

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

**Friday, May 30th, 2025 at 10:30am**  
**North Central District Health Department**  
**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 Creighton News, Rock County Leader and KBRX.
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 am. (In Attendance: Kelly Kalkowski, Mike McConaughey, Greg Hull, Carol Plate, Dennis Bauer, Doug Fox, Jean Henes, Lon Knievel)
4. Comments or additions to the agenda  
*The Board of Health reserves the right to add items to this agenda that are emergency in nature as described in NE Revised Statute § 84-1411.*
5. Approval of the agenda  
*Motion #1 by Carol Plate and seconded by Lon Knievel to approve the agenda as presented. All in favor; Motion Carried.*

**Approval of previous meeting minutes**

*Motion #2 by Doug Fox and seconded by Jean Henes to approve the meeting minutes from March 28, 2025 meeting. All in favor; Motion Carried.*

**Financial Report**

1. Review of March & April finances
  1. *Motion #3 by Dennis Bauer and seconded by Lon Knievel to approve the finances as presented for March & April 2025. All in favor; Motion Carried.*

**Board Designated Reserve**

1. Presentation of drafted Board Designation Reserve
  - a. The target reserve amount was discussed, with a recommended minimum of three months of operating expenses (\$417,688.00), based on projections from the FY 2024–2025 budget. The Board of Health is requested to discuss and provide strategic direction on next steps, including comparisons to practices from other departments.
  - b. Further discussion included consideration of a six-month reserve (\$835,376.00) and the implications of setting that as a long-term goal. Sam emphasized the current fiscal environment and the importance of board engagement given potential volatility.

- c. Policy and procedure updates were proposed to include a requirement for majority board agreement—via email, regular, or special meetings—with formal approval to be recorded at the next scheduled board meeting when funds are to be accessed.

*Motion #4 by Lon Knievel and seconded by Mike McConaughey to approve the provided Board Designation Reserve. All in favor. Motion Carried.*

- 2. If applicable, presentation of Board Designated Reserve target minimum
  - a. *Motion #5 by Dennis Bauer and seconded by Jean Henes to approve establishment of board designated reserve for 6 months of \$835,376.16. All in favor; Motion carried.*

## **Fee Schedule**

- 1. Pricing of new fee for service-CPR courses:

Pricing for the newly launched in-house CPR courses was reviewed. A standard fee schedule has been established, and funding is currently available to support initial implementation. Summer promotional rates are planned to help generate interest and build momentum for the program's rollout.

- a. *Motion #6 by Carol Plate and seconded by Mike McConaughey to confirm fee schedule and methodology for future fee adjustments. All in favor; Motion Carried.*

## **2025-2026 COVID-19 seasonal pre-order**

- 1. Presentation of pre-order options: Pre-order timelines, potential benefit changes with insurance coverage, and associated risks were presented for discussion. Pre-ordering ensure timely shipment ahead of our busy fall vaccination season. The BOH reviewed considerations related to vaccine returns and reimbursement, inventory, and allocation for VFC and VFA programs.

- a. *Motion #7 by Lon Knievel and seconded by Jean Henes to pre-order 400 doses of vaccine. All in favor; Motion Carried.*

## **FY25 Audits**

- 1. Review Annual and Single Audit Proposal

- a. *Motion #8 by Dennis Bauer and seconded Carol Plate by approving completion of Annual Audit by Lammers, Abel & Kaps based out of Ord, Nebraska and Single Audit by Lengemann & Associates out of Papillion, Nebraska. All in favor; Motion Carried.*

## **Program Prioritizations**

- 1. Board Activity: Program Prioritization Matrix

- a. The Board of Health provided feedback on prioritizing core services and strategic direction for pursuing private funding or grant opportunities. The discussion included a review of roles and responsibilities defined by state statutes and the broader mission of the Health Department. One board member suggested exploring the integration of a physical activity and nutrition program targeting elementary students, with a focus on aligning efforts with existing school-based initiatives.

