

**Four Corners Health Department
Board of Directors Meeting
MINUTES**

Date: Tuesday, July 12, 2022
Time: 6:30 pm
Place: Zoom
Join Zoom Meeting
<https://us02web.zoom.us/j/81071225239?pwd=OFd5YVdpOTFnUETlbGZpNjRXN0lyUT09>
Meeting ID: 810 7122 5239 Passcode: 422308
Purpose: Four Corners Board of Health Meeting

Called to Order at 6:34pm

Open Meetings Act – located on the wall behind Sikes, and also online if needed.

Roll Call

Commissioners / Supervisors: Present: Jack Sikes, Anthony Whitmore, Misty Ahmic
Absent: Ron Boruch
MD and DDS: Present: Dr. Jillian Fickenscher; Dr. Elizabeth Papineau
Spirited Members: Present: Roger Reamer, Don Naiberk
Absent: Margaret Brink, Darla Winslow

Quorum present? _7_/10

Introduction of Staff Present – Laura, Alison, Tom Barnett – Emergency Response Coordinator, Angel

Introduction of Guests – None present

Need to Amend / Accept Agenda as Presented

- Agenda accepted as presented

Action Items

Approval of Minutes

Feb 22, 2022 meeting minutes – *Attachment 1*

- Sikes moved to accept minutes as presented. Whitmore seconded. Minutes accepted unanimously.

Treasurer’s Report:

February 2022 – June 6, 2022 Balance, Income/Expense Sheets and Accounts receivable – *Attachments 2a-f*

- Renewed a CD that was in Midwest Bank to Jones Bank with approval of Exec Committee.

Income/Expense Statements:

Income: Infrastructure and state funds continue to be received on a monthly basis.

Expenses: Reports reflect standard/routine expenses as expected for staffing, programs and administration. Some larger expenses have occurred as planned in certain programs for grant and contract expenses, as payments were made to contractors (for care coordination) and media campaigns (drug overdose and safe driving). These expenses will be reimbursed by the grants and subawards.

The net income/loss for:

- February 2022 +\$1,276.01

- March 2022 -\$29,982.15
- April 2022 -\$7,430.00
- May 2022 +\$55,312.10
- June 6, 2022 +\$10,007.00
- This puts the FC position as of June 6 2022 at net +35,180.14 for the 2022 year.

Accounts receivable as of June 8, 2022 = \$88,335.40.

- Naiberk motioned; Fickenscher seconded; Treasurer’s report approved unanimously.

2021 Single Audit –Attachment 2g

The Dana Cole auditors were onsite June 1, and have completed our Single Audit for the 2021 fiscal year. We have requested to have them put us on their schedule for next year’s audit. The audit was distributed in the board packet and reviewed by McDougall and the board.

- Papineau moved, Fickenscher seconded to accept the audit as presented. Motion carried unanimously.
- The BOH does not feel there is need for the auditors to present to the board at this time.

Action on Resolution #22-0614 to adopt Central Valley NRD Hazard Mitigation Plan -- Attachment 3

Tom Barnett explained the plan and concept: Hazard mitigation planning is a process in which hazards are identified and profiled; people and facilities at-risk are identified and assessed for threats and potential vulnerabilities; and strategies and mitigation measures are identified. Hazard mitigation planning increases the ability of communities to effectively function in the face of natural and human-caused disasters. The goal of the process is to reduce risk and vulnerability, in order to lessen impacts to life, the economy, and infrastructure. As such, the Central Platte Natural Resources District (CPNRD) created a Hazard Mitigation Plan in compliance with the requirements of the Disaster Mitigation Act of 2000 (DMA 2000). This year (2022) the CPNRD reviewed and updated their 2017 hazard mitigation goals and included Four Corners Health Department in the process as a unique entity for the first time. As a result FCHD currently has a place in an annex to the hazard mitigation plan. As a part of this process, the FCHD board will need to formally adopt the plan so FCHD can become eligible for FEMA project grant funding to assist in the implementation of this plan.

Link to summary of mitigation plan: https://jeo.com/sites/default/files/inline-files/CPNRD_Uprfront_Public%20Review.pdf

Link to our portion of plan (page 37): <https://jeo.com/sites/default/files/inline-files/Other%20Jurisdictions.pdf>

The plan in its entirety (along with the 2017 version): <https://jeo.com/central-platte-nrd-hazard-mitigation-plan-update>

- This plan is put in place for Polk County. Adoption of this resolution allows us to be eligible for mitigation monies from the Natural Resource District as they become available.
- Sikes moved to adopt this resolution; Naiberk seconded. Motion carried unanimously.

Unfinished Business

Update on COVID-19 Response

- COVID cases are increasing again, due to the arrival of the Omicron BA.2, and now BA4/5 variants. Long-term cares are seeing increased rates as well (similar to those in January 2022).

