



April 4, 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		Mike Hudson – Dawson County Citizen
X		Steve Hogeland – Franklin County Supervisor
X		Mike Dallmann – Franklin County Citizen
X		Glen Monter – Gosper County Commissioner
	X	Doris Brandon – Harlan County Citizen
X		Wayne Anderson – Kearney County Supervisor
	X	Cody Krull – Kearney County Citizen
X		Tana Fye – Phelps County Citizen
	X	Cheryl Brenn – Phelps County Supervisor
X		Dr. Melissa Drain – Phelps County Veterinarian
X		Dr. Robert Butz – Phelps County Dentist
X		Patty Bader – Gosper County Citizen
	X	Dr. Brady Beecham – Dawson County Physician
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

The Board of Health (BOH) meeting was called to order at 6:00 PM by Hunter. Hunter stated the Nebraska Open Meeting Law was posted. Roll call completed by Steele, 12 present.

Rickertsen arrived at 6:10

Public Comment.

Public – Candidate for state senator – District 38 – Marsha Fangmeyer

Marsha Fangmeyer was introduced as a candidate for state senator for District 38, including parts of Buffalo, Phelps, Franklin and Kearney counties. She discussed her background, current occupation as an attorney and work in the juvenile court system.

She also discussed her interest in children and making sure that rural families have access to health care, and health insurance.

Following Fangmeyer's comments, Eschliman explained that TRPHD is in the process of reaching out to all candidates for state senator of District 38 to offer an opportunity to meet with the Board of Health.

Board Comment for the good of TRPHD – None.

Employee Comment – None.

Approval of Agenda. Motion made by Dallmann, second by Rickertsen to approve the agenda. Roll call vote, 13 ayes, **motion carried.**

Board Education: Accreditation Update – Katherine Mulligan – Health Educator

Mulligan presented an update on the process public health accreditation. Mulligan reviewed the purpose of accreditation, including how it will standardize internal procedures, and enable the health department to demonstrate accountability to the board and community. Mulligan emphasized that TRPHD is working towards a goal of providing documentation to the Public Health Accreditation Board, by May 31st. Mulligan explained that several items require board action such as policies and system work to meet this deadline. Eschliman proposed a May 1, 2018 board meeting to address required action items.

Approval of Minutes from January 2, 2018. Hogeland made a motion, second by Monter. Roll call vote, 11 ayes (2 abstain Bader, Rickertsen), **motion carried.**

Director's Report

Steele presented on the Director's Report, and highlighted several programs and activities of health department employees over the last few months. Of note, she mentioned that TRPHD has a new website, which is intended to become a resource hub of information and education. The continued work in chronic disease, including the no-cost extension, network of lifestyle change classes, and healthcare collaboration. The transition of the Emergency Response Coordinator to the TRIMRS Coordinator position was introduced, including the search for a new Emergency Response Coordinator. The dental program was also highlighted, including the upcoming Lifestyles Dental Project, which will provide dental services to at-need individuals in Lexington from April 17th – April 20th.

Update on District Community Health Assessment/Strategic Planning Process

Jeremy Grandstaff, S&G Endeavors, presented an update on the District Community Health Assessment/Strategic Planning process. This included providing a timeframe for implementation (January 2018 to September 2018). A draft strategic plan will be

developed with data obtained from community interviews and focus groups. Data gathering will include focus group meetings ahead of the draft plan. requested Grandstaff to conduct all necessary pre-work ahead of the meeting in addition to providing all data and information to board and staff in advance of meeting.

Set next strategic planning meeting of Board and Staff

The next strategic planning meeting including the board and employees was discussed. The board selected Tuesday, June 5th 2018, 5:00 PM to 9:00 PM, by consensus. Eschliman noted that the location would be determined at a future time.

Kearney County Health Services – Minden Town Hall – Update

January 3, 7-9 PM at the Minden Opera House

Eschliman presented on the town hall regarding the closure of the Long Term Care associated with Kearney County Health Services. He discussed the impacts of the closure on employees and residents.

Youth Rehabilitation and Treatment Center (YRTC) – Town Hall – Update

March 19, 5-7 PM at UNK Senator Lowe

Eschliman presented on the town hall regarding issues at the Youth Rehabilitation and Treatment Center in Kearney.

