

Four Corners Health Department Board of Directors Meeting MINUTES

Date: Thursday, Dec. 29, 2022
Time: 6:30 pm Board of Directors Meeting
Place: Via Zoom
<https://us02web.zoom.us/j/84447574478>
Meeting ID: 844 4757 4478
Purpose: Four Corners Board of Health Meeting

Call to Order of December Board Meeting 6:31pm

Open Meetings Act <https://nacone.org/pdfs/publications/2020%20Open%20Meetings%20Act.pdf>

Roll Call

Commissioners / Supervisors: Present: Jack Sikes, Anthony Whitmore, Ron Boruch, Misty Ahmic
MD and DDS: Present: Dr. Jillian Fickenscher; Dr. Elizabeth Papineau
Spirited Members: Present: Jim Ulrich, Roger Reamer, Darla Winslow, Don Naiberk
Absent: None

Quorum present? __10__ /10

Introduction of Staff Present – Laura McDougall, Alison Otte, and Angel Dale

Introduction of Guests – Jim Gustafson, Nebraska Community Foundation, and Raegan Hain

Need to Amend / Accept Agenda as Presented

Naiberk moved to amend the agenda to add discussing the quote for new server and email migration to the cloud as an action item under “New Business.” Fickenscher seconded to add new server quote as an action item under new business.

RCV: Naiberk – Yes, Fickenscher – Yes, Papineau – Yes, Whitmore – Yes, Sikes – Yes, Ahmic – Yes, Borch – Yes, Reamer – Yes, Winslow – Yes, Ulrich – Yes.

Motion carried.

Introduction of new York Co Spirited Board Member—Jim Ulrich

Presentation by NE Community Foundation—Jim Gustafson (~10 min) (Attachments 7a & 7b)

Four Corners was recommended by the Office of Oral Health at the State of Nebraska for support by the NE Community Foundation. There is a charitable donor who is willing to offer FC a challenge grant (up to \$150,000 over 5 years).

The background and mission of the Nebraska Community Foundation (NCF) was shared, as well as the Annual Report of the NCF. Currently involved with 4 other local health departments at various stages of this same project. The responsibility of Board of Health members would be to recommend potential donors, and be part of a “Make the Ask” workshop.

Approval of Minutes

Sept 1, 2022 meeting minutes – *Attachment 1*

Sikes moved to accept the minutes from the September 1, 2022 meeting as presented. Papineau seconded.

RCV: Sikes – Yes, Papineau – Yes, Whitmore – Yes, Ahmic – Yes, Reamer – Yes, Naiberk – Yes, Ulrich – Yes, Boruch – Yes, Fickenscher – Yes, Winslow – Yes.

Motion carried.

Approval of Treasurer's Report:

August--November 2022 Balance, Income/Expense Sheets and Accounts receivable – *Attachments 2a-d*

Income/Expense Statements:

Income: Infrastructure and state funds continue to be received on a monthly basis. In October, we deposited the insurance check for the replacement of the roof, which has not yet been replaced. We are also seeing successful billing for behavioral health services.

Expenses: Reports reflect standard/routine expenses as expected for staffing, programs and administration. 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 are reimbursed by the grants and subawards.

The net income/loss for:

- August 2022 +\$16,638.14
- September 2022 +\$1,715.33
- October 2022 +114,858.22
- November 2022 +89,840.98
- This puts the FC position as of November 30 2022 at net +\$196,177.88 for the 2022 year.

Accounts receivable as of August 31, 2022 = \$158,952.52. *Attachment 3*

Naiberk moved to accept the treasurer's report as presented. Ulrich seconded.

RCV: Naiberk – Yes, Ulrich – Yes, Ahmic – Yes, Papineau – Yes, Boruch – Yes, Winslow – Yes, Whitmore – Yes, Reamer – Yes, Sikes – Yes, Fickenscher – Yes.

Motion carried.

Unfinished Business

Update on COVID-19 Response

- FC is continuing to distribute free tests while supplies last, and vaccines
- Hospitals are extremely busy treating people with respiratory illnesses, including COVID, Influenza, RSV; reports that some hospitals are full

Building Project Update

Action Items:

- Approval by full board for asbestos removal by GSI (This plan was approved initially by Exec Committee per policy, so that we could get started.) This is the information and email sent to the Exec Committee and Building Committee:

