



701 Olson Drive, Suite 101, Papillion, NE 68046 | 402-339-4334 | FAX 402-339-4235

**Board of Health Meeting Minutes  
March 25, 2022**

President, Dr. Brandon Grimm, called the meeting to order at 5:30 p.m., at the Sarpy County Administration office, 2<sup>nd</sup> floor board room, located at 1210 Golden Gate Dr., Papillion, NE 68046.

**Roll Call:**

Erin Ponec, Acting Recorder

**Roll call States as follows:** Autumn Sky Burns – present; Connie Daniel – present; Dr. Sara DeSpain – present; Dr. Brandon Grimm – present; Dan Henry – Excused; Don Kelly – Excused; Dr. Sharon Medcalf - present; Dr. Matt Neumann – present.

**Staff Present:** Sarah Schram, Director; Erin Ponec, Acting Recorder;

**Guest(s) Present:** Natalie Miller, CPA, Seim Johnson

**Agenda:**

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

Dr. Medcalf moved, seconded by Dr. Neumann, to approve the March 28, 2022, agenda as submitted. Roll call states as follows: Burns – aye; Daniel – aye; Dr. DeSpain – aye; Dr. Grimm – aye; Henry – excused; Kelly – excused; Dr. Medcalf - aye; Dr. Neumann – aye.

**Approval of Meeting Minutes:**

Dr. Medcalf moved, seconded by Daniel to approve the minutes of the January 31, 2022, meeting minutes as submitted. Roll call states as follows: Burns – aye; Daniel – aye; Dr. DeSpain – aye; Dr. Grimm – aye; Henry – excused; Kelly – excused; Dr. Medcalf - aye; Dr. Neumann – aye.

**Public Comment:**

**None**

**Presentation:**

Kailey Kocourek, Community Health Planner, Sarpy/Cass Health Department presented on the Partnership for Success (PFS) grant

**President's Report:**

Nothing to report

**Treasurer's Report:**

Burns moved, seconded by Dr. Medcalf to approve the Treasurer's report presented by Natalie Miller, CPA, Seim

Johnson. Roll call states as follows: Burns – aye; Daniel – aye; Dr. DeSpain – aye; Dr. Grimm – aye; Henry – excused; Kelly – excused; Dr. Medcalf - aye; Dr. Neumann – aye.

**Director’s Report:**

Attached

**Other Business:**

None

**Standing Committee Reports:**

**Nomination Committee:** A notice will be placed in the Suburban Newspapers and the SCHED website seeking for a Sarpy County resident to serve on the BOH.

**Finance Committee:** Nothing to report

**Policy Committee:** Invoice Approval Threshold

Dr. Medcalf moved, seconded by Daniel to change the Invoice Approval Threshold policy to read: The Finance Committee is authorized to approve, on behalf of the Board, expenses over \$5,000.”

Roll call states as follows: Burns – aye; Daniel – aye; Dr. DeSpain – aye; Dr. Grimm – aye; Henry – excused; Kelly – excused; Dr. Medcalf - aye; Dr. Neumann – aye.

**Personnel Committee:** Nothing to report

**Program Committee:** Nothing to report

**Medical Director’s Report:** Nothing to report

**Executive Session: NONE**

**Next Meeting: April 25, 2022**

**Adjournment:**

Dr. Medcalf moved, seconded by Burns to adjourn the meeting at 7:00 pm. Roll call states as follows: Burns – aye; Daniel – aye; Dr. DeSpain – aye; Dr. Grimm – aye; Henry – excused; Kelly – excused; Dr. Medcalf - aye; Dr. Neumann – aye.

