

Four Corners Health Department Board of Health Meeting MINUTES

Date: Friday, Sept 29, 2023
Time: 12:00 pm (Noon)
Place: Virtual via Zoom (phone numbers also provided)
<https://us02web.zoom.us/j/87603221769> Meeting ID: 876 0322 1769
• +1 305 224 1968 US or • +1 309 205 3325 US or • +1 360 209 5623 US

Purpose: Four Corners Board of Health Meeting

Call to Order

Open Meetings Act

https://nebraskacounties.org/file_download/inline/20477fdf-07a7-4e5d-8ea6-93b3dad28274

Roll Call

Present:

Commissioners / Supervisors: Jack Sikes, Raegan Hain

MD and DDS: Dr. Elizabeth Papineau (arrived at 12:09pm)

Spirited Members: Jim Ulrich, Jordon Folkers, Darla Winslow, Don Naiberk

Absent:

Commissioners / Supervisors: Scott Steager, Ron Boruch

MD and DDS: Dr. Jillian Fickenscher

Quorum present? 6/10

Introduction of Staff Present – Laura McDougall, Executive Director and Angel Dale

Introduction of Guests – Andy Widman, Owners Rep for renovation of building

Need to Amend / Accept Agenda as Presented

Action Items

Approval of Minutes *Attachment 1*

Naiberk moved to approve the minutes as presented. Ulrich seconded.

Roll Call Vote:

Naiberk - Yes

Boruch - Absent

Hain - Yes

Ulrich - Yes

Sikes - Yes

Steager - Absent

Winslow - Yes

Papineau - Absent

Fickenscher - Absent

Folkers - Yes

Approval of Financial/Treasurer's Report *Attachment 2*

- August consisted of standard staffing and program expenses. On the income side, both July and August infrastructure payments were received, as well as quite a few quarterly reimbursements for programs.
- August balance was +\$135,917.82, which puts us at a balance of +\$104,435.99 for FY 2023.

No action was taken on financials at this time. These will be addressed at our next meeting.

Building Renovation

Building Project Update and Recommendations

Action Item to Authorize Signing of Design-Builder Contract *Attachments 3a-3g*

- At the August board meeting, this board moved to incorporate the attorney's recommendations in the contracts and forward them to Kingery/Sullivan. The contracts have been approved by Kingery/Sullivan and the next step is to authorize signature by either the Executive Director or the Board President.
- Discussion of what bylaws indicates – the Board of Health gives Laura authorization to sign the contracts as needed. Sikes suggested having 2 approved signers, up to a certain amount. That allows a second signer to be available if a signature is needed quickly that either Laura or a second signer could sign. Hain concurred. Board consensus recommended that someone who is close in proximity be that person.

Sikes moved to allow Laura authority to sign Design-Builder contracts and change-orders up to the amount of \$5000, and Jim Ulrich the same authority in Laura's absence. Naiberk seconded.

Roll Call Vote:

Sikes - Yes

Naiberk - Yes

Folkers - Yes

Winslow - Yes

Papineau - Yes

Hain - Yes

Fickenscher - Absent

Ulrich - Yes

Steager - Absent

Boruch - Absent

New Business

Action Item— Authorize Executive Director to Purchase Vaccine

- New COVID vaccines are now available for purchase, and the public health emergency has ended. Four Corners has received a limited supply of COVID vaccine through the Bridge program for people who are uninsured or underinsured. FCHD is in the process of setting up billing for private payers, Medicaid and Medicare. We have had many requests to provide COVID vaccines to groups and individuals, in situations where we would need to purchase and provide the vaccine, and administer the shots (situations where we would need to bill.)
- A minimum order of COVID vaccine from Pfizer is 100 vaccines at ~\$120/vaccine, for a total of around \$12,000. In the FC internal control policy, the Executive Director is limited to purchases up to \$5,000 if not within an existing program and/or pre-approved in the budgeting process. Anything over \$5,000 must be approved by the board.
- Executive Director requested to be authorized by the board to purchase vaccines in the future as part of our immunization program.
- The board recommends that Laura create a budget with vaccine costs, supplies, and labor so that the board can track what is being spent.

Naiberk moves that Laura be allowed to purchase up to 300 COVID vaccines doses (as needed), between now and the next board meeting. Winslow seconded.

Roll Call Vote:

Naiberk - Yes

Winslow - Yes

Folkers - Yes

Papineau - Absent

Fickenscher - Absent

Steager - Absent

Sikes – Yes

Hain – Yes (requests follow up after the first

100 doses, prior to
purchase of next 100
doses)

Ulrich - Yes

Boruch - Absent

President's Report

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

No public present.

Calendar Information:

Board of Health Meetings

Additional Meetings: As needed for Building Project

Building Committee— As needed

Policy Committee –Bylaw review over email

End of Year Board Meeting – TBA December 2023

Adjournment: Move to adjourn

Sikes moved to adjourn at 1:00pm. Naiberk seconded.

Roll Call Vote:

Sikes - Yes

Naiberk - Yes

Papineau - Absent

Steager - Absent

Hain - Yes

Boruch - Absent

Folkers - Yes

Fickenscher - Absent

Winslow - Yes

Ulrich - Absent