



Board of Health Minutes
South Heartland District Health Department
Meeting Location: Red Cloud Community Center
July 1, 2020

Topic, Lead Person	Comments/Actions	Roll Call / Vote
	Staff Present: Michele Bever, Joe Streufert	
	Guests: Brian Hof, Superintendent of Red Cloud Schools	
	COVID-19 modifications: Board members sat 2 each at 8-foot tables and tables were spaced at least 6 feet apart in the gym. The board president and executive director sat on either side of a round table facing the other members. Hand sanitizer was available at the entrance. All present were wearing masks or cloth face coverings. Board members brought their own beverages, if they desired.	
Welcome & Public Comment - Chair	The May Board of Health meeting was called to order by Board President Nanette Shackelford at 8:30 am	
	Open Meeting Statement read aloud by Board President Nanette Shackelford); 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 is available for public's review.	
Determine Quorum	Introductions / Roll Call <i>Quorum met</i>	Present: Hallock, Harrington, Keifer, Kleppinger, Kohmetscher, Nejezchleb, Neumann, Shackelford, Shaw, Vance, Waechter-Mead Absent: Brailita, Fegler-Daiss, Meyer & Stichka
Approve or Amend Agenda	Motion by Kleppinger seconded by Neumann to approve Agenda. Voice vote. <i>Motion Passed</i>	Ayes: All Nays: None
Declare Conflict of Interest	None declared.	
Approve Minutes	Board Approval of May 6, 2020 Board Meeting Minutes. Motion made by Vance, Seconded by Kohmetscher. Voice vote. <i>Motion Passed</i>	Ayes: All Nays: None
Public Comments	None.	
Local Community Leader – Brian Hof, Superintendent Red Cloud Schools	Brian Hof, Superintendent of Red Cloud Schools spoke about how their school has been dealing with the current COVID-19 situation. The school was able to provide lunches to their students for pick-up during the time that school was not in session. He noted that in 3 weeks they would be allowing students back in the school for face-to-face learning in the summer school program. They are still working on the re-entry plan for the next academic year, including working with the health department on how to respond to situations when a student or staff member tests positive for COVID-19. Brian said parents and students are eager to return to school for both academic and social reasons. One concern is child safety and the inability for school personnel to see or report child abuse and neglect when the school is not open. He assured the Board that school district's primary concern in their decision-making is to do what is good for the kids as school plans for safe reopen this fall. He reported that on April 12 th , Red Cloud staged an outdoor, drive-in style graduation for the nine graduating seniors. Due to the small class size, they were able to honor the directed health measures by maintaining a gathering size of 10 and practicing social distancing. This event was livestreamed on Facebook and radio. Brian also spoke of the triumphs and challenges of online learning.	
Bi-Monthly Report / COVID Status Update	Michele reviewed the Bi-Monthly Report on 10 Essential Services from staff, including an update on the local COVID-19 response (cases, dashboard, testing, supply chain, etc.) The staff have been working largely on COVID-19-related tasks as this is an all hands-on deck situation. SHDHD needed to make staffing and office procedure changes due to the pandemic. Many	



	<p>employees FTE's were increased and additional staff brought on to assist with phones, contact investigations, data collection and other tasks. Most in-person meetings have been halted and all staff meetings and daily briefings are being held over ZOOM. Masks are required for health department employees when in contact with other staff or in common areas of the building. SHDHD held its first vaccination clinic in June (on hiatus since March). This was an all-day event as the staff try to catch up with vaccine schedules. Lucy Nielsen, a new intern with the department, has been working on collecting data, data analysis and creating a COVID-19 dashboard for the website. Disease investigations, contact tracing, and testing activities are an ongoing focus within the department. PPE and supplies distribution has been problematic with respect to communication from the State on content and timing of the deliveries (leading to staffing issues) as well as concerns about quality of the materials for the local needs and intended users.</p> <p>Board Approval of the Bi-Monthly Report: Motion made by Nejezchleb Seconded by Harrington. Voice vote. <i>Motion Passed</i></p>	<p>Ayes: All Nays: None</p>
<p>Report from Policy Committee</p>	<p>Sam Nejezchleb and Joe Streufert gave an update from the policy committee. Two new policies were created in response to the current COVID-19 situation and reviewed with the board. The Work Policy for Public Health Emergencies covers what the work environment would look like in the event of a public health emergency, such as working remotely, use of sick/vacation time if quarantined or self-isolated, or in the event an employee needs to care for a family member who is ill due to a pandemic situation. The other policy, Compensation for Exempt Staff, outlines how the health department can provide extra compensation to an exempt employee who works excessive hours due to a public health emergency.</p> <p>Joe expanded on the Compensation for Exempt Staff Policy and the need for such a policy by reviewing the Executive Director's hours from March 1st through June 19th, 2020. These hours were compared to the 2019 average hours worked per week by the Executive Director. Michele's average weekly hours for 2019 were 51.75 hrs/wk. Beginning March 1st, 2020 her weekly average hours were 85.75 hrs/wk. The additional hours worked were calculated from 85.75 hrs/wk - 51.75 hrs/wk = 34 hrs/wk; 34 hrs/wk x 15 wks = 510 hrs above and beyond her normal course of work in the first 15 weeks of the pandemic that are reimbursable by State emergency funds. Per Fair Labor Standards Act, the Department can pay an exempt employee above their salary, if deemed appropriate, as long as the employee still meets their exemption status. The executive director does meet the exemption requirement, so the Policy Committee proposed paying the director time and a half pay (\$56.76) based on her calculated hourly rate of \$37.84, for those 510 hrs to date and then calculating her extra hours on an ongoing basis through the COVID response. This amounts to \$28,947.60 (\$56.76 x 510 hrs) for those first 15 weeks of work during the pandemic. Joe noted that after speaking with the proper officials at the state he learned that reimbursement was allowable through the current emergency COVID-19 funding provided by the State of Nebraska. The Personnel Committee presented the Board with Resolution #2020-03 stating the Board agreed to compensate the executive director for the additional hours from March 1, 2020 through March 1, 2021, as long as funds are available, unless otherwise extended or revoked by the Board of Health.</p> <p>Board Approval of Work Policy for Public Health Emergencies: Motion made by Nejezchleb Seconded by Neumann. Voice vote. <i>Motion Passed</i></p> <p>Board Approval of Compensation for Exempt Staff Policy: Motion made by Nejezchleb Seconded by Waechter-Mead. Roll Call. <i>Motion Passed</i></p> <p>Board Approval of Resolution 2020-03: Motion made by Neumann Seconded by Waechter-Mead. Roll Call. <i>Motion Passed</i></p>	<p>Ayes: All Nays: None</p> <p>Ayes: All Nays: None</p> <p>Ayes: All Nays: None</p>
<p>Financial Report</p>	<p>Joe Streufert shared the final fiscal year-to-date financial statement for 2019-2020 to the board. He explained that the balance sheet is in better shape compared to the last fiscal year due to the large deposit of COVID-19 funds provided by the State of Nebraska. Bank statement reconciliations, accounts payable and payroll summaries were also reviewed by the board. Joe gave a detailed overview of what the COVID-19 funding requests to the state have been so far and how that process is going. He also noted that indirect costs are allowable under the COVID-19 funding and that those funds are being requested on an actual charge base every two months. Total COVID-19 funds received to date total approximately \$269,000 with another request for July and August 2020 pending. The line of credit balance is currently at \$0.</p>	



