



Board of Health Minutes
 South Heartland District Health Department
 Blue Hill Community Center, 555 W Gage St, Blue Hill, NE 68930
 January 8, 2025 8:30am

Topic, Lead Person	Comments/Actions		Roll Call/Vote
	Staff	Michele Bever, Kelly Derby, Sam Coutts	
	Guests	Heather Ockinga	
	COVID-19 mods: Hand sanitizer and masks available		
Welcome & Call Meeting to Order Board President (Chair)	<p>The January 2025 Board of Health meeting was called to order by Board President, Sandra Nejezchleb, at 8:34 am.</p> <p>Open Meeting Statement read aloud by Board President Sandra Nejezchleb: <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> <p>Bever stated that beginning January 1, 2025, Nebraska law imposes new notice requirements for meetings of a public body. Legislative Bill 287 ("LB 287") amends the Nebraska Open Meetings Act, Nebraska Revised Statutes sections 84-1407–1414 (the "Act") [1], in several significant ways. She confirmed that SHDHD is following the new notice requirements.</p>		

Determine Quorum	Introductions/Roll Call <i>Quorum met</i>	Present Amyot, Grove, Harrington, Jobman, Kleppinger, Kohmetscher, Murphy Buschkoetter (8:35), Nejezchleb, Neumann, Pohlmeier-Mans (8:37), Shaw
		Absent McMeen, Oldham, Shackelford, Williams
Approve or Amend Agenda	Motion to approve the January 8, 2025 Board Meeting Agenda	Ayes: All
	Motion Jobman	Nays: None
	Second Kohmetscher	
	<i>Motion Passed (voice vote)</i>	
Approve Minutes	Motion to approve the November 6, 2024 Minutes	Ayes: All
	Motion Grove	Nays: None
	Second Jobman	
	<i>Motion Passed (voice vote)</i>	
Finances K Derby	As of 12/31/24, SHDHD has \$1.7M in cash, \$1.2M of which is in NPAIT. Net income is \$200K. The Department is now receiving from the State opioid settlement funds (\$2100/mo) to be used for opioid prevention. The financial report is briefer than usual since the Department lost its budget and custom Board reports in the migration from QuickBooks Desktop to QB Online. Motion to approve the Financial Report	Ayes: All Nays: None
	Motion Neumann	
	Second Harrington	
	<i>Motion Passed (voice vote)</i>	
Finance Committee C Neumann	Using a new auditor, Hayes & Associates, this year, the Department had one "significant deficiency" that has already been remedied. A small amount of cash (\$2K) had not been collateralized. With the Board's resolution to join NPAIT, a AAA-rated investment, all cash will be secured going forward. The Department has also become "low risk", since a year has passed since our noncompliance in FY 2023 regarding suspension and debarment regulations. Motion to accept the Audit Report	Ayes: Amyot, Grove, Harrington, Jobman, Kleppinger, Kohmetscher, Murphy Buschkoetter, Nejezchleb, Neumann, Pohlmeier-Mans, Shaw Nays: None

	Motion Neumann	
	Second Kohmetscher	
	<i>Motion Passed (roll call)</i>	
Finance Committee C Neumann	A resolution for the upcoming Health Plan Year, effective February 1, 2025, was presented to the Board for approval. The resolution recommends an employer-funded group health insurance plan for all regular employees working at least 32 hours and in good standing. For eligible employees who opt into the employer-funded group health insurance plan, the Board recommends 100% of employee health, dental and vision premiums be paid by the employer at the lowest practicable rates, plus 50% - 80% of the cost for children/spouse/family, per the budget. Eligible employees who opt-out will receive a taxable monthly stipend. Part-time employees working 24-31 hours may enroll, but SHDHD will not contribute to their premiums or offer a cash-out option. Motion to approve the Health Insurance Resolution #2025-1	Ayes: Amyot, Grove, Harrington, Jobman, Kleppinger, Kohmetscher, Murphy Buschkoetter, Nejezchleb, Neumann, Pohlmeier-Mans, Shaw Nays: None
	Motion Amyot	
	Second Kohmetscher	
	<i>Motion Passed (roll call)</i>	
Policy Committee K Derby	The Board was informed that the Health Department established a partnership with the YMCA, allowing staff to allocate their annual wellness benefit towards an employee membership. Policy Committee minutes were included in the Board packet. K Derby, in N Shackelford's absence, provided an overview of the revised policies coming to the Board. following the Policy Committee review on 12/17/2024: HR 302 (Standards of Excellence) - The title was changed from Code of Conduct to Standards of Excellence. HR 312 (Hiring of Relatives) - Removed the signature requirement if hiring an employee's relative. HR 311 (Harassment & Discrimination), HR 313 (Licensure & Certification), HR 400 (Cell Phone Use), HR 402 (Gifts & Gratuities), and HR 502 (Tobacco Free Workplace) were all revised with minimal changes. Motion to approve revised policies HR 302, HR 311, HR 312, HR 313, HR 400, HR 402, and HR 502	Ayes: Amyot, Grove, Harrington, Jobman, Kleppinger, Kohmetscher, Murphy Buschkoetter, Nejezchleb, Neumann, Pohlmeier-Mans, Shaw Nays: None
	Motion Harrington	

