

**Sarpy/Cass Department of Health & Wellness  
Board of Health Meeting (Special Session)  
September 14, 2004**

Alegent Health Midlands Hospital, Papillion, NE  
September 14, 2004

The meeting was called to order at 6:30pm by President Virgil Keller on September 14, 2004 at Alegent Health Midlands Hospital located at 11111 South 84<sup>th</sup> St., Papillion, NE.

**Roll Call:**

Erin Ponec, Acting Recorder, conducted Roll Call:

Roll Call States as follows: Kathy Burson – present; Bob Clancy – present; Dr. Linda Ford – not present (**arrived at 6:45pm**); Tim Gay – present; Virgil Keller – present; Dianne Kelly – present; Nancy Noda – present; Vicki Roberts – present; Dr. Frank Varon – present.

Staff Present: James Sitrick, Health Director; Erin Ponec, Acting Recorder

Guests Present: Brett Charles, Sarpy County Attorney's Office; Mike Williams, Williams-Deras & Associates; Stephanie Dow, Williams-Deras & Associates, Portia Hogue, PayFlex; Pat Herrick, American National Bank; Pat Sullivan, Adams & Sullivan Law Firm; Michael Polk, Adams & Sullivan Law Firm.

**Approval of Agenda:**

- It was the consensus of the Board that the original item #14 (Standing Committee Reports) will be deferred until the September 28<sup>th</sup> meeting. For this meeting item #13 will be: Resolution Designating Banks and/or Financial Institutions as Depositories for Health Department Funds – Brett Charles; the Director's Report will be moved to item #14.

Burson moved, seconded by Gay to approve the agenda as amended. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – not present; Gay – aye; Keller – aye; Kelly – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

**Approval of Minutes:**

- On page 6 (Food Safety Task Force) of the August 24<sup>th</sup> meeting minutes Kelly would like to have the comment that states, "Sitrick added the Health Department would like to begin food safety training", stricken from the minutes, as that is not what was said.
- On page 6 (Adjournment) should state that Burson, Dr. Ford, Gay and Noda were all present and voted aye to adjourn (the minutes have them listed as not present, when they were at the meeting). Roberts should be stated as not present (the minutes have her listed as voting aye to adjourn).

Burson moved, seconded by Kelly to approve the meeting minutes as amended. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – not present; Gay – aye; Keller – aye; Kelly – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

**Treasurer's Report:**

The Treasurer's Report will be deferred until the September 28, 2004 meeting.

**Public Discussion of Proposed and Published FY 2005 Departmental Budget/Board of Health Vote on Adoption of FY 2005 Departmental Budget:**

- Sitrick noted that the Department of Health and Wellness will continue the same fiscal year as the State and County (July 1<sup>st</sup>-June 30<sup>th</sup>).

- Per Sitrick, the budget that was published in the newspapers was prepared by Brian Hanson, Sarpy County Fiscal Administrator, and does not reflect the monies spent within the past three months (July 1 – September 30) of the fiscal year. This is the budget that will be turned into the State Auditor's office by the September 20<sup>th</sup> deadline.
- There was no public input regarding the budget.

Gay moved, seconded by Burson to adopt the fiscal year 2005 budget. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Kelly – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

**Board Discussion and Vote on Personnel Manual As Edited by Personnel Committee:**

- Per Keller the Personnel Committee based the new DHW manual off of the current Sarpy County manual because the Board of Health would like to continue the policies and benefits that are currently provided to employees wherever possible. Keller noted the difference between the new DHW manual and the Sarpy County manual is that the specific benefits are not listed in the text, but in the appendix instead. The List of Employee Benefits section will be added after insurance and other items are determined voted upon. This will allow ease of amending the policies as benefits are updated annually as part of the budget.
- Sitrick stressed the importance to morale of the staff and the fairness of not paying more out of pocket for health insurance then they currently do with the County.
- Per Keller this manual is a starting point for the Department, added modifications can be made at a later date.

Clancy moved, seconded by Kelly to vote on the personnel manual as edited by the Personnel Committee. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Kelly – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

**Board Discussion and Vote on Accounting Function/CPA Options:**

- Sitrick stated that there were two quotes submitted; one from Richel & Pfeifer in Cass County, and the other from Massman Nelson Reining in Omaha. Both were recommended by Sarpy County Officials as both firms have experience in public sector accounting matters. Both firms suggested the Department use QuickBooks; both firms would be able to train and support the staff's use of QuickBooks for a fee.
- It was the consensus of the Board to retain Rishel & Pfeifer, P.C. for accounting services; also the Board asked a letter of acceptance be sent to Rishel & Pfeifer.

