

**Sarpy/Cass Department of Health & Wellness
Board of Health Meeting
September 10, 2007**

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Board Vice President, Nancy Noda, called the meeting to order at 6:04 p.m. on September 10, 2007 at the Cass County Fairgrounds Exhibition Hall.

Roll Call:

Erin Ponec, Acting Recorder, conducted Roll Call

Roll Call States as follows: Dale Davenport – present; Jim Engelkemier – present; Dr. Linda Ford – absent; Joni Jones – not present (**arrived at 6:15pm**); Virgil Keller – not present (**arrived at 6:10pm**); Carrie Krist – absent; Dr. Matt Neumann – present; Nancy Noda – present; Vicki Roberts – present.

Staff Present: Dianne Kelly, Health Director; Erin Ponec, Acting Recorder; Nancy Braswell, Emergency Response Coordinator

Guest(s) Present: Roxanne Pfeifer, Rishel & Pfeifer; Mike Williams and Stephanie Dow, Williams-Deras & Associates; Nancy Reissig, Cass County Resident, a former Board member and Treasurer/Secretary; Jackie Carden, nursing student from University of Nebraska Medical Center; Trevor Carden, Dietary Student from University of Nebraska at Lincoln.

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.

Roberts moved, seconded by Engelkeimer to approve the agenda. Roll call states as follows: Engelkeimer – aye; Davenport – aye; Dr. Ford – absent; Jones – not present; Keller – not present; Dr. Neumann – aye; Noda – aye; Roberts – aye.

Approval of July 23, 2007 Meeting Minutes:

Dr. Neumann moved, seconded by Roberts to approve the July 23, 2007 meeting minutes as submitted. Roll call states as follows: Roll call states as follows: Engelkeimer – aye; Davenport – aye; Dr. Ford – absent; Jones – not present; Keller – not present; Dr. Neumann – aye; Noda – aye; Roberts – aye.

Budget Hearing: Presentation of the budget for Fiscal Year 2007-2008, Roxanne Pfeifer

The budget hearing was opened at 6:10pm by department accountant, Roxanne Pfeifer. No roll call was taken.

Pfeifer reviewed the budget documents with the Board.

Nancy Braswell, Emergency Response Coordinator, was in attendance to address any questions regarding the BT budget.

Per Pfeifer, the line items of programs and program supplies will now be classified as programs.

The budget hearing was closed at 6:26pm by Pfeifer. No roll call was taken.

Davenport moved, seconded by Noda to approve the adopted budget for fiscal year 2007-2008. Roll call states as follows: Engelkeimer – aye; Davenport – aye; Dr. Ford – absent; Jones – aye; Keller – aye; Dr. Neumann – aye; Noda – aye; Roberts – aye.

Mike Williams, Williams-Deras & Associates – Department Insurance Renewal

Williams suggested two plans for the Board to look at for this renewal period. Per Williams, if the department would choose another insurance company other than United Health Care, the employees will have to go through the underwriting process.

- 1) Option #22: Plan provided through New England Financial, Midlands Choice Network. Max out of pocket will increase on this plan. Williams noted that the department's current partial self funding amounts are \$750 out of pocket for single employees and \$3,350 out of pocket for family. Williams recommends at some point the Board raise the max out of pocket to \$1,000 for single and \$3,750 for family.
- 2) Option #7: Plan provided by United Health Care; by staying with UHC employees will not have to go through the medical underwriting process. Identical plan to what is currently in place, but, the doctor's office co-pays have been removed.

Motion: The Board would like Williams to evaluate Option #22, while increasing partial self funding out of pocket to \$1,000 for single and \$3,750 for family; if Option #22 is not feasible; than the Board would pursue Option #7 with the same increase in the partial self funding amounts. Since plan begins October 1, it was decided that the Director would report to the Board. If the Director needed a policy decision, the Executive Committee would be empowered to mad a decision based on the discussion of the Board members.

Davenport moved, seconded by Jones. Roll call states as follows: Davenport – aye; Engelkeimer – aye; Dr. Ford – absent; Jones – aye; Keller – aye; Dr. Neumann – aye; Noda – aye; Roberts – aye.

Principal Insurance Policy (Dental/Life/LTD/ AD&D)

Williams recommended to the Board that we renew, October 1st, with Principal. Premiums will be increasing by \$17.84/month.

Jones moved, seconded by Engelkeimer to renew our policy with Principal. Roll call states as follows: Davenport – aye; Engelkeimer – aye; Dr. Ford – absent; Jones – aye; Keller – aye; Dr. Neumann – aye; Noda – aye; Roberts – aye.

