



October 7, 2025
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	Bill Stewart – Dawson County Commissioner
	X	Nicole Thorell –Dawson County Citizen
X		Scot Grams – Franklin County Supervisor
X		Glenn Hofman – Gosper County Supervisor
	X	Daren Hatch – Gosper County Citizen
X		George Scott – Harlan County Supervisor
X		Yvonne Tolle – Harlan County Citizen
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		Kayla Knauss DO – Physician
X		Dr. Jessica Robb – Veterinarian
	X	Melissa Hall PAC – Midlevel Practitioner

Also, present: TRPHD representatives: Jeremy Eschliman – Health Director; Andrea Shoemaker – Executive Assistant, Jesse Valenti – Finance Section Manager, Jacki Haley – Clinical Section Manager, Haleigh Eschliman – Home Visitation Supervisor, Ashley Green – Environmental Health Supervisor, Libby Fischbach - Environmental Health Specialist.

CALL MEETING TO ORDER.

The Board of Health (BOH) meeting was called to order at 6:01 PM by Sue Hunter, Board President, as an in-person meeting in accordance with the Nebraska Open Meetings Act. As such, virtual participation (voting) is not allowed by board members. The virtual option (Zoom) is available for public participation.

Roll call completed by Shoemaker; 7 members present (Hunter, Grams, Hoffman, Scott, Tolle, Hofstetter, Robb).

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 office and on the TRPHD website.

APPROVAL OF AGENDA. Motion made by Hofman, seconded by Tolle to approve agenda as presented.
Roll call vote, 7 ayes, 0 nays, Motion carried.

Approval of Minutes from the regular meeting on August 5, 2025. Motion made by Hofstetter, seconded by Robb to approve August 5, 2025, minutes as presented. **Roll call vote, 5 ayes, 0 nays, 2 abstain (Grams and Scott) Motion carried.**

Approval of Minutes from the Annual Budget hearing meeting on August 5, 2025. Motion made by Hofstetter, seconded by Tolle, to approve the Annual Budget Hearing on August 5, 2025, minutes as presented. **Roll call vote, 5 ayes, 0 nays, 2 abstain (Grams and Scott) Motion carried.**

Introductions Acknowledgements

J. Eschliman, Health Director, introduced Jessica Chavez Thompson from the UNMC College of Public Health, who joined our meeting to discuss the initiation of department Strategic Planning.

MATERIAL AVAILABLE ELECTRONICALLY BEFORE THE MEETING & AVAILABLE AT THE MEETING

- Finance Committee
 - BOH Financials- August 2025
 - Finance Committee Meeting Agenda 8.26.25
 - BOH Financials – June 2025
 - Grant and Subaward Guideline
 - BOH Financials – July 2025
 - Committee Meeting Minutes 8.26.25
 - Finance Committee Meeting 9.30.25
 - Finance Committee Meeting Minutes 9.30.25
 - June and July Financials
- Policy Committee
 - 9.30.25 Committee Meeting Minutes
 - 9.30.25 Committee Meeting Agenda
 - Affirmative Action
 - Americans with Disabilities Act
 - Confidentiality and HIPPA
 - Credit Card Usage
 - Drug Free Workplace
 - Employee Wellness
 - Ethics
 - Family Friendly Workplace
 - Record Retention
 - Retirement
- BOH Budget Hearing Meeting Minutes, August 5, 2025
- BOH Regular Meeting Minutes, August 5, 2025
- BOH Meeting October 7, 2025 Agenda
- Interlocal Agreement TRPHD Pool

DIRECTOR'S REPORT

J. Eschliman shared an update regarding board representation, noting the opportunity to appoint a new Franklin County Citizen Representative would likely be coming before the Franklin County board soon as an application was being routed. He also reported that the search continues for a Dentist and Minority Representative.