	<p>Second Murphy Buschkoetter</p> <p><i>Motion Passed (roll call)</i></p>	
<p>Policy Committee K Derby</p>	<p>The new Telework & Remote Work policy, HR 111, was brought forward for Board approval following the Policy Committee meeting on 12/17/2024. This policy outlines the definition of remote work, eligibility requirements, and procedures for working remotely. It also includes guidelines for document security when working from home.</p> <p>Motion to approve policy HR 111</p> <p>Motion Neumann</p> <p>Second Grove</p> <p><i>Motion Passed (roll call)</i></p>	<p>Ayes: Amyot, Grove, Harrington, Jobman, Kleppinger, Kohmetscher, Murphy Buschkoetter, Nejezchleb, Neumann, Pohlmeier-Mans, Shaw</p> <p>Nays: None</p>
<p>Policy Committee K Derby</p>	<p>The new Information Security policy, HR 406, was brought forward for Board approval following the Policy Committee meeting on 12/17/2024. This policy defines the mandatory minimum information security requirements for SHDHD, outlining the responsibilities of both the employees and the IT company in keeping PII/PHI protected.</p> <p>Motion to approve policy HR 406</p> <p>Motion Neumann</p> <p>Second Murphy Buschkoetter</p> <p><i>Motion Passed (roll call)</i></p>	<p>Ayes: Amyot, Grove, Harrington, Jobman, Kleppinger, Kohmetscher, Murphy Buschkoetter, Nejezchleb, Neumann, Pohlmeier-Mans, Shaw</p> <p>Nays: None</p>
<p>Policy Committee M Bever</p>	<p>M Bever presented an overview of the 6 QI/PM goals and objectives for 2023-2024, sharing progress notes for each goal. The following 3 QI/PM goals and objectives for 2025 were brought to the Board for approval:</p> <p>Goal 1: Strengthen CHIP performance management through SHDHD support of implementation for all 5 priorities;</p> <p>Goal 2: Support implementation of the QI/PM training and explore other training for QI & PM;</p> <p>Goal 3: SHDHD services and programs focused on prevention, quality of programs, and addressing health equity and disparities that influence health outcomes.</p> <p>Motion to approve QI/PM Goals for 2025</p> <p>Motion Shaw</p> <p>Second Amyot</p> <p><i>Motion Passed (roll call)</i></p>	<p>Ayes: Amyot, Grove, Harrington, Jobman, Kleppinger, Kohmetscher, Murphy Buschkoetter, Nejezchleb, Neumann, Pohlmeier-Mans, Shaw</p> <p>Nays: None</p>

