

**North Central District Health Department  
Board of Health Meeting Agenda and Minutes  
Friday, January 27, 2023- 10:30 a.m.**

The monthly and annual meeting of the North Central District Health Department (NCDHD) Board of Health (BOH) was held at NCDHD, located at 422 East Douglas Street, O’Neill, NE at 10:30 AM on the 27<sup>th</sup> day of January 2023.

**Notice of the meeting was given in advance thereof to the County Clerks and simultaneously given to all board members with the agenda communicated in advance. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.**

**I. Call to order and roll call (introductions of non-Board Members in attendance).**

Called to order at 10:36 a.m.

Roll Call: D. Bauer, D. Breiner, D. Fox, G. Hilkemann, W. Hollenbeck, K. Kalkowski, K. Kellum, R. Krebs (arrived after voting of 3<sup>rd</sup> motion), T. Kuether, K. Mackeprang.

Via Zoom: C. Plate, D. Pribil, D. Smith

Via Phone: late arrival Dr. Morse—arrived after voting of 3<sup>rd</sup> motion

**II. Notification of Open Meeting Law**

Announced to all attendees.

**III. Comments or additions to the agenda**

No additions requested.

**IV. Approval of Agenda**

The Board of Health reserves the right to add items to this agenda that are emergency in nature as described in Nebraska Revised Statute § 84-1411.

**Motion #1:** Roll call to approve agenda.

D. Breiner made a motion to approve agenda as printed.

D. Fox seconded the motion.

Aye – all

Nay – none

**V. Approval of previous meeting minutes**

Comments/questions from the Board were sought.

**Motion #2** Approve previous meeting minutes.

D. Fox made motion to approve of previous meeting minutes as presented.

W. Hollenbeck seconded the motion.

Aye – all

Nay – none

## **VI. Financial Reports**

Natalie Miller with Eide Bailey provided information and answered questions regarding the December financial report. Prior month reports have been discussed and presented previously by Natalie with Eide Bailey.

### **Motion #3** Approve previous CPA Financial Reports

K. Kellum made motion to approve of July through December 2023 financial reports.

D. Bauer seconded the motion.

Aye – all

Nay – none

## **VII. Previous Business**

### **a. ARPA Funds**

Discussion was held regarding where we could utilize these funds as well as priority of needs.

Members brought up options for local IT services. Requested reaching out to both Applied Connective and Precision IT for quotes; include IT contracts, purchasing building that fits NCDHDs needs; vehicle purchase potentially esp. Malibu; building infrastructure and updates; conferences; paying for remaining pickup payment after June with Covid funds; laptops.

### **Motion # 4** to get request for proposal for IT

D. Breiner made motion to approve of request for proposal for IT.

K. Kellum seconded the motion.

Aye- all

Nay- none

### **b. 2021 Single Audit**

Discussion was held.

### **Motion #5** to approve the 2021 Single Audit

K Kellum made motion to approve the 2021 Single Audit

D. Breiner seconded the motion.

Aye-all

Nay- none

### **c. BOH request for Audit**

E. Parks deferring agenda item to board; discussed during interview process; D. Breiner and D. Fox brought up discussion items.

Natalie- had two audits done; financial audit statement by one firm and a single audit by another one; single audits will look into your programs but it hasn't been started yet for 2022 but will be; still other types of audits available including a fraud examination; D. Breiner making sure that money is spent

correctly so a fraud exam is what we would be leaning towards if we move forward; no point in auditing an audit; 30,000-40,000 expected cost; Natalie says maybe 15-20,000 at minimum; )

G. Hilkemann motioned for request for proposal for an audit.

Motion retracted by G Hilkemann

Natalie recommends having board members present for discussion on next steps. E. Parks and committee will compile and discuss action items from Eide Bailey fraud team with the information provided from the Board.

Appointed Committee: D. Breiner; D. Fox; D. Smith; D. Pribil E. Parks

### **VIII. New Business**

#### **a. Annual Meeting**

Open annual meeting at 11:18 a.m.

#### **Motion # 6** for Board President

D. Pribil made motion to nominate Kelly Kalkowski as President

D. Breiner moved to cease nominations and nominate K. Kalkowski as President

Aye- all

Nay- none

#### **Motion #7** for Board Vice President

K. Kellum made motion to nominate Dustin Breiner as Vice President

D. Bauer seconded the motion.

Aye- all

Nay- none

Abstain- D. Breiner

#### **Motion #8** for Board Secretary

K. Kalkowski made motion to nominate Dean Smith as Secretary

D. Pribil seconded the motion.

Aye-all

Nay- none

#### **Motion #9** Board Treasurer

D. Smith made motion to nominate Denise Pribil as Treasurer

G. Hilkemann seconded the motion.

Aye-all

Nay- none

Abstain- D. Pribil

Annual Meeting ended at 11:26 a.m.

