



Board of Health Minutes

South Heartland District Health Department

United Church of Christ, 220 S. Alexander, Clay Center, NE 68933

January 4, 2023, 8:30am

Topic, Lead Person	Comments/Actions		Roll Call/Vote	
	Staff	Michele Bever, Janis Johnson, Sam Coutts, Brooke Wolfe		
	Guests	Tyler Goeschel, Assistant Manager of Little Blue NRD		
	COVID-19 mods: Hand sanitizer and masks available			
<p>Welcome & Call Meeting to Order Board President (Chair)</p>	<p>The January 2023 Board of Health meeting was called to order by Board President, Nanette Shackelford at 8:32am</p> <p>Open Meeting Statement read aloud by Board President, Nanette Shackelford: <i>Prior to this meeting a notice was posted in the newspapers in Adams, Clay, Nuckolls, and Webster counties. Each member of the Board received a copy of the proposed agenda. The agenda for this meeting was kept continuously current and was available for public inspection at South Heartland District Health Department (SHDHD), 606 N Minnesota, Ste 2, Hastings, NE, and on the website. This meeting is being held in open session. A copy of the Nebraska Open Meeting Law has been posted in this meeting room and is available for the public's review.</i></p> <p>A link to the Nebraska Open Meeting Law is posted with Board Agenda on the SHDHD website.</p>			
<p>Determine Quorum</p>	<p>Introductions/Roll Call</p> <p><i>Quorum met</i></p>		<p>Present</p>	<p>Fegler-Daiss, Harrington, Kohmetscher (8:34), McMeen (8:34), Nejezchleb, Neumann, Shackelford, Shaw, Stichka, Vance</p>

		Absent	Blecha, Kleppinger, Murphy Buschkoetter, Waechter-Mead
Approve or Amend Agenda	Motion to approve the January 4, 2023 Board meeting Agenda		Ayes: All
	Motion	Nejezchleb	Nays: None
	Second	Harrington	
	<i>Motion Passed (voice vote)</i>		
Approve Minutes	Motion to approve the January 4, 2023 Minutes		Ayes: All
	Motion	Neumann	Nays: None
	Second	Nejezchleb	
	<i>Motion Passed (voice vote)</i>		
Finances M Bever	<p>M Bever reviewed the financial narrative summary provided by K Derby: As of December 30, 2022, cash position is \$283K. This reflects the loss of our down payment of \$200K, which will be reimbursed by ARPA in a few months. No line of credit has been necessary. A net gain of \$98K is observed for the fiscal year to date, but there is a loss for the period of \$18K. Approximately \$100K of outstanding invoices, however, are due shortly. FEMA stands at \$102K, down from \$107K last period. Actuals are under-budget at present for both income and expenses. IDC is at 34.5%, still climbing a little each period.</p> <p>Motion to accept the the Financial Report</p>		Ayes: All Nays: None
	Motion	Shaw	
	Second	Fegler-Daiss	
	<i>Motion Passed (voice vote)</i>		
Finance Committee C Neumann	<p>The department is eligible to participate in the ESUCC (Educational Service Unit Coordinating Council) governmental purchasing cooperative, which would give us access to a variety of supplies and equipment at a government price. Contractors at the educational price would also available. A Board-approved/signed interlocal agreement and resolution are both required by the ESUCC before we are able to participate.</p> <p>Motion to approve the ESUCC Interlocal Agreement</p>		Ayes: Fegler-Daiss, Harrington, Kohmetscher, McMeen, Murphy Buschkoetter, Nejezchleb, Neumann, Shackelford, Shaw, Stichka, Vance Nays: None
	Motion	Neumann	
	Second	Harrington	
	<i>Motion Passed (roll call vote)</i>		
Finance Committee	Neumann presented resolution #2023-1, which states it is	Ayes: Fegler-Daiss,	