From: Laura McDougall <lauram@fourcorners.ne.gov>

Sent: Friday, October 21, 2022 5:29:16 PM

To: Roger Reamer (roger.reamer@mhcs.us) <roger.reamer@mhcs.us>; Don Naiberk (don@bchccnet.org) <don@bchccnet.org>; Darla Winslow (darlawins@yahoo.com) <darlawins@yahoo.com>; Jillian Fickenscher (jillianfick@gmail.com) <jillianfick@gmail.com>

Cc: Jack Sikes (jsikes4171@yahoo.com) <jsikes4171@yahoo.com>; Ron Boruch

boruchronboruch@icloud.com) <boruchronboruch@icloud.com>; T Robison

Subject: Asbestos Abatement for Exec/Building Committee

Exec Committee/Building Committee:

We would like to proceed with the asbestos abatement, and to follow our procurement policy, I am only able to approve purchases up to \$5,000. In this situation, approval is required by the Exec Committee before engaging the company for the work. We will be having them work on one half of the building first, then the other half later, spending roughly half the amount first, then later the rest. Here is the summary of the estimates:

We have received 3 proposal/price quotes for the asbestos abatement for the entire building, but done in two phases. Attached you will find the proposals. I have summarized the findings here:

- 1. ESI in Norfolk (we used them for our initial testing). Project cost \$29,400, plus final air clearance and state notification.*
- 2. McGill Asbestos Abatement in Omaha. Project cost \$54,480, this includes final air clearance and state notification.*
- 3. Wheeler Contracting in Omaha. Projects cost \$53,900, plus final air clearance.*

It has been shared with us the first step is to go with a contractor, they will contact the state, and then we might have a 10-business day waiting period before work can begin.

The lowest bid is from ESI. If you are okay with us moving forward to have them start the work, please email me your approval. We will then take this to the full board in December, but would like to have them start work before then.

It was moved by Sikes to approve the ESI bid for \$29,400 (removal of asbestos) + \$10,000 (air clearance), for them to start the work. Fickenscher seconded.

RCV: Sikes – Yes, Fickenscher – Yes, Naiberk – Yes, Boruch – Yes, Whitmore – Yes, Ulrich – Yes, Ahmic – Yes, Papineau – Yes, Winslow – yes, Reamer – Yes.

Motion carried.

- Decommission of Inventory: electronics that need decommissioned:
 - One large TV with Telehealth Equipment (from circa 2004)
 - Old phones (from our old phone system)
 - 4 old computers released to Duey's to have information removed and computers recycled
 - Old copier
 - Smaller TV w/ VCR
 - An assortment of old modems, hot spots, external floppy disk drives, monitors, keyboards, and mice that no longer work

Ulrich moved to accept this list of old electronic items to be decommissioned. Boruch seconded.

RCV: Ulrich – Yes, Boruch – Yes, Winslow – Yes, Naiberk – Yes, Fickenscher – Yes, Reamer – Yes, Ahmic – Yes, Sikes – Yes, Whitmore – Yes, Papineau – Yes.

Motion carried.

- Roofing bids were be presented; selection of contractor

3 bids to replace roof and gutters were collected by T Robison and presented by Laura:

- Connor Roofing \$68,967.98
- Rocolle Construction \$58,207.28
- Saalfeld in Seward \$56,447.89

Sikes moved to accept the lowest bid from Saalfeld in Seward for \$56,447.89. Naiberk seconded.

RCV: Sikes – Yes, Naiberk – Yes, Whitmore – Yes, Ahmic – Yes, Reamer – Yes, Ulrich – Yes, Papineau – Yes, Boruch – Yes, Fickenscher – Yes, Winslow – Yes.

Motion carried.

- Approval of Design-Build Contracts Policy *Attachment 4*

The approval of this policy will allow FCHD to first procure for a Performance-Criteria Developer and form a committee to ultimately issue a design-build contract. This policy and attachments were developed by Kelly Thomas and Catie Bergen at Svehla Law in York to assure we are meeting requirements.

Ulrich moved to approve the Design-Build Contracts policy as presented. Winslow seconded.

RCV: Ulrich – Yes, Winslow – Yes, Papineau – Yes, Whitmore – Yes, Sikes – Yes, Ahmic – Yes, Boruch – Yes, Reamer – Yes, Fickenscher – Yes, Naiberk – Yes.

Motion carried.

New Business

Action Item: Approval of Updated Employee Status Policy *Attachment 5a*

Action Item: Approval of Updated Holiday Policy *Attachment 5b*

Action Item: Approval of Updated Leave Policy *Attachment 5c*

These 3 policies have been updated to simplify the calculation of PTO in our accounting system. During the pandemic, certain allowances were given to allow for flexibility for staff. However, it has created a great deal of additional work for accounting and more opportunity for error. We request a change that to have full time status, the employee must be scheduled for 36 hours/week. Half time employees are 18-36 hours per week. Part-time employees are scheduled less than 18 hours/week. Benefits are adjusted accordingly. The holidays earned will be accrued in the PTO Bank.

