



Board of Health Minutes

South Heartland District Health Department

Hastings Public Library, Meeting Room AB, 314 N Denver Ave, Hastings

September 7, 2022, 9:00am

Topic, Lead Person	Comments/Actions		Roll Call/Vote	
	<b>Staff</b>	Michele Bever, Kelly Derby, Janis Johnson		
	<b>Guests</b>	Staff Members, for their presentations, see below		
	COVID-19 mods: Hand sanitizer and masks available			
<p><b>Welcome &amp; Call Meeting to Order</b> Board President (Chair)</p>	<p>The September 2022 Board of Health meeting was called to order by Board President, Nanette Shackelford at 9:00am</p> <p>Open Meeting Statement read aloud by Board President, Nanette Shackelford: 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. This meeting is being held in open session.</p> <p>A link to the Nebraska Open Meeting Law was posted with Board Agenda on the SHDHD website.</p> <p>Conflict of Interest Declaration: Shackelford declared that her daughter is an employee at the health department.</p>			
<p><b>Determine Quorum</b></p>	<p>Introductions/Roll Call</p> <p><i>Quorum met</i></p>		<b>Present</b>	Blecha, Fegler-Daiss, Harrington, Kleppinger, McMeen, Murphy, Nejezchleb, Neumann, Shackelford, Vance, Waechter-Mead
			<b>Absent</b>	Kohmetscher, Rempe, Shaw, Stichka

<b>Approve or Amend Agenda</b>	Motion to approve the September 7, 2022 Board meeting Agenda	Ayes: All Nays: None
	<b>Motion</b> Nejezchleb	
	<b>Second</b> Kleppinger	
	<i>Motion Passed (voice vote)</i>	
<b>Approve Minutes</b>	Motion to approve the July 6, 2022 Minutes	Ayes: All Nays: None
	<b>Motion</b> Blecha	
	<b>Second</b> Neumann	
	<i>Motion Passed (voice vote)</i>	
<b>Finances</b> K Derby	As of August 31, 2022, cash position of \$306,936, no line of credit necessary. Net loss this period of \$78,382, but outstanding invoices of \$233,932 due to arrive shortly. It will be easier to see period fluctuations, such as the one this period, without last year's FEMA income camouflaging the results. FEMA stands at \$109K. No comparison to budget until the budget is approved. IDC at 31.67% of expenses; will need to watch to see whether this figure evens back out to the 28% that we negotiated. The audit is going smoothly. No Single Audit was deemed necessary this year as Federal expenses did not exceed \$750K. So far a few small findings have been indicated.	Ayes: All Nays: None
	Motion to accept the the Financial Report	
	<b>Motion</b> Harrington	
	<b>Second</b> Fegler-Daiss	
	<i>Motion Passed (voice vote)</i>	
<b>Finance Committee</b> <b>C Neumann</b>	ARPA funds received so far from Roseland, plus a pledge from Kenesaw. A Facilities Committee to guide the Director in choosing an architect and managing the contractors for a building remodel was proposed by the Finance Committee. Nejezchleb and Harrington volunteered to be on the Committee.	Ayes: Blecha, Fegler-Daiss, Harrington, Kleppinger, McMeen, Murphy, Nejezchleb, Neumann, Shackelford, Vance, Waechter-Mead Nays: None
	Motion to approve the FY2023 Annual Budget	
	<b>Motion</b> Fegler-Daiss	
	<b>Second</b> McMeen	
	<i>Motion Passed (roll call vote)</i>	

