

Four Corners Health Department Board of Health Meeting Minutes

Date: Monday, July 24, 2023
Time: 6:30 pm
Place: Four Corners Health Department, 2101 N Lincoln Ave, York, NE

Purpose: Four Corners Board of Health Meeting

Call to Order

Meeting called to order at 6:33pm by Chairman Fickenscher.
Open Meetings Act

Roll Call

Commissioners / Supervisors: Jack Sikes, Ron Boruch, Raegan Hain
MD and DDS: Dr. Jillian Fickenscher; Dr. Elizabeth Papineau
Spirited Members: Jim Ulrich, Don Naiberk

Quorum present? 7 /10

Introduction of Staff Present – Allison Otte and Angel Dale

Introduction of Guests – Andy Widman, Performance Criteria Developer

Need to Amend / Accept Agenda as Presented

Request to amend the agenda to authorize Laura McDougall to sign several documents required for the CDBG grant (for the Building Renovation) in coordination with the York County Board. This will be addressed during the Building Update portion of the meeting.

Sikes moved to approve the agenda w/ amendments. Ulrich seconded. Motion carried.

Action Items

Approval of Minutes

6/13/2023 meeting minutes – *Attachment 1*

Boruch moved; Naiberk seconded to accept the minutes as presented. Motion passed.

Approval of Treasurer's Report:

June, July 2023 financials and Accounts receivable – *Attachments 2a-c*

Income: Infrastructure and state funds continue to be received on a monthly basis. July 2023 infrastructure and state funds have not yet been received for the month.

Expenses: Reports reflect standard/routine expenses as expected for staffing, programs and administration. In June 2023, we paid for all repairs to the roof/gutters/window due to last years storm, and been reimbursed (minus the deductible) by Nationwide. June 30 is the end of the fiscal period for some of our subawards, so July is filled with reporting and invoicing for reimbursement.

The net income/loss for:

- June 2023 -\$10,040.29.
- As of July 20, 2023 -\$45,941.15
- This puts the FCHD position as of July 20, 2023 at net -\$31,289.65 for 2023.

Accounts receivable as of July 20, 2023 = \$242,599.86. *Attachment 3h* There are some aging account receivable items that will be reimbursed once reports are submitted (including the Drive Smart items). The accounts receivable invoices will grow in number as we have until month's end to submit many additional reports and invoices.

Naiberk moved to approve financial statement. Papineau seconded. Motion carried.

Building Renovation (This will be presented by Andy Widman with Owner Reps LLC (our Performance Criteria Developer and Owner Rep for the project)

Building Project Update and Recommendations of Selection Committee

Advertised for Letter of Intent for 30 days per state statute. Then advertised as required regarding the RFP. The selection committee went through a screening and scoring process which culminated in interviews with 3 finalists. The candidates were again scored based on their interviews. Those serving on the selection committee were: Jim Ulrich (FC Board Member), Tom Ehlers (York General Building Project Manager—subject matter expert), Raegan Hain (FC Board Member), Jen Janousek (resident of district), Andy Widman (Performance Criteria Developer), Laura McDougall (FC Exec Director), Titus Robison (FC Contract CFO).

Kingery/Sullivan was the top candidate of the RFP process based on these scores. Widman outlined the process and requested the board approve a candidate for FC to begin contract negotiations. If there is a point with this firm that contract negotiations are not satisfactory, a decision can be made to go to the second highest scoring firm, and then through all six, if needed. The plan is that a contract might be approved at the next FC Board meeting. The board did not express any objections to beginning contract negotiations with Kingery/Sullivan. Boruch asked if Widman had worked with any of these contractors, and he reported he had worked with 4 of the 6 in the past. Widman will continue with the process as an owner's representative as we work with the design and construction team.

Action Item: Selection of Design-Builder to Move Forward with Building Renovation

Naiberk moved that Four Corners initiate contract negotiations with Kingery & Sullivan. Ulrich seconded.

Roll Call Vote:

Naiberk	Yes	Fickenscher	Yes	Hain	Yes
Ulrich	Yes	Boruch	Yes	Sikes	Yes
				Papineau	Yes

Unfinished Business

Reminder for those who have not completed their Conflict-of-Interest Forms to please complete them—Alison Otte. These were handed out at the beginning of the meeting, and have already been taken care of. We will still need one from Steager, who was not present.

