

**Sarpy/Cass Department of Health & Wellness
Board of Health Meeting
February 26, 2007**

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Board President, Virgil Keller, called the meeting to order at 6:30 p.m. on February 26, 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; Jim Engelkeimer – absent; Dr. Linda Ford – absent; Joni Jones - present; Virgil Keller – present; Carrie Krist – absent; Dr. Matt Neumann – not present (**arrived at 6:35pm**); Nancy Noda – present; Vicki Roberts – present.

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

Guest(s) Present: Jane Onken, CPA, Schleisman Onken & Associates PC; Mike Polk, attorney, Adams & Sullivan.

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 of the Board. No roll call taken.

Approval of November 6, 2006 Meeting Minutes:

Roberts moved, seconded by Jones to approve the January 22, 2007 meeting minutes. Roll call states as follows: Davenport – aye; Engelkeimer – absent; Dr. Ford – absent; Jones - aye; Keller – aye; Krist – absent; Dr. Neumann – not present; Noda – aye; Roberts – aye.

2006 Department Audit Presentation – Jane Onken, CPA

Onken presented the 2006 Department audit to the Board. The question of whether the Department should be reporting on an accrual or cash basis. The Department currently reports on a cash basis. The question was posed by Keller to Onken. According to Onken the State Auditor has not mandated any entity must report on an accrual basis. It is the decision of the Board to keep reporting on a cash basis.

Internal Controls: Kelly noted that the Department has put extra internal control efforts in to place. Kelly is now opening all of the first class mail and initialing before passing it along to Ponec to either pay or deposit into the designated account.

Noda moved, seconded by Davenport to approve the 2006 Department Audit. Roll call states as follows: Davenport – aye; Engelkeimer – absent; Dr. Ford – absent; Jones - aye; Keller – aye; Krist – absent; Dr. Neumann – aye; Noda – aye; Roberts – aye.

Treasurer's Report:

Roberts presented the budget report to the Board.

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

Department Lease Agreement

Kelly and Keller have met with Doug Purdy, Landlord, regarding the new lease agreement. Terms of the agreement are as follows:
5 year lease; ½ of the deposit amount; right to sublet; 360 day lease termination notice and no improvement allowance.

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

Nuisance Regulations handled by the Sheriff – Mike Polk

Jones had sent Kelly copies of statutes pertaining to the Sarpy County Sheriff having domain over amusement nuisance regulations. Per Polk, the Amusement Panel is headed by the local sheriff and it is still operational to date.

Director's Report:

MAPP Project: Kelly gave handouts of the MAPP invitation letter, work plan and timeline. The department is looking to send out an estimated 100 invitations to possible participants.

Kelly discussed with the Board not hiring a Community Health Educator/Public Relations Coordinator at this time. She has spoken with other staff about taking over some of the extra work. The Board is in agreement with Kelly.

Also, Kelly and Jenny Steventon met with Sue Semerena, NHHS Administrator about having Jenny take over some of the environmental services in Sarpy/Cass counties; i.e. pool inspections.

Standing Committee Reports:

Nomination Committee: No report

Policy Committee: Davenport and Kelly have been working on creating policies.

Personnel Committee: No report

Program Development: No report

Medical Director's Report: No report

Finance Committee: Per Roberts, this committee is still forming. There was discussion of meeting twice a year.

Public Input: None

Information:

Correspondence: None

Next Meeting: Tentatively scheduled for Monday, April 23, 2007.

Adjournment:

Jones moved, seconded by Roberts to adjourn the meeting at 7:56 pm. Roll call states as follows: Davenport – aye; Engelkeimer – absent; Dr. Ford – absent; Jones - aye; Keller – aye; Krist – absent; Dr. Neumann – aye; Noda – aye; Roberts – aye.

ATTEST:

Virgil Keller, President
Sarpy/Cass Board of Health

Vicky Roberts
Secretary/Treasurer
Sarpy/Cass Board of Health