



**NORTH CENTRAL DISTRICT HEALTH DEPARTMENT (NCDHD)
BOARD OF HEALTH MEETING MINUTES**

Friday, March 24th, 2023—10:30 AM

NCDHD 422 East Douglas Street, O'Neill, Nebraska 68763

Call to Order

1. Notice of Publication- Publication was made on the NCDHD website, NCDHD front door and published by the Valentine News, Ainsworth News, Antelope Co News, Knox Co News, and KBRX radio.
2. Notification of Open Meetings Act- K. Kalkowski acknowledged the Nebraska Open Meeting Law was posted in the room. A continually current agenda is available at the NCDHD office.
3. Roll call at 10:30. Present: D. Breiner, D. Fox, J. Henes, G. Hilkemann, W. Hollenbeck, K. Kalkowski, K. Kellum, C. Plate, D. Smith, Dr. K. Tusha. Arriving late: G. Hull.
4. Comments or additions to the agenda- No additions or changes.
5. Approval of the agenda-
Motion #1 by Gary Hilkemann and seconded by Dean Smith to approve the current agenda as is. Aye- all; nay-none; Motion Carried.

Approval of previous meeting minutes

Motion #2 by Doug Fox and seconded by Carol Plate to approve the minutes from the annual & regular meeting held January 27th, 2023. Aye-all; nay-none; Motion Carried

Financial Report

1. Review of January & February finances presented by Natalie Miller.
Motion #3 by Kyle Kellum and seconded by Wade Hollenbeck to approve the finances as presented for January & February. aye- all; nay- none; Motion Carried
2. Update signer on NCDHD bank accounts
Motion #4 by Doug Fox and seconded by Dean Smith to remove Elizabeth Parks and add Heidi Kuklis as a NCDHD bank account signer. Aye- all; nay- none; Motion Carried
3. 2021-2022 Annual Audit progress update provided by Heidi Kuklis. Audit still in progress with Severson, Lammers, and Abel.
4. 2022 Single Audit progress update provided by Heidi Kuklis. Contractor in place; audit has not yet begun.

Bylaws

Heidi Kuklis presented the draft created by Fye Law Office following discussion from the previous Board meeting. Red line not available in print, but was in packet.

Motion #5 by Gary Hilkemann and seconded by Dean Smith to table bylaws until next meeting. Aye- all; nay- none; Motion Carried



Program Reports

NCDHD/CDC staff member Jamie Rodriguez provided a presentation featuring the NCDHD/CDC partnership for overdose prevention.

IT Bids

Heidi Kuklis presented bids from Precision IT and Applied Connective for IT services. Bids were reviewed.

Motion #6 by Dean Smith and seconded by Doug Fox to continue services with Precision IT and revisit IT bids a later date. Aye-all; nay- none; Motion Carried

Audit Committee Update

Dean Smith provided an update from the audit committees meetings with Fred Weber, Eide Bailey, and Computer Forensics Resources. Committee member Denise Pribil joined via Zoom for the report. Smith presented a bid from Computer Forensics Resources for completion of a forensic computer investigation on 3 NCDHD devices.

Motion #7 by Dean Smith and seconded by Dustin Breiner to move into Executive Session at 11:53 a.m.; exited Executive Session at 1:14 p.m.

Motion #8 by Dean Smith and seconded by Dustin Breiner to authorize Computer Forensics Resources to complete a forensic investigation per their quote. Due to the rarity of this service and special circumstances of this type estimate, it is motioned that we proceed forward without competitive bids. Aye- all; nay- none; Motion Carried

Approval of board physician and dentist

1. Heidi Kuklis proposed Dr. Ronald Morse be renewed as the NCDHD Board Physician.
Motion by Doug Fox and seconded by Carol Plate to approve Dr. Ronald Morse as the NCDHD board physician (3-year term). Aye- all; nay- none; Motion Carried
2. Heidi Kuklis proposed Dr. Kenneth Tusha be renewed as the NCDHD Board Dentist.
Motion by Dennis Bauer and seconded by Jean Henes to approve Dr. Kenneth Tusha as the NCDHD board dentist (2-year term). Aye- all; nay- none; Motion Carried

Director's Report

Heidi Kuklis provided a general update including discussion on the following items.

1. Transition of directors- Elizabeth Parks was thanked for her great work as interim director. The role transitioned to Heidi Kuklis on 2/27/23.
2. Keya Paha County Spirited Citizen board vacancy- Currently searching for a spirited citizen in Keya Paha county interested in serving on the NCDHD Board of Health.
3. Armory reimbursement- FEMA reimbursement is nearly complete for the Armory bill for PPE storage. One remaining payment of \$9150 pending.



