



Board of Health

Adams County: Hastings Public Library, Meeting Room AB, 314 N Denver Ave, Hastings, NE
September 7, 2022 9:00 a.m. following the Adjournment of the Budget Hearing

AGENDA (current as of 09.01.22)		
Apprx. Time	Topic, Lead Person	Expected Outcomes
9:00 (4')	Welcome & Call Meeting to Order – President Nanette Shackelford, Chair	<ol style="list-style-type: none"> 1. Meeting Call to Order, Open Meeting Statement 2. Introductions / Roll Call 3. Approve Agenda – Board Action (Voice Vote) 4. Board Conflict of Interest Declarations
9:04 (1')	July 6, 2022 Board Meeting Minutes – Chair	Approve Minutes of July Meeting – Board Action (Voice Vote)
9:05 (15')	Finances – K. Derby / M. Bever Administration/Management - PHAB Domain 11, SP Goal 4 <ul style="list-style-type: none"> • Financial Report (Current Funding Sources, Outstanding Invoices, Balance Sheets, Profit & Loss, Disbursements, Line of Credit) • Grants/Funding/ Contracts/Subawards Status • Update on Audit Governance Function: <i>Resource Stewardship</i>	<ol style="list-style-type: none"> 1. Awareness of financial health/funding sources/ budgetary needs 2. Accept Financial Report – Board Action (Voice Vote)
9:20 (5')	Finance Committee – C. Neumann <ul style="list-style-type: none"> • Finance Committee Minutes – August • Budget Approval • Appoint Facilities Task Group Governance Functions: <i>Policy Development; Legal Authority</i>	<ol style="list-style-type: none"> 1. Board approves FY2023 Annual Budget - Board Action (Roll Call Vote) 2. Facilities Task Group appointed
9:25 (10')	Board Training: Quality Improvement and Performance Management using Line of Sight Governance Functions: <i>Resource Stewardship</i>	Board learns about departmental Lines of Sight, Performance Measures, and Quality Improvement
9:35 (10')	Staff, Part 1– Bi Monthly Report on 10 Essential Services Governance Functions: <i>Partner Engagement, Oversight</i>	<ol style="list-style-type: none"> 1. Board hears from staff about their projects and responsibilities
9:45 (10')	Stretch & Move, follow up with staff	<ol style="list-style-type: none"> 1. Board/Staff Networking
9:55 (15')	COVID and Monkeypox Situational Updates – M. Bever Governance Functions: <i>Policy Development; Legal Authority, Oversight</i>	<ol style="list-style-type: none"> 1. Board is aware emergency response actions, policy, and situational needs
10:10 (10')	Staff, Part 2– Bi Monthly Report-10 Essential Services Governance Functions: <i>Partner Engagement, Oversight</i>	<ol style="list-style-type: none"> 1. Board hears from staff about their projects and responsibilities 2. Accept Bi-Monthly Report – Board Action (Voice Vote)
10:20 (10')	Stretch & Move, follow up with staff	<ol style="list-style-type: none"> 1. Board/Staff Networking
10:30 (15')	Policy Committee – S. Nejezchleb <ul style="list-style-type: none"> • HR 103 Paid Time Off – Number of Holidays • HR 304 Computer Use Policy - Cyber revision • New Policy: Tuition Reimbursement HR110 • Resolutions #2022-5, #2022-6: Check Signing/Business Affairs Governance Functions: <i>Policy Development; Legal Authority</i>	<ol style="list-style-type: none"> 1. Board approves new/revised policies - Board Action (Roll Call Vote on each) HR 103 Paid Time Off - Revision HR 304 Computer Use Policy – Revision HR 110 Tuition Reimbursement – New Resolution #2022-5, #2022-6: Check Signing Authority / Business Affairs
10:45 (5')	Communications from Exec. Director – M. Bever <ul style="list-style-type: none"> • Executive Director’s Report Q and A Governance Functions: <i>Oversight, Legal Authority</i>	<ol style="list-style-type: none"> 1. Board learns latest updates on other key issues, staffing, funding opportunities, legislative advocacy, training and conferences, Ethics Committee Summary; 2nd annual report to PHAB; Give Hastings project; annual report to legislature
10:50 (5')	Communications from Board Members - Chair <ul style="list-style-type: none"> • Community/County Updates - Board Members (All) Announcements/Upcoming Events – All (see next page) Governance Function: <i>Partner Engagement, Oversight</i>	<ol style="list-style-type: none"> 1. Report on NALBOH Annual Conference – S. Nejezchleb 2. All Board members share their community/county public health activities/issues and community or professional meeting updates 3. Board members have information to promote or participate in upcoming events and share at their upcoming meetings.
10:55 (5')	Public Comment	<ol style="list-style-type: none"> 1. Opportunity for public comment
11:00	Adjourn	Board Action (Voice Vote) (Next Meeting – November 2, 2022, Webster County)



