

WCDHD Board of Health Meeting

September 25, 2023

Immediately following 6:00 pm Budget Hearing

Open Qtr 4 2022-2023 Regular Board Meeting– President, Scott Gaites

PHAB: 10.3.2

Meeting opened at 6:15pm by Gaites

Present- Watson, Haumann, Mironenko, Daly, Crisp, Arensdorf, Vasa, Gaites, Lucas

Excused- Jones, Woodburn, Bruns

Absent- None

Review and Approve 2023.2024 FY Budget

PHAB: 10.2.4

Lucas made a motion to approve the budget as presented. Vasa Seconded.

Aye- Watson, Haumann, Mironenko, Daly, Crisp, Arensdorf, Vasa, Gaites, Lucas

Nay- None

Absent- Jones, Woodburn, Bruns

CHA (Community Health Assessment) data updates and upcoming CHIP (Community Health Improvement Plan) - Dr. Maya Chilese

PHAB: 7.1.1

Gaites opened the floor for the CHA review. Vanderheiden introduced Dr. Maya Chilese via Team Meetings.

Chilese stated that at the Quarter 3 BOH meeting there was discussion on the process of strategic planning and creating a CHA (Community Health Assessment) and CHIP (Community Health Improvement Plan) for WCDHD. She stated that in past years, WCDHD had worked closely with Great Plains Health. She stated that Great Plains Health has reaffirmed the priorities that were jointly identified previously for their current CHIP. She stated that WCDHD is in the data collection stage. The timeline for the CHA/CHIP process was reviewed, to include affirming the priorities and work done previously with GPH. GPH and WCDHD had timelines for completion that did not align, so it was decided to move forward independently. Chilese stated that on Thursday, September 28th, there will be a CHA workshop to identify the specific priorities for WCDHD to focus on moving forward. She stated that the health data and documentation is available for the BOH members to review, and a final public release will be available following the completion of the CHIP priority process. Chilese stated there are two additional workshops that will be held, with WCDHD working through the current step of CHIP Priority identification. She stated that the group of individuals participating in the CHA workshops have been asked to complete a survey on the top 10 issues our community faces. She stated that the survey carries a weighted scale to help identify the main priorities of focus moving forward.

Mental Health, Health Literacy, Aging Population, Oral Health, Substance Use Services, Chronic Disease, Preventative Care, Education on Ava. Resources, culturally competent Care, Treatment follow-up are the top ten issues faced.

Chilese reviewed the subjective criteria for the survey.

Vanderheiden stated that she sent an email out to BOH members today (September 25th) around 12:30p that included information that is being discussed related to the CHA/CHIP process, as well as the draft data that is not yet complete. Vanderheiden stated that approximately 788 community members took the survey that has helped narrow down the top 10 community concerns. Vanderheiden stated that workforce development information is included in the BOH handout. Vanderheiden invited the board members to

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attend the upcoming CHA/CHIP meetings, as well as complete the survey prior to 9/28/23.

Chilese highlighted that all local and Tribal HDs complete CHA and CHIPs as a requirement and are encouraged to collaborate with local medical clinics and/or hospitals. Chilese stated that WCDHD is in a good position in regard to the relationship with the hospital, and we respect the timeline that they had to complete their own improvement plan.

Chilese directed the conversation to internal works related to workforce development. Chilese stated that three weeks ago WCDHD hosted a staff retreat that helped all staff members to come together and work on how WCDHD can get better, grow, improve, and support one another. Action planning will take place in October, and a formal workforce development plan will be available for the board to review following the action planning session. The workforce development portion is an internal plan, but not necessarily designed for public input. Chilese provided the outline for the retreat which was Reimagine Together, Identify True North, Organize Opportunities, and Rejuvenate Innovation.

The WCDHD team held a shared vision of the organization as Empowerment, Humility, Support, Culture of Learning, Bold Purpose, Responsible Joy. Chilese opened it up for additional comments from Vanderheiden or Trevino. Vanderheiden stated that WCDHD is pleased to have Chilese assisting the team. Chilese stated that WCDHD is one of the healthier organizations she has had the opportunity to work with. She stated that there is a strong willingness to discuss hard things among the team.