**ATTEST:**

---

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

---

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

# SARPY/CASS

## Health Department

701 Olson Drive, Suite 101, Papillion, NE 68046 | 402-339-4334 | FAX 402-339-4235

Health Directors Report  
Board of Health  
March 28, 2022

### Administrative Updates:

- Legislative Update:
  - Today is day 49 of this short (60 day) session.
  - LB 1014 – Appropriate Federal Funds allocated to the State of Nebraska pursuant to the federal American Rescue Plan Act of 2021.
  - LB 906 – Require employers to provide for vaccine exemptions and provided duties for the Department of Health and Human Services. **Governor Ricketts passed 2/25/2022**
  
- American Rescue Plan Act (ARPA) Update:
  - Sarpy County Board of Commissioners approved a commitment of \$115,000 to the Department for Office/Clinic & Technology Upgrades.
  
- Staffing/Personnel Update:
  - Filled Positions –
    - Community Health Educator – Emelyn Escalante
  - Open Positions –
    - Interviewing for Public Health RN – both Epi and SDI
    - Public Health Communication Specialist
  
- BOH Strategic Retreat:
  - Six strategic goals identified were:
    - Build, formalize, and maintain relationships and partnerships to ensure a robust public health system
    - Build and promote a visible and viable brand
    - Develop and pursue blended and braided funding strategies for growth and sustainability
    - Implement NALBOH’s six functions of public health governance
    - Recruit and retain qualified and capable workforce to meet the core functions of public health
    - Maintain standards of a high performing health department
  - Next Steps:
    - Over the next few months, Sarpy/Cass Health Department staff will draft implementation plans.

- Presentation of strategic plan to Board in July 2022
- Provide regular updates on strategic plan implementation progress to the Board of Health
- (Board) Consider implementation of a strategic planning committee
- (Board) Seek additional input from other Board members

**Program Highlights:**

- Disease Surveillance
  - Epi investigations since January 1, 2022:

Campylobacteriosis	7
Chlamydia trachomatis infection	166
Cryptosporidiosis	3
Enterogaagregative Escherichia coli (EAEC)	5
Enteropathogenic Escherichia coli (EPEC)	9
Enterotoxigenic Escherichia coli (ETEC)	1
Escherichia coli (STEC) gastroenteritis	2
Giardiasis	3
Gonorrhea	32
Group A Streptococcus, invasive	2
Group B Streptococcus, invasive	3
Hepatitis A, acute	1
Hepatitis B virus infection, chronic	7
Hepatitis C Virus Infection, chronic or resolved	17
Histoplasmosis	4
Lead poisoning	1
Lead poisoning (Child)	6
Legionellosis	3
Lyme disease	1

Multisystem Inflammatory Syndrome (MIS-C)	3
Novel Coronavirus (nCoV)	16541
Pertussis	1
Q fever, Acute	1
Salmonellosis (excluding S. typhi/paratyphi)	8
Shigellosis	1
Streptococcus pneumoniae, invasive disease (IPD)	3
Syphilis, congenital	1
Syphilis, primary	2
Syphilis, secondary	2
Syphilis, Unknown Duration or Late	7
Toxoplasmosis	3
Tuberculosis	1
Varicella (Chickenpox)	1
Yersiniosis (non-pestis)	2
Total	16850