SHDHD Calendar

Board Members - Please consider attending and/or helping us promote these upcoming events and observances:

1. **Suicide Prevention Week (September 4-10):** support suicide prevention, including education programs in local schools and workplaces; support for those who've lost loved ones; advocacy for critical mental health and suicide prevention legislation; and scientific research that helps us learn more how we can save more lives. <https://nspw.afsp.org/>
2. **Monkeypox Updates** For current information visit SHDHD's website: www.southheartlandhealth.org.
3. **Coronavirus Updates:** Check out the daily updates to SHDHD's website: www.southheartlandhealth.org, for our COVID-19 data dashboard, flyers and brochures, resources, links, tools and tips.
4. **Where to get COVID-19 Vaccine:** Check for the most current info on the SHDHD website: www.southheartlandhealth.org to find how to access vaccine near you.
5. **Where to get tested for COVID-19:** Coming soon – under construction on SHDHD website: www.southheartlandhealth.org.
6. "Like" **South Heartland's Facebook Page**
7. **"Fight the Bite!"** Prevent West Nile Virus by promoting the 4 "D"s: **Drain** standing water where mosquitoes can breed, **Dress** in long sleeves/pants, use insect repellent containing **DEET**, avoid being outside from **Dusk** to Dawn when mosquitoes are most active.
8. **Skin Cancer Prevention** – Emphasize Sun Safety! South Heartland has higher skin cancer rates than Nebraska overall. Some people are more at risk for skin cancer – but skin damage from the sun's ultraviolet (UV) rays, in the form of sunburn, increases everyone's risk. Tanning is also a type of skin damage – no tan is a safe tan. Promote sun safety all year round – especially in children, adolescents and young adults. SHDHD partners with Morrison Cancer Center and local health care providers to educate our communities about preventing skin cancer. Contact SHDHD to schedule a presentation for youth or adults in your community - 402-462-6211.
9. **Ongoing** – all year 'round:
 - **Diabetes Prevention:** Ongoing: 'Smart Moves' Classes (Evidence-based **Diabetes Prevention Program**) – Share the brochure and refer people who might be eligible. SHDHD's program has maintained Recognition status from the CDC! A new online class is beginning in September – Contact Liz Chamberlain to find out more - 402-462-6211.
 - **Falls Prevention:** *Tai Chi* and *Stepping On* classes – find out when the next classes will begin in your county! Contact Liz Chamberlain to find out more - 402-462-6211. Falls Prevention Week is September 18-24. Raise awareness that falls are preventable. Encourage older adults to be falls free and independent!
10. **September is National Preparedness Month!** Go to Ready.gov to learn how you can prepare yourself and your family for emergencies.
11. **Influenza Prevention:** People 65 and older and those with chronic medical conditions, like asthma, cardiovascular disease, diabetes and chronic kidney disease, are more at risk for serious complications from influenza. To prevent the flu: take the time to get a flu vaccine, take everyday preventive actions to stop the spread of germs, and take flu antiviral drugs if your doctor prescribes them.
12. **October is Breast Cancer Awareness Month:** Other than skin cancer, breast cancer is the most common cancer among American women. Mammograms are the best way to find breast cancer early, when it is easier to treat and before it is big enough to feel or cause symptoms. Promote breast cancer screening!



Open Meeting Compliance:

- Prior to this meeting a notice was posted in the newspapers in Adams, Clay, Nuckolls, and 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 the South Heartland District Health Department, 606 N. Minnesota Ave, Suite 2, Hastings, Nebraska 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.

South Heartland’s Guiding Principles:

- We are committed to the principles of public health and strive to be a credible, collaborative and stable resource in our communities.
- We seek to perform our duties in a courteous, efficient and effective manner within the limits of sound fiscal responsibility.
- We work together to create a positive environment, listening carefully and treating everyone with honesty, sensitivity, and respect.

