



**Board of Health
Minutes
December 2, 2025**

<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	Renee Grams – Franklin County Citizen
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; Katie Mulligan – Chief Operating Officer; Andrea Shoemaker – Executive Assistant, Jesse Valenti – Finance Section Manager, Jacki Haley – Clinical Section Manager, Haleigh Eschliman – Home Visitation Supervisor, Ashley Green – Environmental Health Supervisor, Cooper Lowe - Environmental Health Specialist.

CALL MEETING TO ORDER.

The Board of Health (BOH) meeting was called to order at 6:02 PM by Sue Hunter, Board President, 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.

Roll call completed by Shoemaker; 13 members present (Lynch, Hunter, Stewart, Thorell, Hoffman, Scott, Tolle, Hofstetter, Krull, Streeter, Knauss, Robb, Hall).

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 Lynch, seconded by Hoffman to approve agenda as presented. **Roll call vote, 13 ayes, 0 nays, Motion carried.**

Approval of Minutes from the regular meeting on October 7, 2025. Motion made by Streeter, seconded by Lynch to approve October 7, 2025, minutes as presented. **Roll call vote, 10 ayes, 0 nays, 3 abstain (Stewart, Krull, Hall) Motion carried.**

Introductions Acknowledgements

J. Eschliman, Health Director, introduced Cooper Lowe as our new Environmental Health Specialist. J. Eschliman informed the Board that Renne Grams has been appointed to serve on the Board as a Franklin County public citizen.

MATERIAL AVAILABLE ELECTRONICALLY BEFORE THE MEETING & AVAILABLE AT THE MEETING

- Finance Committee
 - BOH Financials October 2025
 - Program Financial Overview October 2025
 - Grant and Subaward Guideline
 - Trend Analysis October 2025
 - Centennial Building Options
 - WEISCO Invoices
 - Finance Committee Meeting Minutes 11/24/25
 - Finance Committee Meeting Agenda 11/24/25
 - Finance Committee Meeting Minutes 10/27/25
 - Cowbell Cyber Deductible Quote
 - Corrective Action Plan
 - Implementation of Erroneous Vendor Plan
 - Option 2A
 - Option 2B
 - Option 3A
 - Option 3B
 - Option 5 Storage
 - TRPHD Clinical Cost
- Policy Committee
 - 11/20/25 Committee Meeting Minutes
 - 11/20/25 Committee Meeting Agenda
 - Cell Phones
 - Conflict of Interest
 - Audit
 - Capitalization
 - Grant Budgets
 - General Ledger and Chart Accounts
 - Family Medical Leave Act
 - Harassment and Discrimination in the Workplace
 - Time Tracking



- Employee Benefit Package
- Fair Labor Standards Act
- BOH Meeting Agenda December 2, 2025
- BOH Meeting October 7, 2025 Minutes
- CANVA December BOH presentation
- Home Visitation Program Update
- Melissa De La Torre Board of Health application
- Rural Health Transformed – The One Big Beautiful Bill and Rural Health Transformation Program

DIRECTOR'S REPORT

J. Eschliman presented an update on the Rural Health Transformation program and reviewed possible dates for the 2026 Board of Health meetings. He noted that officer positions will be discussed at the next meeting and encouraged members to share any comments or suggestions with Sue Hunter – Board President or J. Eschliman. In addition, he provided an update on the retail program, highlighting the Two Rivers Public Health Department's hopes for moving forward, although the initiative remains in legal review at this time. J. Eschliman also acknowledged the recent closure of Tyson in Lexington, expressing concern for those impacted, and shared that flyers with helpful information and resources have been prepared to support affected individuals.

Haleigh Eschliman – Home Visitation Supervisor delivered a presentation highlighting the progress of the Healthy Families program and the diverse families it serves. She shared an inspiring story about a mother in the program, reflecting on how far she has come and the meaningful progress she has achieved. The story underscored the hope and determination surrounding the mother's current goals, offering a powerful example of the program's impact.

Katie Mulligan, Chief Operating Officer, provided a strategic program update, reflecting on the conclusion of our last plan and outlining how the Board of Health survey results will guide the next stages of our strategic planning priorities. She reviewed the program's advantages and strengths, identified growth opportunities, and acknowledged external challenges that may impact future work. The team will meet with Jessica next week to develop new goals, which will be presented to the Board at the upcoming meeting.

Discussion and possible approval of Melissa De La Torre as Minority Health Representative on the Board of Health – J. Eschliman reviewed the application with the board members. Motion to approve the appointment of Melissa De La Torre as Minority Health Representative to the Board of Health. Motion made by Krull, seconded by Stewart, to approve Melissa De La Torre as Minority Health Representative to the Board of Health. **Roll call vote, 13 ayes, 0 nays, Motion carried.**

Finance Committee referrals for discussion and possible approval HUD- Dawson County Property update - Mulligan reviewed the HUD Dawson County Property situation, noting the repair needs of the property, construction bids, and the extent of work required. The landlord has offered to contribute half of the \$100,000 cost. Ashley Green, Environmental Health Supervisor, provided clarification on the HUD housing program and related grant contracts. FGW Legal advised that the contract should specify two payers, with the homeowner responsible for paying their half first. Motion to approve moving forward with the necessary work on the HUD Dawson County Property including authorization to enter into a contract with the landlord/homeowner, which shall specify that there will be two payers on the project, with the contract further requiring that the landlord/homeowner pay their half of the project cost first,



prior to any grant or program funds being applied. Motion made by Thorell, seconded by Knauss, to authorize to enter into a contract with the landlord/homeowner, which shall specify that there will be two payers on the project. The contract shall further require that the landlord/homeowner pay their half of the project cost first, prior to any grant or program funds being applied. **Roll call vote, 12 ayes, 1 nay (Streeter), Motion carried.**

Stagnant finance charges for consideration – J. Eschliman presented outstanding invoices that have been received recently, noting that several pertain to prior fiscal periods. These invoices include charges related to property maintenance, yard services, etc. Motion to approve payment of stagnant charges in full. Motion made by Scott, seconded by Thorell, to approve payment of stagnant charges in full. **Roll call vote, 13 ayes, 0 nays, Motion carried.**

Melissa Hall exited the board meeting at 6:45 PM.