4. Vaccine billing update- Current on all vaccine clinic claims for preliminary submission. Working denials.
5. Electronic Health Record System (EHR)- Exploring options for EHR systems that could improve NCDHD's current processes while maintaining affordability.
6. Program updates- A feature of program updates was provided in the board packet and available to all those in attendance. A lot of great work is occurring at NCDHD. The Ability billing platform upgrade is a key success that started in March. NCDHD also submitted for Public Health Accreditation Board (PHAB) reaccreditation.
7. Diversifying bank savings- Discussion occurred on spreading NCDHD's balance between Bank First and Pinnacle bank accounts to leverage FDIC coverage. The recommendation was made to seek bank certificates for balance over \$250,000.
8. Moving Banks- Bank First lacks some import capacity that can be achieved at other banks. This capacity is preferred by Eide Bailey as it saves time. Heidi is working to look at other local banks to see if they can achieve this improved capacity. Banking options will be presented at a future meeting.
9. Credit cards- NCDHD needs to update credit cards for new staff. Also exploring options with Eide Bailey to automate some of the reporting needs with credit card purchases.
10. ARPA funds update- NCDHD's application for ARPA funding is pending signature.
11. Staffing changes- Current opening for a Program Assistant.
12. Legislative updates- LB 421 that discusses directed health measures was brought to the attention of the Board. Dr. Tusha shared LB358 proposes a 25% increase in Medicaid reimbursements for dental screenings. This would support dentists taking on Medicaid patients and the work of NCDHD. LB 852 was brought to the department's attention by Gary Hilkemann as an option to partner with schools on Mental Health First Aid.
13. Getting to know the BOH- The board packet included a digital or paper option to complete a 5-question survey. This information helps update demographic information and provides feedback on expertise that could be offered to NCDHD. All board members are asked to complete it.
14. Review of roles- PHAN and NALBO guides that document the role of the board of health can be useful in driving Board work. Continued conversation occurred that outside resources would benefit the organization to better define roles and responsibilities.

Employee Compensation

Included in executive session identified above. *(Motion by Dean Smith and seconded by Dustin Breiner to move into Executive Session at 11:53 a.m.; exited Executive Session at 1:14 p.m.)*

Public Comment

No public comment.

Next Board Meeting

The next board of health meeting will be in person at NCDHD (422 E Douglas St. O'Neill) on May 19, 2023 at 10:30 a.m. Miles of Smiles partnership with Nebraska Community Foundation Fund will be featured prior to the meeting with a social from 9:30a-10:30a and speakers at 10a.

Approval to Adjourn at 2:28 p.m.



Present	Board Member	1	2	3	4	5	6	7	8	9	10
	Regina Krebs, Antelope County Supervisor										
X	Dean Smith, Antelope County Citizen	2 y	y	y	2 y	2 y	1 y	1 y	1 y	y	y
X late	Greg Hull, Boyd County Supervisor					y	y	y	y	y	y
X	Kelly Kalkowski, Boyd County Citizen	y	y	y	y	y	y	y	y	y	y
X departed at 1:14 p.m.	Dennis Bauer, Brown County Commissioner	y	y	y	y	y	y				
X	Carol Plate, Brown County Citizen	y	2 y	y	y	y	y	y	y	2 y	y
	Mike McConaughey, Cherry County Commissioner										
X	Kyle Kellum, Cherry County Citizen	y	y	1 y	y	y	y	y	y	y	y
X	Dustin Breiner, Holt County Supervisor	y	y	y	y	y	y	2 y	2 y	y	1 y
*Joined for audit committee report via Zoom	Denise Pribil, Holt County Citizen										
	Corey Nilson, Keya Paya County Commissioner										
	Vacant- Keya Paha County Citizen										
	Kevin Mackeprang, Knox County Supervisor										
X	Jean Henes, Knox County Citizen	y	y	y	y	y	y	y	y	y	2y
	Tom Kuether, Pierce County Commissioner										
X	Gary Hilkeemann, Pierce County Citizen	1 y	y	y	y	1 y	y	y	y	y	y
X	Wade Hollenbeck, Rock County Commissioner	y	y	2 y	y	y	y	y	y	y	y
X	Doug Fox, Rock County Citizen	y	1 y	y	1 y	y	2 y	y	y	1 y	y
X	Kenneth Tusha, DDS	y	y	y	y	y	y	y	y	y	y
	Ronald Morse, MD										
	*attended via zoom										



Guests

Heidi Kuklis, Executive Director
Elizabeth Parks, NCDHD Epi & Former Interim Director
Natalie Miller & Lindsay Bellar, Eide Bailey*
Charissa Sladek, NCDHD Office Mgr
Jamie Rodriguez, NCDHD/CDC Prevention*
Whitney Abbott, NCDHD Program Reporting*

This meeting is held within the guidelines of the Nebraska Open Meeting Act. A copy of the written materials discussed in this meeting are available. Neb. Rev. Stat. § 84-1412. An agenda is kept current up to twenty-four hours prior to the meeting. The agenda may be viewed at North Central District Health Department, 422 East Douglas Street, O'Neill, Nebraska. Any Agenda items may be removed, tabled, or reordered at any time at the discretion of the Board President.



Dean Smith, Secretary