



August 3, 2021
Board of Health Minutes
Regular meeting
Two Rivers Public Health Department

<u>Present</u>	<u>Absent</u>	
X		Dan Lynch-Buffalo County Commissioner
X		Sue Hunter – Buffalo County Citizen
X		Dennis Rickertsen – Dawson County Commissioner
X		Nicole Thorell –Dawson County Citizen
X		Scot Grams – Franklin County Supervisor
	X	Mike Dallmann – Franklin County Citizen
X		Glenn Hofman – Gosper County Supervisor
X		Patty Bader – Gosper County Citizen
		Cindy Boehler – Harlan County Supervisor
		Doris Brandon – Harlan County Citizen
	X	Wayne Anderson – Kearney County Supervisor
X		Cody Krull – Kearney County Citizen
	X	Barb Malm – Phelps County Commissioner
X		Lori Reiner – Phelps County Citizen
	X	Dr. Brady Beecham – Physician
	X	Dr. Melissa Drain – Veterinarian
	X	Dr. Katherine Goodwin – Dentist
	X	Cecelia Perales – Minority Representative
	X	OPEN POSITION– Midlevel Practitioner

Also, present: TRPHD representatives: Jeremy Eschliman – Health Director; Jesse Valenti– Finance Manager, Von Lutz-Clinical Services Supervisor, Haleigh Cunningham-Health Educator, Chris Fankhauser-Hospital Coalition Coordinator, Dr. Aravind Menon-Epidemiologist, and Tana Fye Henry - Legal Counsel. Hunter recognized members of the public and other guests.

The Board of Health (BOH) meeting was called to order at 6:25 PM IN PERSON with a virtual option (Zoom) available for public participation only with Lynch, Hunter, Rickertsen, Thorell, Grams, Hofman, Bader, Krull, and Reiner present in person at the Kearney office. Hunter acknowledged the Nebraska Open Meeting Law was posted in the room with booklets available.

Meeting notices: Hunter noted the meeting notice publication has occurred in newspapers of record within each county of the district, in addition to an agenda being continually current and available at the TRPHD offices and on the TRPHD website. Eschliman noted changes in agenda were noted, present on website and in office.

Roll call completed by Eschliman; 9 members present at time of roll call.

Eschliman discussed the current TRPHD office face masking policy following CDC guidance.

MATERIAL AVAILABLE ELECTRONICALLY PRIOR TO THE MEETING & AVAILABLE AT THE MEETING

- UPDATED BOH AGENDA August 3, 2021 updated 8.3.21 with corrections noted.docx
- UPDATED BOH AGENDA August 3, 2021 updated 8.3.21.docx
- OUTDATED August 3, 2021 BOH agenda updated.docx
- NACO treasury guidance June 18 2021.pdf
- Dr. Jessica Robb Letter of interest and resume Board of Health Veterinarian opening 6.15.21
- BOH Meeting Minutes May 18, 2021.docx.
- ADA Unmet child dental needs.pdf
- Potential Kearney office expansions
 - Two Rivers Executed Lease_6.15.20-6.15.25.pdf
 - Two Rivers Expansion plan V2.0.pdf
 - Two Rivers Amendment to Lease Agreement.docx
- Policies for approval (review format and final versions)
 - 100.1 Policy Creation and Elimination
 - 101 Communications Policy
 - 104.1 Distracted Driving Policy
 - 110.1 Cell Phones
 - 111.2 Absence of Director
 - 116.2 Disposition of Property
 - 308.1 Breastfeeding Friendly Workplace Policy
 - 318.1 Affirmative Action Policy
 - 323.1 Employee Status
 - 330.1 Complaints against Employees
 - 333.1 Employment Termination
 - 336 Family Friendly Work Place
 - 209.3 Payroll
 - 306.1 Tobacco Free Policy
 - 307.2 Tuition Assistance and Reimbursement
 - 314.1 Disciplinary Measures
 - 315.1 Dress Code - Personal Appearance
 - 328.2 Americans with Disability Act (ADA)
 - 329.1 Code of Conduct
 - 332.1 Drug Free Workplace
 - 334.1 Ethics Policy
 -
- Legal
 - Letter to Jeremy re Virtual Participation In Person Meeting 08.02.2021.pdf
 - Re_ Contract for SWNPHD and questions surrounding construction contract_procurement.pdf
 - Re_ statute review-ability to present local data.pdf
- Financials
 - May 2021

