

**Sarpy/Cass Department of Health & Wellness
Board of Health Meeting
July 25, 2016**

Board President, Dr. John Harris, called the meeting to order at 5:30 p.m., at the offices of the Sarpy/Cass Department of Health & Wellness, 701 Olson Drive, Ste. 101, Papillion, NE 68046.

Roll Call:

Erin Ponec, Acting Recorder

Roll call States as follows: Brenda Carlisle – present; Ruth Cover – present; Linda Finney – present; Demetria Geraldts – present; Dr. John Harris – present; Dr. Matt Neumann – not present (arrived at 5:55 p.m.); John Sheehan – present; Dr. Jeffrey Strohmyer – present; John Warsing – present.

Staff Present: Shavonna Lausterer, Director; Jenny Steventon, Assistant Director; Erin Ponec, Acting Recorder.

Guests Present: Janet McCartney – Cass County Commissioner; Gbadero Yerokun, MPH, Health Policy Candidate, UNMC and Intern with Sarpy/Cass Department of Health and Wellness.

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.

Warsing moved, seconded by Cover to approve the agenda as submitted. Roll call states as follows: Carlisle – aye; Cover – aye; Finney - aye; Geraldts – aye; Dr. Harris – aye; Dr. Neumann – not present; Sheehan – aye; Dr. Strohmyer – aye; Warsing – aye.

Approval of Meeting Minutes:

Carlisle moved, seconded by Warsing to approve the May 23, 2016, meeting minutes as submitted. Roll call states as follows: Carlisle – aye; Cover – aye; Finney - aye; Geraldts – aye; Dr. Harris – aye; Dr. Neumann – not present; Sheehan – aye; Dr. Strohmyer – aye; Warsing – aye.

Presentation: Analysis of Department Community Health Needs Assessment Data - Olugbadero Yerokun, MPH, Health Policy Candidate at UNMC College of Public Health, Student Intern at the SCDHW:

A copy of the presentation is available upon request.

Treasurer's Report:

No report given. Staff is in the process of working on FY 2016-2017 budget. Dr. Neumann will meet with staff to go over the budget before the next BOH meeting.

Director's Report:

Lausterer reported the following:

Department Updates: June 5 – 26, the SCDHW partnered with DHHS, Three Rivers Health Department and Camp Carol Joy Holling (CJH) held MMR vaccination clinics on site at CJH to administer booster shots to 394 campers (341 waived the booster).

Twenty-six lab requisitions have been submitted for Sarpy/Cass residents; 25 female/1 male; One test positive; all others were negative or the person declined testing. Nebraska has only had three positive cases (Sarpy's one included). All tests were administered on those with a travel history.

Program Updates:

VetSET: Participated at events in both Sarpy (Papillion Days, Offutt Appreciation Picnic); and Cass (Woodbridge Health Fair – article in Plattsmouth Journal). Also participated in Making Connections Statewide Action Plan meeting.

Safe Kids: 39 car seats checks conducted. 10 grant car seats given out to the public.

The coordinator distributed 30 (plus) bike helmets, along with bike safety education, at the Springfield Bike Rodeo.

Health Hub: Contract deliverables are complete. In Sarpy and Cass counties, smoking and colon cancer were identified as priorities.

MCH Home Visitation program: 21 families enrolled. There are a total of 23 children and 3 pregnant women; 16 Sarpy county families and 5 Cass county families. Our “Climb Out of the Darkness” team raised \$1,470 for Postpartum Progress International.

Active Aging: 103 clients have been served at the foot care clinics in Sarpy and Cass counties.

Environmental Health: over 1300 packets of mosquito repellent have been distributed between the two counties. The “Green Socks” media campaign has been implemented. This is a program that is aimed at raising awareness and education about radon testing.

Personnel/Policy/Department Changes:

All job descriptions are completed and have been reviewed by staff.

We are currently hiring for the position of the combined Emergency Preparedness Coordinator.

Cindy Ossino has resigned from her position after 12 years. We will be hiring a Health Educator.

Lausterer informed the BOH that clarification is needed on which employees are eligible for health insurance. In the policy manual, it states for dental, group life and long-term disability that all FT employees are eligible and part-time employees working a minimum of 30 hours per week are eligible; however, the minimum hours of work per week are not stated for the health insurance.

