

WCDHD Board of Health Minutes

December 17, 2021

11:00 am

11:00 am Open Meeting – President, Scott Gaites

PHAB: 12.2

Scott Gaites opened the meeting. Open Meeting notice present, and meeting notices posted.

Members present in person/virtual: Ty Lucas, Jeff Arnesdorf, Scott Gaites, Beth Lanka, Pam Moody (virtual), Ronda Haumann (virtual) Bryan Crisp (virtual), Lana Watson (virtual)

Chris Bruns (virtual @11:22am), Dr. Dan Woodburn (virtual @ 12:00pm)

Others Present: Shannon Vanderheiden (virtual), Meghan Trevino, Jill Falcon

Excused: Dr. Emily Jones, Mark Wilson

Discuss and Consider retention strategy policy– Shannon Vanderheiden

PHAB: 11.2.4

Vanderheiden presented to the board member the retention strategy document. Health Departments across the state are working on retention strategies. The retention strategy document was templated from the Sarpy Cass County Health Department. The retention strategies document is supported by research from other health departments across the state, and WCDHD attorney. This request comes after the NE state department and other health departments have successfully implemented retention bonuses. Vanderheiden requested the retention incentive occur over the 2021-2022 FY and again during the 2022-2023 FY. Determination of incentive pay amounts were calculated based off of consistency from other NE local health departments across the state. Amounts will also be based on total months worked from a period of 12/1/2020-11/30/2021-Regular Part-time and PRN staff same months were considered and included a calculation based on hours worked. These incentives were projected to come from unearmarked funds that the department receives. Bruns stated he had discussed with Vanderheiden and Tyler Volkner, Lincoln Co Attorney's Office, Deputy, on how funds could be used and use of ACA dollars to fund the employee retention incentive was appropriate. Funds must be spent by December 31, 2021. If this document (retention incentive) is approved by the BOH, Vanderheiden will add the incentive expense to the document to be presented to the Lincoln Co Commissioners on Monday, December 20, 2021. Vanderheiden next pointed out there will need to be changes to the employee handbook based on the adoption of the incentive strategies being introduced.

PHAB: 12.3.1

Gaites then opened the floor for discussion and questions –

Lucas had stated that on some boards he has been on, the board works separately for the incentives for the Executive Director. Stating, in some cases, this can mirror what is set forth for the employees and can sometimes be something separate. Lanka questioned the stipulations of the employee once an incentive is given. Vanderheiden stated this had been discussed with other local health departments, BOH members Lucas, Bruns and with the Lincoln Co

WCDHD Board of Health Minutes

December 17, 2021

11:00 am

Attorney, deputy. All agreed this is best practice and a risk that you take. Lucas spoke on the point that NE is an "at-will-employment" state; and would caution at wanting and employee to pay back such incentive. Lanka commented on the incentives some organizations give as far as paying for schooling, paying on student loans and the fact that in that pay back you must remain in good standing for a period of time as well. Lucas stated that payment for work could be different. Vanderheiden brought forth her thoughts that she should not be considered for anything different than what staff is receiving in this incentive. Board members had no objections to this. Gaite questioned if year 2 of this retention would be for all employees as well and Vanderheiden stated yes (those in good standing). Vanderheiden went on to discuss the PTO bank increase to align with what other health departments are at. Lucas stated that what is provided in the incentive strategy document is in line with those of other organizations. Lucas stated, when employees are unable to use vacation/PTO time, you don't want to lose staff or be late coming up with ideas for retention. Vanderheiden and Lucas have discussed the items of being able to cash out at a certain percentage from the PTO bank and this will be an item reviewed and possibly added to the policy. Lucas stated this can be something that you may not be planning for in your budget but could occur and further discussion should be had to determine what that would look like.

Bruns asked to be dismissed at 11:22 am and he would abstain from voting on this item.