	<p>Joe informed the board that our participation in Give Hastings Day netted a little over \$2,000 that was placed in the general fund to help cover in-kind grant expenses. Joe connected with the State Auditor of Public Accounts regarding the Department's upcoming audit for fiscal year 2019-2020. The audit is not scheduled as of this time. The auditor team will conduct the audit via phone, email, ZOOM, etc., rather than in person, and files requested by the state will be uploaded through Sharefile.</p> <p>Board Approval of Financial Statements: Motion made by Kleppinger Seconded by Neumann. Voice vote. <i>Motion Passed</i></p>	<p>Ayes: All Nays: None</p>
Strategic Plan Update	<p>Michele Bever reviewed the Strategic Plan Dashboard and provided a 6-month update on the health department's accomplishments on strategic goals and objectives. Progress on some of the objectives occurred because COVID-19 response activities could count toward the performance measures and progress on others occurred in spite of the disruption created by COVID-19. One example of the former: Objective 3B3 is to identify/evaluate staffing and resource needs for new/recurring opportunities. Progress: This was necessary for COVID-19 response to meet the needs for an increase in load – including new hires, contract staff, volunteers, staff reassignments and cross training.</p>	
Communication from Executive Director	<p>The ED report included:</p> <ul style="list-style-type: none"> • Review of values and beliefs of public health that serve as a basis for the ethical principles that guide us – brought to light by the COVID-19 pandemic (reviewed the Principles of the Ethical Practice of Public Health) • Legislative Update – State (Nebraska Legislature update) and Federal (Hearing on public health as essential workers, Hearing on federal government's procurement and distribution strategies, and HR 6909: Pandemic Heroes Compensation Act of 2020) • SHDHD's key COVID-19-related activities, issues, concerns • Financial/Operational/Personnel updates • List of COVID briefings and standing meetings • Training opportunities for Board members 	
Evaluation (Hotwash) of COVID-19 Response – BOH Perspective	<p>Dr. Bever explained the evaluation tool at the outset of the meeting and requested that the Board use the tool to make notes during the meeting on the roles of the Board and the Department during the COVID-19 response and to indicate the successes, concerns, and opportunities. For the Hot Wash, the Board president facilitated a brief "report out" for each of these focus areas. Several board members shared observations and conversations they have had out in their communities. The comments and feedback provided on the evaluation tool will be summarized and incorporated into the Department's After Action Report.</p>	
Communication from Board Members - Chair	<p>-Nanette Shackelford mentioned that Clay Center's pool is open and that the community appreciates having the outlet in this current environment. -There have been no SALBOH meetings to report on. -Sam Nejezchleb stated that Crooked Creek Golf Course in Clay Center will be holding their annual breast cancer golf tournament in August</p>	
Adjournment	<p><i>Torey Kohmetscher exited the meeting at 10:53am</i></p> <p><i>Motion to adjourn by Neumann, seconded by Hallock</i> <i>Adjourned at 10:55 am.</i> <i>Voice Vote. Motion passed.</i> Next meeting: September 2, 2020 in Adams County (Annual Budget Meeting)</p>	<p>Ayes: All Nays: None</p>

Respectfully Submitted,

Signature: *Charles F. Neumann* Date: *July 29, 2020*

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