



April 11, 2023
Board of Health Minutes
Two Rivers Public Health Department

<u>Present</u>	<u>Absent</u>	
X		Dan Lynch-Buffalo County Commissioner
X		Sue Hunter – Buffalo County Citizen
X		Rick Zarek – Dawson County Commissioner
X		Nicole Thorell –Dawson County Citizen
	X	Scot Grams – Franklin County Supervisor
	X	Mike Dallmann – Franklin County Citizen
X		Glenn Hofman – Gosper County Supervisor
X		Daren Hatch – Gosper County Citizen
X		Cindy Boehler – Harlan County Supervisor
X		Heath Hofstetter – Kearney County Commissioner
X		Rick Streeter – Phelps County Commissioner
	X	Cody Krull – Kearney County Citizen
X		Lori Reiner – Phelps County Citizen
	X	Dr. Brady Beecham – Physician
X		Dr. Jessica Robb – Veterinarian
X		Dr. Katherine Goodwin – Dentist
X		Dr. Mahesh Pattabiraman – Minority Representative
X		Melissa Hall PAC – Midlevel Practitioner

Also, present: TRPHD representatives: Jeremy Eschliman – Health Director; Andrea Shoemaker – Administrative Assistant, Tana Fye – Fye Law office (TRPHD Legal Counsel), Jesse Valenti - Finance Supervisor, Von Lutz - Clinical Services Supervisor, Katie Mulligan - Planning Section Supervisor

CALL MEETING TO ORDER.

The Board of Health (BOH) meeting was called to order at 6:01 PM as a virtual meeting in accordance with the Nebraska Open Meetings act. As such, virtual participation (voting) is allowed by board members. The virtual option (Zoom) is available for public participation.

INTRODUCTIONS | ACKNOWLEDGEMENTS

Meeting notices: Hunter acknowledged the Nebraska Open Meeting Law was posted in the room with booklets available. Hunter noted the meeting notice publication has occurred in newspapers of record within each county of the district, in addition to an agenda being continually current and available at the TRPHD offices and on the TRPHD website.

Roll call completed by Shoemaker; 12 members present at the time of roll call in person or virtually. The Board recognizes Lewis Hyatt, from Miller and Associates Consulting Engineers, P.C. joining the meeting for the Generator Bid Openings.

MATERIAL AVAILABLE ELECTRONICALLY PRIOR TO THE MEETING & AVAILABLE AT THE MEETING

4.7.23 Finance Meeting Packet

NPAIT

Reviewing Policies

4.11.23 IMMUN ppt JAH

2023 NALHD Salary Survey Report FINAL

Approved 2023 TRPHD Salary Survey Report FINAL

Approved 2023 TRPHD Salary ranges effective 2.11.23

April 11, 2023 BOH Agenda regular meeting 4.10.23 updated

April 11, 2023 BOH Agenda regular meeting

BOH 2023 Committees updated 4.4.23

BOH 2023 Committees updated 4.11.23

BOH Meeting Minutes February 7, 2023

CDC NAH_Marburg Virus Disease Outbreaks in Equatorial Guinea and Tanzania

Contract Log

Contracts since February 2023

Current Organizational Chart

Executive Committee Meeting Agenda Minutes 4.7.23

Finance Committee Meeting Agenda and Minutes 4.7.23

Future organizational Chart

Kearney, NE Acceptance Letter -City Health Dashboard

Policy Committee Meeting Agenda 4.10.23

Policy Committee Meeting Agenda 4.10.23

Proposed 2023 TRPHD Salary ranges effective 4.11.23

Public Health Forward Primer

Put Us on the Map Graphic for Cities

Trailer Comparison

UNK Community Survey 4.7.23

Wastewater Surveillance Facility Report Kearney 2023 Week 13

APPROVAL OF AGENDA. Motion made by Thorell, seconded by Reiner to approve agenda as presented. Roll call vote, 12 ayes, 0 nays, 0 Abstain Motion carried.

Dr. Mahesh Pattabiraman joined the meeting in person at 6:07 p.m.

Pattabiraman joins meeting at 6:08PM; Boehler joins meeting at 6:10PM [14 present]

Approval of Minutes from February 7, 2023 MEETING. Eschliman discussed error in February 7, 2023 minutes omitting Katherine Goodwin from the approved signatory list for the financial institution. **Motion made by Hoffman, seconded by Streeter to approve February 7, 2023 minutes with correction noting Katherine Goodwin on the approved signatory list as presented. Roll call vote, 10 ayes, 0 nays, 4 Abstain (Thorell, Goodwin, Hatch, Boehler), Motion carried.**

DIRECTOR'S REPORT

Board education provided with presentation of Immunization Program by Lutz. Discussed vaccine schedule and vaccines for children program along with adult and child COVID and Flu Vaccinations. Fye provided update on Legal Epidemiology kickoff. Eschliman noted finance committee was appraised of several infrastructure items. The first was reviewing several options on a new trailer to be of best value and budget. Eschliman discussed plan for disposition of old trailer after procurement completed. Eschliman also discussed plan to buyout lease on current pickup and generator procurement to be discussed later in agenda.