New Business

Action Item: Approval/Acceptance of 2022 Single Audit *Attachment 3*

The 2022 Single Audit for Four Corners has been completed by the Dana Cole firm. The findings (Segregation of Duties/Internal Control) were the same as in prior years due to our small size, and has been difficult to remove.

Ulrich moved to approve the Single audit. Hain seconded.

Roll Call Vote

Ulrich	Yes	Boruch	Yes	Naiberk	Yes
Hain	Yes	Sikes	Yes		
Fickenscher	Yes	Papineau	Yes		

Action Item: Update board contacts on Department banking accounts

We have a prior Board President still listed on bank accounts. We require a board record (minutes) stating that the individual is to be removed from the bank accounts, and select which current board member should replace that person on the bank accounts.

Boruch moved and Papineau seconded to remove Margaret Brink and add Dr. Fickenscher, Board of Health President, as per bylaws, to FCHD bank accounts.

Roll Call Vote:

Boruch	Yes	Sikes	Yes	Hain	Yes
Papineau	Yes	Ulrich	Yes		
Fickenscher	Abstain	Naiberk	Yes		

Action Item: Decommission generator from inventory

We have a generator (from the mid 2000's) that we are not able to repair and needs to be decommissioned from inventory.

Ulrich moved to decommission the generator from inventory. Sikes seconded. Motion carried.

Action Item: Request for Hire of 3 Additional FTE to start Home Visitation Program in September 2023

Laura requests that the board approve 3 additional FTE be added to the department staff, over what was budgeted for 2023. We have been approved to serve as the anchor agency for an Evidence-Based Home Visitation Program for Butler, Polk, Seward and York Counties, and are submitting a budget for the program to DHHS. Once the funding begins (as much as \$460,000), we need to add 3 new positions to the team (we project this will be in September 2023). These positions will be fully funded upon hire and included in the 2024 department budget:

- Home Visitation Manager (1 FTE + benefits): 17 wks (~\$24,400)
- Bi-lingual Home Visitor (1 FTE + benefits): 17 wks (~\$15,500)
- 2nd Home Visitor (1 FTE + benefits): 17 wks (~\$15,500)

Total is ~\$55,400

Naiberk moved to approve the request for 3 additional FTE's as outlined above. Papineau seconded.

Roll Call Vote:

Naiberk	Yes	Hain	Yes	Boruch	Yes
Papineau	Yes	Fickenscher	Yes		
Sikes	Yes	Ulrich	Yes		

Addition to Amended Agenda – CDGB Report

Tom Bliss has asked York County and Four Corners Health Department to complete and sign several agreements for the CDBG grant for our building project. These agreements are required to receive the federal funding, and reflect standard best financial practices: Duplication of Benefits (x2) forms, and Subrogation agreement.

Boruch moved to approve Laura to sign CDBG agreements on behalf of the Four Corners Health Department Board of Health. Papineau seconded.

Roll Call Vote

Boruch	Yes	Naiberk	Yes	Ulrich	Yes
Papineau	Yes	Sikes	Yes		
Fickenscher	Yes	Hain	Yes		

Director’s Report

Staff Reports: We will have these available quarterly for Sept 2023 meeting.

Legislative Report: Nothing new to report at this time.

Board Policy Committee: Bylaws are being reviewed by attorney Kelly Thomas.

Other: Laura and Suzanne will be attending the National Environmental Health Association Conference July 31-Aug 3, 2023 in New Orleans as part of a contract deliverable to expand local environmental public health capacity.

President’s Report

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

No public was present for comments.

Calendar Information:

Board of Health Meetings

Additional Meetings: As needed for Building Project

Building Committee— As needed

Financial Committee – TBA August 2023 to go over 2024 budgeting

Policy Committee –TBA August 2023

Public Hearing followed by Board Meeting – TBA September 2023

August 31st and September 14th may not work. We will send a doodle soon.

Adjournment: Move to adjourn

Naiberk moved to adjourn. Boruch seconded. Meeting adjourned at 7:29pm.