<b>Board Training</b> M Bever	Bever detailed the use of Line of Sight charts by staff to help them understand how activities fit the big picture, how performance is measured, and whether changes to processes are necessary (i.e., quality improvement). The results of these will eventually feed a dashboard for the Board. Eight examples were included in the Board Packet: 1) Community Health Improvement Plan; 2) Communications; 3) Purchase/Renew Products; 4) Falls Prevention; 5) Disease Control: Monkeypox; 6) Building Healthy Families; 7) Health Literacy; and 8) Utilizing Data for Health Department Effectiveness. She went over two examples (Communications and Falls Prevention) in more detail and encouraged the Board to regularly ask questions about the department's effectiveness and what difference we are making.	
<b>Staff, Part 1 - Bi-Monthly Report</b>	To augment the written Bi-Monthly Report, staff introduced themselves, noting their roles and key achievements this period. Staff presenting: Janis Johnson, Aida Evans, Terry Lovekin, Pam Stromer, <del>Samantha Coutts,</del> <i>Jean Korth</i>	
<b>Stretch &amp; Move</b>	Staff and Board mingle.	
<b>COVID/Monkeypox Situational Updates</b> M Bever	Bever on COVID: 11K cases, substantial transmission, waste water stats stable, hospitalizations going down, Moderna bivalent vaccines are here with Pfizer expected today. Monkeypox: 28 cases in NE, the department is ready for disease investigation should that be necessary, Mary Lanning's Community Health Clinic is partnering with the department to administer vaccines.	
<b>Staff, Part 2 - Bi-Monthly Report</b>	To augment the written Bi-Monthly Report, staff introduced themselves, noting their roles and key achievements this period. Staff presenting: Brooke Wolfe, Heidi Davis, John Bohmfalk, Lauren Shackelford, Julia Sarmiento, Liz Chamberlain.  Motion to approve Bi-Monthly Report <b>Motion</b>   Waechter-Mead <b>Second</b>   Murphy <i>Motion Passed (voice vote)</i>	Ayes: All Nays: None
<b>Stretch &amp; Move</b>	Staff and Board mingle.	

<b>Policy Committee</b> S Nejezchleb	Nejezchleb entered for discussion a revision of HR103 (Paid Time Off) to accommodate the addition of Juneteenth as a department holiday. Positions in favor of adding an additional holiday (13 for full-time employees, 7 for part-time) versus staying at 12 for full-time, 6 for part-time (by eliminating a different holiday) were presented.  Motion to revise HR 103 by adding one holiday for full-time and part-time staff (for a total of 13 holidays for full-time employees, 7 for part-time employees)	Ayes: Fegler-Daiss, Harrington, Kleppinger, McMeen, Murphy, Nejezchleb, Shackelford, Waechter-Mead Nays: Neumann, Vance Not Called: Blecha
	<b>Motion</b>   McMeen	
	<b>Second</b>   Waechter-Mead	
	<i>Motion Passed (roll call vote)</i>	
<b>Policy Committee</b> S Nejezchleb	Derby summarized the additions to HR304 (Computer Use) to include best practices suggested for cyber security in the areas of remote work, scam email detection training, and credit card use.  Motion to approve revisions to HR304	Ayes: Blecha, Fegler-Daiss, Harrington, Kleppinger, McMeen, Murphy, Nejezchleb, Neumann, Shackelford, Vance, Waechter-Mead Nays: None
	<b>Motion</b>   Policy Committee	
	<b>Second</b>   Murphy	
	<i>Motion Passed (roll call vote)</i>	
<b>Policy Committee</b> S Nejezchleb	Nejezchleb presented HR110 (Tuition Assistance), which outlines the parameters for employees in permanent status (full or part-time) to receive tuition reimbursement for continuing education. Eligibility and expectations post-education are detailed.  Motion to approve new policy HR110	Ayes: Blecha, Fegler-Daiss, Harrington, Kleppinger, McMeen, Murphy, Nejezchleb, Neumann, Shackelford, Vance, Waechter-Mead Nays: None
	<b>Motion</b>   Policy Committee	
	<b>Second</b>   Waechter-Mead	
	<i>Motion Passed (roll call vote)</i>	

