

WCDHD Board of Health Minutes

August 17, 2022

7:00 pm

Open Qtr. 4 2021-2022 Regular Board meeting – President, Scott Gaites, called to order at 7:17pm. Open meetings act available. Meeting notices were sent to county clerks in Lincoln, Logan, McPherson, Thomas, Hooker and Arthur counties to post in public locations, and were also posted in NP City Hall, WCDHD and published in NP Telegraph.

PHAB 10.3.2A

Present: Jones, Woodburn, Bruns, Lucas, Arensdorf, Gaites, Moody, Haumann, Crisp, Mironenko. Absent: Wilson, Watson (arrived at 8:14pm).

Approve 2022-2023 fiscal year budget

PHAB: 10.2.4A

Lucas moved to approve as presented \$2,928,949.00. Jones second. Aye- Jones, Woodburn, Bruns, Lucas, Arensdorf, Gaites, Moody, Haumann, Crisp, Mironenko. Nay- None. Absent-Watson, Wilson

Review and approve 5/4/2022 meeting minutes

PHAB: 10.3.2A

Arensdorf moved to approve the meeting minutes from 05/04/2022. Woodburn second. Aye- Woodburn, Bruns, Lucas, Arensdorf, Gaites, Crisp, Mironenko. Nay- None. Abstain: Moody, Haumann, Jones. Absent-Watson, Wilson.

Review and approve Qtr. 4 (April-June 2022) Expenses

PHAB: 10.2.4A

Reference document 4th quarter profit and loss by class, page 4= \$632,871.80. Falcon stated that the 4th quarter usually has additional expenses due to grants needing funds to be spent. Lucas stated that in relation to advertising, an agency can spend a lot of money and make a big splash, but that it would be important to look at ways to extend the funds to make the marketing last. He stated he commends WCDHD for the current advertising campaigns.

Crisp motioned to approve at \$632,871.80. Mironenko second. Aye- Lucas, Arensdorf, Gaites, Moody, Haumann, Crisp, Mironenko, Jones, Woodburn, Bruns. Nay- None. Absent-Watson, Wilson

Review end of FY 2021-2022 reports

Gaites noted the ending amount is \$5,497.70 (found on page 26 of the 2021-2022 Budget vs. Actual handout). Gaites stated it is within around \$2,200 of budgeted amount. Vanderheiden stated that both came in under the projected budget. Gaites stated that all numbers were in the positive which is good. Gaites asked if there were questions. No questions. Lucas moved to approve the end of year expenditure report. Bruns second. Aye- Arensdorf, Gaites, Moody, Haumann, Brian, Mironenko, Jones, Woodburn, Bruns, Lucas. Absent-Watson, Wilson

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Discuss Maple lots

PHAB 10.3.2A

Gaites opened the floor to Jo Beth Halling and Aaron Halling, optometrists in NP. They are looking to expand their optometry practice and wanting to see if there would be an option to purchase the Maple Street lots owned by WCDHD. Gaites stated he wanted to have discussion since constructions has not yet begun on the lots. Vanderheiden stated the lots were purchased around 2009-2010. Gaites stated that at the time there was a sufficient increase in LB funds that allowed to purchase. Vanderheiden stated WCDHD has revised plans from the architect dated within the past two years. Gaites stated that the last time mentioned at a BOH meeting, it was not economical at the time to pursue. He stated that moving forward, it would be a nice facility if WCDHD had a separate lot set up the way we would like, as the current location is nice, but leased. Gaites stated that the staff would be excited to move. Gaites stated that if we are going to do something, we need to begin planning. He stated he is not currently up for selling the lot at this time as he feels there are other options to pursue. He stated that we should look at plans and what it would cost to build. Vanderheiden stated that she had the architect relook at the plans between May - August 2021. The architect stated the cost to currently build is extremely high, and that even if we were ready to move forward (capital campaign in place) it would be at least 3 years. Vanderheiden stated that many things purchased at the Poplar location is portable (walls, generator, etc.). Vanderheiden stated that the space at the lot is perfect to prevent bottlenecking, as the current location doesn't allow for drive through events. The garage designed for the Maple St location would house all WCDHD's temp controlled items. Crisp asked what the tax expenses are for the unused lots. Falcon stated that it is around \$2,200 per year. Bruns stated that strategically it is in the perfect location, and the board should be having the conversation on what to do as he has never been a fan of taxpayer money being spent to cover rent rather than an owned location. Lucas stated that over the next 5-10-year period there will be an increase in the cost of the land. Lucas stated it would be cheaper to hold the lots, rather than purchase. Lucas also stated that in 2025-2026, there might be an advantage to be project ready for that timeframe when current building construction jobs are complete. Currently contractors are 2-3 years booked out. Bruns stated that he is mindful of the taxpayer's money and his recommendation would be to keep the location. Gaites stated that someone had asked about a 2-story building and sharing the space. Woodburn stated it was previously Pathology Services. Gaites stated he wanted everyone new to the board to have a history of the lots. Jones stated that we need to start working on the Capital Campaign side of things. Woodburn asked how that works and if a loan would be needed. Vanderheiden asked if the funds would go through a foundation (e.g. Friends of PH), Lucas stated that maybe 1/3 could be private, 1/3 loan, 1/3 state funds. He stated that if there is a solid source of payment; however, for WCDHD the revenue and expenses fluctuate, a loan for a portion could be obtained. He felt that borrowing would be an option. Vanderheiden