Nebraska Radon Resistant New Construction Taskforce-Update

Eschliman discussed the 4th and likely final meeting he attended on the Nebraska Radon Resistant New Construction Task Force meeting held recently in Lincoln. He provided a brief synopsis including the work resulting in a robust technical recommendation in addition to a 2nd recommendation stressing the need for funding to local public health departments to fund education and awareness.

SALBOH

Health hub system wide concerns

Eschliman discussed Health Hub problems ongoing for several years, including both poor technical support from the state and limited reimbursements.

Public health emergency preparedness

Eschliman informed the board that additional subrecipient monitoring is occurring statewide, with TRPHD undergoing a programmatic audit with the state.

Standing Committees

Executive (Butz, Hunter, Monter, Anderson)

No action.

Finance (Monter, Anderson, Hunter, Krull)

Anderson presented on finance committee discussions from the meeting earlier in the evening. The recent issue of fraudulent checks created and issued using TRPHD's account information was discussed. Valenti provided an update on the recent fraud activity including a timeline of activities beginning on March 22nd. The fraudulent checks totaled approximately \$16,000. Valenti stated all fraudulent checks have been credited by First National Bank at this time. Eschliman discussed additional fraud protections that have been put into place including a positive pay process. Fye asked if positive pay would be a temporary solution, and if positive pay shifted the liability to TRPHD. Eschliman explained that this was an interim to long term solution, and that fraud protection was being reviewed. Fye clarified that this is the banks problem, and that TRPHD shouldn't pay for checks that TRPHD didn't issue or sign in the first place. Valenti informed the board that he would mention this to the bank to help TRPHD avoid liability associated with switching to positive pay.

Dr. Robert Butz left at 7:25 PM.

Review December 2017, January 2018, and February 2018 monthly financials.

Recommendation to approve financial report.

Valenti discussed financial reports including revenue and expense categories with significant variances.

Motion made by Monter, second by Fye. Roll call vote, 12 ayes, **motion approved.**

Recommendation to approve fiscal year 2016-2017 audit report from Dana Cole.

Anderson introduced the audit report from Dana Cole. Eschliman discussed the findings regarded payroll liabilities and internal control/segregation of duties.

Motion made by Monter, second by Fye. Roll call vote, 12 ayes, **motion carried.**

Personnel (Butz, Cruise, Hunter, Monter)

Executive Session – Board to enter executive session to discuss the annual job performance of the Health Director. Motion made by Glen, second by Rickertsen. Roll call vote, 12 ayes, motion carried. Board entered closed session at 7:41 PM RE: Annual job performance of the Health Director.

Exit closed session regarding the annual job performance of the Health Director at 8:00 PM. Motion made by Glen, second by Rickertson. Roll call vote, 12 ayes, motion carried.

Motion made by Rickertson to increase Director's compensation by 3% (2% cost of living and 1% performance increase), second by Hogeland. Roll call vote, 12 ayes, motion carried.

Policy (Fye, Hunter, Perez)

No action

Adhoc

Infrastructure (Fye, Krull, Reiter)

Fye presented on a building that is for sale in Holdrege. Committee is currently setting up a time to check it out. Asking price was \$129,000. She reported that due to the location, there would be great visibility to the community as well as those passing through.

Benefit review (Fye, Anderson, Hunter)

No action.

Old Business

2018 Reorganization of committees, terms and SALBOH representative.

Motion made by Fye to approve all committees as currently presented with exception of deleting Russ Cruise, second by Dallmann. Roll call vote, 12 ayes, motion carried.

Motion made by Fye to approve current slate of 2018 Board of Health member terms and replacing Russ Cruise with Cheryl Brenn, second by Hogeland. Roll call vote, 12 ayes, motion carried.

New Business

Attendee for National Association of Local Boards of Health conference attendee, August 8 – 10, Raleigh, NC.

Eschliman discussed the precedence of TRPHD sending a board member to the NALBOH meeting annually. Eschliman noted date and location and requested any interested board members to contact him if interested.

Next Scheduled Meeting: May 1st, 2018, 6:00 PM-regular business; June 5th, 2018, 5:00-9:00 PM Strategic Planning

Fye made a motion to adjourn, second by Dallmann. Adjournment by consensus.

The Two Rivers Public Health Department Board of Health meeting was called to adjourn at 9:00 PM by Hunter.

Respectfully submitted,

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

Dr. Robert Butz, (Secretary) (LS/JE)