

Four Corners Health Department Board of Health Meeting MINUTES

Date: Monday, December 4, 2023
Time: 6:30 pm
Place: Four Corners Health Department, 2101 N. Lincoln Ave, York, NE

Purpose: Four Corners Health Department Board of Health met in regular session on Monday, December 4th at 6:30pm at Four Corners Health Department.

Call Meeting to Order at 6:30 pm

Open Meetings Act is located on the North wall of the conference room for review.

Roll Call was answered by:

Commissioners / Supervisors: Randy Obermier, Ron Boruch
MD and DDS: Dr. Jillian Fickenscher; Dr. Elizabeth Papineau
Spirited Members: Jim Ulrich, Jordon Folkers, Darla Winslow, Don Naiberk

Quorum present? 8 /10

Introduction of Staff Present – Laura McDougall, Alison Otte, Catherine Seufferlein, and Angel Dale
Introduction of Guests – Darrell Zabrocki, Seward Co. Commissioner and Andy Widman, Building Project Owner’s Representative.

Need to Amend / Accept Agenda as Presented

Winslow moved to accept the agenda as presented. Boruch seconded. Motion carried.

Action Items

Approval of September 29, 2023 Minutes *Attachment 1*

Naiberk moved to accept the minutes as presented. Ulrich seconded. Obermier abstained.
Motion carried.

Approval of Financial/Treasurer’s Report *Attachments 2a-c*

- 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.
- September and October consisted of standard staffing and program expenses. Infrastructure payments were received in a timely fashion. We are still waiting to begin spending funds on the building project and the purchase of vaccines.
- August balance was +\$135,917.82
- September balance was +\$59,542.41
- October balance was +\$65,274.76, which puts us at a balance of +\$229,204.01 for FY 2023.

Discussion was held about the negative balance in employee benefits. Speculation is that it is paid ahead each month. It was suggested that the January payment is made on January 1st, if possible, so that the fiscal year will balance out. Laura will check on this and report back to the board.

Naiberk moved to approve August, September, and October financial statements as presented. Ulrich seconded.

Roll Call Vote:

Naiberk	Yes	Winslow	Yes	Steager	Absent
Ulrich	Yes	Papineau	Yes	Boruch	Yes
Obermier	Yes	Hain	Absent		
Folkers	Yes	Fickenscher	Yes		

Action to Approve Plan for Renewal of CDs

- There are two CDs coming due, both at Henderson State: \$114,000 due 12-27-2023 and \$78,000 due 1-12-2024.

Papineau moved to give Laura authorization to renew the CD's at the term that seems most appropriate to coincide for cash-flow for the building project at the highest rate she can get. Winslow seconded.

Roll Call Vote:

Papineau	Yes	Steager	Absent	Ulrich	Yes
Winslow	Yes	Naiberk	Yes	Boruch	Yes
Folkers	Yes	Obermier	Yes		
Fickenscher	Yes	Hain	Absent		

Building Renovation

Building Project Update and Recommendations were presented by Andy Widman.

We have been meeting with architects and staff to discuss needs and options. Kingery has gone to a select number of contractors for their estimates. Drawings were distributed that included demolition plan, proposed layout design, order of operations, and ceiling diagram.

In the design, an alternate entrance was proposed. The initial estimated cost came in at 1.4 million. Adjustments are being made to cut costs to 1.2 million, and the alternative entrance is driving up costs. The reasons for the alternate entrance were discussed, with foremost being client confidentiality and safety. Board was supportive of the alternative entrance.

The plan, pending board approval, is to have sub contracts ready in mid-February, early March, and construction to begin mid-March to stay within funding schedules. Board expressed need to keep the project moving forward and on-schedule.

Naiberk moved to allow the authority to move forward with the current plan and increase the project budget to \$1.35 million. Ulrich seconded.

Roll Call Vote:

Naiberk	Yes	Obermier	Yes	Fickenscher	Yes
Ulrich	Yes	Hain	Absent	Winslow	Yes
Papineau	Yes	Boruch	Yes		
Steager	Absent	Folkers	Yes		

Action Item: Review and Selection of Proposal(s) for Line of Credit

Midwest Bank and Cornerstone Bank submitted proposals for establishing a \$600,000 line of credit with their institutions. Proposals were reviewed by the board.

