisconsin focusing on health conditions by county (WI only). On February 17<sup>th</sup>, a report on every county in the United States will be coming out. Kelly has participated in webinars on how to handle possible media attention that may come with this report.

Kelly encouraged the BOH to attend the National Association of Local Boards of Health annual meeting that will be held in Omaha this August at the Qwest Center.

Kelly has been approached by the administration at Midlands Hospital to discuss the Vaccines for Children Program, currently provided by Alegent Health Midlands Hospital.

Dr. Strohmyer motioned to first research the areas of immunization disparities in the two counties. BOH approved by consensus. No roll call was taken.

**Other Business:**

Nitchals and Tedder began a discussion regarding the need to review and update the SCDHW strategic plan. Davenport asked the board members to present if it would be useful to review the results of the last planning session conducted by Whitney Shipley, formerly of the Douglas County Health Department. Baroni and Tedder noted that it would be very helpful to them to gain a better understanding of the planning priorities that were approved at the time. The BOH also requested Kelly to send each board member a summary of the essential services of a public health department for their review before the next meeting.

**Standing Committee Reports:**

**Nominating Committee:** Nomination of second BOH term for Davenport

**Policy Committee:** Nothing to report

**Personnel Committee:** Nothing to report

**Medical Director's Report:** Nothing to report

**Public Input:** None

**Information:** None

**Next Meeting:** March 22, 2010, at 5:30pm, at the SCDHW offices.

**Adjournment:**

Baroni moved, seconded by Dr. Neumann to adjourn the meeting at 7:00 p.m. Roll call states as follows: Roll call states as follows: Baroni – aye; Davenport – aye; Dr. Harris – excused; Jones – absent; Dr. Neumann – aye; Nitchals – aye; Roberts – excused; Dr. Strohmyer – aye; Tedder – aye.

ATTEST:

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Vicky Roberts, President  
Sarpy/Cass Board of Health

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Matt Neumann, DDS, Secretary/Treasurer  
Sarpy/Cass Board of Health