



October 5th, 2021
Board of Health Minutes
Regular meeting
Two Rivers Public Health Department

<u>Present</u>	<u>Absent</u>	
X*		Dan Lynch-Buffalo County Commissioner
X		Sue Hunter – Buffalo County Citizen
	X	Dennis Rickertsen – Dawson County Commissioner
	X	Nicole Thorell –Dawson County Citizen
	X	Scot Grams – Franklin County Supervisor
	X	Mike Dallmann – Franklin County Citizen
	X	Glenn Hofman – Gosper County Supervisor
	X	Patty Bader – Gosper County Citizen
X*		Cindy Boehler – Harlan County Supervisor
X		Doris Brandon – Harlan County Citizen
X		Wayne Anderson – Kearney County Supervisor
X		Cody Krull – Kearney County Citizen
X		Barb Malm – Phelps County Commissioner
X*		Lori Reiner – Phelps County Citizen
X*		Dr. Brady Beecham – Physician
X*		Dr. Jessica Robb – Veterinarian
	X	Dr. Katherine Goodwin – Dentist
	X	Cecelia Perales – Minority Representative
	X	OPEN POSITION- Midlevel Practitioner

*Attended virtually

Also, present: TRPHD representatives: Jeremy Eschliman-Health Director; Jesse Valenti- Finance Manager, Katie Mulligan-Planning Section Supervisor, Von Lutz-Clinical Services Supervisor, Misti Raburn-Administrative Assistant, and Tana Fye Henry - Legal Counsel. Hunter recognized members of the public and other guests.

The Board of Health (BOH) meeting was called to order at 6:04 PM as a virtual meeting in accordance with the Nebraska Open Meetings act. As such, virtual participation (voting) is allowed by board members. The virtual option (Zoom) available for public participation with Hunter, Brandon, Anderson, Krull, and Malm present in person at the Kearney office. Virtually present board members were Lynch, Boehler, Reiner, Beecham, and Robb. Hunter acknowledged the Nebraska Open Meeting Law has been updated and was posted in the room with booklets available.

Meeting notices: Hunter noted the meeting notice publication and Advertisement for Bids has occurred in newspapers of record within each county of the district, in addition to an agenda being continually current and available at the TRPHD offices and on the TRPHD website.

Eschliman noted changes in agenda were noted, present on website and in office.

Roll call completed by Raburn; 10 members present at time of roll call either virtually or in person.

Eschliman welcomed Dr. Jessica Robb, Veterinarian position, to the Board.

MATERIAL AVAILABLE ELECTRONICALLY PRIOR TO THE MEETING & AVAILABLE AT THE MEETING

- 9.10.21 Finance Meeting Packet
 - BOH Financials – July 2021
 - BOH Financials – June 2021
 - Finance Committee Meeting Minutes 9.10.2021
 - NE Auditor of Public Accounts – Submission Confirmation (2021-2022)
- 10.5.21 Finance Meeting Packet
 - BOH Financials – August 2021
 - Finance Committee Meeting Agenda 10.5.2021
- Construction Specs for Office
 - A-1 Floor Plan – Renovation
 - Advertisement for bids 9.7.21
 - Architectural Proposal
 - D-1 Demolition Plan
 - Pre-Bid Conference Sign In
- Policies for Approval (final and with comments versions)
 - Accounting Standards
 - Benefits Package
 - Capitalization
 - Employee Performance Evaluation
 - Employee Recruitment, Selection and Hiring
 - Employee Wellness
 - Family Medical Leave Act
 - General Ledger
 - Grant Budgets
 - Harassment and Discrimination in the work force
 - Job Abandonment
 - Journal Entries
 - Physical Activities Policy
 - Procurement
 - Quality Management
 - Review Fair Labor Standards
 - Standards of excellence

