

**NPHCC Budget Sub-committee**  
**July 14, 2015**

**Minutes**

Attendance: Myra Stoney, Pat Gerdes, Dari Olson, Laurie Walrod, and Heidi Wheeler

**1. Spending Limits**

The committee discussed implementing spending limits per steering committee agency but wanted to make a distinction between new equipment purchases and sustainability and maintenance equipment (e.g. PAPRs) that all hospitals will need on an ongoing basis.

Heidi will group the new organizational structure into two groups: Core Medical and Support. Core Medical will be made up of each hospital and each public health department and Support will be made up of the other entities, each being directed by a section leader (EM will have to leaders, one from each health district).

The committee will make these recommendations to the steering committee:

- a. Implement a \$2,000 spending limit per steering committee entity per contract year. Agencies in the Core Medical group (hospitals and public health) will each get the allotted \$2,000 and each section of the Support group will divide the \$2,000 among their section.
- b. Purchasing sustainability and maintenance equipment and supplies will be done as a group or bought in volume if possible to save money by receiving volume discounts.

**2. Participation Requirements**

The committee discussed implementing participation requirements before any purchases will be made for any agency.

The committee will make these recommendations to the steering committee:

- a. Any agency, whether Core Medical or Support, requesting money from NPHCC will be required to have, prior to purchase, one year of active membership, either as a steering committee member or a non-voting member.
- b. Active membership will be defined as attending no less than 50% of all meetings, trainings, and exercises of NPHCC within the prior 12 month time, in which NPHCC is the lead entity.

**3. Training Stipend**

The committee discussed the \$1500 training stipend in regards to the new organizational structure. The recommendation to the steering committee will be similar to the Spending limit recommendation above.

It was recommended that Heidi develop a policy and procedure file to keep all financial and business decisions and procedures convenient and accessible for all members. To be included will be policies on purchase requests, travel expenses, training stipends, as well as the relevant forms. The by-laws will be our governing document and the policies and procedures will be our business and finance rules and processes.

The committee will make this recommendation to the steering committee:

- a. Provide \$1500 per steering committee entity per contract year for training related to emergency preparedness. Agencies in the Core Medical group (hospitals and public health) will each get the allotted \$1500 and each section of the Support group will divide the \$1500 among their section.

#### **4. Fiscal Agent Fee**

Myra wanted clarification on the 6% fiscal agent fee that Southwest Nebraska Public Health Dept. receives from NPHCC. The subcommittee agreed that it was 6% of the award amount, which this year was \$110,000.