

**Board of Health Meeting Minutes
May 22, 2023**

President, Dr. Brandon Grimm, called the meeting to order at 5:30 p.m., at the Sarpy/Cass Health Department office, located at 701 Olson Dr., Papillion, NE 68046.

Roll Call:

Jenny Steventon, Acting Recorder

Roll call States as follows: Autumn Sky Burns – present; Connie Daniel – excused; Dr. Sara DeSpain – not present; Dr. Brandon Grimm – present; Dr. Sharon Medcalf – present; Dr. Matt Neumann – not present (arrived at 5:41 pm); Kathy Roehrig – present; Dale Sharpe – not present; Jim Warren – present.

Staff Present: Sarah Schram, Director; Jenny Steventon, Assistant Health Director, Acting Recorder; Emily MacNabb, Emergency Preparedness Coordinator

Guest(s) Present: Natalie Miller, CPA, Eide Bailley

Agenda:

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

Burns moved, seconded by Warren to approve the May 22, 2023, agenda. Roll call states as follows: Burns – aye; Daniel – excused; Dr. DeSpain – not present; Dr. Grimm – aye; Dr. Medcalf – aye; Dr. Neumann – not present; Roehrig – aye; Sharpe – not present; Warren – aye.

Approval of Meeting Minutes:

Roehrig moved, seconded by Warren to approve the minutes for the April 24, 2023, meeting, with clarification to state Sarah Schram has the authority to manage the transfer of funds at Cornerstone Bank to the CD. Roll call states as follows: Burns – aye; Daniel – excused; Dr. DeSpain – not present; Dr. Grimm – aye; Dr. Medcalf – aye; Dr. Neumann – not present; Roehrig – aye; Sharpe – not present; Warren – aye.

Approval of Action Items:

a. Warren moved, seconded by Dr. Medcalf to approve the Peer Health Educator I (range of \$16.00 - \$24.57 per hour) and Peer Health Educator II (range of \$16.00 - \$24.57 per hour) job descriptions. Roll call states as follows: Burns – aye; Daniel – excused; Dr. DeSpain – not present; Dr. Grimm – aye; Dr. Medcalf – aye; Dr. Neumann – not present; Roehrig – aye; Sharpe – not present; Warren – aye.

b. A stand-alone Virtual Meeting Policy is not required per the Board of Health Bylaws and the Nebraska Open Meetings Act. No action required on this item.

President's Report:

Dr. DeSpain will be stepping down from the Board of Health this summer; the Board will look to advertise for a Medical Consultant this fall. Kathleen Brandert with UNMC College of Public Health is being considered to provide Board training at an upcoming regularly scheduled meeting.

Treasurer's Report:

Dr. Medcalf moved, seconded by Warren to approve the Treasurer's report. Roll call states as follows: Burns – aye; Daniel – excused; Dr. DeSpain – not present; Dr. Grimm – aye; Dr. Medcalf – aye; Dr. Neumann – aye; Roehrig – aye; Sharpe – not

present; Warren – aye.

Director’s Report:

Attached

Other Business:

None

Standing Committee Reports:

Nomination Committee: Nothing to report

Finance Committee: Nothing to report

Policy Committee: Nothing to report

Personnel Committee: Nothing to report

Health Director Evaluation & Compensation: Nothing to report

Program Committee: Nothing to report

Medical Director’s Report: Not present

Next Meeting: June 26, 2023

Upcoming meeting schedule:

August 28, 2023

September 25, 2023

October 23, 2023

January 22, 2024

February 26, 2024

March 25, 2024

April 22, 2024

June 24, 2024

Adjournment:

Burns moved, seconded by Dr. Medcalf to adjourn the meeting at 6:15 p.m. Roll call states as follows: Burns – aye; Daniel – excused; Dr. DeSpain – not present; Dr. Grimm – aye; Dr. Medcalf – aye; Dr. Neumann – aye; Roehrig – aye; Sharpe – not present; Warren – aye.

ATTEST:

Dr. Brandon Grimm, President
Sarpy/Cass Board of Health

Dr. Sharon Medcalf, Secretary
Sarpy/Cass Board of Health