- FC continues offering free testing and vaccines. People are using home tests as well, and positive home test numbers are not reflected in our surveillance—only positives from laboratories.
- We continue to provide updates and educational information, but there is less interest and requests for COVID information at this time.

Vaccination Assessment and Next Steps

The vaccination assessment has been presented to the board, and visits have been made to each county to discuss options moving forward. Next steps will be to meet with stakeholders in Butler County and begin developing options discussed in Seward and York Counties. At the very least, we hope to help augment COVID vaccines in those counties. Polk County will continue to be serviced by the Polk County Health Department.

New Business

Conflict of Interest Forms for Board – Attachment 6

Annually we are required to have all Board Members complete Conflict of Interest Forms. Forms are included in the board packet. Please complete the form and send to Alison at Four Corners alisono@fourcorners.ne.gov or fax to 402-362-2687 or mail to 2101 N. Lincoln Ave., York 68467.

Accreditation Update—Alison Otte

Alison manages the projects related to community assessments, improvement plans, strategic plans, and quality improvement that may eventually lead to accreditation, which must ultimately be approved by the board. Much of Alison’s work has been put on hold during the pandemic, and she will update the board regarding current work, upcoming projects, what needs to be done before we start discussing accreditation, and steps to accreditation.

- Currently there are 8 LHD’s that are accredited in addition to Nebraska DHHS. Additional health departments are actively pursuing accreditation.
- Prerequisite Documents (goal to have completed by the middle of 2023):
 - Community Health Assessment (currently in the beginning stages)
 - Community Health Improvement Plan
 - Strategic Plan
- Also required:
 - Workforce Development Plan
 - Emergency Response Plan
 - Policies/Procedures
 - General office policies
 - Environmental and Surveillance Policies
- If pursued, the process can take up to two years.
 - Board decides to move forward
 - FCHD submits application
 - PHAB provides a site visit for preliminary document review
 - Once PHAB agrees you are close, you submit your documents, and approval can take up to another year.
 - Additional feedback can add approximately 6 more months.
- Accreditation lasts for 5-years. Over the 5 years, it would cost slightly more than \$5000. Then you repeat the process again every five years.
- There is a new recognition program for smaller health departments. The standards and procedures are split into two tracks, and one track is selected.

Director's Report

CDBG-CV Grant Application for Building Improvements (action item)—Attachment 4

In March, Tom Bliss of the Southeast NE Development District (SEND) contacted FC with a grant opportunity for building improvements. The NE Dept of Development had \$450K left in unclaimed CDBG-CV funds, and had inquired about FC applying. Laura met with the Executive Committee and it was decided to put in a PRE-application for funds. The projects are outlined in Attachment 4, totaling \$378,142. Laura obtained estimates as quickly as possible from contractors to complete the pre-application. We learned that FC is unable to directly receive the CDBG-CV funds, and that a county entity must receive the funds and be a pass-through. Laura attended a York County Board meeting and requested York County submit the pre-application on our behalf. They agreed to do so, and the pre-application was submitted in mid-May. We are now waiting to hear if we will receive funding. If they agree to fund our project, then York County Commissioners will have to hold a public hearing and submit the formal application on our behalf.

Damage Report from June 2022 Hail Storm – Attachment 7

After the June hail storm, we filed a claim with Nationwide because of the hail damage. The adjuster has been here. He said the building and garage roof has been totaled, there is damage to gutters, downspouts, and window is broken. Laura would like to consult with the building committee for next steps.

Building Remodel Situation

Multiple funding sources have been offered to remodel parts of our building. Laura will inform the board and would like to consult with the building committee soon as to the path forward.

New Opportunities and staffing

New Opportunities/Grants/Subawards in Process:

- Public Health and Human Services (PHHS) Block Grant application and funding received. \$20K until Sept 30 2022 to support Faith Communities and Parish Nurses focusing on domestic violence, suicide, mental health.
- United Health Care Grant (UNMC pass-through) \$110,471 to continue our integration work with the York Medical Clinic, screen for Social Determinants of Health, and link people to resources. July 2022 – Dec 31, 2022.
- Health Resources and Services Administration (HRSA) application submitted (coordinated by NALHD) for Community Health Worker Capacity, focus is Oral Health. If received, ~\$180K over 3 years.
- HRSA application submitted by CATCH (we are a member) to fund 3 more years of a Small Healthcare Provider Quality Improvement Grant. If received, we would receive some funds to continue our integration work with primary care clinics, expanding to other clinics, starting Aug. 1, 2022.
- State ARPA funds--\$500K. (Discussion later in agenda).
- Long Term Care Strike Force ~\$25,000 ~1 year.
- United Health Care Pathways funding ~ \$20,000.
- Continuation of current subawards July 1 2022 – June 30 2023
 - CDC Immunization (COVID) up to \$468,900 + carryover
 - Public Health Emergency Preparedness \$87,856
 - Minority Health Initiative \$24,000
 - Health Disparities ~ \$77,000
 - Overdose Prevention \$30,000

Staffing (was budgeted for 2022)

- Contracted CFO (Part-time) is being added, starting next week.
- Full-time Bi-lingual Community Health Worker starting in August.
- Temporary Employee from DHHS is being offered to us—request being made for assistant to Alison.

