



Board of Health Minutes
South Heartland District Health Department
Meeting Location: First Christian Church, Clay Center NE
July 11, 2018

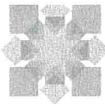
Topic, Lead Person	Comments/Actions	Roll Call / Vote
Attendance	Staff Present: Michele Bever, Janis Johnson, Joe Streufert Guests Present: Laurie Sheridan, Director, Clay County Health Department	
Welcome & Public Comment - Chair	May Board of Health meeting was called to order by Vice President Doyle Christensen at 8:31 am	
	Open Meeting Statement (read aloud by Vice President D. Christensen): 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.	
Determine Quorum	Introduction /Roll Call <i>Quorum met</i>	Present: Blum, Boyer, Christensen, Fegler-Daiss, Hallock, Kleppinger, Kuehner, Nejezchleb,, Neumann Absent: Brailita, Meyer, Reimer, Shackelford, Samuelson, Wachter-Mead
Approve or Amend Agenda	Motion by M. Blum seconded by M. Kleppinger to approve agenda. Voice vote. <i>Motion Passed</i>	Ayes: All Nays: None
Public Comments	None.	
Approve Minutes	Motion by M. Blum seconded by S. Nejezchleb to accept the minutes of May 2, 2018, Board Meeting. Voice vote. <i>Motion Passed</i>	Ayes: All Nays: None
Community Leader	Dr. Bever introduced guest Clay County Health Department (CCHD) director, Laurie Sheridan. Ms. Sheridan shared about CCHD services, including: Vaccine for Children immunization program; taking blood pressures at outpatient clinics and in office; diabetic screenings; flu shot clinics (407 flu vaccinations last year); foot care clinics in Edgar, Clay Center, Sutton; allergy injections; adult vaccinations – Hepatitis A/B, MMR, Tdap, Typhoid, Zostavax; education – County Government Day in the schools. Laurie serves on the Nebraska Immunization Advisory Board. One concern she has is a potential decrease in funding for the Vaccine for Children program. Dr. Bever suggested collaboration between SHDHD and CCHD on blood pressure self-monitoring initiative. Mr. Christensen asked her opinion about Nebraska legalizing medical marijuana, which led to a discussion about medical vs. recreational marijuana use, potential/perceived problems in Colorado due to legalization, and impacts in Nebraska, such as arrests along the interstate (I-80) in Nebraska.	Informational
Accreditation Update	Janis Johnson provided an update on SHDHD's accreditation process. We have not yet received the site visitor's report, but we expect it this month. We are supposed to receive a copy when the site visitors submit the report to the Public Health Accreditation Board (PHAB). PHAB will review the report when they next meet, August 21-22, and we should know by the end of August whether we will need to complete an action plan or not. In the meantime, staff are continuing to implement plans and are beginning some quality improvement projects to address gaps we identified during the accreditation process.	



