



**Board of Health Minutes**

**South Heartland District Health Department**

**Meeting Location: Lochland Country Club, 601 West Lochland Road, Hastings NE 68901**

**March 7, 2018**

Topic, Lead Person	Comments/Actions	Roll Call / Vote
	<p>Staff Present: Michele Bever, Denise Ferguson            Staff present for bi-monthly report: Amy Market, Jessica Warner, Jean Korth, Brooke Wolfe, Liz Chamberlain, Lorena Najera, Janis Johnson, Dorrann Hultman;            Staff present for Board Accreditation Training: Jessica Warner, Janis Johnson;            Guest: Trainer for Board Accreditation Training: Pat Lopez.</p>	
<p>Welcome &amp; Public Comment - Chair</p>	<p>January Board of Health meeting was called to order by President N. Shackelford at 8:30am</p> <p>Open Meeting Statement:            Prior to this meeting a notice was posted in the newspapers in Adams, Clay, Nuckolls &amp; Webster Counties, and that 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, 606 N Minnesota Suite 2, Hastings NE. 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 public's review.</p>	
<p>Determine Quorum</p>	<p>Introduction /Roll Call</p> <p><i>Quorum met</i></p>	<p>Present: Blum, Christensen, Kuehner, Kleppinger, Waechter-Mead, Meyer, Neumann, Reimer, Salyards, Samuelson, and Shackelford            Absent: Bohrer, and Daiss</p>
<p>Approve or Amend Agenda</p>	<p>Ms. Shackelford stated that the draft Annual Report would not be presented today and that it was not necessary to approve the report since it is a summary of previously reviewed bi-monthly reports. Motion to approve Agenda with noted change made by Blum and seconded Kleppinger.  <i>Motion Passed</i></p>	<p>Ayes: All            Nays: None</p>
<p>Public Comments</p>	<p>None.</p>	
<p>Approve Minutes</p>	<p>Motion to accept minutes of January 3, 2018, made by Meyer and seconded by Blum.  <i>Motion Passed</i></p>	<p>Ayes: All            Nays: None</p>
<p>Finances</p>	<p>Dr. Bever gave the financial report: Balance Sheet, Income and Expenses Report and stated that the Line of Credit had not been utilized since the last meeting.            Motion to accept Financial report was made by Salyards and seconded by Meyer.  <i>Motion Passed</i></p> <p>Grants/Funding Status: Summary of new grants in Executive Director's Report.</p>	<p>Ayes: All            Nays: None</p>
<p>Committee Reports: Public Health Awards Committee</p>	<p>Public Health Awards --P Meyer            Ms. Meyer provided an overview of the two awardees. Motion to pass Resolutions #2018-2 and#2018-3 for South Heartland Community Health Service Awards came from committee. Seconded by Kuehner.  <i>Motion Passed</i></p>	<p>Ayes: All            Nays: None</p>
<p>Committee Reports: Policy Committed</p>	<p>Policy Committee -- P Meyer            Policy Committee minutes were included in the Board materials. Ms. Meyer shared that the Policy Committee had reviewed 3 policies that staff had added clean up language; Dr. Bever gave a brief overview of the changes. HR 204 Weather Policy, HR 104 Leave Without Pay Policy and HR 200 Pay period, Time Sheets &amp; Overtime Policy.</p> <p>Informational only; policy changes were approved by Policy Committee. Question from Christensen on criteria for leave without pay. Answered by D. Ferguson</p>	