2. Staff and Admin top programs of impact/prioritization matrix
  - a. Key public health services were reviewed, with an explanation of their value and the efforts involved in program delivery. Several board members identified specific areas of concern they believe are of high importance. The Executive Director provided clarification on which services are currently supported through dedicated grant or fiscal funding. An overview was also given of services being scaled back due to funding constraints and the resulting impact on local efforts.

## **Funding**

1. Updates on funding forecast:
  - a. State and federal budget cuts were reviewed along with forecasts for the upcoming budget.
  - b. Negotiations and comparisons with current service contracts and ways to lower monthly charges were evaluated.
  - c. Program changes at a high level were discussed and how to re-evaluate the services the health department provides.
2. Feedback on spending of cash reserves.
  - a. The Executive Director discussed several unknowns being rural, including challenges with service coverage and staffing concerns related to upcoming organizational changes. The purpose of maintaining financial reserves and the appropriate level of utilization were reviewed. A range of potential reserve use was analyzed, with board members expressing comfort with utilizing approximately \$300,000 to support operational stability during this transitional period.

## **Executive Session**

*The Board of Health reserves the right to enter Executive Session in order to protect the public interest with respect to discussion regarding litigation, personnel, and other matters listed in the Nebraska Revised Statute 84-1410.*

1. Budget, contracts, and approach for FY26
  - a. No Executive Session

## **Policy Approvals**

1. FMLA
  - a. Motion #9 by Dennis Bauer and seconded by Kelly Kalkowski to approve FMLA policy. All in favor; Motion Carried.
2. Non- FMLA Leave
  - a. Motion #10 by Lon Knievel and seconded by Jean Henes to approve Non-FMLA Leave Policy All in favor; Motion Carried.
3. Hours of Operation & On Call
  - a. Motion #11 by Dennis Bauer and seconded by Lon Knievel to approve Hours of Operation & On Call policy. All in favor; Motion Carried.
4. Utilizing Language Access Services
  - a. Motion #12 by Lon Knievel and seconded by Carol Plate to approve Utilizing Language Access Services policy. All in favor; Motion Carried.

## **Legislative Updates & Priorities**

1. Updates on public health impact from current legislative session.

- a. Bills passed identified including cigarette/vape use and taxes. Tobacco tax and settlement money and bills proposed and where these funds may now go were reviewed with plans to continue to report potential modifications moving forward.
2. Other updates from BOH members
  - a. None provided.

### **Programming Updates**

1. Program report
  - a. Finalized Community Health Improvement Plan reviewed and the three areas of emphasis that includes advocacy for lifestyle changes to improve physical activity, sleep quality, and nutrition, enhance socioeconomic stability and enhance access to care.
  - b. Program billing and closeouts due to contract elimination.
  - c. Upcoming trainings for Prevention work.
  - d. Community water initiatives and potential funding with future partnerships.
2. Measles readiness
  - a. Checklists, FAQ sheets and preparedness work discussed. Prior work with schools, clinics and hospitals in preparation for a measles case were shared with questions and answers provided.

### **Director's Report**

1. Staffing
  - a. HeartCorp funding for a summer intern.
2. Funding/Programming
  - a. Pending STOP Act, HRSA Grant, Sherwood Funds and Chronic Disease funds from the state and what direction this takes for programmatic work.
3. Holt/Boyd Collaborative expansion
  - a. Contracting standpoint, no additional information currently.
4. Community Health Improvement Plan Finalized- [www.ncdhd.ne.gov/CHA](http://www.ncdhd.ne.gov/CHA)
  - a. Re-engaging coalitions/integration of community health improvement plan
  - b. Reintegration of county level involvement.
5. Surplus Sale
6. Contract updates
  - a. Printer, internet, postage meter, accounting

### **Executive Session (other- if necessary)**

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1. No Executive Session

### **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 Friday, August 15<sup>th</sup> at 10:30 a.m.

## Approval to Adjourn

*Kelly Kalkowski adjourned the meeting at 12:58 p.m.*

**Guests**

Heidi Kuklis, Executive Director

Elizabeth Parks, NCDHD Epi & Assistant Director

Sam Singery, Eide Bailly

*This meeting is held within the guidelines of the Nebraska Open Meeting Act. A copy of the written materials discussed in this meeting is 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.*



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Jean Henes, Secretary