



PUBLIC HEALTH SOLUTIONS
BOARD OF HEALTH MEETING AGENDA
8:30am on Thursday, August 18, 2016
Public Health Solutions District Health Department
995 East Highway 33, Suite 1
Crete, NE 68333

Meeting Facilitator: Jane Ford-Witthoff, Health Director

Invitees: Linda Ament, Dave Bruning, Larry Cerny, Jeremy Christiansen, Trudy Clark, Dr. Jenna Cook, Janet Henning, Judy Henning, John Hill, Dr. Bruce Kennedy, Mark Schoenrock, Paul Utemark

Call to Order

Roll Call

- 1. Agenda for Approval**
- 2. Minutes from last meeting (5/19/16) for Approval**
- 3. Public Hearing**
- 4. Financial Reports for Acceptance**
- 5. Director Report**
- 6. Question of lease/purchase cars for Discussion**
- 7. Dental services; recommendations for continuation for Action**
- 8. Computer replacement plan for Approval**
- 9. Process for Community Health Needs Assessment for Approval**
- 10. Integration of Behavior Health and Primary Care for Report**
- 11. Fiscal YR2017 Budget for action**
- 12. Open Forum**
- 13. Set next meeting date**

Meetings for FY 2016: Meetings are conducted in accord with the Open Meetings Act. Public Notice of the meeting is published within the Counties of Gage, Saline, Thayer, Jefferson and Fillmore. The Agenda is posed at least 10 days in advance at the Public Health Solutions office where it is kept continually current. The Board may go into executive session at any time as permitted in the Open Meetings Act.

PUBLIC HEALTH SOLUTIONS District Health Department

Board of Health

August 18, 2016

Board Members in Attendance:

Larry Cerny, Linda Ament, Janet Henning, Judy Henning, John Hill, Dr. Bruce Kennedy, Mark Schoenrock, Paul Utemark

Board Members Present via Telephone:

NA

Board Members Absent:

Trudy Clark, Jeremy Christiansen, Dave Bruning, Dr. Jenna Cook

Staff Members in Attendance:

Jane Ford Witthoff, Health Director; Sonya Williamson, Fiscal Aide; Jenik Davis, Administrative Assistant

Presenters: Carmen Chinchilla, Dental Program Coordinator; Jill Kuzelka, VetSET/CHW and Kate Lange PHN

Call to Order:

The meeting was called to order at 8:30am by Larry Cerny. (Attendees appear above).

Notice of the meeting was given in advance thereof by posting as required by law. It was stated a copy of the Open Meetings Act is posted in the meeting room, which is accessible to members of the public.

Approval of Agenda:

The agenda was reviewed.

Janet Henning moved to accept the agenda, seconded by Linda Ament. All voted aye, motion #1 carried.

Approval of Minutes:

Meeting minutes from May 19th were emailed before the meeting and distributed at the onset of the meeting.

Judy Henning moved to accept the minutes, seconded by John Hill. Motion #2 carried. Janet Henning sustained.

Public Hearing opened.

Financial Report:

Financial reports through July 2016 were emailed to all board members prior to the meeting. Sonya Williamson gave a summary of the financial reports.

Judy Henning moved to approve the financial report, seconded by John Hill. All vote aye, motion #3 carried.

Minutes of PHS Board of Health Meeting

Directors Report:

The Director reported that budget adjustments were continuing given that revenue will not be adequate for proposed budget expenditures, we received notice that the last year of funding (\$150,000) for the Saving Rural Hearts program has been withdrawn, Vet/Set has been awarded carryover funds, an application for an accreditation grant through NACCHO will be submitted, Adam Zobel has left the department for Medical School, staff evaluations are continuing, still waiting to hear from FEMA about claims, and flu mist will not be given through the SKIP Flu program. In response to the question about the CDC action to recommend that the Flu Mist not be used, the Board was advised that CDC stated that the Flu Mist was determined to be ineffective in conferring immunity.

Lease or Purchase of Vehicles: Discussion

The annual mileage reimbursement totals about \$31,100. The question is whether it would be beneficial for the department to purchase or lease cars to reduce expenses and to reduce liability. Currently PHS has two operation vehicles. The third vehicle has been out of service because the air conditioner needs to be replaced.

It was noted that PHS employees should not be transferring clients in their privately owned vehicles, due to liability issues. If any transporting needs to be done, it will need to be done with PHS owned vehicles, or help individuals setup public transportation.

This discussion will continue, when information is assembled regarding options for purchasing, leasing and mileage reimbursement comparisons.

Dental Services: Action

Carmen Chinchilla, Dental Coordinator, briefed the members regarding the Life of Smiles: Post Grant Proposal. The proposal included options for the continuation of school based dental services.

There was a brief discussion, as to why some figures of schools were considerably lower than others. Carmen, reported that some schools are not interested in preventive dental services beyond basic screening of the kids. to having PHS bring dental services into the schools. Some members indicated that they are going to reach out to the schools in their counties to see if there is a reason for this.

The Board agreed that the proposal should be implemented knowing that expenses will need to be tightly watched.

Computer Replacement Plan: Approval

A timeline showing the age of computers that are currently being used by staff was reviewed. A three year replacement plan is being recommended. It is recommended that 5 be replaced each year. This replacement is not currently included in the budget. Options for adjustments in planned expenditures were discussed. It appears that two could be purchased from the current general supplies budget. Other areas of the budget would be examined as well. There also may be options to purchase computers from grant funds. It was agreed that this should be a priority. Staff will work to implement the plan and will report progress to the Board.

Judy Henning moved to approve the computer replacement plan, seconded by John Hill. All vote aye, motion #4 carried.