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stated she would like to visit with Lucas to get more info on how to move LB funds to a reserve. Vanderheiden asked Woodburn if it would be allowable to have a portable garage at the lot location in the interim, Vanderheiden stated that she didn't think it would be allowed, Gaites stated there was no electricity to the lots, and Lucas stated that there is H1 zoning and a covenant that is strict, so there are two overlapping approvals needed. Falcon and Vanderheiden stated that there is currently \$5k/year spent in storage that would not need to be paid if WCDHD owned a facility with a garage. Gaites stated that the consensus is that we will not be selling the property at this time. Woodburn asked for clarification on the source of funding for building on the lots. Gaites stated that we could be looking for foundation money, and a capital campaign, and possibly a loan. Crisp stated that we would need to have a plan set in stone before starting to request money. Woodburn asked costs to build, Vanderheiden stated \$1.8 million in years past, but \$3million now due to supply chains. Lucas stated that determining the funding for 10-15 years of rental costs. Woodburn questioned if a grant could be applied for to cover bricks and mortar. Vanderheiden stated that a grant writer would be needed to apply for grants. Bruns asked if it could be something to look at partnering with West Central Development Corp. Lucas stated that if there is a way to strategically build with someone that can share a space, it would help with construction costs. He stated that collaborations are becoming more popular to help decrease construction costs. Gaites stated that sharing with a private business could be an issue for tax exempt, etc. Bruns stated there are formulas to be used by the county to determine the appropriate ratio. Gaites asked to add to the next meeting, Bruns asked for it to be a standing agenda item. Vanderheiden asked if having the architect come in would be helpful. Gaites stated that it would be needed down the road, but not at this time.

Review and Approve Strategic Plan

PHAB: 10.1.1A

Vanderheiden stated BOH strategic planning was held on May 12th. She stated a copy of the report was sent to BOH members via email on July 19, 2022; however, she would highlight the report so adjustments can be made at the current meeting if needed. Vanderheiden referenced Page 2 of the Strategic Planning document for an overview of the context of the BOH Strategic Planning meeting. WCDHD contracted with UNMC to facilitate the BOH Strategic Planning meeting. Overarching question was, "What is our desired future for WCDHD and how will we get there?" Vanderheiden thanked Lucas for attending the meeting, much appreciated. Strategic goals were reviewed; Develop connections with stakeholders and the community to reshape the public health story; Retain, grow, and recruit an empowered workforce; strengthen board engagement

Vanderheiden gave an overview of the environmental scan. See BOH Strategic Planning Document for overview.

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Vanderheiden asked Lucas to weigh in on the thoughts of the planning since he was in attendance. He stated it was a great learning experience, the facilitator quality was great, and that the reputational damage done “Not our fault, it is our problem”. He stated that he felt that he learned why someone would want to work in PH rather than other privately owned, hospitals, etc. He stated that it was very well put together, and he enjoyed the time.