<p>Finances</p>	<p>Joe Streufert reviewed the financial reports: Reconciliation Summary, Income and Expenses Report. Joe stated that we had some delayed payments from grants and needed to advance off the Line of Credit for about a 2-week period since the last Board meeting (about \$14,000, with interest of \$36) and that as soon as we received the grant payments, we paid back the line of credit. Joe presented the 12-month rolling statement of income for the fiscal year ending on June 30. The negative balance of ~\$14,000 is approximately the same amount as what has been invoiced and not yet received at the time of the report, as seen on the list of items that have been invoiced. Dr. Bever reminded the Board that the health department is not in this business to make money, but that the department would like to start building some reserve. She stated that Joe and she had attended a couple of trainings and will be considering whether to change the way we do indirect cost calculation. Currently, we are calculating indirect cost using the 10% de minimis method, but the department could also consider direct costing out of operational costs to the grants, or could apply for a state negotiated indirect cost rate. Currently considering the pros/cons of each method and want to choose the one that does the better job covering our indirect costs than we are now. Also working on processes – so that staff complete and submit reports and invoices quickly after the end of a reporting period - because it is taking 6-10 weeks to get payments after the reports are submitted (which can then impact cash flow and require use of the line of credit). State Auditor of Public Accounts (coming August 6) may have some suggestions for process improvement.</p> <p>Dr. Neumann recalled that when we paid off the building we had discussed putting the “rent” money into a fund for the building. Dr. Bever stated that we are not doing that at this time and that we cannot charge rent to the grants if the building is paid off. However, we could set aside funds from [unrestricted] sources like LB 692, but the department does not have that flexibility at this point. She stated that she would like to see the department do more planning and financial forecasting. Mr. Bohrer asked about the age of the equipment, noting that an assisted living had to replace their appliances after only 7 years and wondered about whether the department could have a “sinking fund.” It was suggested to check with the state auditor on whether a sinking fund is allowable. Dr. Bever suggested another option might be to create our own 501c3 foundation, which would allow us to accept donations and do some fundraising.</p> <p>Dr. Bever noted in the bi-monthly report, Essential Service 5, there is a list of new grants or grant proposals: Health Literacy mini-grant, Accreditation subaward proposal for \$15,000, Health Hub – Every Woman Matters (extension for June-Sept and additional \$25,000), Kids Fitness and Nutrition Day (\$3,000), Emergency Preparedness (\$85,251), West Nile Virus Surveillance (initial \$3,069), Community Health Assessment supporting funds from Brodstone (\$5,000) and Mary Lanning (\$15,000), Mental Health First Aid mini grant (\$3700). Update on the generator proposal: funds released due to a Governor-declared emergency, Jim Morgan is working closely with NEMA on a proposal due in August.</p> <p>Motion to accept Financial report was made by M. Hallock and seconded by D. Fegler-Daiss. Voice vote. <i>Motion Passed</i></p> <p>Other: Dr. Bever noted that she and Joe had spent some time working on renewing South Heartland’s account in the System for Award Management, which is required for all entities receiving federal funds, including pass-through funds. The process required a notarized letter to be mailed, which was sent with plenty of time, but they were unable to confirm was received prior to the due date. SHDHD was finally notified that the renewal was complete.</p> <p>Dr. Bever asked whether the county supervisors/commissioners, or other board members had ever done any sort of risk management assessment with their organizations to know whether there are processes that could be improved or added that would reduce financial risk, and whether anyone had a risk management assessment tool they could share. There were no suggestions.</p>	<p>Ayes: All Nays: None</p>
<p>Quality Improvement / Performance Management</p>	<p>Janis Johnson gave a brief overview of quality improvement projects, including standardization of agendas and minutes, knowledge transfer activities as part of succession planning (example from process notes for payroll/accounting procedures with step by step screenshots). Mr. Streufert shared a draft tracking document for grants and grant payments for a good overall picture of status of grants. Ms. Johnson presented an overview of the Workforce Development action plan.</p>	<p>Informational</p>