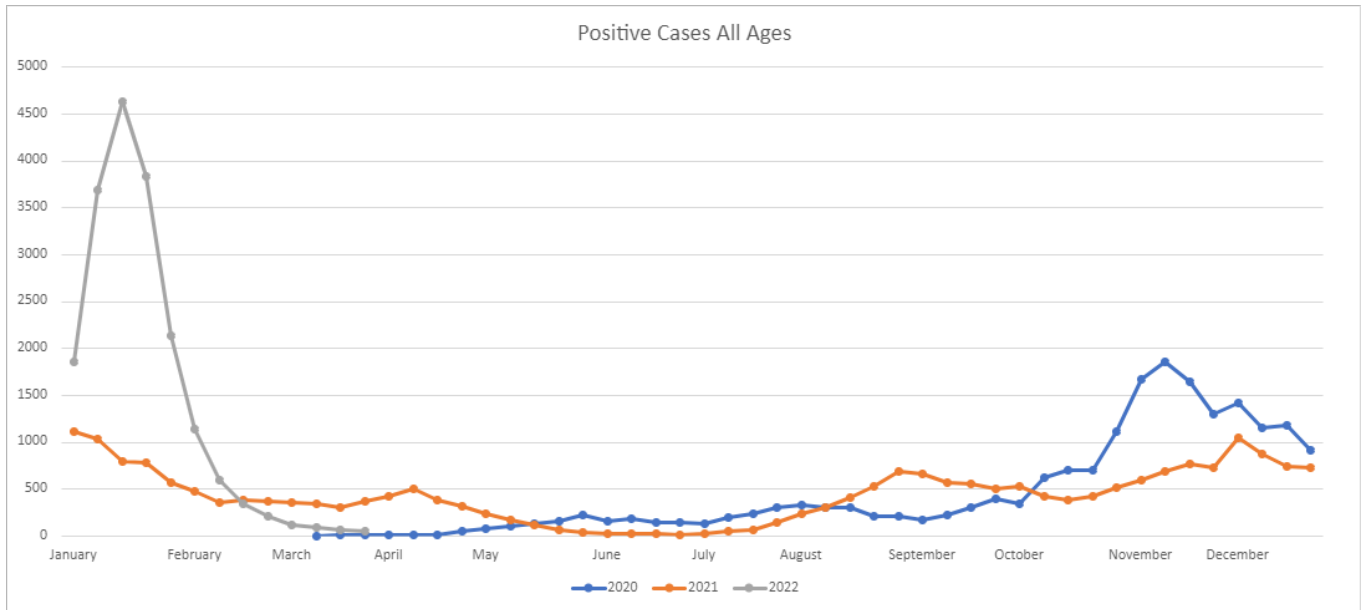
- Active Aging Program
  - Starting to again hold wellness clinics in community and senior centers

**COVID-19 Update**

- Cases Update \*as 3/28/22
- CDC Community Level – Both Sarpy & Cass County are in green based on new cases and hospitalizations

	Cass	Sarpy	Jurisdiction
Confirmed Positives	6,009	49,363	55,373
Active Cases	11	108	119
Deaths			286

Case Rate/100k for last 7 days			29.05
Case Rate/100K/day for last 7 days			4.15



**COVID-19 Wastewater Surveillance**

- DHHS is collaborating with UNL, UNMC-COPH and wastewater utilities across Nebraska to monitor SARS-CoV-2 virus in wastewater.

**COVID-19 Testing Program**

- SCHED received 22,000 EMed home test kits to 6 public sites in Cass County and 5 public sites in Sarpy County. All school districts received kits for their students and staff.

**Vaccinations**

	Sarpy	Cass
Residents Receiving 1 Dose	133,510	17,485
Residents Fully Vaccinated	122,173	16,058
Percent Fully Vaccinated (% total population)	65.3%	61.2%

# Covid vaccination by LHD and age group as of 3/3/2022

Local Health Department	65+ Fully vaccinated	50-64 Fully vaccinated	30-49 Fully vaccinated	16-29 Fully vaccinated	0-15 Fully vaccinated
Central District Health Department	86%	69%	58%	44%	16.4%
Dakota County Health Department	88%	67%	58%	43%	10.2%
Douglas County Health Department	94%	79%	73%	61%	29.9%
East Central District HD	88%	69%	58%	40%	9.7%
Elkhorn Logan Valley Public Health	91%	66%	56%	39%	11.4%
Four Corners Health Department	90%	68%	57%	36%	15.3%
Lincoln-Lancaster County HD	97%	82%	77%	52%	31.9%
Loup Basin Public Health Department	72%	50%	40%	25%	6.9%
N Central District HD	75%	47%	39%	25%	7.6%
Northeast Nebraska District Health Department	80%	53%	47%	29%	11.2%
Panhandle Public Health District	76%	53%	43%	28%	9.9%
Public Health Solutions	93%	65%	54%	40%	16.7%
Sarpy Cass Department of Health and Wellness					
South Heartland District HD	93%	75%	65%	57%	29.2%
Southeast District Health Dept	86%	63%	52%	34%	8.4%
Southwest Nebraska Public HD	86%	65%	55%	40%	17.1%
Three Rivers HD Fremont	74%	53%	41%	25%	7.7%
Two Rivers Public Health Department	90%	71%	62%	46%	20.2%
West Central District Health Dept	87%	68%	57%	38%	14.3%
West Central District Health Dept	73%	55%	43%	28%	8.6%
<b>Statewide % fully vaccinated</b>	<b>90%</b>	<b>72%</b>	<b>66%</b>	<b>51%</b>	<b>23%</b>