Vanderheiden stated the reason it is a 3-year plan is because it will take time to accomplish the goals set forth in less than 3 years.

Vanderheiden stated that if the board agrees with the proposed Strategic Plan, Colleen with UNMC will be back on 9/21/22 to meet with staff to create the strategies to get the outlined work completed.

Woodburn stated he agrees, and would love to move toward this strategic plan, and great job on the work done. Woodburn made a motion to approve the strategic plan as presented. Bruns second. Aye- Jones, Woodburn, Bruns, Lucas, Arensdorf, Gaites, Moody, Haumann, Crisp, Mironenko. Nay- None. Absent- Watson, Wilson

Directors Report, Shannon Vanderheiden

PHAB: 10.3.2A

Standing Agenda Items *(need BOH input to guide, advocate for and engage with the health department on above)*

Vanderheiden stated that the BOH report aligns with our current strategic plan and how we look to improve the process. Vanderheiden asked to reference page 3 of the Director’s Report for COVID data.

Vanderheiden stated that the vaccine percentage could be slightly lower, as the amount counts doses, not individual encounters. She stated to-date local providers have not requested any 6mo-4-year COVID-19 vaccine.

Graph 2, page 3.

Watson arrived at 8:14pm.

Vanderheiden stated that numbers for vaccine have increased over the past year; however, they are still low compared to pre-COVID. Haumann asked if we know if COVID-19 positive patients were admitted for COVID symptoms, or for another reason. She stated that the patients she has seen have been admitted for other reasons. Jones stated there isn’t a COVID floor anymore, but most are admitted with other diagnoses and test positive for COVID. Jones also made note that that

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could be misleading as she is seeing patients that are admitted for weakness or fall, but COVID is most likely the underlying cause.

Vanderheiden reviewed page 5.

Vanderheiden stated that the accreditation education module opened in July, and WCDHD can begin preparing documents for reaccreditation in January.

988 line has gone active for mental health resources, suicide prevention. She stated that LHDs met with the Director of DHHS Behavioral Health, Sheri Dawson, discussion related to making sure that mental health is a focus. Multi-layered line. Can send someone to the home, follow up resources, etc.

Vanderheiden stated that the BOH report is normally 18+ pages that takes a lot of time to discuss. She asked if it would be possible to send a more formal monthly BOH update to cover more of what is covered in the current BOH report to focus the time of the BOH meetings to action items. Watson stated she feels it would be a great idea. Vanderheiden stated that there is a significant amount of staff time that currently goes into the BOH report. Woodburn stated that he agrees that a monthly report would be good, Lucas also agreed. Woodburn asked that if there is something noteworthy that needs their specific attention, to make that note in the email. Lucas stated that he feels he gets a good feel for what is going on with email as it is less formal and more conversational.

Regarding monkeypox information, Vanderheiden stated that at this time there has been a significant need on the East end of the state for vaccine, and across the country. WCDHD will continue subcutaneous dosing due to demand being low in our area. WCDHD allowed for our next allocation to go to the East end of the state where the demand is higher.

Vanderheiden discussed that NUIrt is where the monkeypox tests are being ordered. At this time, providers must contact LHD first before testing. This will be in a HAN sent this week by DHHS. LHD will receive a notification that a test has been ordered, and results will be sent to WCDHD and the provider. See upcoming HAN for more details (HAN was released on 08/19/2022 <https://dhhs.ne.gov/han%20Documents/UPDATE08192022.pdf>).

HPV vaccine spotlight was presented by Trevino. WCDHD was selected as a success story for the Nebraska DHHS and Nebraska Comprehensive Cancer Control Program's final report to CDC highlighting the success of the three-year

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HPV vaccination grant. WCDHD saw a 100% increase in HPV vaccinations in 2022 as compared to the same timeframe in 2021. Much of the credit for the increase is related to WCDHD's Minority Health team, and the one-on-one education provided to patients and their caregivers.