Clancy moved, seconded by Gay to employ Rishel & Pfeifer, P.C. as the S/C Health and Wellness Department accounting firm. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Kelly – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

**Presentation/Board Discussion and Vote on Departmental Payroll Mechanism:**

- Portia Hogue from PayFlex presented to the Board on the range of services and associated costs that PayFlex could provide.
- \$35 bi-weekly processing charge (for up to 10 employees, after 10 the cost is \$1/check) includes - direct deposit, tax filing, stuffing and sealing the pay stubs, electronic signature. Annual fee for filing W2's is \$25, \$3.50 charged to each employee for W2. Free training available to staff, HR functions also available on this software.
- It was the consensus of the Board to use Pay-Flex as the payroll mechanism for the Department of Health and Wellness.
- Continuing the Flexible Spending Account for medical costs was discussed. Per Mike Williams, the \$1,000.00 setup fee will be waived. Board is in agreement to keep Flexible Spending Accounts in place.

Gay moved, seconded by Noda to utilize the PayFlex payroll services. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Kelly – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

**Board Discussion/Vote on Legal Counsel Firm:**

- Patrick Sullivan and Michael Polk were in attendance to represent Adams and Sullivan.
- The DHW will be paying the firm hourly; when workload is established, Sullivan suggests going to a retainer fee.

Gay moved, seconded by Burson to accept the bid from Adams and Sullivan for legal counsel, effective, September 14, 2004. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Kelly – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

**Board Discussion/Vote on Human Resources Firm for Technical Support:**

- It was the consensus of the Board to table the action of utilizing Morrow and Associates Human Resources firm. The cost of consulting with legal counsel (\$150/hour) versus that of a call to Morrow and Associates (\$50/hour) regarding Human Resource or Personnel issues was mentioned. Per Gay, even after the Department becomes autonomous, it may still call on Sarpy County Personnel when basic Human Resources issues or questions arise.

Gay moved, seconded by Dr. Ford to table the action of using Morrow and Associates Human Resources firm. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Kelly – aye; Noda – nay; Roberts – aye; Dr. Varon – aye.

**Board Discussion/Vote on Health Insurance Options:**

- Per Mr. Williams, United Health Care, Option 1 is the most similar to that of Sarpy County, which is the policy the staff currently has in place.
- Board agreed to go into Executive Session to discuss the best policy and employer/employee share of premiums to meet the needs of the Department and its staff. Since individual payments are noted in the materials, it was felt that this was not public information and should be discussed in Executive Session. Sitrick expressed that he does not want the cost to negatively affect the employee.

Burson moved, seconded by Gay hold an Executive Session in regards to health insurance percentages. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Kelly – aye; Noda – aye; Roberts – nay; Dr. Varon – aye.

**Insurance Plan Selection:**

Gay moved, seconded by Clancy to approve United Health Care Option 1. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Kelly – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

**Resolution #1 - Designating Banks and/or Financial Institutions as Depositories for Health Department Funds:**

- Gay will abstain from discussion and vote on this matter due to potential conflict of interest.
- Charles explained that this Resolution is necessary because as a government entity the DHW is subject to the Public Funds Deposit Act. Charles also explained that this resolution allows the DHW to use either of the two banks named in the Resolution to deposit monies. While it is not mandatory to use two banks. This will remain an option.
- Roberts expressed interest in using only one bank in order to establish professional relationships.

Burson moved, seconded by Dr. Varon to approve and adopt Resolution #1. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – abstain; Keller – aye; Kelly – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

**Director's Report:**

- Per Sitrick, the Sarpy County lease has been changed to reflect the additional space currently occupied by the Sarpy County Tobacco Coalition until September 30, 2004.
- He and staff are working with Phil Worley, Holmes Murphy, for car and content insurance.

**Other Business:**

- Noda will present on National Association of Local Boards of Health (NALBOH) Conference at the September 28, 2004 meeting.

**Public Input:**

- None

Clancy made a motion, seconded by Kelly for the Board to adjourn into Executive Session. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Kelly – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

**Executive Session:**

- Board entered into Executive Session at 8:11pm; the Board adjourned at 9:00pm.
- After the Executive Session it was the consensus of the Board to supercede the earlier vote on UHC Option 1. Keller agreed to work with Mr. Williams to develop additional recommendations in keeping with the discussion in time for a final decision to be made at the September 28, 2004 meeting. Mr. Williams assured the Board that this would not jeopardize continued coverage at the time of transition on October 1, 2004.

Clancy moved, seconded by Roberts to supercede earlier vote on UHC Option 1, and a final decision will be made on September 28, 2004. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Kelly – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

**Announcements:**

Next meeting – September 28, 2004 at 6:30pm at Alegent Health Midlands Community Hospital.

**Adjournment:**

Keller called to adjourn the meeting at 9:01pm.

Burson moved, seconded by Kelly to adjourn the meeting. Roll Call states as follows: Burson – aye; Clancy – aye; Dr. Ford – aye; Gay – aye; Keller – aye; Kelly – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

ATTEST:

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Virgil Keller, President  
Sarpy/Cass Board of Health

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Vicky Roberts  
Secretary/Treasurer  
Sarpy/Cass Board of Health