



**Board of Health Minutes**

South Heartland District Health Department

United Church of Christ, 220 S. Alexander, Clay Center, NE 68933

July 3, 2024, 8:30am

Topic, Lead Person	Comments/Actions		Roll Call/Vote
	<b>Staff</b>	Michele Bever, Kelly Derby, Sam Coutts, Carrie Watson	
	<b>Guests</b>	Leslie Robbins, APRN, Cancer Nurse Practitioner, Morrison Cancer Center; Sara Mertens, RN, Director, Clay County Health Department	
<b>Welcome &amp; Call Meeting to Order</b> Board Vice President (Chair)	<p>The March 2023 Board of Health meeting was called to order by Board Vice President, Michelle Oldham, at 8:30am</p> <p>Open Meeting Statement read aloud by Board Vice President, Michelle Oldham: <i>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, 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.</i></p> <p>A link to the Nebraska Open Meeting Law is posted with Board Agenda on the SHDHD website.</p>		
<b>Determine Quorum</b>	Introductions/Roll Call  <i>Quorum met</i>		<b>Present</b> Amyot, Harrington, Grove, Jobman, Kleppinger, Kohmetscher, Murphy Buschkoetter, Neumann, Oldham, Shackelford, Shaw, Vance, Williams  <b>Absent</b> McMeen, Nejezchleb
<b>Approve or Amend</b>	Motion to approve the July 3, 2024 Board meeting Agenda		Ayes: All

<b>Agenda</b>	<b>Motion</b>	Shackelford	Nays: None
	<b>Second</b>	Amyot	
	<i>Motion Passed (voice vote)</i>		
<b>Approve Minutes</b>	Motion to approve the May 1, 2024 Minutes		Ayes: All
	<b>Motion</b>	Neumann	Nays: None
	<b>Second</b>	Kohmetscher	
	<i>Motion Passed (voice vote)</i>		
<b>Introduction of new staff</b> M Bever	<b>Informational</b> The board was introduced to SHDHD's new Community Health Nurse & Immunization Services Coordinator, Carrie Watson, RN, BSN. Carrie discussed her ongoing projects and outlined her goal to enhance immunization availability at the health department, highlighting the successful implementation of walk-in clinics and the addition of one extra VFC clinic per month.		Carrie was excused following her introduction.
<b>Finances</b> K Derby	At the end of the fiscal year, June 30, 2024, cash in the bank surpassed \$1M by \$20K, an indicator that the Department continues to receive lump sum funding quicker than it can be spent, at this point. \$600K of the cash balance is earmarked for various spending. The remainder will be budgeted toward building improvement -- phase 2 of the building remodel and new windows. As of 7/2/24, additional collateral has been pledged to protect the amount over \$1M. The Department has no debt, and net income for the year is \$358K, which is reflected in the budget. IDC was covered all but \$139K by program funds, meaning the Department was able to protect a portion of its State Appropriations for use in unfunded operations.		Ayes: All
	Motion to accept the Financial Report		Nays: None
	<b>Motion</b>	Grove	
	<b>Second</b>	Harrington	
	<i>Motion Passed (voice vote)</i>		
<b>Finance Committee</b> C Neumann	The Finance Committee brought forward their recommendation of a 3.2% COLA (Cost of Living Adjustment) for fiscal year 2025. This recommendation was made following thorough review, research, and consideration.		<b>Ayes:</b> Amyot, Harrington, Grove, Jobman, Kleppinger, Kohmetscher, Murphy Buschkoetter, Neumann, Oldham, Shackelford, Shaw, Vance, Williams  <b>Nays:</b> None
	Motion to approve 3.2% COLA		
	<b>Motion</b>	Finance Committee	
	<i>Motion Passed (roll call)</i>		

