

**Sarpy/Cass Department of Health & Wellness
Board of Health Meeting
August 24, 2015**

Board President, Dr. John Harris, 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: Ruth Cover – not present (arrived at 5:42 p.m.); Linda Finney – present; Dr. John Harris –present; Dr. Matt Neumann – present; John Sheehan – excused; Dr. Jeffry Strohmyer – present; Jim Thompson – present; John Warsing – excused.

Staff Present: Shavonna Lausterer, Director; Jenny Steventon, Assistant Director; Erin Ponec, Acting Recorder.

Guests Present: Roxanne Pfeifer, CPA, Rishel & Pfeifer, PC

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 taken.

Approval of Meeting Minutes:

Thompson moved, seconded by Dr. Neumann to approve the June 29, 2015, meeting minutes as submitted. Roll call states as follows: Cover – aye; Finney – abstain; Dr. Harris – aye; Dr. Neumann – aye; Sheehan – excused; Dr. Strohmyer – aye; Thompson – aye; Warsing – excused.

Treasurer's Report:

BUDGET HEARING: Approval of Fiscal Year 2015-2016 Proposed Budget, Roxanne Pfeifer, CPA

Pfeifer presented the proposed budget to the BOH.

Thompson moved, seconded by Dr. Strohmyer to approve the proposed budget for FY 2015-2016. Roll call states as follows: Cover – aye; Finney – abstain; Dr. Harris – aye; Dr. Neumann – aye; Sheehan – excused; Dr. Strohmyer – aye; Thompson – aye; Warsing – excused.

Per Dr. Neumann, the Department needs to begin looking at other revenue sources. He has spoken with Lausterer and Steventon, who are in agreement. Lausterer has contacted the State and the Douglas County Health Department to discuss SCDHW taking over the WIC clinics in the two Counties.

Director's Report:

Administrative Updates:

Indirect Costs: Discussed with the BOH the possibility of setting an indirect cost rate for all department grants.

Motion made to have the department attorney, Mike Polk, draft a resolution stating that effective 9/1/2015, all grants, current and future will have an indirect cost rate of 10%.

Dr. Harris moved, seconded by Dr. Neumann, effective 9/1/15 set an indirect cost rate of 10% on all grants. Roll call states as follows: Cover – aye; Finney – aye; Dr. Harris – aye; Dr. Neumann – aye; Sheehan – excused; Dr. Strohmyer – aye; Thompson – aye; Warsing – excused.

Bank Accounts: The Department would like to consolidate the two accounts at Pinnacle Bank into one. There is currently a “General” account and a “BT” account. Because electronic payments from the State are made into the BT account, Lausterer would like to close the “General” account and keep the BT account and rename it General. In doing this, it will eliminate Ponec having to transfer funds from one account to another.

Dr. Harris moved, seconded by Cover to approve closing the General account and consolidating into one. Cover – aye; Finney – abstain; Dr. Harris – aye; Dr. Neumann – aye; Sheehan – excused; Dr. Strohmyer – aye; Thompson – excused (at 6:30); Warsing – excused.

Auditor Proposal: The current audit firm, Lengemann and Associates, has proposed retaining their services for one year or three years at \$4,700/year.

Cover moved, seconded by Dr. Harris to approve the one year contract option with Lengemann and Associates. Roll call states as follows: Cover – aye; Finney – abstain; Dr. Harris – aye; Dr. Neumann – aye; Sheehan – excused; Dr. Strohmyer – aye; Thompson – excused; Warsing – excused.

Interim Health Care contract: Interim is contracted with the Department to provide services at the area foot care clinics. Leslee Campbell, Elder Care Coordinator, has been having difficulties with Interim nurses no call/no show or scheduling clients so far apart that there is too much down time. These issues have been addressed with Interim; however, there has been no change. Lausterer proposed to the BOH terminating the contract with Interim and hiring a nurse part-time to help with the clinics.

Dr. Harris moved, seconded by Finney to terminate the contract with Interim. Roll call states as follows: Cover – aye; Finney – abstain; Dr. Harris – aye; Dr. Neumann – aye; Sheehan – excused; Dr. Strohmyer – aye; Thompson – excused; Warsing – excused.

Lausterer received an email from a Douglas County Emergency Management complimenting Monica Ulses, RN, on her work with a patient being monitored for Ebola.

Staff member participated in the Sarpy County standard response exercise and the dispensing exercise held by Sarpy/Cass.

Steventon completed website statistics for 2014.

Lausterer met DHHS COO Courtney Phillips.

By joining National Association of Local Health Directors (NALHD), SCDHW was able to receive \$6,000 for the Vet Set grant, which will be active in Cass County. Rachel Dysico will act as the program coordinator. Vet Set is a program that links veterans and their families to services in the area. Vet Set will be linked to the Network of Care site that we have on our web page.

Personnel policy update: Vacation time is now written that an excess of 30 days should not be carried over into the next calendar year, not by anniversary date.

Employees are being paid in arrears. We were being paid current. Payroll dates stayed the same.

SCDHW received \$8,000 to write an Ebola plan.

Other Business:

Nothing to report

Standing Committee Reports:

Nomination Committee: There is one candidate left to interview. After that interview is complete, the committee will send their recommendations to Lausterer.

Policy Committee: Nothing to report

Personnel Committee: Nothing to report

Program Committee: Nothing to report

Medical Director's Report: Dr. Strohmeyer gave kudos to Monica for her excellent job on disease surveillance.

Public Input:

None

Information:

Announcements: Per Lausterer, SCDHW is applying for two grants pertaining to accreditation.

Correspondence: None

Next Meeting: October 26, 2015, 5:30 p.m., at the Sarpy/Cass Department of Health & Wellness, 701 Olson Drive, Ste. 101, Papillion, NE 68046.

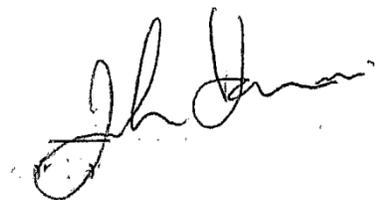
Executive Session:

None

Adjournment:

Dr. Strohmeyer moved, seconded by Finney to adjourn the meeting at 6:50 p.m. The Board was in consensus. No roll call was taken.

ATTEST:



Dr. John Harris, President
Sarpy/Cass Board of Health



John Sheehan, Secretary
Sarpy/Cass Board of Health