

**Sarpy/Cass Department of Health & Wellness
Board of Health Meeting
January 22, 2007**

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Board President, Virgil Keller, called the meeting to order at 6:35 p.m. on January 22, 2007 at the Sarpy/Cass Department of Health & Wellness.

Roll Call:

Erin Ponec, Acting Recorder, conducted Roll Call

Roll Call States as follows: Dale Davenport – present; Dr. Linda Ford – present; Joni Jones - present; Virgil Keller – present; Carrie Krist – present; Dr. Matt Neumann –present; Nancy Noda – absent; Vicki Roberts – present.

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

Guest(s) Present: Whitney Shipley, City Readiness Initiative Coordinator, Douglas County Health Department; Roxanne Pfeifer, CPA; Mike Polk, attorney, Adams & Sullivan; Patrick Sullivan, attorney, Adams & Sullivan.

Approval of Agenda:

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

The agenda was approved by consensus of the Board. No roll call taken.

Approval of November 6, 2006 Meeting Minutes:

Krist moved, seconded by Dr. Neumann to approve the November 6, 2006 meeting minutes. Roll call states as follows: Davenport – abstain; Dr. Ford – aye; Jones - abstain; Keller – aye; Krist – aye; Dr. Neumann – aye; Noda – absent; Roberts – aye.

Overview of Mobilizing for Action Through Planning and Partnerships (MAPP) Process

Funding for this process is from the State of Nebraska in the amount of \$11,000. Whitney Shipley will be facilitating this community based process for the Department. This project will take an estimated 15-18 months, but will be an ongoing process once it is complete. This will be a more in-depth process than the needs assessment that was completed in 2003.

The process begins with recruiting interested community members and then conducting a visioning conference. This is tentatively scheduled for March 19. This will be followed by four separate assessments to understand what healthcare opportunities are already in place in our two county area and what the community would like to see. During this time, we will also be doing comprehensive data collection. Whitney will be receiving a stipend for her leadership of the MAPP project.

Treasurer's Report:

Roxanne Pfeifer, CPA presented the budget. Per Pfeifer, because the original budget sheets did not include an increase in rent she will adjust budget line item by moving funds from the programs line. This does not need to be approved by the State since the change does not affect the budget bottom line.

Davenport moved, seconded by Dr. Neumann to approve the Treasurer's Report. Roll call states as follows: Davenport – aye; Dr. Ford – aye; Jones - aye; Keller – aye; Krist – aye; Dr. Neumann – aye; Noda – absent; Roberts – aye.

Director's Report:

Administrative Issues:

Kelly has been working with Keller and Doug Purdy, Landlord, to come to agreement on new lease agreement. A summary of a 3 and 5 year lease were distributed for the Board's review.

Motion: Dr. Ford motioned for Kelly to sign the 5 year lease agreement.

Amendment: Per Mike Polk, sign the 5 year lease without having to put down a deposit, and a clause that if the Department were to ever lose funding, the lease can be broken. It was suggested, add a sublease clause, and after a 3 year period ask for \$2/sq ft for improvements.

Dr. Ford moved, seconded by Roberts to vote on the amended proposal. Roll call states as follows: Roll call states as follows: Davenport – aye; Dr. Ford – aye; Jones - aye; Keller – aye; Krist – aye; Dr. Neumann – aye; Noda – absent; Roberts – aye.

Public Health Issues:

Per Kelly, there are two confirmed cases of influenza in Sarpy County.

Standing Committee Reports:

Nomination Committee:

Per Keller, Joni Jones has agreed to lead the Nominating Committee and with the consensus of the Board, Keller appointed her. Keller noted that the Department has maintained a tradition of appointing the county commissioner representatives to the Nominating Committee. Both Counties need to approve the election of the Board members. Keller also noted that he has encouraged the practice of having at least one of the Board officers from Cass County.

Re-election of Officers: It was noted that there was never any official action on the election of officers during 2006. It was recommended that the current officers be continued: Keller, President; Noda – Vice President; Roberts, Treasurer.

Jones moved, seconded by Davenport to re-elect Keller, Noda and Roberts as officers until May 2007. Roll call states as follows: Davenport – aye; Dr. Ford – aye; Jones - aye; Keller – aye; Krist – aye; Dr. Neumann – aye; Noda – absent; Roberts – aye.

Re-election of Board members also needed to be authorized: Dr. Neumann and Carrie Krist ending May 2009.

Dr. Ford moved, seconded by Jones renew Dr. Neumann and Krist until May 2009. Roll call states as follows: Davenport – aye; Dr. Ford – aye; Jones - aye; Keller – aye; Krist – aye; Dr. Neumann – aye; Noda – absent; Roberts – aye.

It was by consensus of the Board to create a policy committee with and chair to work with Kelly. Keller asked for volunteers and Davenport agreed to serve as the chair. Krist and Neumann agreed to serve on the Committee as well.

The Board was also in consensus about creating a Finance Committee with Roberts as chair. Keller asked for recommendations for the Finance Committee to advise the Treasurer concerning the management of Department funds and investments.

Personnel Committee: Nothing to report

Program Development: At the mini-grant meeting it was decided to recommend that the total amount given away in mini-grant funding for the year will be \$50,000. RFP cycles will be every 6

months (January and July). It was the consensus of the Board to accept the Committee's recommendation. Actual grant allocations must be approved by the Board after reviewing the Committee's recommendations. Ms. Krist noted that she would like to join the work of the Committee

Medical Director's Report: Per Dr. Ford, 2 area preschools have had an outbreak of giardia.

Public Input: None

Information:

Correspondence: None

Next Meeting: Tentatively scheduled for Monday, February 26, 2007.

Adjournment:

Davenport moved, seconded by Krist to adjourn the meeting at 8:25 pm. Roll call states as follows: Davenport – aye; Dr. Ford – aye; Jones - aye; Keller – aye; Krist – aye; 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