- o Travel
- o Work Place Safety
- Suggested Reading
 - o How America Lost its Lead on Vaccination – The Atlantic
 - o Hybrid immunity
 - o Vaccination to prevent COVID-19 in pregnant people
- PHAN Board of Health handbook
- 2020-2021 Performance Measure Tracking TRPHD
- 2021 LEG MAP redistricting
- 2021-08-10_Agenda_SALBOHQuarterlyMeeting and notes
- 2021-2022 Performance Measure Tracking TRPHD
- BOH 2022-2024 Terms and Committees updated 8.4.2
- BOH Meeting Minutes August 3, 2021 ANNUAL BUDGET HEARING
- BOH Meeting Minutes August 3, 2021 REGULAR MEETING
- Covid Vaccination by LHD and age group PUBLIC_09232021
- DHM 2021-002
- Eschliman ICS 402 Elected and Appointed Officials
- Flow Charts 29 Sept
- Flow Charts Sept 29th
- October 5, 2021 BOH Agenda 9.28.21
- October 5, 2021 BOH Agenda updated 9.30.21
- Quality management 2022
- Report on Network for Public Health Law Conference 2021
- Role of Legal Counsel in Public Health
- Sept 22- Sept 28 2021 Weekly Report
- Strategic Plan Progress Report
- TRPHD Continuity of Operations Plan KRJ
- TRPHD QM annual review 8.1.21
- Two Rivers ARPA requests COVID19 2021-2022
- WCP Two Rivers Amendment to Lease Agreement FINAL 9.3.21 Fully executed

APPROVAL OF AGENDA. Motion made by Krull, seconded by Brandon to approve agenda as presented. **Roll call vote, 9 ayes, 0 nays, 1 Abstain (Reiner): Motion carried.**

APPROVAL OF Minutes from August 3, 2021 Regular and Budget meetings. Motion made by Anderson, seconded by Krull to approve minutes as presented. **Roll call vote, 6 ayes, 0 nays, 4 Abstains (Brandon, Malm, Reiner, Robb): Motion carried.**

BOARD EDUCATION AND DISCUSSION: FACILITATED BY TANA FYE, LEGAL COUNSEL

Fye talked about the Roles & Responsibilities laid out in the Public Health Association of Nebraska (PHAN) booklet. Fye discussed key roles and responsibilities of board of health members and the health director referencing the functions of the board and Health Director (Page 2-8), functions of the board with the health director

Fye also explained the role of legal counsel and how it varies based on the situation, with her obligation to the organization, the board, and the health director in different situations with her key responsibility to provide recommendations.

Fye provided a brief review (summary document provided-will be included in next board packet) on the 2021 Virtual Public Health Conference that she attended.

DIRECTOR'S REPORT

Eschliman thanked board members for recent assistance with county board meetings and clinics.

Current board member openings were discussed by Eschliman. Mid-level practitioner position has an interested individual currently submitting documentation.

Eschliman noted current opening on advocacy committee

Eschliman provided a brief of End of Week Summary communications since the last board meeting:

Eschliman noted that lease addendum for Suite 104 has been signed and access to the space begins on Oct 10, 2021. Clinical calls are now inclusive of general population on Friday at 0800. Contact tracing resources have been reprioritized (~40% of positive cases are being investigated currently). Wednesday, August 25, 2021 was final submission date for accreditation documentation. Areas of deficiency (based on 10 essential public health services and national accreditation standards) are environmental health related (utilization of legal and regulatory actions; investigate, diagnosis, and address health hazards and root causes) and quality improvement. These will be focal points for additional discuss for the board over the next year. Accreditation status will be determined on November 8, National PHAB committee meeting. Eschliman and Lutz discussed COVID19 testing challenges across district noting the beginning of additional testing in Kearney on Monday, October 11 at the Buffalo County Fair Grounds. New employee/position: Jacki Connery, Community Health Nurse Supervisor, begins on October 18, 2021. Eschliman noted board packet document noting redistricting update with the shift of state senators.

Program notes/Performance Measures:

LifeSmiles dental program is active in schools with many needs currently illustrated by service provision. Contracts signed or pending: Dental-Medica (\$25k), Dental-MCH (\$80k), Dental-NCF-needs support for match, Disease Surveillance-Sexually Transmitted Infections (STI). Discussed contract with SWNPHD (reduced from \$175k to \$75k at request of SWNPHD). Seasonal influenza vaccinations started this week with service provisions provided in area schools, businesses, and organizations as requested-noting efforts to not supplant or duplicate services.

Fye discussed recent legal analysis on employee time paid, jury duty, and subpoena.

Eschliman noted additional files included in electronic board packet materials.

