



May 1, 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		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		Shelley Brenn – Phelps County Supervisor
X		Tana Fye – Phelps County Citizen
X		Dr. Melissa Drain –Veterinarian
X		Dr. Robert Butz – Dentist
X		Dr. Brady Beecham – Physician
X		Jessie Perez – Minority Representative
	X	Nicole Buettner – Midlevel Practitioner

Also present: Jeremy Eschliman – Director TRPHD, Laura Steele – Assistant Director TRPHD, Katherine Mulligan – Health Educator TRPHD, Vanessa Corral – Administrative Assistant TRPHD

The Board of Health (BOH) meeting was called to order at 6:02 PM by Hunter. Hunter stated the Nebraska Open Meeting Law was posted. Roll call completed by Steele, 10 present.

Acknowledgements

Shelley Brenn was introduced by Eschliman as the new Phelps County Commissioner on the board.

Public Comment.

Public – None.

Board Comment for the good of TRPHD – None.

Employee Comment – None.

Approval of Agenda. Motion made by Fye to approve the agenda with a revision of inclusion of a fraud update and audit contract in the finance section. Second by Krull.

(Beecham arrived at 6:06 PM).

Roll call vote, 10 ayes (1 abstain (Beecham)), **motion carried.**

Approval of Minutes from April 3, 2018. Monter made a motion to approve April 3, 2018 minutes as presented, second by Reiter. Roll call vote, 9 ayes (2 abstain (Brenn, Krull)), motion carried.

Director's Report

Steele presented on the Director's Report, and highlighted several programs and activities of the health department employees over the last month. Of note, she mentioned the successful Lifesmiles Dental Care Project that was conducted in Lexington. The weeklong care project had successful turnout, and provided much needed dental services to individuals. Steele provided an update to the board of the Emergency Response Coordinator open position. Steele additionally discussed the program - Disrupting the Pathway to Violence noting the next meeting occurring in Kearney on Friday, May 4. Steele highlighted the new website -noted it has been a vehicle for health promotion and department branding and reinforced the importance of TRPHD's marketing efforts. Eschliman highlighted the current active tuberculosis case has been cleared from isolation and has been deemed no longer contagious. Eschliman reminded the board of the next meeting on June 5, 2018 from 5:00PM to 9:00PM to be held at the UNK Health Science Education Complex, Room 104, and Kearney, NE. This meeting will be held as an open meeting per state statute due and will include board, employees, and community members. Eschliman stated a map would be sent out in advance along with an option for a facility tour prior to the board meeting.

Accreditation Update

Mulligan presented on the current status of Accreditation activities at TRPHD. Mulligan discussed the progress made in each domain, and emphasized that board actions around approving policies would help fulfill requirements across several domains of activity. Should additional policies or board approval be required for the board to review, Eschliman asked the board how they would like to be engaged in accomplishing such as task. Board consensus was that Eschliman could submit requests to the executive committee of the board for approval in lieu of an additional meeting prior to the next scheduled meeting in June.

SALBOH – No report.

Standing Committees

Executive – No report.

Finance (Anderson, Hunter, Krull, Monter)

Recommendation to approve March 2018 monthly financials.

Motion made by Reiter to approve March 2018 financial report, second by Fye.

Roll call vote, 11 ayes, **motion carried.**

Fraud update

Anderson presented an update on fraudulent checks in March. Options available included closing the account, positive pay, or an annual account.

Fye presented as legal counsel for TRPHD. In the Commercial Deposit Agreement, she discovered several things that she flagged that would shift TRPHD as liable for the amount written on fraudulent checks Fye recommended positive pay in the short term, and then revisiting this at a board meeting within the next three months to identify a long term solution.

(Perez arrived at 6:28 PM)

Motion made by Beecham to initiate positive pay as a fraud control option on current bank account with review of process within the next 4 months, second by Drain. Roll call vote, 10 ayes (2 abstain (Fye, Perez)), **motion carried.**

Audit contract

Anderson presented on the three year audit contract with Dana Cole and Company, with an approximate accelerator of \$200 each year.