<p><b>Finance Committee</b> C Neumann</p>	<p>The Finance Committee brought forward their recommended Wage Guidelines for fiscal year 2025. Recommendations include the 3.2% COLA across all position categories, and an adjustment in the entry/low-end wage guideline for Administrative Support and Temp/Seasonal Program Assistant positions to meet the Nebraska minimum wage requirements that will be in effect January 2025, and an adjustment of the executive director wage range to be competitive with other similar (by population served and annual budget) local health departments in Nebraska. It was noted that the wage range adjustments are guides for determining hiring wage or raises and do not automatically</p> <p>Motion to approve Wage Range Guidelines</p> <table border="1" data-bbox="383 596 1146 638"> <tr> <td><b>Motion</b></td> <td>Finance Committee</td> </tr> </table> <p><i>Motion Passed (roll call)</i></p>	<b>Motion</b>	Finance Committee	<p><b>Ayes:</b> Amyot, Harrington, Grove, Jobman, Kleppinger, Kohmetscher, Murphy Buschkoetter, Neumann, Oldham, Shackelford, Shaw, Vance, Williams</p> <p><b>Nays:</b> None</p>
<b>Motion</b>	Finance Committee			
<p><b>Policy Committee</b> N Shackelford</p>	<p>The Policy Committee brought forward the following policies for full board approval following the Policy Committee meeting on June 25, 2024:</p> <p><u>HR109 (Worker's Compensation)</u> - Revised to better reflect actual processes and state the timeline of 24-48 hours after an incident occurs for a report to be filled out.</p> <p><u>HR102 (Performance Evaluations)</u> - Timeline for annual performance evaluations adjusted to match practice of all staff reviews occurring annually in the fall.</p> <p><u>HR203 (Travel Expense Reimbursement)</u> - Mileage reimbursement changed to reflect the new tracking system used.</p> <p><u>HR205 (Employee Wellness Benefit)</u> - Changed from a fiscal year wellness benefit to a calendar year wellness benefit to align with staff individual development plans.</p> <p>Motion to approve revised policies HR109, HR102, HR203, and HR205</p> <table border="1" data-bbox="383 1430 1146 1472"> <tr> <td><b>Motion</b></td> <td>Policy Committee</td> </tr> </table> <p><i>Motion Passed (roll call vote)</i></p>	<b>Motion</b>	Policy Committee	<p><b>Ayes:</b> Amyot, Harrington, Grove, Jobman, Kleppinger, Kohmetscher, Murphy Buschkoetter, Neumann, Oldham, Shackelford, Shaw, Vance, Williams</p> <p><b>Nays:</b> None</p>
<b>Motion</b>	Policy Committee			
<p><b>Policy Committee</b> N Shackelford</p>	<p>The Policy Committee brought forward the new Equity Policy for full board approval. This policy meets the requirements for reaccreditation and demonstrates the department's commitment to implementing equitable operations and services, and will be included in the Welcome and Labor &amp; Laws Section of the Employee Handbook.</p> <p>Motion to approve the new Equity Policy</p> <table border="1" data-bbox="383 1860 1146 1902"> <tr> <td><b>Motion</b></td> <td>Policy Committee</td> </tr> </table> <p><i>Motion Passed (roll call vote)</i></p>	<b>Motion</b>	Policy Committee	<p><b>Ayes:</b> Amyot, Harrington, Grove, Jobman, Kleppinger, Kohmetscher, Murphy Buschkoetter, Neumann, Oldham, Shackelford, Shaw, Vance, Williams</p> <p><b>Nays:</b> None</p>
<b>Motion</b>	Policy Committee			