Board of Health Principles of Good Faith*:

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| <ul style="list-style-type: none"> ➤ Regularly attend and actively participate in board of health and committee meetings. If unable to attend, be able to provide a valid excuse for absence. ➤ Ensure that time at board of health meetings is set aside for updates on public health problems and what the health department is doing, or needs to do, in regard to such challenges. ➤ Have a thorough knowledge of the duties and provisions found in the bylaws and charter of the organization. ➤ Involve others in health department functions and funding efforts, special events, and activities to promote and support programs and services. ➤ Heed corporate affairs and keep informed of the central activities and operations of programs. | <ul style="list-style-type: none"> ➤ Support majority opinions of the board. ➤ Advocate for public health by communicating regularly with community leaders and elected officials about perceived needs and possible resources. ➤ Ensure minimum statutory or technical requirements are met regarding filing annual report, withholding employee taxes, etc. ➤ Record personal conduct and register dissents in the minutes, or by letter. ➤ Avoid any semblance of self-dealing or enrichment; discourage any business transactions between directors and the organization. ➤ Accept no pecuniary profits except that which is expressly provided in compensation or reimbursement within the bylaws or laws of the city, county, and state. |
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*Board of Health Handbook, page 32

South Heartland District Health Department Strategic Plan 2020 - 2025

The South Heartland Strategic Plan (SP) is created by the Board and staff following completion of a Community Health Assessment and a Community Health Improvement Plan (CHA/CHIP/SP cycle). The 2019 strategic planning process included a review of the department's vision, mission and guiding principles, a visioning process, a SWOT analysis (**S**trengths, **W**eaknesses, **O**pportunities, and **T**hreats) and a discussion of three alternative future scenarios, followed by brainstorming to identify potential strategic actions. The SP is developed to support implementation of the CHIP and is linked to the Quality Improvement-Performance Management Plan and the Workforce Development Plan.

Vision: Healthy people in healthy communities

Mission: The South Heartland District Health Department is dedicated to preserving and improving the health of residents of Adams, Clay, Nuckolls and Webster counties. We work with local partners to develop and implement a *Community Health Improvement Plan* and to provide other public health services mandated by Nebraska state statutes.

Guiding Principles:

- ❖ We are committed to the principles of public health and strive to be a credible, collaborative and stable resource in our communities.
- ❖ We seek to perform our duties in a courteous, efficient and effective manner within the limits of sound fiscal responsibility.
- ❖ We work together to create a positive environment, listening carefully and treating everyone with honesty, sensitivity, and respect.

Goal 1: Obtain and Maintain PHAB Accreditation

Goal 2: Secure Financial Stability

Goal 3: Prioritize Services and Programs

Goal 4: Optimize Human Resources

Goal 5: Advocate the "Why" of Public Health

Goal 1: Obtain and Maintain PHAB Accreditation

- A. Allocate staff and resources to support accreditation activities
- B. Communicate to board and staff the value of accreditation status for supporting strategic plan goals
- C. Communicate to partners, stakeholders and our communities SHDHD's accreditation status and the value of accreditation

Goal 2: Secure Financial Stability

- A. Explore alternative funding avenues
 - Expand partner and stakeholder involvement
 - Implement fee for services
 - Develop integrated primary care/public health relationships supported with healthcare reimbursement
 - Request city/county support
 - Explore foundation and benefactor opportunities
 - Create a fundraising arm (501c3)
- B. Practice enhanced financial stewardship
 - Develop proactive approaches and policies
 - Conduct regular risk assessment and risk mitigation activities
 - Work with Nebraska DHHS on quality improvement of funding processes for local public health (timeliness/efficiency/appropriateness of solicitation types, reporting and documentation, payment processing, etc.)
 - Adjust internal processes and priorities to accommodate funding fluctuations (QI-PM)

- C. Advocate for state and federal policy change
 - Advocate for foundational public health services funding
 - Support Health Care Cash Fund sustainability initiatives
 - Partner with professional membership organizations on funding advocacy initiatives (Nebraska Association of Local Health Directors, NALHD; Friends of Public Health, and National Association of County and City Health Officials, NACCHO; and others)

Goal 3: Prioritize Services & Programs

- A. Provide leadership and serve as backbone organization for implementing the Community Health Improvement Plan (CHIP)
 - Recruit community partners to implement CHIP strategies, provide oversight to CHIP implementation and raise the visibility of the plan in our communities
 - Monitor implementation of the plan and success achieving targeted outcomes, encouraging the use of evidence-based practices and reliable, accurate and timely measures and data (Performance Management System)
- B. Narrow the scope of the department's services and programs
 - Maintain focus on prevention
 - Address health equity and disparities
 - Assure quality and effectiveness of programs (versus quantity of programs) (QI-PM)
- C. Use data effectively
 - Measure progress, prioritize and communicate success and value of programs and services (Performance Management System)
 - Analyze program financial feasibility and sustainability to support decisions to continue current or take on new programs