Eschliman noted success with recent NACCHO abstract acceptance (dental program), NACCHO model/promising practice award submissions, and *Put Us on the Map* acceptance (City of Kearney population).

Old Business

Recommendation to review and approve the resolution with Nebraska Public Agency Investment Trust (NPAIT). Eschliman noted at the last meeting Walker Zulkoski, Vice President, Investment Services @ NPAIT discussed potential resolution and benefits of joining NPAIT. Eschliman noted intention to review final liquidity position prior to transferring funds.

Motion made by Zarek, seconded by Thorell to delegate authority to Health Director to sign resolution with Nebraska Public Agency Investment Trust (NPAIT) and further to delegate final determination of funds to transfer to Health Director and Finance Committee. Roll call vote, 13 ayes, 0 nays, 0 Abstain, Motion carried.

Pattabiraman left the meeting at 6:47 p.m. [13 present]

New Business

Recommendation to approve January and February Financial Report. Eschliman noted Finance committee has recommended approval in earlier committee meeting preceding the board Meeting. Valenti presented January and February financial report and answered questions. **Motion made by Lynch, second by Hoffman to approve January and February Financial Report. Roll call vote, 13 ayes, 0 nays, 0 abstain. Motion carried.**

Open sealed bid for generator discussion/action.

Eschliman noted the receipt of 2 bids prior to deadline at 11:00 AM on April 11, 2023. Eschliman opened both bids received.

Bid number one opened was IES out of Grand Island for \$127,702. Second bid coming from Kidwell out of Kearney for \$239,491. Motion made by Hoffman, second by Lynch to approve Generator Bid number one, low bid, from IES for \$127,702. Roll call vote, 13 ayes, 0 nays, 0 abstain. Motion carried.

Recommendation for approval of revised 2022-2023 salary ranges

Eschliman discussed the need to ensure competitive salary ranges with current market conditions, with current recommendations for positions focused on 4 positions. Program Supervisor (new position), Emergency Responsible Coordinator (range increase), Health Educator (wage increase), Data Analyst (new position), and title adjustment of Supervisor (current position) to Manager. Eschliman also discussed current organizational chart in addition to future state organization chart.

Motion made by Zarek, second by Hall to approve revised 2022-2023 salary ranges. Roll call vote, 13 Ayes, 0 Nays, 0 Abstain, Motion carried.

Discussion of legislative advocacy / potential actions

Eschliman reviewed 2023 legislative session, highlighting bills of interest to public health.

Discussion/Action potential BOH attendance policy

Eschliman discussed committee desire to place this item on the agenda to harmonize bylaws and board member practice. Board discussed potential options for policy. Eschliman noted draft policy will be presented at next board meeting, incorporating board opinions.

Recommendation to approve policies

- a. 100.3 Policy Creation and Elimination
- b. 101.4 Communications
- c. 105.4 Department Owned Vehicle Use
- d. 107.4 Inclement Weather
- e. 115.1 Standard of Excellence and Code of Conduct
- f. 214.1 Cash Management

- g. 321.1 Employee Benefit Package
- h. 322.3 Hybrid and Flexible Work Schedule
- i. 325.1 Employee Recruitment Selection and Hiring
- j. 327.2 Employee Grievance
- k. 337.2 Workplace Safety
- l. 342.1 Organizational and Program Grievance

Eschliman reviewed policy committee meeting held on April 10, 2023 and planned process for policy review. Eschliman noted committee would review all policies within a year and only present policy with revisions to Board for review. Fye, Mulligan, and Eschliman provided policy change overviews.

Motion made by Reiner, second by Lynch to approve policies revisions as presented. Roll call vote, 13 Ayes, 0 Nays, 0 Abstain, Motion carried.

Closed Session for Health Director Evaluation

Motion to ENTER closed session RE: Health Director Evaluation. **Motion made by Thorell, second by Streeter to enter Closed Session to review Health Director Evaluation. Roll call vote, 13 Ayes, 0 Nays, 0 Abstain, Motion carried.**

Board entered closed session at 8:02 PM for purposes of Health Director Evaluation

Motion to EXIT closed session RE: Health Director Evaluation. **Motion made by Thorell, second by Hatch to exit Closed Session. Roll call vote, 13 Ayes, 0 Nays, 0 Abstain, Motion carried. Board exited closed session at 8:19 PM.**

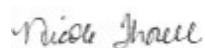
Motion made by Thorell, second by Lynch to approve 4% annual salary increase for Health Director. Roll call vote, 13 Ayes, 0 Nays, 0 Abstain, Motion carried.

Public Comment. The board accepted public comments.

Adjournment: Motion made by Streeter and second by Lynch to adjourn. The Two Rivers Public Health Department Board of Health meeting was called to adjournment by consensus at 8:24PM by Hunter.

NEXT BOARD MEETING: June 6, 2023 at 516 W 11th St Suite 108B, Kearney, NE.

Respectfully submitted,



Nicole Thorell,
Secretary (AS/JE)