Vanderheiden stated WCDHD has all dental equipment and supplies packed with a detailed inventory list and prepared to go to Great Plains Health as a donation. To do so, a monetary value must be documented for our in-kind. Vanderheiden had a rep with Patterson who agreed to assist; however, he abruptly responded that he could not. Vanderheiden spoke with a second individual from Patterson who agreed to assist. Vanderheiden checked in and he agreed he would still happily assist. Vanderheiden stated that she has not yet heard back from him. Woodburn asked who would come and get the equipment, Vanderheiden stated that Great Plains Health has looked at the equipment and has a place to take it. Woodburn stated that they would need someone that is knowledgeable in dental equip to install, such as Patterson. Vanderheiden stated she has been in contact with Ivan Mitchell at GPH. Woodburn stated that he would talk with his contact at Patterson to see if he can assist. Woodburn asked if the list could be sent to him, and he would get it taken care of. Vanderheiden will send the list to Woodburn. Lucas stated that if they come into an issue with liability and needing an appraiser, Lucas offered to help set up an appraiser. Bruns stated that there is frustration building that there is equipment not being able to be used.

Program/Services Review

Legislature

Strategic Planning – see above

SALBOH

Review and approve policy updates - Review employee handbook updates

PHAB: 10.2.1A

Retention Policy/Conflict of Interest Policy (in progress)

First change on page 11. Currently handbook states "permanent personnel record", will update to "NE Records Management Division, Schedule 24". This will allow for not requiring changes to the handbook should the document change.

Page 14- Asking to strike the verbiage regarding PRN staff, as not sure what this pertains to.

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Page 17- Update on health insurance. See handbook. Vanderheiden asked for feedback on “subject to availability” on the wellness program. During COVID, there was no Positive Pulse due to not having staff time to manage the program. Lucas asked if the 100% and 70% family coverage has been happening, Vanderheiden stated it was previously approved by BOH, but the handbook was not yet updated. Woodburn stated that he agrees the “subject to availability” is good to add.

Vanderheiden is proposing an increase in wellness certificate funds for full-time, part-time, and PRN. See handbook.

Page 18- Striking how to use the dental service amount but keep the \$125 amount to use on any dental services.

Page 18- Life insurance is currently active, but not yet added to the handbook.

Page 19- Two additions to paid holidays. Adding Christmas Eve, and “additional days for holiday leave can/shall be granted at the discretion of the ED.”

Page 22- At the May 6, 2020, BOH meeting discussion was had related to paying salary individuals for time that was worked due to excess hours due to COVID. Asking for this addition to be added to the handbook. Vanderheiden stated she spoke with the NE Department of Labor who agreed that paying salary staff for hours worked (above traditional 40 hours/week) is allowable. Crisp asked why have salary staff if you would pay over the 40 hours. Bruns asked if that is still happening now. Vanderheiden stated there is time spent by salary staff over 40 hours/week, but not as excessive as during the middle of the pandemic. Bruns stated that the benefit of being salary is that hours worked are covered. Jones stated that she has heard stories of people suing companies for time worked by a salary employee over 40 hours, and she feels that adding this to the handbook would be helping to protect the department. Crisp asked if someone doesn't work 40 hours if they would pay the company back given that logic. Jones stated that the only other option would be to move salary staff to hourly. Bruns stated he could see allowing this if the hours worked are egregious; however, Bruns stated that there isn't a reason to have that much overtime now. Vanderheiden stated that there is work that still needs to be done, so the work must happen at some time, and still puts people over their 40 hours/week. Bruns stated he has a hard time with the proposal because the benefit of salary is that you have times you don't have to work. Jones asked if it would be reasonable to say the time would be paid for an average of “over 40 hours per week over a set number of weeks”. Vanderheiden stated NE Dept of Labor stated it is looked at by the week. Bruns stated we have good benefits, extra holidays, etc. Jones stated she feels it