<p><b>Accreditation Update</b> M Bever</p>	<p><b>Informational</b> M Bever updated the board on the Health Department's results from the reaccreditation readiness self-assessment submitted to the Public Health Accreditation Board (PHAB) earlier this year. The report from PHAB noted the department is performing well in Domains 1, 9, and 10, and should consider focusing on improvements for Domains 6, 7, and 8. The Reaccreditation application is slated for submission in March 2025, with board involvement expected during the virtual site visit.</p>					
<p><b>Staff Bi-Monthly Report</b> M Bever</p>	<p>M. Bever presented the Staff Bi-Monthly report to the Board, highlighting the <i>Public Health in Action</i> photos showcasing the celebration of Nebraska Public Health's birthday in May and of the various community events the department participated in. She also guided the board through an in-depth surveillance report from Health Surveillance Coordinator Devi Dwarabandam, including data showing the department conducted 212 case investigations for the period of May 1 - June 21, 2024. She also noted key highlights and successes in several of the 30 program and administrative focus areas listed in the Bimonthly Progress Updates, including examples of evidence-based practices. She also highlighted the Success Story centered around feedback from the satisfaction survey conducted with DHHS Epidemiology Program staff reviewing SHDHD's Epidemiology Operations and highlighting the standout mention staff member Devi Dwarabandam received for going above and beyond the expected. Bever also referred to the Performance Dashboard for Department Line of Sight Measures, included in the materials.</p> <p>Motion to accept Bi-Monthly Report</p> <table border="1" data-bbox="399 1297 1162 1377"> <tr> <td><b>Motion</b></td> <td>Amyot</td> </tr> <tr> <td><b>Second</b></td> <td>Murphy Buschkoetter</td> </tr> </table> <p><i>Motion Passed (voice vote)</i></p>	<b>Motion</b>	Amyot	<b>Second</b>	Murphy Buschkoetter	<p>Ayes: All Nays: None</p>
<b>Motion</b>	Amyot					
<b>Second</b>	Murphy Buschkoetter					

<p><b>Communications from Director</b> M Bever</p>	<p><b>Informational</b></p> <p>Bever (and Neumann) shared information from Governor Pillen's Town Hall on Property Tax Relief in Hastings, noting that 60-70% of all property tax goes to schools and the Governor's plan would call for state funding to start supporting schools instead. An alternate tax relief proposal, the EPIC tax option, would remove sales tax exemption from non-profits and government entities, which would be a huge hardship to the health department's finances. Other Communications: 1) leadership and professional activities; 2) staffing updates, including two new-hires, Kylene Hayes as a Community Health Services program assistant, and Lauren Hauser, a recent Hastings College graduate as an Environmental Health program assistant; 3) Community Health Assessment (CHA) 2025 plans, including Focus groups that will be starting this month; and 4) the Surgeon General's advisory on social media and its effect on the mental health of the youth. Bever drew attention to the Surgeon General's action items for policy makers and suggested that the Board, as policymakers, could promote strong social media policies and offer a tool kit or model policies to share with schools and other youth-serving organizations. She shared that Grand Island Public Schools implemented a Cell Free School policy in January 2024 and that feedback from teachers and students was positive. The board requested a resolution to consider at the September meeting. Kathy Amyot and Barb Harrington volunteered to contribute to development of the resolution.</p>	
<p><b>Communications from Board Members</b> Chair</p>	<p><b>N Shackelford:</b> Shared that the Clay Center pool has been fully staffed for the summer.</p> <p><b>D Shaw:</b> A new Executive Director has been hired for CCHD: Sara Mertens, RN - guest at today's meeting.</p>	
<p><b>Community Leader</b> Leslie Robbins</p>	<p>Leslie Robbins, APRN, Cancer Nurse Practitioner, Morrison Cancer Center, described her involvement with conducting skin cancer screenings throughout the counties during community events, including both the Lawrence and Superior golf tournaments, noting her plans to continue offering screenings at other community events. These activities are part of Mary Lanning Cancer Committee's 2024 community outreach focus on skin cancer prevention. She highlighted that 37 people had been screened so far, with 8 needing to follow-up with their doctor. She shared that NC2 (Nebraska Cancer Coalition) is doing a promo in July for an event at Husker Harvest Days, noting that she will be participating by doing the lung cancer screenings.</p>	
<p><b>Public Comment</b></p>	<p>None</p>	

<b>Adjourn</b>	Motion to adjourn		Ayes: All
	<b>Motion</b>	Vance	Nays: None
	<b>Second</b>	Murphy Buschkoetter	
	<i>Motion Passed (voice vote)</i>		
	Adjourned 10:30am		
	Next Meeting: September 4, 2024, Adams County		

Respectfully submitted,

*Chas F Neumann*

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

*July 30, 2024*

Date