Performance management- Chilese stated that for accreditation, performance management is a way to help keep track of progress, measuring impact, and allows for more intentional programs. She stated that the data from performance management tools help to determine how the department is performing and offers an opportunity to grow and improve. Chilese stated that leveraging Technology is one area that is linked to performance management. Vanderheiden added that ways WCDHD has leveraged technology is through outsourcing billing, using bill.com, and currently working on the process of outsourcing billing for vaccination administration. She stated that the conversations to date on outsourcing billing for vaccines have been positive and provide an opportunity for cost savings.

Performance monitoring- Chilese stated that tracking and reporting progress is an area that is being updated by the WCDHD team to allow for monitoring of data in a clear way. She stated that the questions that performance monitoring helps answer are "How are we doing?" and "How can we improve?" Chilese stated that one area she would like to suggest is how to report updates to the board of health members. Chilese stated that after moving through the performance monitoring process, she and Vanderheiden would like to add to the next BOH agenda an opportunity to discuss what information the board would like to have presented to them, what information is useful to have, and what can help the board monitor WCDHD's progress. Vanderheiden asked if any of the BOH members had any questions on the information discussed. No questions were raised. Chilese stated that when a LHD is accredited, you can rest assured that the organization is monitoring their progress and intentionally creating a structure to do so. Chilese stated

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that that concludes her presentation. Vanderheiden thanked Chilese for attending and presenting.

Lucas asked if all Nebraska LHDs are accredited. Vanderheiden stated that WCDH was the 4th LHD that was accredited. She added that 9 LHDs in Nebraska are accredited.

Review and approve Qtr 3 -May 10, 2023, meeting minutes

PHAB: 10.3.2

Gaites stated he would entertain a motion to approve the Qtr 3 BOH meeting minutes.

Watson made a motion to approve. Vasa seconded.

Aye- Watson, Haumann, Mironenko, Daly, Crisp, Arensdorf, Vasa, Gaites, Lucas

Nay- None

Absent- Jones, Woodburn, Bruns

Review and approve Qtr 4 (April-June 2023) Expenses

PHAB 10.2.4

Vanderheiden directed BOH to page 4 of the Profit & Loss document provided. She referenced the total expenses of \$531,766.00 for Qtr. 4. Vanderheiden stated that when she and Falcon last reviewed the budget, there was discussion on how to best structure the format of the budget in future years. Vanderheiden commented that as the budget is formatted currently, the revenue received for 4th quarter payments of grants is received in the first quarter of the following fiscal year. She stated that this makes the budget appear to have an increase in revenue, when in reality it reflects payments made for expenses made during the 4th quarter of the previous year. Vanderheiden asked if there would be a way to adjust the budget to account for that fact. Lucas asked if her question is related to moving to a full accrual system of accounting. Vanderheiden stated that that's not quite what she was discussing, but instead a way to better reflect that funds are not true revenue, but a reimbursement for expenses from a previous fiscal year. Lucas stated that he would defer to White and Hoatson; however, he stated that if getting into an accrual style of finance, it would create some extra steps and any change to the accounting process would "erase" past financial history because past years would not be able to be referenced and compared. He recommended a footnote style of accounting. He stated he would be hesitant to move to another budget accounting process because it could create a "no man's land" where there wouldn't be solid financial history documents to fall back on.

Gaites asked if there were any additional questions. No questions were voiced.

Watson moved to approve the 4th quarter expenses at \$531,766.00. Arensdorf seconded.

Aye- Watson, Haumann, Mironenko, Daly, Crisp, Arensdorf, Vasa, Gaites, Lucas

Nay- None

Absent- Jones, Woodburn, Bruns

Director's Report, Shannon Vanderheiden

PHAB: 8.1-8.2

Gaites opened the floor for Shannon Vanderheiden for the Director's Report.

PHAB: 10.2.5

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

Program/Services Review - None. Discussed during the CHA/CHIP presentation.

Legislature- None, as not currently in session.

Strategic Planning- Vanderheiden stated this was discussed during the CHA/CHIP presentation.

