

Board of Health Minutes

South Heartland District Health Department

Meeting Location: South Heartland District Health Department, Hastings, NE September 5, 2018

September 5, 2018				
Topic, Lead Person	Comments/Actions	Roll Call / Vote		
	Staff Present: Michele Bever, Janis Johnson, Joe Streufert Staff joining after the break: Liz Chamberlain, Dorrann Hultman, Jessica Warner, Jean Korth, Brooke Wolfe, Jim Morgan Guests Present: Senator Steve Halloran, District 33			
Welcome & Public Comment	Board of Health meeting was called to order by President Nanette Shackelford at 8:30 am			
- Chair	Open Meeting Statement (read aloud by President N. Shackelford): Prior to this meeting a notice was posted in the newspapers in Adams, Clay, Nuckolls & Webster Counties, and that 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, 606 N Minnesota Suite 2, Hastings NE. 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 public's review.			
Determine Quorum	Introduction /Roll Call Quorum met	Present: Blum, Brailita, Fegler-Daiss, Hallock, Kleppinger, Kuehner, Meyer, Nejezchleb, Neumann, Shackelford, Samuelson, Waechter- Mead. Absent: Bohrer, Christensen, Reimer		
Approve or Amend Agenda	N. Shackelford announced an amendment to the agenda: Senator John Kuehn had an emergent conflict and was unable to attend the meeting. Motion by M. Blum seconded by P. Meyer to approve the agenda with that change. Voice vote. Motion Passed	Ayes: All Nays: None		
Public Comments	None.			
Approve Minutes	Motion by M. Blum seconded by M. Hallock to accept the minutes of May 2, 2018, Board Meeting. Voice vote. Motion Passed	Ayes: All Nays: None		
Budget Hearing	P. Meyer motioned to Open the Budget Hearing, seconded by M. Blum. Voice vote. Motion Passed	Ayes: All Nays: None		
	There were no public comments. Dr. Bever spoke about the budget process and reviewed the budget versus actual expenses for the 2017-2018 fiscal year and the proposed budget for FY 2019. A Board member questioned why LB 1060 amount did not match the prior year and she explained that it was an error in the previous year's budget, where a number was transposed. She also explained that SHDHD is changing the budget format compared to previous years, from a long form that includes all of the grants and funding sources to a version that collapses the federal funds and state funds. In addition, they will be transitioning over the next year to a format where proposed disbursements are given as personnel, operations, travel, etc., coincident with the department revising the chart of accounts based on discussions with the auditors. She shared the staff FTE by Fund Source proposal for FY2019, discussed grants ending (i.e., 1422 Chronic Disease Prevention), and possible new funding sources. She also explained indirect cost rates and SHDHD's current use of the de minimis method for calculating indirect costs versus a negotiated rate, which several local health departments are transitioning to, while others are maintaining or moving to a practice of applying direct cost allocations for their operations and administrative expenses. She also noted that there has been no change in LB 692 funding amount since 2001. P. Meyer motioned to Close the Budget Hearing, seconded by L. Waechter-Mead. Voice vote. <i>Motion Passed</i>	Ayes: All Nays: None		



July Minutes	S. Nejezchleb motioned to approve the July 11 Board meeting minutes, seconded by D. Fegler-Daiss. Voice vote. Motion Passed	Ayes: All Nays: None
Accreditation Update		
Financial Report	Mr. Streufert presented the financial report for July & August 2018 as well as the July Bank reconciliations (August bank statements were not received in time for this meeting) and stated that the Line of Credit was not utilized in the last two months. Mr. Streufert also reviewed the outstanding grant/contract payments and provided an update on those that have been received. Motion to accept Financial report was made by R. Kuehner and seconded by M. Blum. Motion Passed Grants/Funding Status: Summary of new grants and proposals in Executive Director's Report.	Ayes: All Nays: None
Finance Committee Report	C. Neumann gave an overview of the two recent Finance Committee meetings held in August 9, 2018 and August 22, 2018. In addition to annual budget, the Committee received updates on the audit with the State Auditor of Public Accounts, provided feedback on department equipment needs (copier machine and telephone system) and reviewed the Public Health Emergency Preparedness Program desk review results and recommendations.	
Approval of the FY 2019 Budget	Motion to approve the FY 2019 Budget by E. Samuelson, seconded by C. Neumann. Voice Vote. Motion Passed	Ayes: All Nays: None
Policy Committee Report	P. Meyer provided an overview of the Policy Committee meeting of August 30, 2018, which included a discussion of Employee Retirement Income Security Act (ERISA) requirements with Brian Bassett of Ellerbrock-Norris Insurance. The policy coverage would be \$234 for three years of coverage at \$100K and this would cover SHDHD until fund reaches \$1M (currently at \$450K). The committee also reviewed HR 316: Identification Policy and made recommendations for Petty Cash and Copier Fund close-out.	
	Motion by L. Waechter-Mead to approve the ERISA policy, seconded by C. Neumann. Voice vote. <i>Motion Passed</i>	Ayes: All Nays: None
	Motion by P. Meyer to approve HR 316 Identification Policy, seconded my M. Blum. Voice vote. <i>Motion Passed</i>	Ayes: All Nays: None
	Motion by C. Neumann to approve the close-out of both the petty cash fund and the copier use fund, seconded by E. Samuelson. Voice vote. <i>Motion Passed</i>	Ayes: All Nays: None
Accreditation Update	J. Johnson provided an update on SHDHD's status in the PHAB accreditation process. The department has 90 days to create and submit an action plan to the Public Health Accreditation Board. Ms. Johnson shared a 5 minute video created by PHAB titled "Life after an Action Plan."	Informational
Bi-monthly Report to the Board from Staff	SHDHD staff members joined the meeting to present highlights of their programs and outcomes.	Judy Reimer arrived.
	M. Blum motioned to approve the bi-monthly report, seconded by S. Nejezchleb. Voice vote. <i>Motion Passed</i>	Ayes: All Nays: None
Executive Director's Report	The Executive Director Report was provided in the Board packets, including updates regarding the following: 1. Financial 2. Organizational Annual Financial Audit 3. Public Health Emergency Preparedness (PHEP) program audit 4. New Grants and Subawards 5. Legislative Update 6. PHAB Accreditation Process	



	 Workforce Development/Staffing Community Needs Assessment (CHA)/Community Health Improvement Plan (CHIP) Annual Report to DHHS E.D's Work/Life balance notes. 	
Community Leader	Guest: Senator Steve Halloran, District 33. Dr. Bever asked Senator Halloran to comment on the topics of medical marijuana and e-cigarettes, which are issues that each may be a focus of upcoming Board of Health position statements. Senator Halloran spoke about medical cannabis and some arguments he hears for the benefits of medical cannabis for certain health conditions, and about legalizing hemp as a crop.	
Communication from Board Members - Chair	J. Reimer – no SALBOH meeting. N. Shackelford – New Aquatic Center will be on the ballot for Clay county. Current pool is the second oldest in the state of Nebraska.	
Adjournment	Motion to adjourn by P. Meyer, second by M. Kleppinger. Voice vote. <i>Motion Passed Adjourned at 10:55 am.</i> Next meeting: November 7, 2018 in Nuckolls County.	Ayes: All Nays: None

Respectfully Submitted,	
Signature:	Date:
Charles Naumann Sagratary/Transurar	

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