Naiberk moved to adjust the Leave Policy to include 24 hours of sick time each year and approve the Leave Policy with that adjustment. Papineau seconded.

RCV: Naiberk – Yes, Papineau – Yes, Ahmic – Yes, Boruch – Yes, Winslow – Yes, Whitmore – Yes, Reamer – Yes, Ulrich – Yes, Sikes – Yes, Fickenscher – Yes.

Motion carried.

Action Item: Approval of Client Suicide Risk Prevention Policy *Attachment 5d*

This policy is needed for our insurance policy now that we provide behavioral health services.

Fickenscher moved to accept the Employee Status Policy, Holiday Policy, and Client Suicide Risk Prevention Policy as presented. Ulrich seconded.

RCV: Fickenscher – Yes, Ulrich – Yes, Naiberk – Yes, Sikes – Yes, Papineau – Yes, Whitmore – Yes, Ahmic – Yes, Reamer – Yes, Boruch – Yes, Winslow – Yes.

Action Item: Approval of 2023 Employee Raises

This specific approval is often requested by auditors, and needs to be in the board minutes.

A raise of 3.5% for employees is recommended by Laura.

Whitmore moved to approve 3.5% annual raise for all Four Corners Health Department employees, including Laura. Fickenscher seconded.

RCV: Whitmore – Yes, Fickenscher – Yes, Boruch – Yes, Ulrich – Yes, Ahmic – Yes, Winslow – Yes, Sikes – Yes, Naiberk – Yes, Papineau – Yes, Reamer – Yes.

Motion carried.

Action Item: Approval of Quote for New Server and Email migration to the cloud

A new server is required in the near future according to our IT consultants. The present server lacks capacity, and is 5 or more years old. When purchased, it was a size recommended for half of the staff size we have now. Email is plugging up the server, and Duey’s Computer Service is recommending that email is migrated to the cloud instead of being housed on the server. The quote from Duey’s Computer Service for a new server and migrating email to the cloud is \$14,235.80. This is an item that was included in the budget approved in September, and board approval is requested to engage Duey’s to move forward.

Boruch moved to approve the quote for a new server and email migration from Duey’s Computer Service and move forward with the project. Naiberk seconded.

RCV: Boruch – Yes, Naiberk – Yes, Ulrich – Yes, Winslow – Yes, Fickenscher – Yes, Reamer – yes, Ahmic – Yes, Sikes – Yes, Whitmore – Yes, Papineau – Yes.

Motion carried.

Director’s Report

20th Anniversary Community Meeting

Our health department will be celebrating its 20th anniversary in 2023.

Available dates are: June 13th, June 20th and June 27th and June 28th

Angel will send a doodle poll to board members with these dates to assess which date works best.

Distribute 2021 Annual Report *Attachment 6a.* The report was distributed to the board.

Staff reports – *Attachment 6b*

Brief highlights were presented.

Laura recently learned that all four of our counties have been prioritized by DHHS for a home visitation program for mothers and newborn children. Laura has been in contact with DHHS to start the conversation of how this might work in our district, and how Four Corners might be involved. We are currently in discovery phase, but more information will be coming soon.

Legislative Report:

Friends of Public Health preparing for 2023 Legislative Session.

Laura has met with new senator Jana Hughes and provided information about Four Corners.

President’s Report

Public Comment

Ahmic introduced Raegan Hain, who will likely be taking the Four Corners Board of Health assignment for the Seward Co. Board of Commissioners. Raegan, an Occupational Therapist from Staplehurst, NE, will be sworn in next week to the Seward County Board of Commissioners.

Whitmore reported that Scott Steager will be assigned the Four Corners assignment for Butler County, pending the vote.

Reminder that Executive Director performance review will be due early 2023

Reamer will be working with Laura and the Executive Committee to do Laura's performance review in the near future.

Calendar Information:

Board of Health Meetings

Building Committee— As needed (Reamer, Naiberk, Sikes and Boruch)

Board Meeting February 2022 (Date and Location TBD) Election of Officers; Committee

Appointments. Would like to have bylaws and certain policies reviewed and updated if needed by a committee.

NE Public Health Conference, Lincoln, April 4-5, 2023

Adjournment: Move to adjourn.

Naiberk moved to adjourn at 8:23pm. Sikes seconded. Motion carried.