Policy Committee M Bever	<p>SHDHD's Communications Plan, revised to reflect current practices and incorporate all required measures from PHAB standards, was presented for Board approval. The updated plan outlines procedures for news and media relations, branding strategies and logos, communications planning, press releases, the SHDHD website, social media, review and distribution of reports, review and approval of conference speakers, health literacy and focus group reviews, culturally and linguistically competent communications, and open meetings and public records requests.</p> <p>Motion to approve the Communications Plan</p> <table border="1" data-bbox="462 625 1128 724"> <tr> <td>Motion</td> <td>Kohmetscher</td> </tr> <tr> <td>Second</td> <td>Amyot</td> </tr> <tr> <td colspan="2"><i>Motion Passed (roll call)</i></td> </tr> </table>	Motion	Kohmetscher	Second	Amyot	<i>Motion Passed (roll call)</i>		Ayes: Amyot, Grove, Harrington, Jobman, Kleppinger, Kohmetscher, Murphy Buschkoetter, Nejezchleb, Neumann, Pohlmeier-Mans, Shaw Nays: None
Motion	Kohmetscher							
Second	Amyot							
<i>Motion Passed (roll call)</i>								
Public Health Awards Committee S Nejezchleb	<p>S Nejezchleb presented Resolution No. 2025-2 to the Board for approval. The resolution recognizes all of the Volunteer Rural Rescue Teams in the health district with the Community Health Service Award for exemplary service and dedication to community health and for their dedication to protecting and caring for residents in their communities.</p> <p>Motion to approve Resolution #2025-2</p> <table border="1" data-bbox="462 1054 1128 1152"> <tr> <td>Motion</td> <td>Shaw</td> </tr> <tr> <td>Second</td> <td>Kleppinger</td> </tr> <tr> <td colspan="2"><i>Motion Passed (roll call)</i></td> </tr> </table>	Motion	Shaw	Second	Kleppinger	<i>Motion Passed (roll call)</i>		Ayes: Amyot, Grove, Harrington, Jobman, Kleppinger, Kohmetscher, Murphy Buschkoetter, Nejezchleb, Neumann, Pohlmeier-Mans, Shaw Nays: None
Motion	Shaw							
Second	Kleppinger							
<i>Motion Passed (roll call)</i>								
Break: Stretch & Move								
Executive Committee S Nejezchleb	<p>President S. Nejezchleb reported on the Executive Director Bever's annual performance evaluation. Nejezchleb received completed evaluations from 14 staff and 9 board Members. She provided some highlights and selected comments from the evaluations, summarizing that Bever is doing a great job. Board members received a copy of M. Bever's self-evaluation and annual goals for 2025. M. Bever's primary goal is to develop a Succession Plan for SHDHD Leadership Transitions, to include strategic leader development and departure-defined succession planning (an Emergency Succession Plan is already in place). She presented action steps and a timeline to complete a plan to present to the Board for approval at the November 2025 Board meeting.</p>	Informational						

<p>Communications from Director M Bever</p>	<p>M. Bever reported on her recent and upcoming Leadership and Professional activities (including NACO annual meeting; visiting Adams/Clay County Boards to inform about BOH resolution on Social Media and Youth Mental Wellness; and legislative advocacy; staff annual performance reviews and individual professional development planning; and proposals for funding from Hastings Community Foundation). She also updated the board on the Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP) cycle for 2024-2025; Shared the NE Local Health Departments Disparities Report that goes to the legislature; shared SHDHD's draft Annual Report - along with schedule for annual reporting at County Board meetings; and encouraged a "Save the Date" for the Board's Annual Meeting and the Annual Public Health Awards in March.</p>	<p>Informational</p>				
<p>Bi Monthly Report M Bever</p>	<p>Report included in packet. M. Bever presented the Staff Bi-Monthly report to the Board, highlighting several activities featured in the Public Health in Action pictures. She emphasized key highlights and successes by program/administrative area, including environmental health, disease surveillance and forecasting, and immunization services. Additionally, she shared staff-specific reports and a success story about the increased attendance at immunization clinics for both children and adults. M. Bever also provided an overview of the highlights and successes from SHDHD's Strategic Plan.</p> <p>Motion to Accept the Bi Monthly Report</p> <table border="1" data-bbox="464 1272 1128 1346"> <tr> <td>Motion</td> <td>Harrington</td> </tr> <tr> <td>Second</td> <td>Murphy Buschkoetter</td> </tr> </table> <p><i>Motion Passed (voice vote)</i></p>	Motion	Harrington	Second	Murphy Buschkoetter	<p>Ayes: All Nays: None</p>
Motion	Harrington					
Second	Murphy Buschkoetter					
<p>Communications from Board Members Chair</p>	<p>Nejzchleb - February 22 is Fairfield Rescue's pancake feed, pork bbq, and auction; March 2 is Lawrence Rescue's soup supper/auction as well as Glenvil Rescue's soup supper/auction.</p>	<p>Informational</p>				
<p>Public Comment</p>	<p>None</p>					
<p>Community Leader Heather Ockinga</p>	<p>Heather Ockinga, Blue Hill Pharmacy, described challenges with private insurance companies she's facing while maintaining the ability to provide essential services to the rural community such as offering flu and shingles vaccine, packaged medicine, and medication treatment management. She also shared that efforts are underway to start a point-of-care testing area.</p>	<p>Informational</p>				
<p>Adjourn</p>	<p>Motion to adjourn</p>	<p>Ayes: All</p>				

Motion	Kohmetscher	Nays: None
Second	Neumann	
<i>Motion Passed (voice vote)</i>		
Adjourned 10:47am		
Next Meeting: March 5, 2025, Adams County - Annual		

Respectfully submitted,

Charles F. Neumann

Jan. 32, 2025

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

Date