Maple Lots- Gaites asked if there was anything additional on this. Lucas stated that construction costs remain elevated, and in his opinion, there would need to be fundraising or grant funds for $\frac{2}{3}$ of the final cost of the project. Vanderheiden stated that WCDHD has been awarded \$250,000.00 in ARPA funds that are set aside for a building. She stated that a thought is that those funds could be used for the initial portion of the building that would include a garage, logistics area, meeting room, and incident command area. She stated it wouldn't be a garage, but ERC focused, and would be built onto when more funds were available. Lucas stated \$250,000.00 would not produce a lot of progress in this market, but he would be happy to calculate cost per square footage for the next BOH meeting. Lucas added that any construction would need to also be within the covenants, and that would exclude it from being a complete garage. Vanderheiden stated that by having it as a logistic area, it would have more than just a garage area. She stated that the ARPA funds are available to use through 12/2024. Crisp stated all the things that are desired are the expensive parts of a building. He stated that to piece it out would cost more, so his suggestion is to do it all. Daly stated it would be beneficial to look at the \$250,000.00 and count backwards for how much would be remaining. Crisp stated that an unfinished metal building pole barn was over \$300,000.00 recently. Gaites asked Lucas if the \$250,000.00 could be leveraged for grant funds. Lucas stated he is unsure about the state level, but some local agencies may have opportunities to do so. Gaites asked what square footage would be needed. Vanderheiden brought forward past blueprints, which do not reflect the current vision. Gaites asked if a steel building would meet the covenant. Lucas stated that he and Woodburn had looked at the covenant and it did not forbid steel buildings, but the exterior would need to be completed according to the covenant specifications. Mironenko asked if all offices would be moved to the new location if the building was large enough. Vanderheiden stated that the goal is to move all offices there when the building is large enough. Mironenko asked what rent is for the office and for storage. Falcon stated that office space currently being rented is \$5,700.00/month. Storage facility costs were not readily available but will be provided at the next BOH meeting. Crisp stated that the blueprints he is reviewing have restrooms a large distance from the garage. Vanderheiden stated the blueprints have not been updated to reflect the current needs of the department, therefore the square footage and design would need to be updated. Lucas stated that an option could be working with an appraisal company to get an idea of what an average construction cost may be. He stated it would be a good starting point. Vanderheiden stated that if the \$250,000.00 cannot be used toward a building, she will need to look at how to expend the funds and receive approval

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from the state as soon as possible given the approved funds are available through 12/2024. Daly asked if the funds are designated for bricks and mortar. Vanderheiden stated that yes, it is designated by the grantor as to be used on bricks and mortar. Crisp stated that his estimate would be around \$300/square foot which would put the previous blueprint at over \$3million. Lucas concurred that a building, concrete, and finishings would be in that range.

SALBOH

Gaites asked if there were any new SALBOH updates. Vanderheiden stated it is at a standstill.

Review and approve policy updates.

PHAB: 5.1.1

LEAD policy

Vanderheiden stated that WCDHD has a new certified lead inspector who can go into the home and test lead levels for the environment and in the home. She stated that WCDHD is currently waiting on the equipment from the state to conduct these. She stated the policy for review is related to children who are needing lead inspections in their home. If there is a child in the home, there will be no charge to conduct the lead inspection. Crisp asked what the process is after a home is found to have lead. Vanderheiden stated that WCDHD would then work with the state and the individual to educate on how to lower exposure. She stated that there was a case where WCDHD worked with, and through education and work with the state, the child's lead levels have significantly decreased.

Crisp asked if lead levels are routinely checked. Vanderheiden stated that children on Medicaid are required to have blood lead level testing yearly from 0-6 years. Lucas asked if that is the population that would be most likely to receive the lead inspections. Lucas asked if the referrals are from the state, or how WCDHD receives the information. Vanderheiden stated that our elevated blood lead levels are reported to WCDHD through the Nebraska Disease Surveillance System based on physician and laboratory results submitted. She added that WCDHD works directly with a local pediatrician's office and receives lab reports weekly that are then provided to the state.

Watson moved to approve the lead policy. Mironenko seconded.

Aye- Watson, Haumann, Mironenko, Daly, Crisp, Arensdorf, Vasa, Gaites, Lucas

Nay- None

Absent- Jones, Woodburn, Bruns

Review and approve 3 updated job description salary ranges.