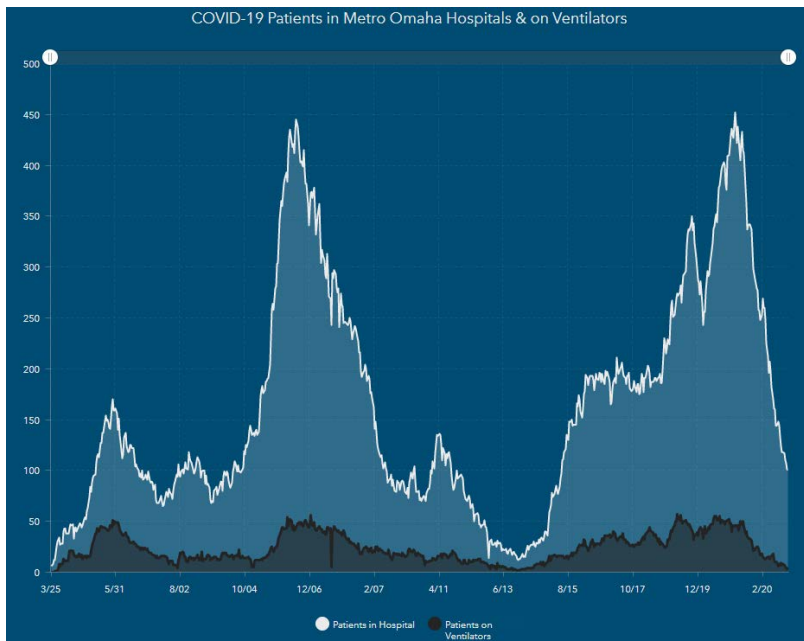
Note: This calculates age of those vaccinated as of today not date of vaccination.

Population 0-15: 397,176  
 • At least one shot = 26% (104,264)



- SCHD Clinic – Wednesday afternoons – [vaccinate.ne.gov](https://vaccinate.ne.gov) to schedule and appointment
- Continuing to work with area PCPs to facilitate access to COVID-19 vaccines in their clinics and what can be done internally to maximize access to vaccine for 6 month – 5 years of age due to the fact that a number of providers will not vaccinate the very young.

## Hospitalization: 3/16/2022





---

## **Financial Package**

---

Sarpy/Cass Health Department  
2021/2022 (YTD to Mar 2022)



# Basis of Preparation

---

This report is prepared solely for the confidential use of Sarpy/Cass Health Department. The data within this report is derived from the unaudited financial and non-financial information provided to Seim Johnson LLP. The analysis and report must not be recited or referred to in whole or in part in any other document. The analysis and report must not be made available, copied or recited to any other party without our express written permission. Seim Johnson LLP neither owes nor accepts any duty to any other party and shall not be liable for any loss, damage or expense of whatsoever nature which is caused by their reliance on the report or the analysis contained herein.

