



**June 5, 2018**

**Board of Health Minutes**

**Two Rivers Public Health Department**

<u>Present</u>	<u>Absent</u>	
X		Dennis Reiter – Buffalo County Supervisor
X		Sue Hunter – Buffalo County Citizen
X		Dennis Rickertsen – Dawson County Supervisor
	X	Steve Hogeland – Franklin County Supervisor
	X	Mike Dallmann – Franklin County Citizen
	X	Glen Monter – Gosper County Commissioner
	X	Patty Bader – Gosper County Citizen
	X	Rodney Metzger – Harlan County Supervisor
	X	Doris Brandon – Harlan County Citizen
	X	Wayne Anderson – Kearney County Supervisor
X		Cody Krull – Kearney County Citizen
	X	Shelly Brenn – Phelps County Supervisor
X		Tana Fye – Phelps County Citizen
X		Dr. Brady Beecham – Dawson County Physician
	X	Dr. Melissa Drain – Phelps County Veterinarian
X		Dr. Robert Butz – Phelps County Dentist
	X	Jessie Perez – Minority Representative
	X	Nicole Buettner – Midlevel Health Provider

Also present: Jeremy Eschliman – Director TRPHD, Laura Steele – Assistant Director TRPHD, Katherine Mulligan – Health Educator, Jesse Valenti – Finance Manager, Roxanne Denny-Mickey – Dental Coordinator, Dustin Handley – HCC Coordinator, Cody Samuelson – Emergency Response Coordinator, Vanessa Corral – Administrative Assistant, Maria Barocio – Community Health Worker

**The Board of Health (BOH) meeting was called to order at 5:10 PM by Hunter. Hunter stated the Nebraska Open Meeting Law was posted. Roll call completed by Steele, 6 present.**

**Acknowledgements/Introductions**

- i. Eschliman introduced Denise Waibel-Rycek, MSN, RN UNMC College of Nursing Instructor. The board and staff indicated their appreciation for Denise offering tours and the use of the facility for the nights activities.
- ii. Eschliman noted the receipt of resignation by Mike Hudson, Dawson County Citizen, from the board of health effective immediately.

**Approval of Agenda. Motion made by Fye, second by Krull to approve the agenda.** Roll call vote, 6 ayes, **motion carried.**

**Approval of Minutes from May 1, 2018 Board of Health meeting. Motion made by Butz, second by Reiter to approve the Minutes from May 1, 2018 Board of Health meeting.** Roll call vote, 6 ayes, **motion carried.**

### **Accreditation Update**

Mulligan presented on the current status of Accreditation. The deadline has been moved to June 14<sup>th</sup>, 2018. This will allow more time for staff to continue the document collection process. Mulligan also introduced Tracy Benjes of Elkhorn Logan Valley, who has been very helpful in assisting TRPHD with the Accreditation process. Benjes provided education on how accreditation has helped Elkhorn Logan Valley, including by streamlining internal processes, being a more focused health department, and making many programs more efficient.

### **Director's Report**

Steele presented on the Director's Report, and highlighted several program areas during the month of April. The Lifesmiles Dental Care Project was a success in Lexington, which was held from April 17-20<sup>th</sup>. Over 219 dental procedures were provided, not including education and referral services. The first infection preventionists collaborative was hosted by Amy Dinslage, and the event had robust attendance. The purpose of the collaborative is to serve as a platform for Infection Control personal, and to educate them on the role of the health department during an outbreak. In addition, Dustin Handley participated in the Coalition Surge Test in April, which was a tabletop exercise where 87 patients were evacuated from Mary Lanning Hospital.

### **Standing Committees**

#### **Executive (Butz, Hunter, Monter, Anderson)**

**Review the Cost Policy Statement, Quality Improvement Plan, and Performance Management Plan.** Eschliman discussed recent executive committee action and approvals. Eschliman presented on the Cost Policy Plan, which will help TRPHD transition to an Indirect Cost Rate. He introduced the Continuity of Operations Plan, which helps to formalize TRPHD's internal response during the event of an emergency. Steele presented on the Performance Management Plan and Quality of Improvement Plan. She mentioned that these plans work in tandem to help improve internal processes and track program performance.

**Motion made by Fye to ratify the action of the executive committee approval of the Cost Policy Statement, Quality Improvement Plan, Performance**

**Management Plan, and Continuity of Operations Plan, second by Krull.** Roll call vote, 6 ayes, **motion carried.**

#### **Finance (Monter, Anderson, Hunter, Krull)**

Valenti presented on the April 2018 financials, mentioning a current driver of budgeted expenses overages is contractor costs in dental and accreditation classes.

**Recommendation to approve April 2018 monthly financials. Motion made by Butz, second by Reiter to approve April 2018 financials.** Roll call vote, 6 ayes, **motion carried.**

#### **Strategic Planning Session.**

**Motion to enter Strategic Planning session. Motion made by Butz, second by Rickertson to move into the Strategic Planning session.** Roll call vote, 6 ayes, **motion carried.** Board, staff, and public entered strategic planning session at 5:26 PM with the understanding that no official action by the board would be taken during this session.

Eschliman discussed the process of developing the Strategic Planning Session including the community health needs assessment discussion with public input and participation for the activities, which would be facilitated by Jeremy Grandstaff, the board, staff, and public participants would engage in.

#### **Beecham arrives at 5:45 PM.**

Jeremy Grandstaff facilitated the discussion for helping TRPHD to define the Mission, Vision, Values, and Goals of the organization. Grandstaff introduced the Community Health Needs Assessment Data Report. Discussion was held regarding the data report, and an opportunity to ask questions was provided. Jeremy Grandstaff helped to lead different teams, comprising of staff, board of health, and the public, during a brainstorming session.

**Motion to end Strategic Planning session. Motion made by Krull, second by Beecham to end the Strategic Planning session.** Roll call vote, 7 ayes, **motion carried.** The board ended the strategic planning session at 8:28 PM and resumed with additional board action items on the agenda.

#### **Old Business**

##### **Consideration of 815 4<sup>th</sup> St, Holdrege Building (Dier-Oxborn-Cox building)**

Eschliman discussed efforts to compile a cost analysis of continuing to rent rather than purchase. Valenti presented on the costs associated with owning a building versus renting from current location. Board discussion items included the benefits of owning an

asset and investing long-term in a community, concerns over the flat roof, and costs associated with repairs and redesign.

**Motion made by Fye to table the discussion on the building to the August Board of Health meeting, second by Butz.** Roll call vote, 6 ayes (1 abstain [Beecham]), **motion carried.**

**Public comment for the good of TRPHD.** None.

**Employee comment.** None.

**New Business**

**Next scheduled meeting: August 7, 2018.**

**Adjournment**

**Motion made by Fye to adjourn, second by Krull.** Consensus to adjourn. The Two Rivers Public Health Department Board of Health meeting was called to adjourn at 8:45 PM by Hunter.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Robert Butz".

Dr. Robert Butz

Secretary (LS/JE)