

**Sarpy/Cass Department of Health & Wellness  
Board of Health Meeting  
January 24, 2006**

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The meeting was called to order at 6:30 p.m. by Board President, Virgil Keller, on January 24, 2006 at the Sarpy/Cass Department of Health & Wellness, located at 701 Olson Drive, Ste. 101, Papillion, NE 68046.

**Roll Call:**

Erin Ponec, Acting Recorder, conducted Roll Call

Roll Call States as follows: Kathy Burson – not present (**arrived at 6:35pm**); Bob Clancy – present; Dr. Linda Ford – absent; Tim Gay – present; Virgil Keller – present; Carrie Krist – present; Nancy Noda – present; Vicki Roberts – present; Dr. Frank Varon – present

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

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

**Approval of Agenda:**

**Amendment to Agenda:** Keller motioned to discuss the audit report after the public hearing.

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

**Approval of December 20, 2005 Meeting Minutes:**

**Amendment to December 20<sup>th</sup> meeting minutes:** Page 3, meeting adjournment section: Noda was absent from the meeting and did not vote aye to adjourn. Minutes will be adjusted to reflect Noda's absence. The motion was made by Dr. Ford.

Gay moved, seconded by Dr. Varon to approve the December 20, 2005 meeting minutes as amended. Roll Call states as follows: Burson – not present; Clancy – aye; Dr. Ford – absent; Gay – aye; Keller – aye; Krist – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

**Hearing to adopt Regulations for Public Health Nuisances:**

**At 6:33pm the public Hearing to adopt the Regulations for Public Health Nuisances was opened to the public.**

Clancy moved, seconded by Roberts to open the Public Hearing on at 6:33pm. Roll call states as follows: Burson – not present; Clancy – aye; Dr. Ford – absent; Gay – aye; Keller – aye; Krist – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

Polk will send a copy of the Regulations for Public Health Nuisances to both the Sarpy and Cass County attorneys for recommendations/opinions. Polk will give the attorneys two weeks to respond with comments. NOTE: These regulations apply to areas outside of city limits.

The Board will vote at the February meeting to adopt these Regulations based on the Sarpy and Cass County attorney's recommendations.

**At 6:55pm the public hearing to adopt the Regulations for Public Health Nuisances was closed.**

Roberts moved, seconded by Dr. Varon to close the Public Hearing on at 6:55pm. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – absent; Gay – aye; Keller – aye; Krist – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

**Audit Report:**

Jane Onken, Schleisman Onken & Associates presented the audit report to the Board. Onken informed the Board that the Department audit was successful.

Recommendations were made by Onken that the Department has implemented, or are in the process of implementing.

Burson moved, seconded by Noda to adopt the Audit Report as presented. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – absent; Gay – aye; Keller – aye; Krist – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

**Treasurer's Report:**

Roberts recommendations/actions as Treasurer:

**1) Authorize the Director to explore higher interest rate from the banks for a better return on the funds in the account.**

Clancy moved, seconded by Noda to authorize the Director to peruse a higher interest rate at the banks. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – absent; Gay – aye; Keller – aye; Krist – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

**2) Authorized Check Signers**

All Department checks require two signers. It is recommended that the Officers of the Board: Keller, Noda and Roberts be authorized as the co-signers, with Kelly being the first signature.

Burson moved, seconded by Clancy to approve the Director and Officers of the Board are to sign checks. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – absent; Gay – aye; Keller – aye; Krist – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

**3) Need to cover the override for FDIC**

Roberts motioned to give the Director authority to research with the Banks and come back to the Board with recommendations no later than the February Board meeting. Also, the Director will check on the appropriate collateral with the banks.

Burson moved, seconded by Clancy to give the Director authority to research the need to cover the override for FDIC with the banks. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – absent; Gay – aye; Keller – aye; Krist – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

**4) The staff develops an accounting guidelines manual**

Roberts moved, seconded by Gay to have the staff develop an accounting guidelines manual. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – absent; Gay – aye; Keller – aye; Krist – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

Gay moved, seconded by Krist to approve the Treasurer's Report as presented. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – absent; Gay – aye; Keller – aye; Krist – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

**Director's Report:**

Kelly informed the Board of the following:

LB 915 – Methamphetamine (Meth) clean-up bill: Stating public process to identify properties on which a meth lab has been set up. This bill mandates that law enforcement would report the location and contents of the meth to the local Health Departments and the state patrol. The Health Departments would be able to charge a fee for contracting services to clean up the meth lab site.

LB 1219 – Public Health Funding: This bill is asking for \$7.5 million dollars that would help fund local Health Departments.

Keller handed out Kelly's work plan to the Board. It was suggested that Kelly's work plan become the department's strategic plan, and with some minor tweaking, and posted on the website.

**Other Business:**

**NONE**

**Standing Committee Reports:**

**Nominating Committee:** Dr. Matt Newman, DDS is interested in replacing Dr. Varon's on the Board. There was discussion of switching the BOH meetings from the fourth Tuesday of the month to the fourth Monday of the month to accommodate Dr. Newman's schedule.

Clancy also announced there were three Board members reappointed last May. Burson and Varon's terms on the Board are both up in April 2006. Clancy will need to begin taking nominations for Burson's Board position starting in February. The by-laws limit members to two consecutive terms.

**Finance Committee:** See Treasurer's Report

**Public Relations/Outreach Committee:** It was the decision of the Board to eliminate this item from the Standing Committee Reports on the agenda.

Burson moved, seconded by Roberts. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – absent; Gay – not present; Keller – aye; Krist – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

**Personnel Committee:** Nothing to report

**Program Development:** Nothing to report

**Community Education/Disease Prevention:** It was the decision of the Board to eliminate this item from the Standing Committee Reports on the agenda.

Burson moved, seconded by Roberts. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – absent; Gay – not present; Keller – aye; Krist – aye; Noda – aye; Roberts – aye; Dr. Varon – aye.

**Medical Director's Report:** Dr. Ford absent, nothing to report

**Public Input:** None

**Information:**

**Announcements:** Kelly announced that there have been 308 influenza cases in Nebraska. Clancy requested the Director see if the Department could provide shots next year for area children and/or elderly.

Per Noda, the SCDHW will be participating in the Midlands Health Fair in March.

**Correspondence:** None

**Next Meeting:** Tuesday, February 28, 2006, 6:30pm, Sarpy/Cass Department of Health & Wellness office, 701 Olson Drive, Ste. 101, Papillion, NE 68046.

**Executive Session: None**

**Adjournment:**

Noda moved, seconded by Burson to adjourn the meeting at 8:20 p.m. Roll call states as follows: Burson – aye; Clancy – aye; Dr. Ford – absent; Gay – not present; Keller – aye; Krist – 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