	<p>Dr. Bever shared results from an organizational culture assessment the department completed last year as part of staff engagement. The results showed that staff thought the department was currently and should continue to be a “Clan” culture, while the director thought the department was currently a Clan culture and should move more toward adhococracy (innovative, entrepreneurial – especially in seeking funds and partnerships). Organizational assessments can be used to identify need to implement organizational culture change, but there does not seem to be a need to institute changes at this time.</p>	
<p>Health Literacy Resolution</p>	<p>Ms. Johnson spoke about the health literacy mini-grant project and presented a Resolution on health literacy. Essential Service 3 is to inform, educate and empower people about health issues. Board members asked for examples health literacy in our work. Examples shared included: tools to measure reading level of written materials, using visuals, and using teach-back methods when delivering information verbally. The department is not only working on health literacy for the department’s activities, but also helping the health system and community improve health literacy. Health Literacy is part of the community health improvement plan (CHIP) Access to Care goal. There are 10 attributes of a health literate organization and SHDHD is trying to meet those, but also encouraging and helping the cancer center, the hospitals and clinics in our district to work toward meeting those 10 attributes.</p> <p>Motion to approve Resolution 2018-5: Health Literacy by M. Blum, second by D. Fegler-Daiss. Voice vote. <i>Motion Passed</i></p>	<p>Ayes: All Nays: None</p>
<p>Ethics Committee Report</p>	<p>M. Hallock and M. Blum reported on the Ethics Committee exercise held on July 3, in which the committee reviewed and discussed a real (past) scenario where SHDHD staff needed some direction in responding to competing interests of divorced parents with different beliefs on vaccination of their children. Dr. Bever shared that issues could come to the Ethics Committee from internal or from the community. In this case, the committee discussed what are the public health goals in this scenario, what are our roles and responsibilities in protecting the rights of the disenfranchised (in this case the protecting the children from infectious diseases), and are we paying attention to the rights and listening to the concerns of the stakeholders (in this case, the parents)? Next time the committee will discuss the ethics of community screening events for public health prevention. The Ethics Committee’s role is to provide recommendations to the department, but the department will ultimately decide what actions to take in any case. Dr. Bever asked Donna Fegler-Daiss if she would have interest in being available for any legal steps of ethical deliberations – there may be frequent scenarios where it would be helpful to have a legal opinion before an issue is brought to the committee – and she agreed.</p>	<p>Informational</p>
<p>2018 Community Needs Assessment Update</p>	<p>Dr. Bever gave an update on the assessment activities for the 2018 community health needs assessment (CHA), including the ongoing Community Themes and Strengths Survey, the upcoming focus groups, the health system assessment, and the health status assessment. Priority-setting meetings in September (9/18 and 9/25), but also working on a way to put the data and priority-setting process on the website so people who cannot attend a meeting can still provide input.</p>	<p>Informational</p>
<p>Bi Monthly Report on 10 Essential Services from Staff</p>	<p>The May-June Bi-Monthly Report on the 10 Essential Services was provided in the Board packets. Highlights noted were top reportable diseases (exposure to potentially rabid animals, Hepatitis C and Chlamydia) and status of West Nile Virus surveillance, with no positive mosquitoes from SHDHD trapping, and no known human or equine cases to date. Success story – hypertension and progress with clinics and the YMCA in self-managed blood pressure program. Dr. Neumann commended the department on the June mental health column that was a revisit of article written by Cindi McDowell in 2015. Board member concern about incarceration cycle and lack of mental health solutions. R. Bohrer shared that Webster County started a wellness program that includes incentives from BCBS for utilizing mental health services.</p> <p>Motion to accept the Bi-monthly report was made by S. Nejezchleb and seconded by M. Hallock. Voice vote. <i>Motion Passed</i></p> <p>Other: Due to previous discussion by Board of Health and conversation during the accreditation site visit, staff has started tracking SHDHD activities by county and community. Board members provided feedback on the spreadsheet saying that they thought it was good, that it shows some towns in outlying counties, and even in Adams County, that are not visited by the health department; also they can see how they might help share information in their own counties.</p>	<p>Ayes: All Nays: None</p>



Communication from Board Members - Chair	<p>General Communications from Board Members:</p> <ul style="list-style-type: none"> • Sam Nejezchleb – upcoming golf outing Breast Cancer Tournament in August. Looking for donations, but also asking for information on breast cancer awareness, self breast checks. SHDHD will provide cancer awareness info/flyers. • 	Informational
Communication from Executive Director	<p>The Executive Director Report was provided in the Board packets, including:</p> <ol style="list-style-type: none"> 1. NACCHO review of senate, house and president’s budgets. About 51% or more of SHDHD grants are from federal funds, a lot of that from Prevention and Public Health funds. The president’s bill doesn’t have any funds in the PPHF line item. 	Informational
Adjournment	<p><i>Motion to adjourn by R. Kuehner, second by M. Kleppinger. Voice vote.</i> <i>Motion passed.</i> Adjourned at 10:30 am.</p> <p>Next meeting: September 5, 2018 in Adams County.</p>	<p>Ayes: All Nays: None</p>

Respectfully Submitted,

Signature: Charles F. Neumann Date: Sept 5, 2018

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