- 2021-2022 Budget Narrative FINAL.docx
- BOH Financials - May 2021 (Revised).pdf
- Budget Overview 2021-2022 (Final).pdf
- Budget Proposal 2021-2022 (Final-III).xlsx
- Finance Committee Meeting Minutes 7.9.2021 (With changes).doc
- Two Rivers Executed Lease_6.15.20-6.15.25.pdf
- WCP Two Rivers Amendment to Lease Agreement.doc
- Additions to packet
 - BOH 2022-2024 Terms and Committees updated 8.3.21.docx
 - Clinical Services Committee Agenda _Minutes 7.14.21.doc
 - EPHS-OnePager-English.pdf
 - Letter to Cecilia Perales 07.12.2021.docx
 - Operational strategies 2019 -2021 updated 8.3.21.docx
 - Recommended 2020-2021 Employee bonus 8.3.21.pdf

APPROVAL OF AGENDA. Motion made by Lynch, seconded by Thorell to approve agenda as presented. **Roll call vote, 9 ayes, 0 nays: Motion carried.**

APPROVAL OF Minutes from May 18th, 2021 meeting. Motion made by Thorell, seconded by Rickertsen to approve minutes as presented. **Roll call vote, 8 ayes, 0 nays, 1 abstention (Reiner): Motion carried.**

BOARD EDUCATION AND DISCUSSION: 10 essential services and statutory requirements of local public health

a FACILITATED BY COLLEEN SVOBODA, MPH COLLEGE OF PUBLIC HEALTH L UNIVERSITY OF NEBRASKA MEDICAL CENTER

Eschliman stated this board discussion item was brought up at the last meeting- ‘what is the role of TRPHD’. Eschliman thanked Svoboda for engaging with the BOH in the beginning of strategic planning (current operational strategies are dated 2019-2021) over the next several months. Svoboda is employed through UNMC College of Public Health with a focus in Public Health Practice, specializing in strategic planning and facilitation. Svoboda provided a brief history of Nebraska’s comprehensive system of Public Health, created by state statute referencing the 3 core health functions and 10 essential services.

DIRECTOR’S REPORT

a Board member openings

Eschliman noted current Board member openings-referencing applicant for veterinarian position being presented tonight. Additional opening for Mid-level practitioner-applicants continues to be solicited.

b Committee openings:

Eschliman discussed current openings on Personnel and Advocacy committee. Reiner was appointed by Hunter to serve on the personnel committee.

Eschliman noted files included in electronic board packet materials.

Lutz provided an update on health system (federal pass through) contracts with expected funds being received within next several weeks. Contracts continue to be under development.

Menon and Fankhauser provide brief COVID19 update for board.

Eschliman referenced recent board committee meetings.

Fye discussed recent financial analysis (Open meetings act, Ability to present data, etc.)

Eschliman discussed contracts (revenue and expense) signed since last board meeting.

Eschliman discussed plan to submit request to local county boards for American Rescue Plan Act funds.