Sheehan moved, seconded by Finney to keep the language consistent throughout the policy manual. Part-time employees working a minimum of 30 hours per week are eligible for health insurance, dental, group life and long-term disability. Roll call states as follows: Carlisle – aye; Cover – aye; Finney - aye; Geraldts – aye; Dr. Harris – aye; Dr. Neumann – aye; Sheehan – aye; Dr. Strohmyer – aye; Warsing – aye.

Financial Updates:

The new budget for FY 2016-2017 is due to the State Auditor by September 20th. Because the BOH will not meet again until after the September 20th deadline, the BOH will need the meet in August to approve the new budget.

Carlisle moved, seconded by Dr. Harris to meet on August 22, 2016 to approve the budget. Roll call states as follows: Carlisle – aye; Cover – aye; Finney - aye; Geraldts – aye; Dr. Harris – aye; Dr. Neumann – aye; Sheehan – aye; Dr. Strohmyer – aye; Warsing – aye.

Last year, the BOH voted to renew the auditor’s contract for one year only. If approved tonight, we will need to advertise a Request for Proposal for a new auditing firm.

Carlisle moved, seconded by Cover to develop an RFP, but the Finance Committee will need to review prior to advertising. Roll call states as follows: Carlisle – aye; Cover – aye; Finney - aye; Geraldts – aye; Dr. Harris – aye; Dr. Neumann – aye; Sheehan – aye; Dr. Strohmyer – aye; Warsing – aye.

We have an opportunity to acquire the space in bay 105, it is estimated at an additional \$1,800/month. The acquiring of this space would allow us to expand into clinical services, like STD testing and a WIC program. Lausterer requested BOH action.

Carlisle moved, seconded by Warsing to continue to research this opportunity and come back to the finance committee with recommendations. Roll call states as follows: Carlisle – aye; Cover – aye; Finney - aye; Geraldts – aye; Dr. Harris – aye; Dr. Neumann – aye; Sheehan – aye; Dr. Strohmyer – aye; Warsing – aye.

Other Business:

Nothing to report

Standing Committee Reports:

Nomination Committee: Nothing to report

Finance Committee: Carlisle, Geraldts and Warsing agreed to be on this committee

Personnel Committee: Will be discussed in Executive Session

Program Committee: Nothing to report

Medical Director's Report: Nothing to report.

Public Input:

None

Information:

Announcements: None

Correspondence: None

Next Meeting: August 22, 2016, 5:30 p.m., at the Sarpy/Cass Department of Health & Wellness, 701 Olson Drive, Ste. 101, Papillion, NE 68046.

Executive Session:

Carlisle moved, seconded by Sheehan to move into Executive Session at 6:55 p.m. Roll call states as follows: Carlisle – aye; Cover – aye; Finney - aye; Geraldts – aye; Dr. Harris – aye; Dr. Neumann – aye; Sheehan – aye; Dr. Strohmyer – aye; Warsing – aye.

Sheehan moved, seconded by Finney to adjourn the Executive Session at 7:10 p.m. Roll call states as follows: Carlisle – aye; Cover – aye; Finney - aye; Geraldts – aye; Dr. Harris – aye; Dr. Neumann – aye; Sheehan – aye; Dr. Strohmyer – aye; Warsing – aye.

The BOH voted on the following:

Carlisle moved, seconded by Warsing that the decision regarding the discussion during Executive session is to be based solely on the personnel committee. No decisions/directive will be made by the remaining BOH. Roll call states as follows: Carlisle – aye; Cover – aye; Finney - aye; Geraldts – aye; Dr. Harris – aye; Dr. Neumann – aye; Sheehan – aye; Dr. Strohmyer – aye; Warsing – aye.

Adjournment:

Dr. Harris moved, seconded by Carlisle to adjourn the meeting was adjourned at 7:12 p.m. Roll call states as follows: Carlisle – aye; Cover – aye; Finney - aye; Geraldts – aye; Dr. Harris – aye; Dr. Neumann – aye; Sheehan – aye; Dr. Strohmyer – aye; Warsing – aye.

ATTEST:

Dr. John Harris, President
Sarpy/Cass Board of Health

John Sheehan, Secretary
Sarpy/Cass Board of Health