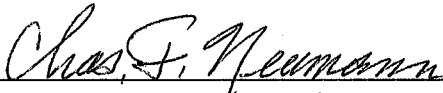
C Neumann	<p>in the department's best interest to enter into the Interlocal Agreement with the Educational Service Unit Coordinating Council, allowing us to jointly bid and contract for supplies, materials, equipment, and services.</p> <p>Motion to pass resolution #2023-1</p>	<p>Harrington, Kohmetscher, McMeen, Murphy Buschkoetter, Nejezchleb, Neumann, Shackelford, Shaw, Stichka, Vance</p> <p>Nays: None</p>		
<table border="1"> <tr> <td data-bbox="294 368 400 407">Motion</td> <td data-bbox="400 368 1000 407">From Finance Committee</td> </tr> </table>		Motion	From Finance Committee	
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<table border="1"> <tr> <td data-bbox="294 407 400 446">Second</td> <td data-bbox="400 407 1000 446">Shaw</td> </tr> </table>		Second	Shaw	
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<p><i>Motion Passed (roll call vote)</i></p>				
<p>Facility Task Force C Neumann</p>	<p>Review of facility purchase activities. Neumann presented resolution #2023-2, which states that the Board formally confirms its approval of the purchase of the property located at 606 N. Minnesota, Suite 1, as appropriately delegated and carried out in the steps and timeframe noted in the resolution.</p> <p>Motion to pass Resolution #2023-2</p>	<p>Ayes: Fegler-Daiss, Harrington, Kohmetscher, McMeen, Murphy Buschkoetter, Nejezchleb, Neumann, Shackelford, Shaw, Stichka, Vance</p> <p>Nays: None</p>		
<table border="1"> <tr> <td data-bbox="294 858 400 897">Motion</td> <td data-bbox="400 858 1000 897">Chuck Neumann</td> </tr> </table>		Motion	Chuck Neumann	
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<table border="1"> <tr> <td data-bbox="294 897 400 936">Second</td> <td data-bbox="400 897 1000 936">Fegler-Daiss</td> </tr> </table>		Second	Fegler-Daiss	
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<p><i>Motion Passed (roll call vote)</i></p>				
<p>Board Training J. Johnson / M. Bever</p>	<p>J. Johnson reviewed SHDHD's Performance Management System Framework (provided in the Board Packet), aligning previous Board trainings (Line of Sight, Performance Management Dashboard) and emphasizing how the various plans are connected, where Line of Sight fits in and where the various levels of performance are measured.</p>			
<p>Policy Committee S Nejezchleb</p>	<p>Motion to Approve QI/PM Plan Attachment 1 (QI/PM Culture Current State vs. Desired State) and Attachment 2 (Goals and Objectives for QI-PM 2023)</p>	<p>Ayes: Fegler-Daiss, Harrington, Kohmetscher, McMeen, Murphy Buschkoetter, Nejezchleb, Neumann, Shackelford, Shaw, Stichka, Vance</p> <p>Nays: None</p>		
<table border="1"> <tr> <td data-bbox="294 1442 400 1481">Motion</td> <td data-bbox="400 1442 1000 1481">From Policy Committee</td> </tr> </table>		Motion	From Policy Committee	
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<p><i>Motion Passed (roll call vote)</i></p>				