J. Eschliman reintroduced Jessica, emphasizing her role as a facilitator from UNMC in the Office of Public Health Practice in supporting the public health system and its partners through a strategic planning process. Jessica has significant experience in facilitating organizational strategic planning, program design, and evaluation processes.

Ashley Green, Environmental Health Supervisor, and Libby Fischbach, Environmental Health Specialist, provided a presentation on the Swimming Pool Program, including the number of inspections completed and follow-up inspections conducted (from the date of program initiation). They also outlined future goals and discussed plans for implementing new software to enhance program operations. Ashley noted significant positive feedback has been received by pool operators with the rollout of this program and the customer-centric approach while balancing the need to protect public health and safety.

Kayla Knauss entered the board meeting at 6:24 PM.

Revised Interlocal Agreement with the Nebraska Department of Water, Energy and Environment

J. Eschliman informed the Board that an amendment to the existing contract with the Nebraska Department of Water, Energy, and Environment (DWEE) had been received. The amendment includes a revision that lowers the inspection standards for public swimming pools. He emphasized the importance of the amended contract to ensure continuity and progress within the Swimming Pool Program. Motion made by Hofman, seconded by Hofstetter, for J. Eschliman to sign the Nebraska Department of Water, Energy, and Environment revised interlocal amendment. **Roll call vote, 8 ayes, 0 nays, Motion carried.**

Finance Committee Recommendations

Retirement Plan (457) – J. Eschliman reported that the Finance Committee met with representatives from Ameritas to review a potential voluntary employee retirement plan. The discussion included policy considerations of a 3-year vesting schedule and the inclusion of current tenure for employees in consideration of the vesting schedule. J. Eschliman highlighted the benefits of offering such a plan to employees and recommended the inclusion of the aforementioned options into the retirement policy for consideration later in the board meeting agenda.

July and August 2025 Financial Reports- Valenti provided an overview of the financial reports. Motion made by Hofstetter, seconded by Knauss, to approve the July and August 2025 financial reports. **Roll call vote, 8 ayes, 0 nays, Motion carried.**

Update on Internal Space Utilization Assessment of the Centennial Building- J. Eschliman provided an overview of current lease tenants and available space within the facility. Several options for future use of space were presented as recommended by the finance committee (Options 2 & 3), each accompanied by rationale and potential opportunities. These options were developed in alignment with current

strategic plan priorities and the long-term mission and vision of the Two Rivers Public Health Department.

The Board expressed support for further exploration of these plans and requested that J. Eschliman research financial implications and potential pathways for implementation with the intention of proposals to be brought to the next board meeting for consideration.

Recommendation to approve the modifications to 117.2 Record Retention, 200.5 Credit Card Usage, 318.3 Affirmative Action, 320.3 Retirement, 326.5 Employee Wellness, 328.4 Americans with Disabilities Act, 331.3 Confidentiality and HIPAA, 332.3 Drug-Free Workplace, 334.6 Ethics, and 336.3 Family Friendly Workplace. J. Eschliman reviewed the changes to the policy per the policy committee's and legal counsel's recommendations. Motion made by Grams, seconded by Scott, to approve the changes to the existing policies as presented: 117.2 Record Retention, 200.5 Credit Card Usage, 318.3 Affirmative Action, 320.3 Retirement, 326.5 Employee Wellness, 328.4 Americans with Disabilities Act, 331.3 Confidentiality and HIPAA, 332.3 Drug-Free Workplace, 334.6 Ethics, and 336.3 Family Friendly Workplace. **Roll call vote, 8 ayes, 0 nays, Motion carried.**

Public Comment. The board accepted public comments.

Adjournment: Motion made by Hofstetter and seconded by Grams to adjourn. The Two Rivers Public Health Department Board of Health meeting was called to adjournment by consensus at 7:04 PM by Hunter.

NEXT BOARD MEETING: December 2, 2025 (virtual).

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'J. Robb', is written over a horizontal line.

Jessica Robb, DVM
Adhoc Secretary (AS/JE)