September and October 2025 Financial Reports- Valenti provided an overview of the financial reports. Motion made by Stewart, seconded by Thorell, to approve the September and October 2025 financial reports. **Roll call vote, 12 ayes, 0 nays, Motion carried.**

Update on Internal Space Utilization

Consideration of options 2A, 2B, 3A, 3B - J. Eschliman provided an overview of available space within the Centennial Building. Several options for future use of space were presented as recommended by the finance committee (Options 2A, 2B, 3A, 3B) for board consideration, each accompanied by a rationale and potential opportunities. Motion was made to approve moving forward with utilizing available space in the building and to begin preparation and the process of seeking bids for construction under Option 3A. Motion made by Lynch, seconded by Hoffman, to approve moving forward with utilizing available space in the building and to begin preparation and the process of seeking bids for construction under Option 3A. **Roll call vote, 12 ayes, 0 nays, Motion carried.**

Consideration of option 5 (Internalization of storage) - J. Eschliman provided an overview of the available on-site storage space and explained that all storage could be moved to the Centennial building to improve access and potentially reallocate costs. Valenti presented several cost-allocation structure options and described how each would function. Motion to approve option 5 (internalization of storage) as presented and authorize implementation of the revised cost allocation structure of \$10.00/sq ft effective 1/1/2026. Motion made by Lynch and seconded by Thorell to approve option 5 (internalization of storage) as presented and authorize implementation of the revised cost allocation structure of \$10.00/sq ft effective 1/1/2026. **Roll call vote, 12 ayes, 0 nays, Motion carried.**

Erroneous payment update – Valenti reported on the erroneous payment that had occurred, outlining the sequence of events and the process through which the issue arose. He explained the corrective steps taken to address the matter and provided details on how the situation was resolved. In addition, J. Eschliman presented the implementation of a corrective action plan, including an updated process designed to strengthen internal controls and ensure that similar errors do not occur again.

Kayla Knauss exited the board meeting at 7:15 PM.



Consideration of modification to cyber security insurance. Cody Krull and Valenti presented a cybersecurity quote, outlining the available options related to deductible amounts and waiting periods. Motion was made to approve moving forward with the cybersecurity coverage option that includes a \$2,500 deductible and a six-hour waiting period. Motion made by Streeter, seconded by Lynch to approve moving forward with the cybersecurity coverage option that includes a \$2,500 deductible and a six-hour waiting period. **Roll call vote, 10 ayes, 0 nays, 1 abstain (Krull).**

Kayla Knauss entered the board meeting at 7:20 PM.

Fee schedule revisions recommendation for approval – Jacki Haley, Clinical Section Manager, reviewed the proposed clinical fees. She explained the situation requiring a change in flu vaccine suppliers and outlined the associated costs for each vaccine. Jacki also discussed the factors influencing the proposed fees, including resource requirements, comparison with similar agencies, and availability of the vaccine. Motion to approve Clinical Fee schedule revisions. Motion made by Lynch, seconded by Thorell to approve Clinical Fee schedule revisions. **Roll call vote, 12 ayes, 0 nays, Motion carried.**

Dr. Jessica Robb exited the board meeting at 7:30 PM.

Recommendation to approve the modifications to 110.2 Cell Phones, 119 Conflict of Interest, 201.4 Audit, 203.3 Capitalization, 205.2 Grand Budgets, 208.3 General Ledger and Chart Accounts, 311.3 Family Medical Leave Act, 316.2 Harassment and Discrimination in the Workplace, 319.2 Time Tracking, 321.3 Employee Benefit Package, and 335.1 Fair Labor Standards Act. Mulligan reviewed the changes to the policies per the policy committee's and legal counsel's recommendations. Motion made by Hoffman, seconded by Stewart, to approve the changes to the existing policies as presented: 110.2 Cell Phones, 119 Conflict of Interest, 201.4 Audit, 203.3 Capitalization, 205.2 Grand Budgets, 208.3 General Ledger and Chart Accounts, 311.3 Family Medical Leave Act, 316.2 Harassment and Discrimination in the Workplace, 319.2 Time Tracking, 321.3 Employee Benefit Package, and 335.1 Fair Labor Standards Act. Motion made by Hoffman, seconded by Stewart to he changes to the existing policies as presented: 110.2 Cell Phones, 119 Conflict of Interest, 201.4 Audit, 203.3 Capitalization, 205.2 Grand Budgets, 208.3 General Ledger and Chart Accounts, 311.3 Family Medical Leave Act, 316.2 Harassment and Discrimination in the Workplace, 319.2 Time Tracking, 321.3 Employee Benefit Package, and 335.1 Fair Labor Standards Act. **Roll call vote, 11 ayes, 0 nays, Motion carried.**

Public Comment. The board accepted public comments.

Adjournment: Motion made by Thorell and seconded by Lynch to adjourn. The Two Rivers Public Health Department Board of Health meeting was called to adjournment by consensus at 7:42 PM by Hunter.

NEXT BOARD MEETING: February 3, 2026 (virtual).

Respectfully submitted,

Nicole Thorell
Secretary (AS/JE)

A handwritten signature in cursive script that reads "Nicole Thorell".

516 W 11th ST STE 108B
Kearney NE 68845