



**Board of Health Minutes**  
**South Heartland District Health Department**  
**Meeting Location: United Church of Christ Clay Center NE**  
**Sept. 6, 2017 2017**

Topic, Lead Person	Comments/Actions	Roll Call / Vote
	Staff Present: Michele Bever, Denise Ferguson,	
Welcome & Public Comment - Chair	<p>September Board of Health meeting was called to order by President N. Shackelford at 8:30 am</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>Roll Call:  <i>Quorum present</i></p> <p>Introductions: None</p> <p>Approve or amend agenda: Motion to accept agenda was made by C Neumann seconded by D. Siemsen  <i>Motion Passed</i></p> <p>Public Comments: None</p>	<p></p> <p><b>Present:</b> Christensen, Hallock, Kleppinger, Meyer, Neumann, Reimer, Salyards, Samuelson, Shackelford and Siemsen. <b>Absent:</b> Blum, Bohrer, Kuehner, Mead, Oldham.</p> <p>Ayes; All Nays: None</p>
Budget Hearing	<p>Motion to <u>open</u> Budget Hearing P Meyer seconded by C. Neumann 8:30</p> <p>Motion to <u>close</u> Budget Hearing C Neumann and seconded by P. Meyer 8:45</p>	<p>Ayes; All Nays None</p>
Minutes of previous meeting	<p>Motion to approve July Board Minutes made by P Meyer and seconded by J Reimer  <i>Motion Passed</i></p>	<p>Ayes; All Nays: None</p>
Finances	<p>Finances – Exec Director                      Dr. Bever gave the financial report showing the FY 2018 monthly income and expenses to date. She also shared the Outstanding Accts Receivables from July and August. One board member noted that she appreciated seeing date of invoice with each outstanding receivable in order to note how long the payments were delayed.</p> <p>Motion to accept Financial report was made by P. Meyer and seconded by M. Hallock.  <i>Motion Passed</i></p> <p>Line of Credit update - The line of credit was not used in this reporting period.</p> <p>Grants/Funding Status: Dr. Bever gave updates on subawards for West Nile Virus Surveillance (subaward amendment for Aug 1 start date), Every Woman Matters (for Aug 1 start date) and Emergency Preparedness (for July 1 start date), none of which have been received as of today, so SHDHD is continuing to carry out work without subawards in place.</p> <p>Internal Controls - Dr. Bever reported that the Department is implementing a change in Internal Control for incoming checks/cash in order to improve separation of duties. Receptionist or Administrative Assistant will open all mail and if any checks or cash comes in they will fill out a receipt and include it with the check/cash which will be submitted to Operations, who will complete a deposit form and deposit the receivable to the bank.</p> <p>Initiative by LHDs to improve Grant/Sub-award Process: Timely contract/sub award execution, effective communication and prompt payment continue to be an issue with some program funds through DHHS. Health directors are working together to address some common concerns and initiate some process changes.</p>	<p>Ayes: All Nays: None</p>