**b. Board discussion regarding PTO hours**

**Motion #10** PTO Hours for Heidi Kuklis was discussed by board.

D. Breiner made a motion for new hire, Heidi Kuklis, to be brought back at the same benefit accrual rate of 2021. Which is the same level as when she left her position in November 2021 and E. Parks will review when initial start date was.

D. Fox seconded the motion.

Aye- all

Nay- none

**c. Statement letter requesting change of status for state/federal funders**

Discussion was held as a board, no changes or requests needed at this time.

**d. By Laws**

Discussion, explanation and conversation by Attorney Tana Fye and board. Tana Fye will make some additional revisions for board review and approval at March meeting.

**e. Program Updates**

Provided the program yearly updates via packet ahead of time and at the time of the meeting to the board.

**f. Review and Approve Community Health Assessment (CHA)/ Community Health Improvement Plan (CHIP)**

Overview of programs from E Parks to the board.

**Motion #11** CHA/CHIP approval

D. Smith made a motion to approve the CHA/CHIP.

D. Breiner seconded the motion.

Aye-all

Nay- none

**g. Invoices**

Discussion and explanation provided by E. Parks regarding three invoices.

**IX. Comments from the Board/Public**

Next meeting will be held on Friday, March 24, 2023 at 10:30a.m.

**X. Approval to Adjourn.**

President K Kalkowski adjourned the meeting at 1:08 p.m.

**Board Members**

**Voting Registry**  
**Motions \***

<b>Present</b>	<b>Board Member</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
Present	Regina Krebs, Antelope County Supervisor				A	A	A	A	A	A	A	A
Zoom	Dean Smith, Antelope County Citizen	A	A	A	A	A	A	A	A	*A	A	*A
	Greg Hull, Boyd County Supervisor											
Present	Kelly Kalkowski, Boyd County Citizen	A	A	A	A	A	A	A	*A	A	A	A
Present	Dennis Bauer, Brown County Commissioner	*A	A	*A	A	A	A	*A	A	A	A	*A
Zoom	Carol Plate, Brown County Citizen	A	A	A	A	A	A	A	A	A	A	A
	Mike McConaughey, Cherry County Commissioner											
Present	Kyle Kellum, Cherry County Citizen	A	A	*A	*A	*A	A	*A	A	A	A	A
Present	Dustin Breiner, Holt County Supervisor	A	A	A	*A	*A	*A	X	A	A	*A	A
Zoom	Denise Pribil, Holt County Citizen	A	A	A	A	A	*A	A	*A	X	A	A
	Corey Nilson, Keya Paya County Commissioner											
	Keya Paha County Citizen											
Present	Kevin Mackeprang, Knox County Supervisor	A	A	A	A	A	A	A	A	A	A	A
	Jean Henes, Knox County Citizen											
Present	Tom Kuether, Pierce County Commissioner	A	A	A	A	A	A	A	A	A	A	A
Present	Gary Hilkemann, Pierce County Citizen	A	A	A	A	A	A	A	A	*A	A	A
Present	Wade Hollenbeck, Rock County Commissioner	A	*A	A	A	A	A	A	A	A	A	A
Present	Doug Fox, Rock County Citizen	*A	*A	A	A	A	A	A	A	A	*A	A
	Kenneth Tusha, DDS											
Phone	Ronald Morse, MD				A	A	A	A	A	A	A	A
	*please note if attending via zoom											
	<b>Guests</b>											
	Jennifer Booker, NCDHD Public Health Nurse											
	Charissa Sladek, NCDHD Office Manager											
	Cassie Ottman, NCDHD Community Outreach (via zoom)											
	Susan iPhone- would not disclose (via zoom)											
	Natalie Miller, Eide Bailey (via Zoom)											
	Amy Smith – would not disclose (via Zoom)											

- Motion 1: Approval of Agenda
- Motion 2: Approval of Previous Mtg Mins
- Motion 3: Approval of financial reports
- Motion 4: Approval of RFP for IT
- Motion 5: Approval for Single Audit
- Motion 6: Board President
- Motion 7: Vice President
- Motion 8: Secretary
- Motion 9: Treasurer
- Motion 10: PTO Hours
- Motion 11: CHA/CHIP

A=Aye  
N=Nay  
X=Abstain

*Dean Smith sec.*

---

Dean Smith, NCDHD Secretary

---

Date