# Balance Sheet

BALANCE SHEET (\$)	Mar 2022	Mar 2021	Change
<b>ASSETS</b>			
<b>Cash &amp; Equivalents</b>			
PINNACLE - MAIN ACCT	1,099,529	607,089	492,440
PINNACLE - RESERVE	37,186	37,168	19
Cornerstone Bank	367,173	364,349	2,823
<b>Total Cash &amp; Equivalents</b>	<b>1,503,889</b>	<b>1,008,607</b>	<b>495,282</b>
<b>Total Current Assets</b>	<b>1,503,889</b>	<b>1,008,607</b>	<b>495,282</b>
<b>Total Non-Current Assets</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Assets</b>	<b>1,503,889</b>	<b>1,008,607</b>	<b>495,282</b>
<b>LIABILITIES</b>			
<b>Short Term Debt</b>			
Card 5746	5,587	0	5,587
<b>Total Current Liabilities</b>	<b>5,587</b>	<b>0</b>	<b>5,587</b>
<b>Total Non-Current Liabilities</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Liabilities</b>	<b>5,587</b>	<b>0</b>	<b>5,587</b>
<b>EQUITY</b>			
<b>Retained Earnings</b>			
Fund Balance - Unappropriated	898,541	680,285	218,256
<b>Current Earnings</b>			
Net Income	599,761	328,322	271,439
<b>Total Equity</b>	<b>1,498,302</b>	<b>1,008,607</b>	<b>489,695</b>
<b>Total Liabilities &amp; Equity</b>	<b>1,503,889</b>	<b>1,008,607</b>	<b>495,282</b>

# Income Statement

<b>PROFIT &amp; LOSS</b>	<b>Mar 2022</b>	<b>YTD</b>	<b>YTD last year</b>
<b>Revenue</b>			
District Health Department	\$40,871	\$367,844	\$365,003
FEDERAL GRANTS (FEMA)	\$0	\$684,360	\$0
HHS Grant Funds	\$50,950	\$700,232	\$1,015,996
Interest on Investments	\$964	\$1,156	\$170
Miscellaneous Refunds	\$947	\$1,582	\$130
<b>Total Revenue</b>	<b>\$93,732</b>	<b>\$1,755,174</b>	<b>\$1,381,299</b>
<b>Expenses</b>			
Payroll Expenses	\$54,865	\$639,173	\$676,020
Employee Benefits	\$21,000	\$190,136	\$146,951
Equipment, Repairs and Maintenance	\$0	\$7,609	\$20,253
Travel	\$566	\$6,425	\$263
Professional Services	\$16,462	\$126,188	\$31,783
Operating Insurance	\$0	\$19,062	\$28,530
Rent	\$20,032	\$89,995	\$99,086
Utilities	\$1,449	\$20,493	\$17,973
Other	\$8,822	\$56,332	\$32,119
<b>Total Expenses</b>	<b>\$123,196</b>	<b>\$1,155,413</b>	<b>\$1,052,977</b>
<b>Operating Profit</b>	<b>(\$29,463)</b>	<b>\$599,761</b>	<b>\$328,322</b>
<b>Net Income</b>	<b>(\$29,463)</b>	<b>\$599,761</b>	<b>\$328,322</b>

HHS Grant funds trending less than the prior year due to decrease in COVID funding.

Increase in employee benefits over prior year is related to increased health insurance expense.

Increase in professional services over prior year is related to professional studies. See next page for additional details.