<p>Committee Reports</p>	<p>Budget Committee – C. Neumann C. Neumann reported that the FY 2017 budget year ended in the positive and that the FY 2018 budget would include a line item for a “building fund.” FY 2018 Budget Long form and General Funds Budgets were presented. Dr. Bever explained the budget for FY2018 showing budgeted income of \$1,064,654.00, and budgeted expenses of \$1,064,478.00. She also explained de minimus indirect cost calculation and the new budget for General Funds showing distribution of all indirect funds that come in from programs.</p> <p>Motion to accept Budget FY 2018, C. Neumann and seconded by D. Siemsen. <i>Motion Passed</i></p> <p>Policy Committee - P. Meyer P. Meyer reported that the Policy Committee reviewed the Policy Review Process and Workforce Development Plan. Dr. Bever explained highlights of each, focusing on those sections that impact the Board of Health. The action plan for workforce development includes an objective on succession planning, with a draft succession plan to be presented to the Board at the May 2018 meeting.</p> <p>C. Neumann left at 9:30</p>	<p>Ayes: All Nays: None</p>
<p>Introduction of Local Community Leader</p>	<p>Dr. Steven Shackelford, USDA Meat Animal Research Center, provided a PowerPoint overview of the USDA Meat Animal Research Center, the Meat Quality and Safety Program, and other research programs at the facility.</p>	
<p>Accreditation</p>	<p>Accreditation Update Dr. Bever reviewed the time line and next steps for our accreditation process. Pat Lopez has offered to provide pre-site visit training for the Board. This will be scheduled at one of the next 2 Board meetings and will required approximately 30 minutes.</p>	
<p>Communications from Executive Director</p>	<p>Meyers left @ 10:40 Communications from Executive Director Bi-Monthly Report from Staff – Dr. Bever pointed out highlights and noted that many of the Community Health Improvement Plan (CHIP) activities are included in Essential Service 4 (Engage Community) section of the report. The staff is continuing to work on a CHIP performance management dashboard.</p> <p>Updates to the SHDHD website in past 4 months: Home Page revisions, addition of a laws/authorities link, and addition of bi-monthly reports to “About SHDHD” tab in a drop down called “SHDHD in Action”. Board members suggested some other names for the page and other locations that might make it easier for the public to find the page.</p> <p>SHDHD signed a new Data Use agreement with DHHS which allows access to emergency room syndromic surveillance data in near real time. SHDHD’s health surveillance coordinator was trained in the ESSENCE system and has used it already to gather information while investigating a potential outbreak.</p> <p>West Nile/Arbovirus Surveillance: Dr. Bever shared mosquito data trends for Webster and Adams Counties prepared by Hastings College student Albert Pedroza and based on SHDHD’s mosquito trapping results. Dr Salyards mentioned concern over increased mosquitoes due to hurricanes/flooding in Texas and Florida leading to increased mosquito-borne illness in the U.S. and also informed the Board about research that has associated some cases of Guillain-Barre syndrome to Zika infection.</p> <p>Research report on falls and fall prevention from UNMC College of Public Health MPH student Katherine Kotas was included in Board Packet and is also posted on the website.</p> <p>A storyboard describing a staff quality improvement project on procurement was included in the Board Packet.</p> <p>Enforcement of Public Health Laws (and relationship to new Policy Review Process):</p> <ol style="list-style-type: none"> <li>1. Dr. Bever shared that the department received a call from a concerned citizen about the national Salmonella outbreaks that have been tied to backyard flocks of chickens and whether we had increased risk in Hastings since the amendment to city code to that allows for chickens within the</li> </ol>	



	<p>Hastings city limits. A city council member also requested information. There is no evidence of an increase in Salmonella cases related to national outbreaks and none of the cases in the health district could be connected to backyard flocks.</p> <p>2. Emergent concern – the department has received complaints about cleanliness of certain living facilities in our district so staff is reviewing licensing and what entity has authority for oversight of these facilities.</p> <p>Legislative – trying to schedule a follow up meeting with Senator Kuehn regarding Healthcare Cash Funds. Senator Halloran is scheduled for November Board meeting.</p> <p>Dr. Bever shared staffing issues (a resignation and a medical leave) which highlights the importance of having a workforce development plan to help mitigate the impact. She also shared that the department has renewed agreements for nursing and community health worker services as back up and surge capacity for public health needs.</p>	
<p>Communications from Board Members</p>	<p>Communication from Board Members Chistensen left @10:52 Announcement: Dr. Bever reported that M. Oldham had resigned effective immediately and that Adams County would need to appoint a replacement. J. Reimer gave report from SALBOH and invited all members to attend PHAN conference in September and shared that the LR 113 Hearing was scheduled for September 22. She also said that SALBOH discussed issues with program audits conducted by DHHS. N. Shackelford said that there had been a suicide prevention speaker at Sandy Creek schools that was well received and that there had been good follow up conversation. D. Siemsen reported that there had been an exercise conducted in Clay County focused on emergency planning for schools.</p>	
<p>Adjournment</p>	<p>N. Shackelford called for a motion for adjournment at 11:00 Motion to adjourn was made by M. Kleppinger and seconded E. Samuelson. <i>Motion Passed</i></p> <p>Next meeting: November 1, 2017, in Adams County</p>	<p>Ayes: All Nays: None</p>

Respectfully Submitted,

Signature:  Date: Sept, 13, 2017

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