	<p>Ms. Meyer explained the new Board of Health Position Paper policy that was reviewed by the Committee. Motion from Policy Committee to approve the Board of Health Position Paper policy. Seconded by Salyards. <i>Motion Passed</i></p> <p>Dr. Salyards and Dr. Bever provided an update on the process for developing a Position Paper on E – cigarettes as an update to the 2014 Board Resolution on e-cigarettes.</p> <p>Ms. Meyer shared that the Policy Committee discussed the need to extend the effective period of the SHDHD Strategic Plan 2013-2017 through April, 2019 and stated that the next strategic plan would be developed after the 2018 community health assessment (CHA) and community health improvement plan (CHIP) were completed. The Policy Committee approved the change in effective date for the Strategic Plan so that it was aligned with the CHA/CHIP process. Informational only.</p>	<p>Ayes Blum, Christensen, Kuehner, Kleppinger, Wacchter-Mead, Meyer Neumann, Reimer, Salyards, Samuelson and Shackelford Nays: None Absent Bohrer, and Daiss:</p>
<p>Annual Meeting Business</p>	<p>Annual Meeting Business – Chair N. Shackelford</p> <ol style="list-style-type: none"> <li>1. Reviewed County Board Appointments to Board of Health Appointment of Sandra Nejezchleb to fill remaining time for Siemsen. Reappointments of Blum, Hallock, Neumann and Samuelson.</li> <li>2. Professional Representative Appointments for Physician, Dentist and Veterinarian occurred last year, but with Dr. Salyards’ resignation, Board will need to replace Physician position. Ms. Shackelford asked for suggestions for physician candidates for Board of Health. Will plan to bring a candidate to the May meeting for the Board’s review and appointment. Dr. Salyards will continue to serve through April and May, as needed, but will be unable to attend the May meeting.</li> <li>3. Officer Elections – Dr. Kleppinger presented the slate of officers for the Board’s consideration: President: Shackelford, Vice President: Christensen, and Secretary Treasurer: Neumann. Reimer seconded the slate of officers presented by the Nominating Committee.  <i>Motion Passed</i></li> <li>4. Committee Assignments for March 2018-March 2019: Ms. Shackelford reviewed the Committee assignments and asked for any changes. Assignments all remained the same as last year with the exception of removing Oldham from Policy committee. Motion to accept the committee assignments for March 2018-March 2019 by Meyer and Seconded by Blum.  <i>Motion Passed</i></li> <li>5. <del>Approve Annual Report</del></li> </ol>	<p>Ayes: Blum, Christensen, Kuehner, Kleppinger, Wacchter-Mead, Meyer, Reimer, Salyards, Samuelson, and Shackelford. Abstained: Neumann Nays: None Absent: Bohrer, and Daiss</p> <p>Ayes: All Nays: None</p>
<p>Bi Monthly Report on 10 Essential Services from Staff</p>	<p>Staff gave updates on their program areas for the last bi-monthly time frame. Motion to accept the Bi-monthly report was made by Meyer and seconded by Blum.  <i>Motion Passed</i></p>	<p>Ayes: All Nays: None</p>
<p>Communication from Executive Director</p>	<p>1.Executive Director explained that local health departments are required to complete an Annual Report to the Legislature (due in October to DHHS) and Annual Report to the public. Local health directors are discussing with DHHS whether a single report could serve for both to reduce effort. Also discussing statutory requirement on timeframe of annual report to public, which does not match the fiscal years for most local health departments.</p>	



	<ol style="list-style-type: none"> <li>2. Thank you to Dr. Salyards for her time on the Board of Health. This will be her last meeting on the Board.</li> <li>3. Thank you to Denise Ferguson for service to the Department and the Board of Health. This will be her last meeting with the Board.</li> <li>4. Update on water issue in Superior</li> <li>5. Update on desk audit for 2016-2017 PHEP.</li> <li>6. SHDHD executed a non-data sharing Agreement with NeHII (Nebraska Health Information Initiative) which allows SHDHD's surveillance coordinator to access medical records when doing disease investigations and outbreak management.</li> <li>7. Interns – summary of current interns and their projects.</li> <li>8. Satellite Offices- Reporting back to Board that the County Boards in Nuckolls, Clay and Webster counties suggested visiting with community members at various recommended community gathering places instead of office hours. SHDHD will launch this approach in March/April.</li> </ol>	
Communication from Board Members - Chair	<ol style="list-style-type: none"> <li>1. SALBOH update: Reimer - No meeting scheduled to report on.</li> <li>2. Question from Salyards on lack of current data from state. Dr. Bever described current state of data availability and asked Pat Lopez to provide an update from the statewide Data Committee's meeting yesterday that Dr. Bever was unable to attend. Ms. Lopez described a recent breakthrough for access to some more current data.</li> </ol>	
Accreditation Update	Janis Johnson gave a brief update on the recent request from Accreditation Site Visit team to provide additional documentation (reopens) and respond to several questions, as well as the timeline for response and schedule for Mock Site Visit. She reminded Board about the dates for the Site Visit.	
Accreditation Training	Accreditation Site Visit Training for Board of Health- Pat Lopez, PHAB Site Visitor reviewed the Site Visit Process and the role of the Board, conducted a brief mock Board Interview and led a debriefing Q&A.	
Adjournment	<p>11:08 am</p> <p>Next meeting: May 2, 2018 in Webster County</p>	
Annual Luncheon & Public Health Awards	11:30 am – 1:30 pm. Keynote Speaker Sheri Dawson, Director, Division of Behavioral Health, Nebraska DHHS.	

Respectfully Submitted,

Signature: Charles F. Neumann Date: Mar. 20, 2018

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