# Budget vs. Actuals

PROFIT & LOSS	2021/2022 (YTD)	Budget	Budget Variance (\$)	Budget Variance (%)
<b>Revenue</b>				
District Health Department	\$367,844	\$369,755	(\$1,912)	-0.52%
FEDERAL GRANTS (FEMA)	\$684,360	\$90,000	\$594,360	660.40%
HHS Grant Funds	\$700,232	\$975,643	(\$275,411)	-28.23%
Interest on Investments	\$1,156	\$225	\$931	413.83%
Miscellaneous Refunds	\$1,582	\$0	\$1,582	-
<b>Total Revenue</b>	<b>\$1,755,174</b>	<b>\$1,435,623</b>	<b>\$319,551</b>	<b>22.26%</b>
<b>Expenses</b>				
Payroll Expenses	\$639,173	\$768,754	(\$129,581)	-16.86%
Employee Benefits	\$190,136	\$269,100	(\$78,964)	-29.34%
Equipment, Repairs and Maintenance	\$7,609	\$39,750	(\$32,141)	-80.86%
Travel	\$6,425	\$12,900	(\$6,475)	-50.19%
Professional Services	\$126,188	\$78,750	\$47,438	60.24%
Operating Insurance	\$19,062	\$22,500	(\$3,438)	-15.28%
Rent	\$89,995	\$89,876	\$120	0.13%
Utilities	\$20,493	\$17,906	\$2,587	14.45%
Other	\$56,332	\$157,484	(\$101,152)	-64.23%
<b>Total Expenses</b>	<b>\$1,155,413</b>	<b>\$1,457,020</b>	<b>(\$301,607)</b>	<b>-20.70%</b>
<b>Operating Profit</b>	<b>\$599,761</b>	<b>(\$21,397)</b>	<b>\$621,158</b>	<b>2,903.06%</b>
<b>Net Income</b>	<b>\$599,761</b>	<b>(\$21,397)</b>	<b>\$621,158</b>	<b>2,903.06%</b>

Payroll Expenses under budget due to timing of planned additional hires.

Professional Services over budget due to a \$27K CHNA study to be funded using general funds and a \$29K University of Washington contract amendment which will be 100% grant funded (PFS).

FEMA favorable to budget due to receipt of \$684K fee-for-service award from FEMA related to vaccine administration.

# Profit and Loss by Class (YTD)

PROFIT & LOSS	1350 - HEALTH DEPARTMENT	2565 - PHEP	2590 - MCH (LB 1060)	4150 - REGION 6	4300 - WIC PC/BF	4600 - VFC	4500 - COVID (State Funds)	4550 - COVID (Contact Tracing)	4400 - FEMA FUNDS	Other	Total
<b>Revenue</b>											
District Health Department	\$367,844	-	-	-	-	-	-	-	-	-	\$367,844
FEDERAL GRANTS (FEMA)	-	-	-	-	-	-	-	-	\$684,360	-	\$684,360
HHS Grant Funds	\$56,491	\$87,279	\$181,417	\$94,814	\$22,816	\$68,003	\$93,026	\$64,652	-	\$31,734	\$700,232
Interest on Investments	\$1,156	-	-	-	-	-	-	-	-	-	\$1,156
Miscellaneous Refunds	\$1,002	-	-	-	-	-	\$580	-	-	-	\$1,582
<b>Total Revenue</b>	<b>\$426,493</b>	<b>\$87,279</b>	<b>\$181,417</b>	<b>\$94,814</b>	<b>\$22,816</b>	<b>\$68,003</b>	<b>\$93,606</b>	<b>\$64,652</b>	<b>\$684,360</b>	<b>\$31,734</b>	<b>\$1,755,174</b>
<b>Expenses</b>											
Payroll Expenses	\$188,772	\$84,372	-	\$38,061	\$16,871	\$65,689	\$147,547	\$58,646	-	\$39,216	\$639,173
Employee Benefits	\$70,778	\$33,886	-	\$20,062	\$1,291	\$36,751	\$22,612	\$528	-	\$4,228	\$190,136
Equipment, Repairs and Maintenance	-	-	-	-	-	-	-	-	-	\$7,609	\$7,609
Travel	\$4,563	\$25	-	\$812	-	\$629	-	-	-	\$396	\$6,425
Professional Services	\$74,453	-	-	\$32,082	\$1,021	\$16,346	\$753	-	-	\$1,534	\$126,188
Operating Insurance	\$19,062	-	-	-	-	-	-	-	-	-	\$19,062
Rent	\$86,468	-	-	-	-	-	-	-	-	\$3,527	\$89,995
Utilities	\$12,798	\$1,197	-	\$259	\$3,270	\$160	\$1,965	\$219	-	\$625	\$20,493
Other	\$27,201	\$117	\$113	\$2,730	\$252	\$14,468	\$2,184	-	-	\$9,266	\$56,332
<b>Total Expenses</b>	<b>\$484,094</b>	<b>\$119,597</b>	<b>\$113</b>	<b>\$94,006</b>	<b>\$22,705</b>	<b>\$134,043</b>	<b>\$175,061</b>	<b>\$59,393</b>	<b>-</b>	<b>\$66,401</b>	<b>\$1,155,413</b>
<b>Operating Profit</b>	<b>(\$57,601)</b>	<b>(\$32,317)</b>	<b>\$181,304</b>	<b>\$808</b>	<b>\$111</b>	<b>(\$66,041)</b>	<b>(\$81,455)</b>	<b>\$5,259</b>	<b>\$684,360</b>	<b>(\$34,667)</b>	<b>\$599,761</b>
<b>Net Income</b>	<b>(\$57,601)</b>	<b>(\$32,317)</b>	<b>\$181,304</b>	<b>\$808</b>	<b>\$111</b>	<b>(\$66,041)</b>	<b>(\$81,455)</b>	<b>\$5,259</b>	<b>\$684,360</b>	<b>(\$34,667)</b>	<b>\$599,761</b>