Director's Report:

Kelly asked the Board about renewing the CD at Murray State Bank.

Engelkeimer moved, seconded by Davenport to have Kelly to research interest rates of other Cass County area banks and bring the findings to the Executive Committee if a change of banks or closely competing bids should occur. Roll call states as follows: Davenport – aye; Engelkeimer – aye; Dr. Ford – absent; Jones – aye; Keller – aye; Dr. Neumann – aye; Noda – aye; Roberts – aye.

Kelly reported that the Every Woman Matters grant was not awarded to the local health departments. The grant was instead awarded to two out-of-state branches of insurance companies. A letter of protest has been submitted the state on the basis that this grant was awarded to the two out-of-state bidders using state funds when a coalition of local health departments bid was not fairly considered.

Kelly and Noda have been in discussions about an action plan for MRSA (Methicillin Resistant *Staph aureus*) and athletes. Roberts would like to increase awareness about this topic through the media.

Other Business: NA

Standing Committee Reports:

Nomination Committee: In response to a letter sent to Board of Health member Carrie Krist about meeting absences, Krist sent a letter of resignation to Keller. Jones will begin looking for a replacement.

Roberts moved, seconded by Jones to accept Krist's letter of resignation from the Board with regrets. Roll call states as follows: Davenport – aye; Engelkeimer – aye; Dr. Ford – absent; Jones – aye; Keller – aye; Dr. Neumann – aye; Noda – aye; Roberts – aye.

Policy Committee: Davenport and Kelly have been working on policies. Davenport will get all revisions to Kelly.

Personnel Committee: The report was deferred to the Executive Session.

Program Development: Per Noda the group will be meeting soon. There are three mini-grants that are almost completed.

Medical Director's Report: No report

Finance Committee: No report

Public Input: None

Information:

Announcements:

Correspondence: None

Next Meeting: October 22, 2007 at 5:30pm at the offices of the Sarpy/Cass Department of Health

Adjournment:

The meeting was adjourned at 8:10pm by consensus.

Executive Session

Jones moved, seconded by Engelkeimer to adjourn the meeting and go into executive session for the review of a personnel issue. Roll call states as follows: Engelkeimer – aye; Davenport – aye; Dr. Ford – absent; Jones – aye; Keller – aye; Krist – absent; Dr. Neumann – aye; Noda – aye; Roberts – aye.

At 8:35 Noda moved, seconded by Engelkeimer to adjourn the executive session and return to the regular public meeting. Roll call states as follows: Engelkeimer – aye; Davenport – aye; Dr. Ford – absent; Jones – aye; Keller – aye; Krist – absent; Dr. Neumann – aye; Noda – aye; Roberts – aye.

Noda moved to allow the amount of funds not deducted for dental insurance for the employee share of the premiums for the period from October 2004 until December 2005 to be considered as a one time additional benefit for the employees and that the staff members are not to be requested to reimburse the Department for these premiums. **[Virgil Keller]** This occurred due to a staff error as the staff member did not properly inform the payroll provider nor caught the error in a timely fashion. Along with this action, the Health Director was advised to continue her recently implemented additional procedures for the oversight of staff to assure that this type of error is not repeated in the future. Roll call states as follows: Engelkeimer – aye; Davenport – aye; Dr. Ford – absent; Jones – aye; Keller – aye; Krist – absent; Dr. Neumann – aye; Noda – aye; Roberts – aye.

Roberts moved to accept the action to re-pay the employees the amount they overpaid in dental insurance premiums from January 2006 until June 2006 along with the requirement that the Health Director continue to provide the additional oversight procedures to assure there is no a

recurrence of this error in the future. This error occurred like the previous error due to a staff oversight as the staff member did not properly inform the payroll provider of the correct charge for the premium and then proceeded to arrange for paying back the overcharge. Engelkemier seconded the motion. Roll call states as follows: Engelkeimer – aye; Davenport – aye; Dr. Ford – absent; Jones – aye; Keller – aye; Krist – absent; Dr. Neumann – aye; Noda – aye; Roberts – aye.

Noda moved to adjourn the meeting at 8:40 p.m.. The motion was seconded by Engelkemier. Roll call states as follows: Engelkeimer – aye; Davenport – aye; Dr. Ford – absent; Jones – aye; Keller – aye; Krist – absent; Dr. Neumann – aye; Noda – aye; Roberts – aye.

[Virgil Keller] The Health Director reported that she discussed this with the staff person and entered a note about the errors in the person’s personnel file.

ATTEST:

Virgil Keller, President
Sarpy/Cass Board of Health

Vicky Roberts
Secretary/Treasurer
Sarpy/Cass Board of Health