Vanderheiden presented to the board what will be brought forth at the Lincoln County Commissioners meeting on Monday – going through the line item expenses what has already been paid and what remains outstanding. She has had discussion with the Volkner, Lincoln Co Attorney Office deputy and WCDHD's Public Health attorney to verify that these expenses fall into the ACA guidelines. Lucas commented that the document to be presented was very laid out and specific to expenses and that he was impressed with the completion in such a small window of time. Gaite also thanked the staff knowing that this process was just organized within the last week due to funds needing to be spent by end of the year. Gaite questioned if the retention policy document presented was the policy. Vanderheiden stated this was just a template of our guidelines document and this would be put in our policy format, but that board approval was needed before a policy was completed. Lanka confirmed then that the policy would contain the revisions. Vanderheiden stated yes and the completed policy will come back to the board for final approval. With no further questions and not outside attendees to the meeting, Vanderheiden pulled up the retention calculations and showed the board how calculations were determined and easy clocking (time keeping system) reports showing the time spent in Covid related efforts. The PTO bank was reviewed with the new maximum amount limits based on years worked. Lucas spoke to the fact again, that if staff is unable to

WCDHD Board of Health Minutes

December 17, 2021

11:00 am

use PTO and loses it at the end of the year employees are upset. Gaites questioned what the cash out would look like if multiple employees needed at once. Lanka commented that she likes the policy we have and how our PTO accrues. With no further discussion, Gaites entertained a motion. Arnesdorf made a motion to approve the policy template as presented. Lucas seconded. After roll call – Aye – Arnesdorf, Gaites, Lanka, Moody, Haumann, Crisp, Woodburn, Lucas. Naye – none. Abstain - none

Discuss and Consider employee salary range

PHAB: 11.1.5

Vanderheiden asked the board to review the salary range for the Assistant Financial Officer – she will be bringing forth to the board these job descriptions as they are updated. Gaites stated that they entrust in her to decide on salaries. Vanderheiden stated she just wants the board to recognize the ‘range’ and not to determine the rate of pay, to keep the board informed. Lucas commented that this range is consistent with market conditions. Lanka questioned the PTO accrual levels. Trevino pulled the current handbook up on the screen to show how employees accrue PTO bi-weekly and the maximum amount that can be banked based on years of employment. Lanka also asked on if employees could gift PTO if needed to an employee in need, with no time. Vanderheiden shared that WCDHD has allowed staff in the past to do this and could be something added to the policy as well. The board agreed. Lucas asked for clarification on PTO, and that Vanderheiden is not asking to increase the amount of PTO paid out but asking to allow an increase in the amount of banked PTO so that employees do not lose PTO they have earned, Vanderheiden confirmed. Lucas made a motion to accept the salary range as presented. Arnesdorf seconded. After roll call Aye: Woodburn, Lucas, Arnesdorf, Gaites, Lanka, Moody, Haumann, Crisp; Naye – none; Abstain - none

Discuss and Consider Attorney Retaining Contract

PHAB: 12.1.2

Vanderheiden asked the board to consider the contract with Fye Law Offices – who specialize in Public Health Law. She assists other Health Departments in NE and has been very helpful. After review of the contract, Lucas spoke to the range of what other attorney’s charge and thought this was very generous rate. Gaites questioned on if something like this should be bid out. Lucas responded that since this in an hourly rate and not a set amount it should not have to be. With no further questions Lanka made motion to approve the contract with Fye Law Offices. Lucas seconded. After roll call Aye – Lucas, Arnesdorf, Gaites, Lanka, Moody, Haumann, Crisp. Naye – none; Abstain - none

Vanderheiden requested that with the holidays this meeting serve as the December update for the board. She did report on the 4 deaths our district had last week and the fact that hospital numbers were down. And encouraged everyone if not vaccinated to Get Vaccinated.

WCDHD Board of Health Minutes

December 17, 2021

11:00 am

Meeting Adjourn – 12:05pm

Respectfully submitted,

Meghan Trevino



Lana Watson, BOH Secretary



Date:

APPROVED 2/2/2022