## Grant Funding Terms:

### General Appropriated Funding:

- 1350 Health Dept
- 2590 MCH (can be used as general funds)

### Quarterly Reimbursement Billings:

- 2565 PHEP
- 4600 VFC
- 4700 MHI (included in other)
- 2570 CRI (included in other)

### Monthly Reimbursement Billings:

- 4150 Region 6
- 4300 WIC PC/BF
- 4500 COVID state funds (Funding ended in July 2021, but costs are still being tracked in this class)
- 4550 COVID contact tracing

### One-Time Awards:

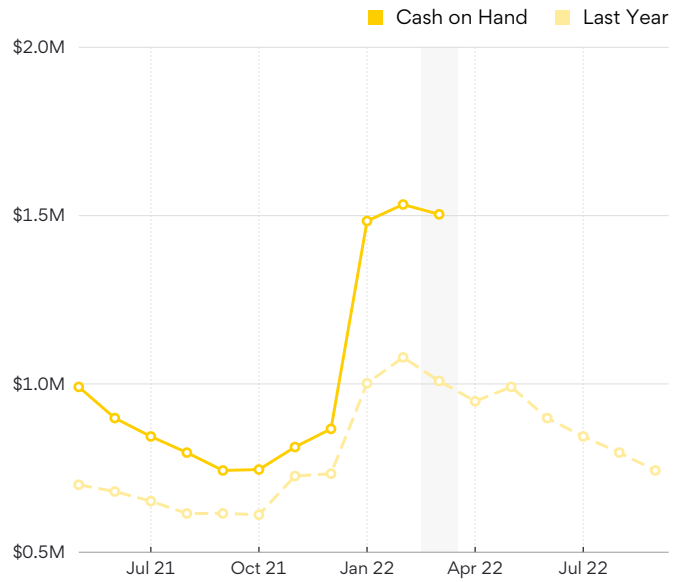
- FEMA (awarded based on fee-for-service for vaccines administered, no ongoing restrictions)

# Charts and Graphics

## Top 10 Expenses

Official's Salary	\$419,817
Contractual Services	\$114,689
Health	\$97,010
Office	\$89,995
Regular Time Salary	\$85,209
Temporary Help	\$64,409
Social Security (Payroll Taxes)	\$48,300
Retention Bonus	\$41,866
Retirement Contributions	\$34,611
Supplies	\$28,377

## Cash Position



All exempt employees are included in "Official's Salary" and hourly are included in "Regular Time Salary"

## This year vs last year