Recommendation to accept three year audit contract. Motion made by Anderson to accept three year audit contract with Dana Cole and Company, second by Monter. Roll call vote, 12 ayes, **motion carried.**

Personnel – No report.

Policy (Fye, Hunter, Perez)

Recommendation to delete policies: Cooperation with Other Agencies, Exceptions and Amendments, Internal Communications, Media Information, and Social Media. Eschliman discussed policies recommended for deletion were obsolete. **Motion made by Fye to delete Cooperation with Other Agencies, Exceptions and Amendments, Internal Communications, Media Information, and Social Media policies. Second by Bader.** Roll call vote, 12 ayes, **motion carried.**

Recommendation to renew policies with no changes: Accounting Standards, Audit, Capitalization, Credit Card Usage, Employee Wellness, General Ledger and

Chart of Accounts, Grant Budgets, Journal Entries, and Payroll policies. Eschliman discussed the need to renew policies without changes due to renewal only.

Motion made by Krull to approve renewal of Accounting Standards, Audit, Capitalization, Credit Card Usage, Employee Wellness, General Ledger and Chart of Accounts, Grant Budgets, Journal Entries, and Payroll policies. Second by Brenn. Roll call vote, 12 ayes, motion carried.

Eschliman discussed additional policies for approval have significant changes. Board consensus was to approve each policy one at a time. Eschliman briefly discussed each policy one at a time prior to each vote.

Recommendation to approve Breastfeeding Friendly Workplace policy. Motion made by Butz to approve Breastfeeding Friendly Workplace policy, second by Drain. Roll call vote, 12 ayes, motion carried.

Recommendation to approve Communications policy and plan. Motion made by Anderson to approve Communications policy and plan, second by Bader. Roll call vote, 12 ayes, motion carried.

Recommendation to approve Confidentiality and HIPPA Policy and Plan. Motion made by Beecham to approve Confidentiality and HIPPA policy and Plan, second by Fye. Roll call vote, 12 ayes, motion carried.

Recommendation to approve Department Owned Vehicle Use policy. Motion made by Fye to approve Department Owned Vehicle Use policy, second by Anderson. Roll call vote, 12 ayes, motion carried.

Recommendation to approve Ethics policy. Motion made by Krull to approve Ethics policy. Second by Beecham. Roll call votes, 12 ayes, motion carried.

Recommendation to approve Open Meetings Act and Access to Public Records. Motion made by Krull to approve Open Meetings Act and Access to Public Records policy. Second by Monter. Roll call vote, 12 ayes, motion carried.

Recommendation to approve Safe Driving policy. Motion made by Beecham to approve Safe Driving policy. Second by Brenn. Roll call vote, 12 ayes, motion carried.

Adhoc

Infrastructure (Fye, Krull, Reiter)

Eschliman discussed the infrastructure committee's recent site visit and acquired data on a Holdrege office building for sale at 815 4th Street (Dier-Osborn-Cox building). Discussion on building list price, amenities, and infrastructure. Board consensus and

direction was for Eschliman to obtain roof repair/replacement estimate and set up tours for board member and employee tours prior to next board meeting.

Benefit Review – No report.

Old Business

Eschliman discussed need for registration to be completed for attendee for national Association of Local Boards of Health Conference. Fye discussed significant benefits by attending. Eschliman discussed communication would be sent out to all board members to let him know by end of week if they wanted to attend conference.

New Business

No new business to report.

Next scheduled meeting: June 5, 2018

Krull made a motion to adjourn, second by Butz. Adjournment by consensus.

The Two Rivers Public Health Department Board of Health meeting was called to adjourn at 8:30 PM by Hunter.

Respectfully submitted,

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

Robert Butz, DDS

Secretary (LS/JE)