

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

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Board President, Virgil Keller, called the meeting to order at 5:40 p.m. on December 10, 2007 at the offices of the Sarpy/Cass Department of Health & Wellness noting that a quorum was not present.

Roll Call:

Erin Ponec, Acting Recorder

No official roll call was taken. Attendance for the meeting as follows: Dale Davenort (arrived at 5:50 p.m.); Jim Engelkemier – absent; Dr. Linda Ford – absent; Tricia A. Freeman - present; Joni Jones - present, Virgil Keller – present; Dr. Matt Neumann (arrived at 6 p.m.); Nancy Noda – absent; Vicky Roberts present.

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

Guest(s) Present: Jane Onken, Schleisman Onken & Associates; Kerri Peterson, Our Health Community Partners

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.

Approval of October 22, 2007 Meeting Minutes:

Once the Chair determined that there was a quorum present the Chair requested a motion for the approval of the minutes from the October 22, 2007 meeting.

Jones moved, seconded by Roberts to accept the minutes as submitted. Roll call states as follows: Davenport – aye; Engelkemier – absent; Dr. Ford – absent; Freeman – abstain; Jones – aye; Keller – aye; Dr. Neumann – aye; Noda – absent; Roberts – aye.

Department Community Needs Assessment, Kerri Peterson

Peterson proposed to the Board the SCDHW participate in a community needs assessment primarily focusing on active living data developed and implemented by Professional Research Consultants (PRC). Total expense for the SCDHW will be \$14,000. Each county (Sarpy & Cass) will have the opportunity to distribute 250 surveys apiece. The SCDHW will be able to provide staff input regarding questions asked in the survey.

Motion on the table:

Approve the proposal to enter into this agreement with PRC with the stipulation that the SCDHW staff have input on the questions that are used in the survey.

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

Audit Presentation Fiscal Year 2006-2007, Jane Onken

Onken presented the FY 2006-2007 audit to the Board. One change that needs to be made, on page 12, the last sentence in the last paragraph should read the “Board of Directors”, not the “Board of Commissioners”.

Davenport moved, seconded by Neumann to approve the audit with the correction on page 12. Roll call was taken: Davenport – aye; Engelkemier – absent; Dr. Ford – absent; Freeman – aye; Jones – aye; Keller – aye; Dr. Neumann – aye; Noda – absent; Roberts – aye.

United Way of the Midlands 2-1-1 Contract:

Keller will abstain from any discussion on this matter due to a possible conflict of interest.

Per Kelly, the BOH must vote on whether or not to renew the contact for upcoming year. Kelly noted that we have not received monthly reports as mandated by the contract. Also, Nancy Braswell, Sarpy/Cass Emergency Response Coordinator, has not received any of the information that would be necessary if there were an emergency. Roberts noted that the communication from the United Way is very poor and that the UWM has a responsibility to the SCDHW to report on how the Department monies fit into the total program budget.

Motion made by Davenport: Do not renew the contract until SCDHW has received a memorandum of understanding and continue to participate on a month to month basis.

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

Director's Report:

Carol Timm has been hired as a new Public Health Nurse Coordinator. She will begin January 7th. Per Kelly, Timm has a great deal of experience with home visits.

Jenny Steventon has been named the Department Safety Officer and has drafted an injury prevention manual for the Department.

The staff has been through the Health Insurance Portability and Accountability Act (HIPAA) training. The training was arranged by Nancy Noda and took place at Midlands Hospital. Erin Ponec has been named the Department Privacy Officer and is working on a HIPAA compliance manual for the Department.

Per Kelly, the Department has been asked by Plattsmouth Schools to partially fund the walking program that they have implemented to hire a part-time employee to help with the program. The Board decided against this request. No vote was taken.

Other Business:

Nothing to report

Standing Committee Reports:

Nomination Committee: No report

Policy Committee: Kelly and Davenport passed out draft policies. They would like the Board to read them and discuss at the next meeting. Freeman volunteered to join the policy committee.

Personnel Committee: Deferred to Executive Session.

Program Development: No report

Medical Director's Report: No report

Finance Committee: No report

Public Input: None

Information:

Announcements: None

Correspondence: None

Next Meeting: January 28, 2007, at 5:30pm at the offices of the Sarpy/Cass Department of Health

Executive Session

Jones moved, seconded by Freeman to enter into Executive Session at 7:05pm to discuss the Directors review. Roll call states as follows: Davenport – aye; Engelkeimer – absent; Dr. Ford – absent; Freeman – aye; Jones – aye; Keller – abstain; Dr. Neumann – aye; Noda – absent; Roberts – aye.

Davenport moved, seconded by Freeman to adjourn the Executive Session at 7:40pm. Roll call states as follows: Davenport – aye; Engelkeimer – absent; Dr. Ford – absent; Freeman – aye; Jones – aye; Keller – abstain; Dr. Neumann – aye; Noda – absent; Roberts – aye.

Jones moved seconded by Roberts to approve a 5% salary increase based off of the Directors review. Roll call states as follows: Davenport – aye; Engelkeimer – absent; Dr. Ford – absent; Freeman – aye; Jones – aye; Keller – abstain; Dr. Neumann – aye; Noda – absent; Roberts – aye.

Adjournment:

Jones moved, seconded by Roberts to adjourn the meeting at 7:42pm. Roll call states as follows: Davenport – aye; Engelkeimer – absent; Dr. Ford – absent; Freeman – aye; Jones – aye; Keller – abstain; Dr. Neumann – aye; Noda – absent; Roberts – aye.

ATTEST:

Virgil Keller, President
Sarpy/Cass Board of Health

Vicky Roberts
Secretary/Treasurer
Sarpy/Cass Board of Health