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**October 1, 2024**  
**Board of Health Minutes**  
**Two Rivers Public Health Department**

<u>Present</u>	<u>Absent</u>	
	X	Dan Lynch-Buffalo County Commissioner
X		Sue Hunter – Buffalo County Citizen
X		Rick Zarek – Dawson County Commissioner
	X	Nicole Thorell –Dawson County Citizen
	X	Scot Grams – Franklin County Supervisor
X		George Scott – Franklin County Supervisor
X		Glenn Hofman – Gosper County Supervisor
X		Daren Hatch – Gosper County Citizen
	X	Heath Hofstetter – Kearney County Commissioner
X		Cody Krull – Kearney County Citizen
	X	Rick Streeter – 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		Melissa Hall PAC – Midlevel Practitioner

Also, present: TRPHD representatives: Jeremy Eschliman – Health Director; Jesse Valenti – Finance Section Manager; Andrea Shoemaker- Executive Assistant; Katie Mulligan – Planning Section Manager; Aravind Menon- Epidemiologist; Ashley Green – Environmental Health Specialist; Taylor Gomez – Community Health Section Manager; Haleigh Eschliman – Home Visitation Supervisor; Tana Fye – Fye Law office (TRPHD Legal Counsel).

**CALL MEETING TO ORDER.**

The Board of Health (BOH) meeting was called to order at 6:01 PM as an in-person meeting in accordance with the Nebraska Open Meetings Act. As such, virtual participation (voting) is allowed by board members. The virtual option (Zoom) is available for public participation. Board members and employees in attendance at roll call: Hunter, Zarek, Scott, Hofman, Hatch, Krull, Hall; and employees representing J. Eschliman, Valenti, Shoemaker, Mulligan, Menon, Green, Gomez, H. Eschliman and Tana Fye (legal counsel) present.

**Meeting notices:** Hunter acknowledged the Nebraska Open Meeting Law was posted in the room with booklets available. Hunter noted the meeting notice publication 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.

**Roll call completed by Shoemaker; 7 members present at the time of roll call.**

**APPROVAL OF AGENDA.** Motion made by Krull, seconded by Zarek to approve agenda as presented.  
**Roll call vote, 7 ayes, 0 nays, Motion carried.**

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

- Committees
  - Finance Committee
    - 9.17.24 Finance Meeting Packet
      - Finance Committee Meeting Agenda 9.17.24
      - BOH Financials - for July 2024
      - NE Auditor of Public Accounts Budget confirmation of submission (2024-2025)
      - Adam Marshall Land and Auction (Disposition of Trailer and Dodge Van)
      - BOH Proposal Salary Ranges 10.1.24
      - Finance Committee Meeting Minutes 9.17.24
  - Policy Committee
    - October Agenda
    - Communications Policy
    - Confidentiality and HIPPA Policy
    - Drug Free Workplace Policy
    - Employee Wellness Policy
    - Ethics Policy
    - Family Friendly Workplace Policy
    - September 20 2024 Policy Committee Meeting Minutes
- 8.13.24 BOH Meeting Minutes
- 8.13.24 BOH Meeting Minutes Budget 2024-2025 Hearing
- BOH October 1, 2024 Agenda
- Contract Log
- Narrative Statement – Justification to Enter Retail Food Inspections
- Narrative Statement – Retail Food Inspections
- Strategic Plan Update October 2024

#### **INTRODUCTIONS | ACKNOWLEDGEMENTS**

**Approval of Minutes from August 13, 2024 Annual budget Hearing MEETING.** Motion made by Hofman, seconded by Zarek to approve August 13, 2024 minutes as presented. **Roll call vote, 5 ayes, 0 nays, 2 abstain (Scott, Hatch), Motion carried.**

**Approval of Minutes from August 13, 2024 Meeting.** Motion made by Hofman, seconded by Zarek to approve August 13, 2024 Meeting minutes as presented. **Roll call vote, 5 ayes, 0 nays, 2 abstain (Scott, Hatch), Motion carried.**

#### **DIRECTOR'S REPORT**

Dr. Menon and Green presented on justification to enter retail food inspection program. They reviewed how assuming responsibility for conducting retail food inspections, a crucial aspect of foundational

environmental health, was closely aligned with the 10 essential services and was identified as a significant deficiency during the national accreditation process. Expanding TRPHD's capacity to manage these inspections will strengthen public health protections while supporting the local economy.

Green provided an update on the contractual delays with the swimming pool program.

Katie Mulligan presented an update on the TRPHD Strategic Plan. TRPHD has maintained this process, learned new techniques, and is working on a leadership transition. TRPHD will look at measurable progress for the next steps in the strategic plan.

J. Eschliman provide an overview of the 20<sup>th</sup> Year celebration plan and sought input on potential dates and opinions from the Board.

J. Eschliman discussed his intent to apply to an open elected official position on the Lower Loup Natural Resources District Board of Directors and solicited board input and feedback prior to submitting his application.

Dr. Beecham entered the meeting at 6:06 PM.

### **Old Business**

**Discussion on entering contract with Nebraska Department of Agriculture for retail food program.** J. Eschliman discussed the possibility of entering into a contract with the Nebraska Department of Agriculture to enhance Two Rivers Public Health Department's involvement in the retail food program. This initiative aims to help educate food businesses within the district on the necessary processes and regulations. The board consensus was to continue researching the option of engaging with the Nebraska Department of Agriculture to administer the retail food program. J. Eschliman discussed presenting a business plan for this program at the next board meeting.

### **New Business**

**Finance Committee recommendation to approve July 2024 financial reports.** Valenti discussed the finance committee meeting that occurred before this meeting and September 17, 2024, resulting in a recommendation by the committee for approval of July 2024 financial reports. Valenti provided an overview of financial reports. Motion made by Krull, seconded by Zarek to approve July 2024 financial reports. **Roll call vote, 8 ayes, 0 nays, Motion carried.**

**Finance Committee recommendation to approve of the wage range changes for family support specialist (increased low and high range) and accounting assistant (new position) wage range.** J. Eschliman provided an overview of the recommend wage ranges for Family Support Specialist and Accounting Assistant explained the benefits of moving these ranges up. Motion made by Zarek, seconded by Krull to approve of the wage range changes for family support specialist (increased low and high range) and accounting assistant (new position) wage range. **Roll call vote, 8 ayes, 0 nays, Motion carried.**

**Recommendation to approve the modifications to 101.5 Communications, 326.3 Employee Wellness, 331.1 Confidentiality and HIPPA, and 336.2 Family Friendly Workplace.** Mulligan reviewed the revisions to the policies per committee recommendations and board recommendations. Motion made by Hofman, seconded by Scott to approve modifications to 101.5 Communications, 326.3 Employee Wellness, 331.1 Confidentiality and HIPPA, and 336.2 Family Friendly Workplace. **Roll call vote, 8 ayes, 0 nays, Motion carried.**

**Public Comment.** The board accepted public comments.

**Adjournment:** Motion made by Hofman and second by Hatch to adjourn. The Two Rivers Public Health Department Board of Health meeting was called to adjournment by consensus at 7:33 PM by Hunter.

**NEXT BOARD MEETING: December 3, 2024, at 516 W 11<sup>th</sup> St Suite 108B, Kearney, NE.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Cody Krull', written in a cursive style.

Cody Krull  
Adhoc Secretary (AS/JE)