Insurance Review and Selection (possible action item)

After an insurance policy review with the Kirby Roth agency, many questions have arisen regarding our policies in order to make sure everything is up-to-date.

- Nationwide liability policy (covers our building structure, garage structure, liability, and business personal property). Currently we have \$1,146,700 for building coverage with a \$5000 wind/hail deductible and \$1000 deductible everything else. Our garage is insured for \$76,300 replacement cost. General liability coverage caps are \$2M/occurrence and \$4M/aggregate. Our current cost for the policy is \$6,086 annually.
 - ❖ Building Structure: Using an estimator, Kirby Roth says we have ~ \$2.6M replacement cost.
 - ✓ If we increase the building to \$2.6M and keep the deductible at \$5000 for wind/hail and \$1000 for all others, it would increase the premium by \$6057 for the year.
 - ✓ If we increase the building to \$2.6M and keep the deductible at \$5000 for wind/hail and raise it to \$2500 for all others, it would increase the premium by \$5335 for the year.
 - ✓ Whitmore Moved to increase building to 2.6M with the \$5000 deductible for hail and \$2500 for all others; Papineau seconded. Motion carried unanimously.
 - ❖ Business Personal Property (contents): Currently we have this set at \$137,400 for replacement cost. Does this need to be increased?
 - ✓ Naiberk, with board support, recommended we increase this to \$300,000 and ask our new CFO to work on an asset report to decide if that is accurate and sufficient.
- This question was tabled: Umbrella (Currently, FC does not have an umbrella policy). Do we need an umbrella policy? If we exhaust our liability (\$2M/occurrence) or auto (\$1M) limits, it would come into play. We may fall under some tort laws that we can only qualify for a certain amount, so more research will need to be done on that.
 - Quotes:
 - ❖ \$1 million - \$450 annually
 - ❖ \$2 million - \$850 annually (Naiberk recommends this option if applicable)
 - ❖ \$3 million - \$1,250 annually
- This question was also tabled: Cyber - Our IT provider is recommending that we purchase Cyber insurance, and other LHD's are also doing it. FC has been impacted by ransomware (about 7 or 8 years ago) and it cost us for IT services and 2 days productivity to regain our files. We have a couple options to explore—costs are estimated from \$1,000 to \$3,000 annually. We are not ready to purchase this coverage yet, but we are researching options and funding for this purpose in the future. Information will be brought back to the board at a future meeting.
- Professional Liability (Currently with Lloyd's of London and annual cost \$4,014.65) Our current policy has a COVID/Pandemic exclusion clause. We have identified an Admiral Policy that includes COVID coverage at \$5,350 annual. It does not cover contracted employees (currently, we use one contracted nurse for vaccines).

- Naiberk moved to purchase this policy. Fickenscher seconded. Motion carried unanimously.
- Health Insurance - (*Attachment 5*) After 3 years with only a 3.28% increase in health rates and 0% increase in dental rates in the NACO insurance pool, we will have an increase of 17.14% for health insurance and 5.87% for dental insurance base rates. There are also changes to the deductibles, copays and out of pocket maximums with this renewal. The average increase over the past 10 years has been 5.76%. We are planning, for this year, to stay with the most comparable package and can discuss any board recommendations.

Staff reports – Attachment 8

McDougall reviewed the staff report with the board.

Legislative/Policy Report

After our Feb board meeting, LB 1138 was approved and \$10M of state ARPA funds were allocated to the local health departments (as set up in LB 692). A thank you to Roger Reamer for testifying in support of LB 1138.

President’s Report

Public Comment (3-5 minutes per individual, per discretion of the Board President)

No public was present, so no public comments were made.

Calendar Information:

Board of Health Meetings

Executive/Finance Committee—Budget workshop over Zoom, July TBD

Building Committee—July TBD

Public Hearing on Budget and Meeting on/before Sept 2022 (Date and Location TBD) – we will try to get a date set in the near future so we can get it on everyone’s calendars.

State Association of Local Boards of Health (SALBOH) meeting August 11, 2022 at 12 Noon. The agenda is mini-strategic planning.

<https://us06web.zoom.us/j/83502855815?pwd=b2E3UkhYK041dUxNblhYcmNERVpLQT09>

National Association of Local Boards of Health (NALBOH) Annual Conference—August 1-3, 2022 in Grand Rapids, MI. Please let Laura know if you would like to go.

Adjournment: Move to adjourn.

Sikes moved to adjourn the meeting at 8:09pm. Papineau seconded. Meeting adjourned at 8:09pm.