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protects the LHD by including it in the handbook. Bruns stated he feels. Lucas stated that there are very strict authorities that are covered and by adding to the handbook could be a mess. Lucas stated he feels there are other ways that an employee could be compensated but would need an attorney review. Lucas stated that if it were a private practice, this would be looked at a bonusing aspect; however, WCDHD would need an attorney to help determine this since bonuses for past work are not allowed. Lucas stated that perhaps the salary level may need to be looked at if Vanderheiden doesn't feel staff are being compensated for the job duties required. Vanderheiden stated she has staff that are extremely dedicated, hardworking, and have grant deadlines, (example- 3 deadlines due in one day, staff stay late, if deadlines aren't met grants may not be renewed), and holidays are often spent working by salary staff. Lucas stated he feels it is a salary level issue, and that the salary may be too low. Bruns stated it sounds as if the salary is being looked at as hours worked, not duties performed, and that the salary may need to be increased. Vanderheiden stated that in 15 years, she has never not worked over 40 hours/week, and when COVID came it changed. Bruns stated that we can't accept COVID as the new normal. Bruns stated that his feeling on not paying for salary employees being paid over 40 hours worked is not meant to understate the important work being done, but he feels there are other ways that compensation can be made. Lucas stated that if there is an influx of duties that we can't control, there may be other options for compensation, and that legal review would help determine those options. Lucas stated his goal is not to take away compensation. Vanderheiden stated that the "light at the end of the tunnel" is still dim, and she does not want to lose any more staff.

Mironenko asked if any employees had seen the overtime proposal in the handbook. Vanderheiden stated that it is only proposed and has not been presented to employees. Lucas asked what other medical businesses are doing in this situation. Vanderheiden stated that during 2020 COVID, other LHDs were doing paid time for salary staff over 40 hours/wk. Bruns stated that they have salary county employees who have an understanding that if they are salary and must work more at different times of the year, that is the cost of their position. Mironenko stated that if there is another pandemic, there could be a clause added. Crisp asked why not have everyone hourly. Gaites stated that during COVID, people were working jobs outside of her normal duties. Example, if Falcon were salary and covering finance, she would be paid that, then hourly for additional work outside of normal duties. Example, the Sheriff is salary, but if he drives truck he is paid for those hours. Crisp stated the problem would be

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drawing the line at what is within a job description. Gaites stated it may be something to consider changing to anything over 50 hours. Vanderheiden stated that she wanted to discuss since the discussion was last had in May 2020, and because if they do not approve, then she would need to work on getting everyone out the door. Lucas gave credit for wanting to compensate staff for work done. Lucas stated this will need some legal expertise to figure out the best way to handle the compensation. Gaites states that the first thing he would change in the proposal would be “will” to “may”. Vanderheiden stated that all hours, including salary employees, are tracked for time due to grants. Vanderheiden stated that several months ago, a salary staff member was not compensated for the hours worked over 40 hours/week during COVID, after the board’s approval to pay for salary hours worked over 40/week. Jones asked why they were not paid. Vanderheiden stated that the supervisor poorly instructed the employee where to class their time. Vanderheiden stated the employee is still working at the health department, but the supervisor is no longer here. Lucas asked if it was isolated to one employee. Vanderheiden stated it was, although a few hours of her time may have been missed. Lucas and Jones stated the employee should be compensated for the hours worked. Gaites and Mironenko asked to bring this discussion back to another meeting.

Page 22- update for timekeeping system

Page 23- Omnilert is new system.

Page 24- Possible oversight on verbiage, as this is the only place that spoke to the BOH being involved with employees. Jones stated that the hospital rule on time off is that after 12 weeks, you no longer have your job unless extenuating circumstances. Jones feels the statement on page 24 may have been to take away any possibility of favoritism. Watson stated she remembered it being placed in the handbook on purpose, possibly if the Executive Director fell under this section. Jones asked how it would work if someone’s 12 weeks are up, but there is not BOH meeting. Gaites stated he doesn’t feel it would need to be laid out in the handbook, as everyone else would go through the BOH. Gaites stated he would agree with the proposed change.

Page 25- Vanderheiden stated there is currently no Human Resource Director. Jones stated she agrees with the proposed change.

Page 28- Vanderheiden discussed

Watson moved to approve handbook with exclusion of the section for exempt employees and overtime. Jones second. Aye- Jones, Woodburn, Bruns, Lucas,

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Arensdorf, Watson, Gaites, Moody, Haumann, Crisp, Mironenko. Nay- None.
Absent- Wilson

Possible Executive Session - to protect and assure confidentiality about sensitive matters. PHAB: 10.3.2A

Meeting Adjourn - Next meeting – Nov 2, 2022

Meeting adjourned at 9:19pm by Gaites

Next meeting – Nov 2, 2022



Lana Watson, BOH Secretary

11-2-2022

Date