Program Coordinator position- \$31,200-\$46,498

Coordinated Services Manager- \$45,760-\$62,400.

Public Health, LPN- \$34,424-\$45,760

Watson asked if the LPN role has a statement about the direct care being under the supervision of an RN. Vanderheiden stated that it is included in the job description, and

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WCDHD follows physician's standing orders. Watson stated that the ranges all look very good from her perspective. Watson asked if these positions were already written into the budgets. Vanderheiden stated that they are.

Watson moved to approve the three-job description salary ranges as presented. Haumann seconded.

Aye- Watson, Haumann, Mironenko, Daly, Crisp, Arensdorf, Vasa, Gaites, Lucas

Nay- None

Absent- Jones, Woodburn, Bruns

Discuss policy process moving forward.

Vanderheiden stated that in the past the BOH approved certain policies, and the remaining were covered by the Executive Director. She stated she would like to have discussion on how the BOH would like to move forward so there is a solid foundation on what policies the BOH would like to see and what they feel is not relevant to be brought forward to them. She stated that after reaccreditation is submitted, policy updates will be a primary focus. Watson stated that she doesn't feel that policies on daily tasks would need to be approved by BOH. Watson added that she feels that administrative policies and salary ranges should be presented to the BOH. Lucas asked if it would be impossible to work on the definition between policy and procedure and have the policy be what the BOH reviews and Vanderheiden would approve procedure. Vanderheiden asked if it would be possible to have the board help identify the definition between policy and procedure. Lucas stated governance policy vs operational policy would be an option. Gaites asked if there is a list of policies. Vanderheiden stated there are binders full, and a list can be created from them. Vanderheiden stated that the evaluation of policies has been in a spreadsheet, but has not been manageable, so work is being done with Chilese to identify a better process. Vanderheiden asked if there would be a committee to identify the definition of what should be taken to BOH. Gaites stated he would like to have Vanderheiden mark the policies she feels would need to be approved by the board and present that to them to review. Lucas stated that in his line of work, he has narrowed down the definition of policy vs procedure. He stated that in his opinion the lead policy would fall within a procedure. Vanderheiden asked if there would be directions on how to identify the difference between procedure vs policy. Lucas stated that policy is more "what we do" and procedure is "how we do it".

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Executive Session to protect and assure confidentiality about sensitive matters.

Gaites requested Executive Session for the discussion of Personnel issues to reserve the reputation of personnel.

Executive Director Annual Review -

Haumann made a motion. Daly seconded.

Aye- Watson, Haumann, Mironenko, Daly, Crisp, Arensdorf, Vasa, Gaites, Lucas

Nay- None

Absent- Jones, Woodburn, Bruns

Executive session entered at 7:40pm

End at 8:00p

Watson made a motion to end the Executive Session. Crisp seconded.

Aye- Watson, Haumann, Mironenko, Daly, Crisp, Arensdorf, Vasa, Gaites, Lucas

Nay- None

Absent- Jones, Woodburn, Bruns

Vanderheiden stated that WCDHD is currently working on website platform updates to be ADA compliant, and that WCDHD is on a committee with NALHD to help all LHDs. Gaites asked if there would be a way for the board updates to be available on the website. Vanderhieden stated that there would be an internal intranet that would be able to be set up. Vanderheiden asked if the board is okay with not having a monthly board report email, but rather updates with important updates. Watson and Gaites stated yes. Vanderheiden reminded the BOH members to look at the email she sent on 9/25/23 around 12pm. She again invited them to take the CHA/CHIP survey as well as attend the priority setting workshop. Crisp asked if the survey needed to be completed by Thursday. Vanderheiden stated yes.

Meeting Adjourn -

Watson motioned to adjourn. Morienko seconded.


Aye- Watson, Haumann, Mironenko, Daly, Crisp, Arensdorf, Vasa, Gaites, Lucas

Nay- None

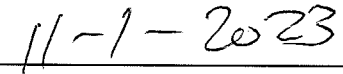
Absent- Jones, Woodburn, Bruns

Meeting adjourned at 8:06pm.

Next meeting - Nov 1, 2023



BOH, Secretary



Date

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