Ulrich moved to authorize Laura to open a \$600,000 line of credit, at Cornerstone Bank. Naiberk seconded.

Roll Call Vote:

Ulrich	Yes	Folkers	Yes	Steager	Absent
Naiberk	Yes	Boruch	Yes	Papineau	Abstained
Winslow	Yes	Hain	Absent		
Fickenscher	Yes	Obermier	Yes		

Action Item: Transfer of Funds to Money Market from Checking

A suggestion was made to move some of the checking account funds to a money market fund to receive a higher interest rate, while also retaining ability to access them for the renovation if needed.

Obermier and Naiberk suggested negotiating interest rates; opening a sweep account utilizing money market and checking accounts.

Ulrich moved to give Laura the authority to negotiate a sweeps account through money market to maximize interest. Boruch seconded.

Roll Call Vote:

Ulrich	Yes	Obermier	Yes	Hain	Absent
Boruch	Yes	Papineau	Yes	Steager	Absent
Winslow	Yes	Naiberk	Yes		
Fickenscher	Yes	Folkers	Yes		

Unfinished Business

No Policy updates.

New Business

Introduction to Healthy Families Nebraska—Four Corners

This new program was introduced to the board by Catherine Seufferlein.

Families will enter this program prenatal up to 3 months old. (CPS referrals can be up to 2 years of age). Families can be referred by providers, nurses, schools, etc, and also self-referral. Services are completely free, and enrollment is voluntary, even CPS referrals cannot be mandated.

In Seward and York there are established Home Visitation programs, so this will supplement the resources. Butler and Polk currently do not have home visitation programs. A meeting with current home visitation programs and Four Corners will be held to establish coordination of referrals. A referral form will be on our website soon.

Director's Report

Annual Employee Performance Review Process

Performance reviews occur every January for all staff. This is also a reminder that the Board of Health completes a review of the Exec Director annually, and every other year,

it is done by the entire board. This is the case in 2024; the entire board completes the director's review.

Action Item: Approval of Annual Staff Salary Increases

Laura's provided a recommendation to the board for annual salary increases, with consideration given to the approved 2024 budget.

Naiberk moved that a 3% raise for all staff be authorized, including an 11.5% market adjustment for one employee. Ulrich seconded.

Roll Call Vote:

Naiberk	Yes	Folkers	Yes	Papineau	Yes
Ulrich	Yes	Steager	Absent	Hain	Absent
Fickenscher	Yes	Winslow	Yes		
Obermier	Yes	Boruch	Yes		

Boruch moved to go into executive session to discuss personnel matters at 8:00pm. Naiberk seconded. Motion carried, and executive session began at 8:00pm.

Boruch moved to go out of executive session at 8:22pm where no formal action was taken. Naiberk seconded. Motion carried and executive session ended at 8:22pm.

Staff Report *Attachment 3*

Brief highlights of the staff report were presented and discussed.

Legislative Report

Health directors are in the process of identifying public health legislative priorities for the upcoming session. A priority from last session is the need for increased Medicaid rates for dental (LB358). Our board dentist is also working on this. We are planning to participate in a Dental Day in early 2024.

2024 Annual Community Meeting

The board discussed offering a community meeting again in 2024, with several supportive comments. Staff will begin initial planning and bring to a future board meeting.

President's Report

Review of Board Terms and Appointments Needed Jan 2024.

Darla Winslow and Dr. Papineau's terms are ending and appointments need to be made for new 3-year terms for those positions (Polk County Spirited Member and Board Dentist). Darla is willing to continue to serve and needs to be re-appointed in Polk County. Ron will place on the agenda for a future meeting. Dr. Papineau is also willing to continue to serve and will need to be re-appointed in all four counties. The county commissioners agreed to take that to their boards in the next available agenda.

Public Comment: No public comment offered.

Calendar Information:

Board of Health Meetings

Additional Meetings: As needed for Building Project

Building Committee— As needed

Policy Committee –TBA

Annual Meeting and Election of Officers--TBA February 2024

Adjournment: Papineau moved to adjourn. Naiberk seconded. Motion carried and meeting was adjourned at 8:50pm.