



**Board of Health Minutes**  
**South Heartland District Health Department**  
**Meeting Location: Salem Lutheran Church**  
**May 3, 2017**

Topic, Lead Person	Comments/Actions	Roll Call / Vote
	Staff Present: Michele Bever, Denise Ferguson,	
Welcome & Public Comment - Chair	May Board of Health meeting was called to order by President R. Kuehner at 8:40 am.	
	Open Meeting Statement: Prior to this meeting a notice was posted in the newspapers in Adams, Clay, Nuckolls & 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.	
	Roll Call:	<u>Present:</u> Christensen, Kuehner, Meyer, Neumann, Reimer, Salyards, Samuelson, Shackelford <u>Absent:</u> Blum, Bohrer, Hallock, Kleppinger, Mead, Oldham, Siemsen
	Introductions: None	
	Approve or amend agenda: Motion to accept agenda was made by C. Neumann and seconded by P. Meyer.  <i>Motion Passed</i>	Ayes; All Nays: None
Public Comments: None		
Minutes of previous meeting	Motion to accept minutes from March 1, 2017 Board of Health meeting was made by P. Meyer and seconded by N. Shackelford.  <i>Motion Passed</i>	Ayes; All Nays: None
Committee Reports	Policy Committee – Peggy Meyer presented the revised by-laws (see revisions in Section 5. Quorum and Manner of Acting; and Section 10. Voting.) The Policy committee recommends the adoption of revised By-Laws. Seconded by C. Neumann.  Discussion: Regarding Section 5. Quorum and Manner of Acting, that is revised to read “A majority of the Directors then in office is <u>preferred but at least 6 board members present to conduct business shall constitute</u> a quorum for the transaction of business at any meeting.” Discussed whether to include a statement in the by-laws that “any business being voted on by six Board members shall be a unanimous vote or shall be tabled until the next meeting.” Consideration of whether this should be in a policy, rather than in the by-laws. Also, considered whether it should be left as an <i>ad hoc</i> decision based on the circumstances of the specific business and whether the 6 board members present thought the specific business needed to be tabled until the next meeting when a majority quorum was met. Motion by N Shackelford and seconded by P. Salyards to write into the minutes that “It will now be policy that any business being voted on by six Board members will be a unanimous vote or tabled until the next meeting”  <i>Motion Passed</i>	Ayes: 5 Nays: 3
	Return to original motion that came from Policy Committee to adopt revised by-laws.  <i>Motion Passed</i>	Ayes: All Nays: All
	Policy committee recommends approval of a 1% COLA raise for FY2018 budget. Seconded by N. Shackelford.  <i>Motion Passed</i>	Ayes: All Nays: None



	<p>Policy committee recommends adoption of the Employee Wellness Performance Benefit Policy effective July 1, 2017 (FY 2018). Seconded by C. Neumann</p> <p><i>Motion Passed</i></p>	<p>Ayes: All Nays: None</p>
	<p>Policy committee recommends adoption of the following plans/procedures: Zika, Ethics, Communications, and Health Literacy/CLAS Standards. Seconded by N. Shackelford</p> <p><i>Motion Passed</i></p>	<p>Ayes: All Nays: None</p>
Finances	<p>M. Bever/D. Ferguson presented the financial report. Motion to accept the Financial Report was made by P. Meyer and seconded by P. Salyards.</p> <p><i>Motion Passed</i></p>	<p>Ayes: All Nays: None</p>
Accreditation	<p>Michele and Janis (Accreditation Coordinator) recently began uploading documents to e-PHAB. There will be a total of 208 documents to upload and many of these documents have already been gathered and prepped by the Janis and the Leadership Team members for final review by Michele. After final review, Janis and Michele upload the documents to e-PHAB. To date: 18 uploaded.</p>	
Community Leaders	<p>Attorney John Hodge, practicing in Nuckolls and Webster Counties – cancelled due to family commitment.</p> <p><b>Karen Tinkham</b>, Brodstone Hospital: Spoke on Brodstone’s Smart Moves class - First class had 24 participating in program with a combined weight loss of 457 lbs. Second class has 38 participants with a weight loss of 281 lbs. Community physical activity events and challenges: You’re Steps Count - walking challenge for Hospital &amp; Community, approx. 110 participants. Light up the Night is May 19. Walking tours at the Victorian Stroll. Walking School Bus also an event held every year. New: Superior received a Planning grant for drainage system and sidewalks – supporting walkability efforts. Worksite Wellness activities, <i>Choose Healthy Here</i> project. Karen thanked SHDHD’s Brooke Wolfe for all the support toward hospital and community efforts in Superior. She also thanked SHDHD for partnership in conducting the Community Needs Assessment that they need to do every 3 years to meet IRS requirements.</p>	
Communications from Exec Director	<p>(See Exec Dir report for details)</p> <ul style="list-style-type: none"> <li>• Finance updates <ul style="list-style-type: none"> <li>a. Line of Credit: No use of line of credit this period.</li> <li>b. ACH Fraud on SHDHD account- was resolved by Heritage Bank and funds returned to SHDHD.</li> <li>c. Response to Auditor Recommendation – vacation accrual issue resolved and staff notified.</li> <li>d. TRIMRS Subaward Program Audit – a policy for contracts recommended. In process.</li> <li>e. Office of Management &amp; Budget Uniform Guidance training – 4 staff attended</li> </ul> </li> <li>• Grants/Funding Status</li> <li>• By-Monthly Report</li> <li>• Performance Management/QI</li> <li>• Legislative Updates</li> <li>• Partners – YMCA; Boy Scouts</li> <li>• Staffing- Temporary solutions for bookkeeping – process/status.</li> </ul>	
Communications from Board Members	<ul style="list-style-type: none"> <li>• P. Salyards – 1) Stated if possible for all BOH members to watch the Ebola program on NET about the Nebraska planning and response. 2) Asked about Opioid epidemic in America – how does it impact us (our health district)? What is reportable? Who is tracking? 3) Concerned about pedestrian safety issues and distracted driving.</li> <li>• C. Neumann- Update on Highway Safety Meeting he attended and the need to communicate to and educate youth on distracted driving and DUI. (Possibly doing video contest among schools, as in past but utilizing U-Tube or Facebook instead of paid commercials). County Boards could consider giving some \$ to support a project like this?</li> <li>• J. Reimer- SALBOH: Watching appropriations Budget, LB 438, LB 327, LB 441; discussions of contract and payment issues; PHAN conference scheduled for September 21; NALBOH conference in Cleveland, Aug 2-4</li> </ul>	



Next Board Meeting Date Change?	Next Board of Health meeting will be changed to July 12 <sup>th</sup> 2017 in Webster County.	
Adjournment	• 10:51 a.m.	

Respectfully Submitted,

Signature: Nanette Shackelford per Email Date: 6/19/2017

Nanette Shackelford, Secretary/Treasurer  
Board of Health  
South Heartland District Health Department