

Sarpy/Cass Department of Health & Wellness  
Board of Health Meeting  
January 28, 2013

Board President, Jane Nitchals called the meeting to order at 5:40 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:** Dale Davenport – present; Dr. John Harris – excused; Dr. Matt Neumann – not present (**arrived at 5:55 p.m.**); Jane Nitchals – present; Vicky Roberts – present; Dr. Jeffrey Strohmeyer – present; Dale Tedder – present; Jim Warren – excused; John Warsing – present.

**Staff Present:** Dianne Kelly, Director; Erin Ponec, Acting Recorder; Monica Ulses, Public Health Nurse

**Guests Present:** Jack Lengemann, CPA, Lengemann & Associates

**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. No roll call was taken.

**Approval of Meeting Minutes:**

Dr. Strohmeyer moved, seconded by Tedder to approve the August 27, 2012, meeting minutes as submitted. Roll call states as follows: Davenport – aye; Dr. Harris – excused; Dr. Neumann – not present; Nitchals – aye; Roberts – aye; Dr. Strohmeyer – aye; Tedder – aye; Warren – excused; Warsing – aye.

Tedder moved, seconded by Dr. Strohmeyer to approve the September 17, 2012, budget hearing meeting minutes as submitted. Roll call states as follows: Davenport – aye; Dr. Harris – excused; Dr. Neumann – not present; Nitchals – aye; Roberts – aye; Dr. Strohmeyer – aye; Tedder – aye; Warren – excused; Warsing – aye.

**Presentation: Jack Lengemann, CPA, Audit for Fiscal Year Ending June 30, 2012:**

Lengemann informed the BOH that the financial audit for fiscal year ending 06/30/2012 was perfect. Per Lengemann, the internal controls the department has in place are impeccable. There was nothing of concern to present to the BOH.

Tedder stated that this audit is a compliment to the entire department.

**Staff Presentation: Monica Ulses, Public Health Nurse, Influenza Update:**

Per Ulses, there have been 10 deaths from influenza in the State of Nebraska, but none in Sarpy or Cass County. The first report from Cass didn't come through until December. Ulses started with 3 cases in December. That grew to 14 in January. In Sarpy, there were 2 in October, 4 in November, 48 in December and 185 to date in January.

Roberts commended the reports that Ulses gives in her staff reports. Ulses noted that Cindy Ossino, School & Family Health Coordinator keeps excellent records of school surveillance.

**Treasurer's Report:**

Funds transfer of (general) money from the BT account to the General account in the amount of \$413,834.00 leaving a remainder of \$200,000.00 in the BT account to cover any expenses before BT is reimbursed.

Tedder moved, seconded by Davenport to approve the funds transfer. Roll call states as follows: Davenport – aye; Dr. Harris – excused; Dr. Neumann – not present; Nitchals – aye; Roberts – aye; Dr. Strohmyer – aye; Tedder – aye; Warren – excused; Warsing – aye.

**Director's Report:**

Per Kelly, Dr. Schaeffer has resigned as director of DHHS.

Kelly wanted the BOH's opinion about the opportunity to purchase a real-time data collection system offered by Trilogy. Per Kelly, data is pulled from the CDC. Also, data that we cannot get from the State is available with this program. The set-up cost is \$1,125 and training/maintenance is \$843 and \$500 each year after. Warsing commented that he would be concerned about the continuity of the company.

Kelly gave the BOH web site statistics from our website.

Dave Palm from DHHS sent a report to the Legislature. The report mentions the following programs from SCDHW: school surveillance, pool inspections and home visits. Per Kelly, Carol Timm, Maternal Child Health Coordinator, does a wonderful job on her program and Kelly would like to highlight more information from Timm's program.

Nicole Evans has accepted the position of Community Health Educator and will begin on March 4<sup>th</sup>.

**Other Business:**

None

**Standing Committee Reports:**

Nomination Committee: Nothing to report

Policy Committee: Nothing to report

Personnel Committee: Discussion noted in the Executive Session

Program Committee: Nothing to report

Medical Director's Report: Nothing to report

**Public Input:**

None

**Information:**

**Announcements:** None

**Correspondence:** None

**Next Meeting:** March 25, 2013, 5:30 p.m., at the Sarpy/Cass Department of Health & Wellness, 701 Olson Drive, Ste. 101, Papillion, NE 68046.

**Executive Session:**

Tedder moved, seconded by Davenport to adjourn into Executive Session at 6:50 p.m. to discuss the evaluation of the director. Roll call states as follows: Davenport - aye; Dr. Harris – excused; Dr.

Neumann – aye; Nitchals – aye; Roberts – aye; Dr. Strohmyer – aye; Tedder – aye; Warren – excused; Warsing – aye.

The Board discussed the annual evaluation of Dianne Kelly, Director.

Roberts moved, seconded by Tedder to adjourn out of Executive Session at 7:05 p.m.. Davenport - aye; Dr. Harris – excused; Dr. Neumann – aye; Nitchals – aye; Roberts – aye; Dr. Strohmyer – aye; Tedder – aye; Warren – excused; Warsing – aye.

Roberts moved, seconded by Warsing to give Kelly a 4% increase to bring her up to comparable to her peers. This is to be retroactive to her anniversary date. Davenport - aye; Dr. Harris – excused; Dr. Neumann – aye; Nitchals – aye; Roberts – aye; Dr. Strohmyer – aye; Tedder – aye; Warren – excused; Warsing – aye.

**Adjournment:**

Davenport moved, seconded by Roberts to adjourn the meeting at 7:07 p.m. Roll call states as follows: Davenport - aye; Dr. Harris – excused; Dr. Neumann – aye; Nitchals – aye; Roberts – aye; Dr. Strohmyer – aye; Tedder – aye; Warren – excused; Warsing – aye.

**ATTEST:**

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Jane Nitchals, President  
Sarpy/Cass Board of Health

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