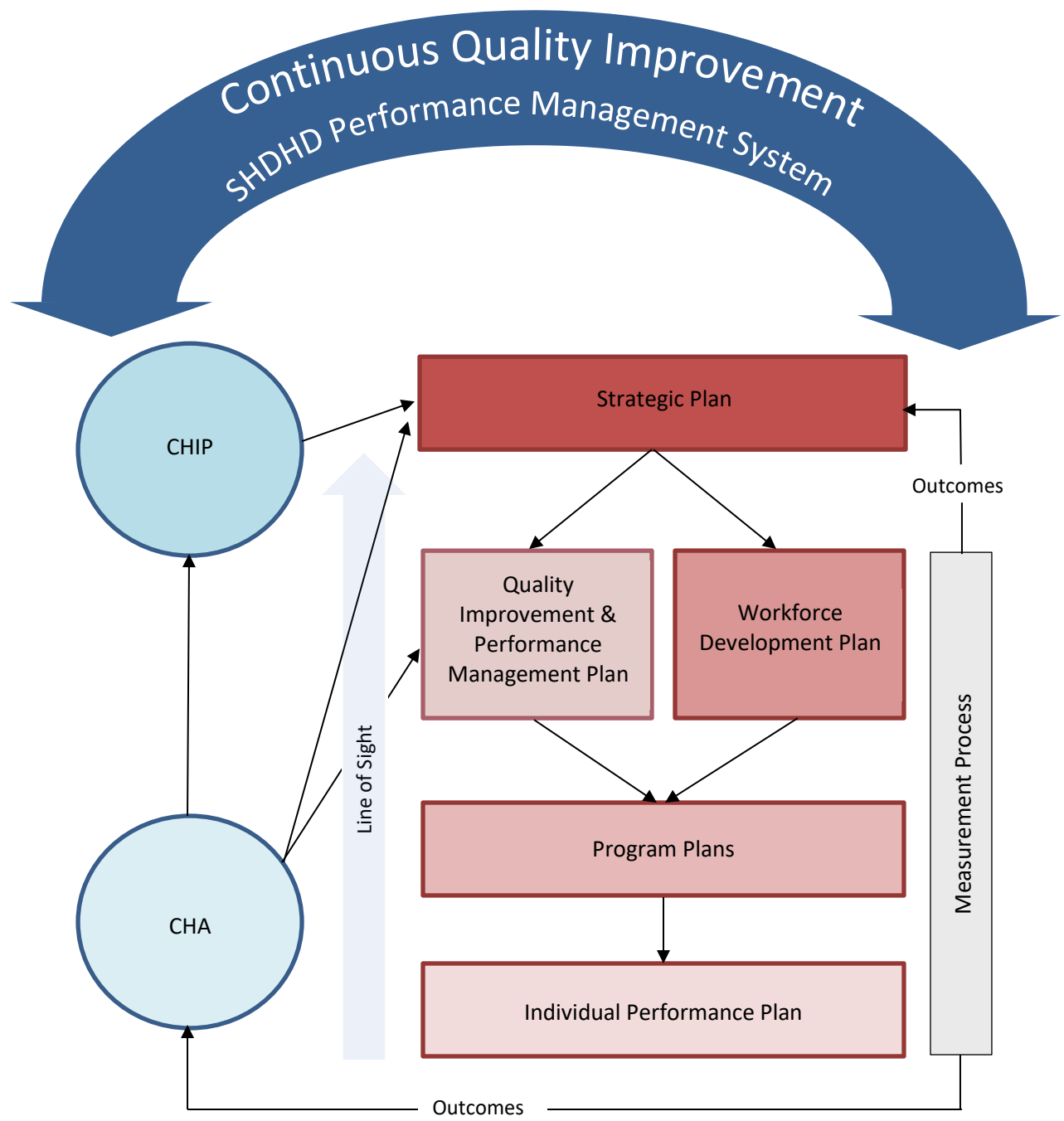
Goal 4: Optimize Human Resources

- A. Recruit community partners to implement CHIP strategies, provide oversight to CHIP implementation, and participate in CHIP performance management
- B. Support transitional strategies to move SHDHD toward level 5 of an organization wide culture of QI-PM
- C. Review and revise workforce development plan
 - Identify strategies to enhance Board and staff engagement
 - Identify strategies for recruiting and retaining a competent and diverse staff
 - Evaluate current state of organizational culture and set objectives to move toward desired state of organizational workforce culture
- D. Improve Board and staff knowledge and skills for quality improvement and performance management (QI-PM Goals)