NEW BUSINESS

a. UPDATE ON BOARD OF HEALTH MINORITY HEALTH POSITION AND POTENTIAL ACTION

Eschliman noted current board attendance is 9 members, with 13 needed to take any potential action. Motion made by Krull, seconded by Hofman to postpone this agenda item until next meeting. **Roll call vote, 9 ayes, 0 nays: Motion carried.**

b. RECOMMENDATION TO APPROVE DR. JESSICA ROBB FOR THE BOARD POSITION: VETERINARIAN

Motion made by Thorell, seconded by Rickertsen approve Dr. Jessica Robb for the board position: Veterinarian. **Roll call vote, 9 ayes, 0 nays: Motion carried.**

c. RECOMMENDATION TO APPROVE MAY 2021 FINANCIAL REPORT

Valenti provided a brief description of the May 2021 financial report. Motion made by Thorell, seconded by Rickertsen to approve May 2021 financial report. **Roll call vote, 9 ayes, 0 nays: Motion carried.**

d. Recommendation to approve amendment to lease contract on 516 W. 11th Street, Suite 108b, Kearney, NE office.

Eschliman discussed additional space provided by lease amendment is critically needed and currently included in budget. Motion made by Thorell, seconded by Rickertsen to approve Eschliman to sign amendment to lease contract on 516 W. 11th Street, Suite 108b, Kearney, NE office as presented and proceed with advertising for sealed bids for construction. **Roll call vote, 9 ayes, 0 nays: Motion carried.**

e. APPROVAL OF 2021-2022 SALARY RANGES

Motion made by Thorell, seconded by Krull to approve 2021-2022 Salary ranges. **Roll call vote, 9 ayes, 0 nays: Motion carried.**

f. CONSIDERATION OF EMPLOYEE BONUS STRUCTURE FOR 2021-2022

Eschliman presented a recommended tiered bonus structure based on performance over the previous fiscal year with consideration for a remarkable year of performance.

Motion made by Rickertsen, seconded by Thorell to approve EMPLOYEE BONUS STRUCTURE FOR 2021-2022 as presented. **Roll call vote, 9 ayes, 0 nays: Motion carried.**

g. RECOMMENDATION TO APPROVE 2021-2022 ANNUAL BUDGET

Eschliman reiterated public comment was received in previous meeting (public hearing on annual budget). Motion made by Thorell, seconded by Reiner to approve 2021-2022 ANNUAL BUDGET as presented. **Roll call vote, 9 ayes, 0 nays: Motion carried.**

h. RECOMMENDATION TO APPROVE POLICIES AS FOLLOWS:

- a. 100.1 Policy Creation and Elimination
- b. 101 Communications Policy
- c. 104.1 Distracted Driving Policy
- d. 110.1 Cell Phones
- e. 111.2 Absence of Director
- f. 116.2 Disposition of Property
- g. 308.1 Breastfeeding Friendly Workplace Policy
- h. 318.1 Affirmative Action Policy
- i. 323.1 Employee Status
- j. 330.1 Complaints against Employees
- k. 333.1 Employment Termination
- l. 336 Family Friendly Work Place
- m. 209.3 Payroll
- n. 306.1 Tobacco Free Policy
- o. 307.2 Tuition Assistance and Reimbursement
- p. 314.1 Disciplinary Measures
- q. 315.1 Dress Code - Personal Appearance
- r. 328.2 Americans with Disability Act (ADA)
- s. 329.1 Code of Conduct
- t. 332.1 Drug Free Workplace
- u. 334.1 Ethics Policy

Eschliman thanked members of the board policy committee for their work in preparation for presenting the above policies to the board. Eschliman stated 2 policies above (Employee Status & Tuition Assistance and Reimbursement) were flagged for further discussion for the board at

the present meeting. Motion made by Thorell, seconded by Reiter to approve policies (numbered a-u above) as presented. **Roll call vote, 9 ayes, 0 nays: Motion carried.**

8. OLD BUSINESS

Hunter noted no old business before the board at this time.

9. PUBLIC COMMENT

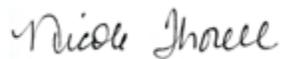
The board accepted public comment (board, employee, public)

10. ADJOURNMENT

a Next meeting: October 5, 2021

Adjournment: The Two Rivers Public Health Department Board of Health meeting was called to adjourn by consensus at 8:40 PM by Hunter.

Respectfully Submitted,



Nicole Thorell

Secretary (KM/JE)