NEW BUSINESS

A. Opening of sealed bids for design/construction of Suites #104 & 108 at TRPHD 516 W 11th St, Suite 104, Kearney, NE.

Eschliman noted receipt of 3 sealed bids, 1 being received by board by deadline established and publicized, the addition 2 received the following day. Motion made by Krull and Seconded by Lynch to not open or accept late bids. **Roll call vote, 8 ayes, 0 nays, 2 abstains (Beecham, Reiner): Motion carried.**

Fye opened the sealed bid received by Duncan Theis Construction (DTC). The bid was for \$130,591, with bid bond provided and insurance. Motion made by Anderson and seconded by Lynch to accept DTC's bid as submitted, with executive committee reviewing contract prior to Eschliman executing it. **Roll call vote, 8 ayes, 1 nay (Malm), 1 abstain (Reiner): Motion carried.**

B. Strategic discussion facilitated by Colleen Svoboda:

Svoboda provided overview of strategic planning model from last board meeting and provided review of current strategic plan (2-page summary document). Eschliman and Mulligan provided additional context on 2-page summary document. Svoboda posed board with a question for contemplation: When you think of future of TRPHD what do you see?

C. RECOMMENDATION TO APPROVE JULY AND AUGUST 2021 FINANCIAL REPORT

Valenti provided a brief description of the July and August 2021 financial report. Motion made by Lynch, seconded by Reiner to approve July and August 2021 financial report. **Roll call vote, 10 ayes, 0 nays: Motion carried.**

D. County Funding requests update/action.

Eschliman provided update and discussion on county funding requests. Motion made by Beecham, seconded by Krull to state board supports and formalizes request of funds from all 7 Counties in district. **Roll call vote, 9 ayes, 0 nays, 1 abstain (Lynch): Motion carried.**

Eschliman opened policy level discussion for the board's consideration: What position would the board like to take if TRPHD receives funding from less than 100% of counties? Motion made by Krull, seconded by Brandon to postpone this discussion until the next meeting when the project allocation based on unequal contribution until financial report can be done to show what the allocation for this money would be. **Roll call vote, 9 ayes, 0 nays, 1 abstain (Beecham): Motion carried.**

E. RECOMMENDATION TO APPROVE POLICIES AS FOLLOWS:

- a. 103.1 Quality Management
- b. 108.1 Procurement
- c. 115.1 Standards of excellence
- d. 202.3 Accounting Standards
- e. 203.2 Capitalization
- f. 205.1 Grant Budgets
- g. 208.2 General Ledger and Chart Accounts

- h. 210.2 Journal Entries
- i. 303.2 Travel
- j. 304.1 Physical Activity
- k. 309.1 Job abandonment
- l. 310.2 Employee Performance Evaluation
- m. 311.2 Family Medical Leave Act
- n. 321.1 Employee Benefits Package
- o. 316.1 Harassment and Discrimination in the Workplace
- p. 325.1 Employee Recruitment, Selection and Hiring
- q. 326.3 Employee Wellness
- r. 335.1 Fair Labors Act
- s. 337.2 Work Place Safety

Eschlman thanked members of the board policy committee for their work in preparation for presenting the above policies to the board. Eschlman stated 1 policy above (Fair Labors Act) was flagged for further discussion for the board at the present meeting. Motion made by Krull, seconded by Anderson to approve policies (numbered a-q and s above) as presented. **Roll call vote, 9 ayes, 0 nays, 1 abstain (Robb): Motion carried.**

Hunter opened discussion on Fair Labor Act Policy. Motion made by Krull, seconded by Malm to postpone until the next meeting the fair labor act policy to allow additional financial analysis on this policy. **Roll call vote, 10 ayes, 0 nays, 0 abstain: Motion carried.**

8. OLD BUSINESS

a. Update on Board of health Minority Health position and potential action

Eschlman noted current board attendance is 10 members, with 13 needed to take any potential action. Motion made by Krull, seconded by Brandon to remove this agenda item from Agenda since this position will be open to renewal at the beginning of the next calendar year. **Roll call vote, 10 ayes, 0 nays: Motion carried.**

9. PUBLIC COMMENT

The board accepted public comment (board, employee, public).

10. ADJOURNMENT

- a Next meeting: December7, 2021

Adjournment: The Two Rivers Public Health Department Board of Health meeting was called to adjourn by consensus at 9:11 PM by Hunter.

Respectfully Submitted,

Cody Krull

Cody Krull

Treasurer, Adhoc Secretary (MR/JE)