

**Sarpy/Cass Department of Health & Wellness  
Board of Health Meeting  
May 23, 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 – excused; Linda Finney – not present (arrived shortly after roll call); Demetria Geraldts – present; Dr. John Harris – present; Dr. Matt Neumann – not present (arrived at 5:35p.m.); John Sheehan – present; Dr. Jeffrey Strohmyer – not present; John Warsing – present.

**Staff Present:** Shavonna Lausterer, Director; Jenny Steventon, Assistant Director; Erin Ponec, Acting Recorder.; Arlene Williams, Public Health Nurse

**Guests Present:** Mike Polk, Attorney; Olugbadero Yerokun – Department intern and student at UNMC College of Public Health; Kenneth Owens – Student; Janet McCartney – Cass County Commissioner; Rosanne Dobesh – DeGraff, Cass County Emergency Management; Sandy Weyers, Director, Cass County Emergency Management.

**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.**

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

**Approval of Meeting Minutes:**

Warsing moved, seconded by Sheehan to approve the March 28, 2016, meeting minutes as submitted. Roll call states as follows: Carlisle – aye; Cover – excused; Finney - aye; Geraldts – aye; Dr. Harris – aye; Dr. Neumann – not present; Sheehan – aye; Dr. Strohmyer – absent; Warsing – aye.

**Treasurer's Report:**

Carlisle moved, seconded by Warsing to approve the treasurer's report as submitted. Roll call states as follows: Carlisle – aye; Cover – excused; Finney - aye; Geraldts – aye; Dr. Harris – aye; Dr. Neumann – aye; Sheehan – aye; Dr. Strohmyer – absent; Warsing – aye.

**Director's Report:**

Lausterer presented to the BOH a deficit reduction plan. Lausterer highlighted measures that have already been taken to reduce spending: terminating contract with Interim Health Care and hire a PHN to staff foot care clinics; established a 10% indirect cost rate for all grants; terminated cable services in the PHEP program; establish a purchase request process. However, additional measures need to be taken. Lausterer proposed that the following cost containment measures be effective July 1<sup>st</sup>: Revision of job descriptions, group similar jobs into classifications; establish a salary range structure for all positions

(outlined in the compensation proposal policy Lausterer gave to the BOH); Eliminate School Health Coordinator position; Combine Emergency Response Coordinator and Emergency Specialist positions; BOH meals changed to either one specific caterer or just light snacks.

McCartney, Weyers and Dobesh-DeGraff expressed concern over the Emergency Response (ER) program no longer being housed by the SCHDW. Lausterer informed them that this program will remain with the SCHDW and will be focused on public's health role in planning and response.

The BOH will discuss proposals in the Executive Session. The BOH will also discuss the Salary Structure policy (540.1) in the Executive Session. The purpose of the policy is to provide effective, equitable, and market relevant rates of compensation to the employees of the Department.

Other information from the Director:

June 18<sup>th</sup>: Climb Out of the Darkness Walk to support post-partum depression. The SCDHW will be participating. It will start at 10 a.m. at Chalco Hills Recreation area.

**Other Business:**

Nothing to report

**Standing Committee Reports:**

**Nomination Committee:** Nothing to report

**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:** July 25, 2016, 5:30 p.m., at the Sarpy/Cass Department of Health & Wellness, 701 Olson Drive, Ste. 101, Papillion, NE 68046.

**Executive Session:**

Warsing moved, seconded by Sheehan to move into Executive Session at 6:20 p.m. Roll call states as follows: Carlisle – aye; Cover – excused; Finney - aye; Geraldts – aye; Dr. Harris – aye; Dr. Neumann – aye; Sheehan – aye; Dr. Strohmyer – absent; 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 – excused; Finney - aye; Geraldts – aye; Dr. Harris – aye; Dr. Neumann – aye; Sheehan – aye; Dr. Strohmyer – absent; Warsing – aye.

The BOH voted on the following:

**Deficit Reduction Plan:**

Dr. Harris moved, seconded by Dr. Neumann to endorse the deficit reduction plan as presented by Lausterer. Roll call states as follows: Carlisle – aye; Cover – excused; Finney - aye; Geraldts – aye; Dr. Harris – aye; Dr. Neumann – aye; Sheehan – aye; Dr. Strohmyer – absent; Warsing – aye.

**Compensation Proposal Package:**

Dr. Harris moved, seconded by Finney to accept the compensation proposal as presented and the salary structure. They also included: freeze salary of current employees if outside of the max salary range. The BOH will review every two years.

**Salary Structure Policy (#540.1):**

Dr. Harris moved, seconded by Warsing to approve the proposed policy. Roll call states as follows: Carlisle – aye; Cover – excused; Finney - aye; Geraldts – aye; Dr. Harris – aye; Dr. Neumann – aye; Sheehan – aye; Dr. Strohmyer – absent; Warsing – aye.

**Annual Review of the Director:**

Dr. Harris moved, seconded by Warsing to accept the personnel committee’s annual review of the Director. Roll call states as follows: Carlisle – aye; Cover – excused; Finney - aye; Geraldts – aye; Dr. Harris – aye; Dr. Neumann – aye; Sheehan – aye; Dr. Strohmyer – absent; Warsing – aye.

**Employment Terms for the Director (going back to Director’s date of hire):**

Sheehan moved, seconded by Warsing to draft a letter to Lausterer by July 1, 2016, outlining terms of employment.

**Adjournment:**

Dr. Harris moved, seconded by Carlisle to adjourn the meeting was adjourned at 7:20 p.m. The Board was in consensus. No roll call taken.

ATTEST:

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

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John Sheehan, Secretary  
Sarpy/Cass Board of Health