Goal 5: Advocate the "Why" of Public Health

- A. Build capacity for advocacy
 - Develop relationships with local, state and federal policymakers
 - Strengthen relationships with and engage partners to advocate on behalf of local public health
 - Provide training in stakeholder analysis and persuasive communication for Board and staff to expand capabilities in effective communication (Workforce Dev Plan)
- B. Communicate the value of public health
 - Share advocacy messages and talking points with Board members to facilitate communication with their constituents and community members
 - Use health literate methods to share data and stories that communicate why we do what we do, our programs and services, our outcomes and successes, and our needs
 - Enhance public relations and visibility, expanding use of social media and other directed communications
 - Assure frequent, regular communication with city/county/state government and other key stakeholders

SHDHD Performance Management System



The Governance Functions

NALBOH is the national voice for the boards that govern health departments and shape public health policy. Since its inception, NALBOH has connected with board of health members and elected officials from across the country to inform, guide, and help them fulfill their public health responsibilities in their states and communities. Driven by a mission to strengthen and improve public health governance, NALBOH worked with CDC and other national partners to identify, review, and develop the following model of six functions of public health governance.

Policy development: Lead and contribute to the development of policies that protect, promote, and improve public health while ensuring that the agency and its components remain consistent with the laws and rules (local, state, and federal) to which it is subject. These may include, but are not limited to:

- Developing internal and external policies that support public health agency goals and utilize the best available evidence;
- Adopting and ensuring enforcement of regulations that protect the health of the community;
- Developing and regularly updating vision, mission, goals, measurable outcomes, and values statements;
- Setting short- and long-term priorities and strategic plans;
- Ensuring that necessary policies exist, new policies are proposed/implemented where needed, and existing policies reflect evidence-based public health practices; and
- Evaluating existing policies on a regular basis to ensure that they are based on the best available evidence for public health practice.

Resource stewardship: Assure the availability of adequate resources (legal, financial, human, technological, and material) to perform essential public health services. These may include, but are not limited to:

- Ensuring adequate facilities and legal resources;
- Developing agreements to streamline cross-jurisdictional sharing of resources with neighboring governing entities;
- Developing or approving a budget that is aligned with identified agency needs;
- Engaging in sound long-range fiscal planning as part of strategic planning efforts;
- Exercising fiduciary care of the funds entrusted to the agency for its use; and
- Advocating for necessary funding to sustain public health agency activities, when appropriate, from approving/appropriating authorities.

Legal authority: Exercise legal authority as applicable by law and understand the roles, responsibilities, obligations, and functions of the governing body, health officer, and agency staff. These may include, but are not limited to:

- Ensuring that the governing body and its agency act ethically within the laws and rules (local, state, and federal) to which it is subject;
- Providing or arranging for the provision of quality core services to the population as mandated by law, through the public health agency or other implementing body; and
- Engaging legal counsel when appropriate.

Partner engagement: Build and strengthen community partnerships through education and engagement to ensure the collaboration of all relevant stakeholders in promoting and protecting the community's health. These may include, but are not limited to:

- Representing a broad cross-section of the community;
- Leading and fully participating in open, constructive dialogue with a broad cross-section of members of the community regarding public health issues;
- Serving as a strong link between the public health agency, the community, and other stakeholder organizations; and
- Building linkages between the public and partners that can mitigate negative impacts and emphasize positive impacts of current health trends.

Continuous improvement: Routinely evaluate, monitor, and set measurable outcomes for improving community health status and the public health agency's/governing body's own ability to meet its responsibilities. These may include, but are not limited to:

- Assessing the health status of the community and achievement of the public health agency's mission, including setting targets for quality and performance improvement;
- Supporting a culture of quality improvement within the governing body and at the public health agency;
- Holding governing body members and the health director/health officer to high performance standards and evaluating their effectiveness;
- Examining structure, compensation, and core functions and roles of the governing body and the public health agency on a regular basis; and
- Providing orientation and ongoing professional development for governing body members.

Oversight: Assume ultimate responsibility for public health performance in the community by providing necessary leadership and guidance in order to support the public health agency in achieving measurable outcomes. These may include, but are not limited to:

- Assuming individual responsibility, as members of the governing body, for actively participating in governing entity activities to fulfill the core functions;
- Evaluating professional competencies and job descriptions of the health director/health officer to ensure that mandates are being met and quality services are being provided for fair compensation;
- Maintaining a good relationship with health director/health officer in a culture of mutual trust to ensure that public health rules are administered/enforced appropriately;
- Hiring and regularly evaluating the performance of the health director; and
- Acting as a go-between for the public health agency and elected officials when appropriate.

All public health governing entities are responsible for some aspects of each function. No one function is more important than another. For more information about the six governance functions, please visit www.nalboh.org.

Approved by the NALBOH Board of Directors - November 2012

N A L B O H

National Association of Local Boards of Health

www.nalboh.org