<p><b>Policy Committee</b> S Nejezchleb</p>	<p>Nejezchleb presented Resolution #2022-5, which expands check-signing authority to the new Vice President per the Bylaws. <i>The Board of Health delegates the following Board members and staff with such maintenance and check signing responsibilities: Bever, Executive Director; Shackelford, Board President; Nejezchleb, Board Vice-President; Neumann, Board Secretary/Treasurer; and Fegler-Daiss, appointed authorized signer.</i></p> <p>Motion to approve Board Resolution #2022-5</p> <table border="1" data-bbox="391 569 1096 688"> <tr> <td><b>Motion</b></td> <td>Harrington</td> </tr> <tr> <td><b>Second</b></td> <td>Neumann</td> </tr> <tr> <td colspan="2"><i>Motion Passed (roll call vote)</i></td> </tr> </table>	<b>Motion</b>	Harrington	<b>Second</b>	Neumann	<i>Motion Passed (roll call vote)</i>		<p>Ayes: Blecha, Fegler-Daiss, Harrington, Kleppinger, McMeen, Murphy, Nejezchleb, Neumann, Shackelford, Vance, Waechter-Mead Nays: None</p>
<b>Motion</b>	Harrington							
<b>Second</b>	Neumann							
<i>Motion Passed (roll call vote)</i>								
<p><b>Policy Committee</b> S Nejezchleb</p>	<p>Nejezchleb presented Resolution #2022-6, which provides for delegation of responsibilities over business affairs to include the Vice President per the Bylaws. <i>The Board of Health delegates the following Board members and staff to pay charges and expenses, inident to and arising out of the organization: Bever, Executive Director; Shackelford, Board President; Nejezchleb, Board Vice-President; Neumann, Board Secretary/Treasurer; and Fegler-Daiss, appointed authorized signer.</i></p> <p>Motion to approve Board Resolution #2022-6</p> <table border="1" data-bbox="391 1157 1096 1276"> <tr> <td><b>Motion</b></td> <td>Waechter-Mead</td> </tr> <tr> <td><b>Second</b></td> <td>McMeen</td> </tr> <tr> <td colspan="2"><i>Motion Passed (roll call vote)</i></td> </tr> </table>	<b>Motion</b>	Waechter-Mead	<b>Second</b>	McMeen	<i>Motion Passed (roll call vote)</i>		<p>Ayes: Blecha, Fegler-Daiss, Harrington, Kleppinger, McMeen, Murphy, Nejezchleb, Neumann, Shackelford, Vance, Waechter-Mead Nays: None</p>
<b>Motion</b>	Waechter-Mead							
<b>Second</b>	McMeen							
<i>Motion Passed (roll call vote)</i>								
<p><b>Communications from Director</b> M Bever</p>	<p>ED report included in the packet: leadership/professional activities, facility improvement activities &amp; additional facility needs, current open positions and future staffing needs, and domain name change from .org to .ne.gov for both email &amp; website. Also included: information on health equity activities and ED's individual development plan goals. Bever highlighted: 1) addition of a tab on the SHDHD website that directs to a Spanish version of the department's website; 2) Ethics Committee deliberations summary from the June meeting; 3) Public Health Accreditation Board (PHAB) response to SHDHD's 2nd annual report - PHAB recognized our "excellent work" in multiple areas and provided some feedback specific to our performance management and quality improvement efforts along with a few suggestions.</p>							

<b>Communications from Board Members Chair</b>	<p>Nejezchleb summarized her attendance at this year's NALBOH Conference in Grand Rapids, MI, which she would recommend: good networking, learned a lot. She noted that Boards of Health are structured differently in different states and stated that we are doing a pretty good job here. She also commented on ways to reach young people via social media platforms. Neumann noted we have some local health care providers who are discouraging the COVID-19 vaccine. Waechter-Mead referred to the Department's promotion of Suicide Prevention Month noting the high risk of suicide in female veterinarians. Shackelford noted that a golf tournament to raise funds and awareness for Breast Cancer was a success in Clay Center. Nejezchleb, with other EMTs, participated in Stop the Bleed training at a local school. McMeen asked about SHDHD expanding the mental wellness kits for students to school districts outside of Adams County.</p>													
<b>Public Comment</b>	None													
<b>Adjourn</b>	<table border="1"> <tr> <td colspan="2">Motion to adjourn</td> </tr> <tr> <td><b>Motion</b></td> <td>Nejezchleb</td> </tr> <tr> <td><b>Second</b></td> <td>Murphy</td> </tr> <tr> <td colspan="2"><i>Motion Passed (voice vote)</i></td> </tr> <tr> <td colspan="2">Adjourned</td> </tr> <tr> <td colspan="2">Next Meeting: November 2, 2022 in Webster County</td> </tr> </table>	Motion to adjourn		<b>Motion</b>	Nejezchleb	<b>Second</b>	Murphy	<i>Motion Passed (voice vote)</i>		Adjourned		Next Meeting: November 2, 2022 in Webster County		Ayes: All Nays: None
Motion to adjourn														
<b>Motion</b>	Nejezchleb													
<b>Second</b>	Murphy													
<i>Motion Passed (voice vote)</i>														
Adjourned														
Next Meeting: November 2, 2022 in Webster County														

Respectfully submitted,

*Charles F. Neumann*

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

*Sept. 20, 2022*

Date