Policy Committee S Nejezchleb	Procurement Policy HR 606 was revised and reorganized to simplify and to assure consistency across sections. Motion to approve revised Procurement Policy HR 606. <table border="1" data-bbox="293 374 999 491"> <tr> <td>Motion</td> <td>from Policy Committee</td> </tr> <tr> <td>Second</td> <td>Kohmetscher</td> </tr> <tr> <td colspan="2"><i>Motion Passed (roll call vote)</i></td> </tr> </table>	Motion	from Policy Committee	Second	Kohmetscher	<i>Motion Passed (roll call vote)</i>		Ayes: Fegler-Daiss, Harrington, Kohmetscher, McMeen, Murphy Buschkoetter, Nejezchleb, Neumann, Shackelford, Shaw, Stichka, Vance Nays: None
Motion	from Policy Committee							
Second	Kohmetscher							
<i>Motion Passed (roll call vote)</i>								
Policy Committee S Nejezchleb	A Leadership Succession Plan provides contingencies due to the disability, death or departure of the Health Director and other management staff. If the organization is faced with the unlikely event of an untimely vacancy, SHDHD has an emergency succession plan to facilitate the transition to both interim and long-term leadership. Motion to approve Leadership Succession Plan <table border="1" data-bbox="293 870 999 987"> <tr> <td>Motion</td> <td>from Policy Committee</td> </tr> <tr> <td>Second</td> <td>McMeen</td> </tr> <tr> <td colspan="2"><i>Motion Passed (roll call vote)</i></td> </tr> </table>	Motion	from Policy Committee	Second	McMeen	<i>Motion Passed (roll call vote)</i>		Ayes: Fegler-Daiss, Harrington, Kohmetscher, McMeen, Murphy Buschkoetter, Nejezchleb, Neumann, Shackelford, Shaw, Stichka, Vance Nays: None
Motion	from Policy Committee							
Second	McMeen							
<i>Motion Passed (roll call vote)</i>								
Staff Bi-Monthly Report M Bever	M. Bever shared highlights of the report, emphasizing activities in essential services, 2, 3, 4, 5, and 10. She reiterated the Success Story which describes how the communications team's line of sight and performance measures are demonstrating that the team's efforts are making a difference. She also shared the department's new Line of Sight Performance Dashboard which is helping the staff measure and visualize progress on their efforts. Motion to accept the Bi-Monthly Report <table border="1" data-bbox="293 1407 999 1522"> <tr> <td>Motion</td> <td>Shaw</td> </tr> <tr> <td>Second</td> <td>Vance</td> </tr> <tr> <td colspan="2"><i>Motion Passed (voice vote)</i></td> </tr> </table>	Motion	Shaw	Second	Vance	<i>Motion Passed (voice vote)</i>		Ayes: All Nays: None
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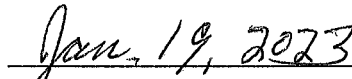
<p>Communications from Director M Bever</p>	<p>M. Bever provided communications on:</p> <ol style="list-style-type: none"> 1. Infectious Disease Briefing: Situational updates for COVID, Monkeypox, Ebola, Influenza 2. Leadership/Professional Activities: 360 Leadership Profile, Governmental Public Health System Retreat outcomes, NACO Annual Meeting breakout focus areas 3. Operational/Personnel: Updates on Facilities, staffing, and other financial updates/initiatives (Costing analysis project for Foundational Public Health Services) 4. Director's individual development plan goals 5. Email security training activities 6. Draft Annual Report 	
<p>Update: Evaluation of the Health Director N Shackelford</p>	<p>Bever received her Leadership Profile Summary and completed a session with the leadership coach. Next step: she will choose 1-2 areas to work on over the next 2 years and will share her proposed Individual Development Plan with the Board at the March Board meeting.</p>	
<p>Communications from Board Members Chair</p>	<p>M McMeen: Superior Family Medical seeing less RSV and more COVID cases; giving regular vaccinations and doing preventive medicine. Superior Public Schools will be working on mental health project with SHDHD.</p> <p>T Kohmetscher: Amoxicillin and other shortages at Superior Pharmacy</p> <p>S Nejezchleb: On SHDHD staff Wellness Committee - facilitated Stop the Bleed presentation for SHDHD; EMT staffing concerns</p> <p>TJ Vance: New administrator at WCCH; growing EMT staff crisis - may not be squads available when people call</p> <p>D Shaw: Clay Co Board members will be sworn in and reorganized on 01/05</p> <p>J Stichka: EMTs - they have 5-6 more individuals signed up to take the class</p> <p>C Neumann: Adams Co looking for County Attorney and Deputy Co Attorney</p> <p>N Shackelford: reviewed Board members with terms expiring, includes professional representatives; reminded Nomination Committee (T Kohmetscher was present) to be ready with professional representative nominations at the March Board Meeting</p>	

Announcements/Upcoming Events M Bever	Refer to calendar of events on the back of the agenda.													
Local Community Leader	Guest: Tyler Goeschel, Assistant Manager, Little Blue NRD. Mr. Goeschel gave a presentation on Nitrates in Little Blue Natural Resources District. He shared data, rules/requirements, and funding opportunities for individuals and communities.													
Public Comment	None													
Adjourn	<table border="1"> <tr> <td colspan="2">Motion to adjourn</td> </tr> <tr> <td>Motion</td> <td>Neumann</td> </tr> <tr> <td>Second</td> <td>McMeen</td> </tr> <tr> <td colspan="2"><i>Motion Passed (voice vote)</i></td> </tr> <tr> <td colspan="2">Adjourned 10:47am</td> </tr> <tr> <td colspan="2">Next Meeting: March 1, 2023, Adams County</td> </tr> </table>	Motion to adjourn		Motion	Neumann	Second	McMeen	<i>Motion Passed (voice vote)</i>		Adjourned 10:47am		Next Meeting: March 1, 2023, Adams County		Ayes: All Nays: None
Motion to adjourn														
Motion	Neumann													
Second	McMeen													
<i>Motion Passed (voice vote)</i>														
Adjourned 10:47am														
Next Meeting: March 1, 2023, Adams County														

Respectfully submitted,



Charles Neumann, Secretary/Treasurer
Board of Health
South Heartland District Health Department


Date