Community Health Needs Assessment: Approval

PHS will be conducting a Community Health Needs Assessment. It is composed of three parts: an analysis of data, distribution of a needs assessment survey and public meetings. A draft of the survey instrument was distributed. The members asked to review and approve the survey before it is distributed. In addition the Board requested that a survey of health care providers be developed as well.

Minutes of PHS Board of Health Meeting

Integration of Behavior Health and Primary Care: Report

Kate Lange, Public Health Nurse/RAED Coordinator and Jill Kuzelka, VetSET Coordinator/Community Health Worker, gave a report on a conference that took place in New Orleans, LA. Along with them, two community representatives went as well: Stephanie Knight from FCHC, and Chad Jurgens from JCHC.

The conference provided insight on how to integrate behavior health in multiple facilities throughout communities. It was recommended that a new Suicide Risk Rating Scale should be implemented to get practitioners and others comfortable with determining risk. This tool is thought to be the most efficient and comfortable scale on determining if someone is at risk.

Jill, Kate and Jane will be meeting with Stephanie Knight, and Paul Utemark at the end of the month, to discuss how we should move forward to implement the use of this tool.

A video was shown, and a handout given to the board by Kate Lange.

Public Hearing:

Judy Henning moved to close the Public Hearing, seconded by Janet Henning. All vote aye, motion #5 carried.

Budget Acceptance:

Janet Henning moved to accept the present budget summary for the upcoming FY2017, seconded by Mark Schoenrock. All vote aye, motion #6 carried.

There was discussion of the need to meet with our legislative representatives. Additional funds are needed if PHS is to maintain viability. There was also discussion of the importance of our partnerships with the hospitals. There has been some discussion about a potential legislative initiative to include hospitals in a tighter partnership with LHDs. Short of that it was agreed that the administrators should be invited to an upcoming Board meeting to discuss issues of common interest.

Being no further business the meeting was declared adjourned at 10:25am.

Minutes prepared by Jenik Davis

MJFW

PUBLIC HEALTH SOLUTIONS District Health Department

Board of Health

October 20, 2016

Board Members in Attendance:

Larry Cerny, Janet Henning, Judy Henning, John Hill, Dr. Bruce Kennedy, Mark Schoenrock, Dr. Jenna Cook, Jeremy Christiansen,

Board Members Present via Telephone:

Trudy Clark

Board Members Absent:

Linda Ament, Dave Bruning, Paul Utemark

Staff Members in Attendance:

Jane Ford Witthoff, Health Director; Sonya Williamson; Fiscal Administration; Jenik Davis, Administrative Assistant, Laura Wooters, Program Manager – Healthy Families America

Guest:

Senator Roy Baker, District 30

Call to Order:

The meeting was called to order at 8:35am by Larry Cerny. (Attendees appear above).

Notice of the meeting was given in advance thereof by posting required by law. It was stated a copy of the Open Meetings Act is posted in the meeting room, which is accessible to members of the public.

Approval of Agenda:

The agenda was reviewed.

Mark Schoenrock moved to accept the agenda, seconded by Judy Henning. All voted aye, motion #1 carried.

Approval of Minutes:

Meeting minutes from August 18th were emailed before the meeting and distributed at the onset of the meeting.

Jeremy Christiansen moved to accept the minutes, seconded by Judy Henning. All voted aye, motion #2 carried.

Financial Report:

Financial reports through September 2016 were emailed to all board members prior to the meeting. Sonya Williamson gave a summary of the financial reports. It was noted that the reports reflect the large purchases of vaccine for the flu immunization program. In addition, the members were reminded that this is the month during which billings will occur for the Flu immunization program and more important for the dental preventive health services we are providing in the schools. Based on the returns we will need to determine at what level we may continue to provide dental preventive services in the schools.

Janet Henning moved to approve the financial report, seconded by Mark Schoenrock. All vote aye, motion #3 carried.

Guest Speaker, Senator Ray Baker arrived and had an open floor conversation with the attendees (listed above). General topics and questions about which the Senator spoke were the following: the importance of school services, the lack of state funding for DHHS, the severe problems with access to behavioral health services, the projected State revenue shortfalls, the need for additional funding for local health departments, the challenges of siting livestock confinement facilities, the status of Beatrice Developmental Center, and the PHS Board of Health priorities. Behavioral health concerns were very much of concern to all present. The Director called the Senator's attention to the innovative behavioral health program being conducted by Fillmore County Hospital.

Directors Report:

Jane gave a brief summary of Department activities and concerns: In an effort to reduce expenditures in light of the PHS budget shortfall, the PHS Medical Reserve Corps was decommissioned and is being merged with the Southeast Medical Reserve Corps, all media contracts have been terminated, conference travel is restricted and memberships are being scrutinized. Revenues are being carefully monitored in light of expenses and vacant positions are not being filled.

She stated that there are pending grant requests for radon, battery recycling, and recycling awareness and promotion.

She referenced the report of staff activities noting that they have been extremely busy. She stated we are losing Alejandro Gomez, who has been with us almost three years. He is going on to a more responsible position with more opportunities. Because members had questions about Rooted in Relationships, Caitlin Moore was asked to provide a brief program summary to the Board.

Annual Report: Release

A copy of the two page summary of the State required annual report was provided to the Board. The actual report that they required was 27 pages long. The summary was provided by Jenik Davis. The Board of Health is planned to be in a similar format to last year but not quite as long.

Grants & Contracts: Acceptance

An oral summary was provided regarding grants and contracts that have been awarded. These include the Accreditation Grant from NACCHO for \$15,000, the Americorp Planning grant for \$27,000 and the Immunization sub-grant from the state for \$30,000. Each of these has been awarded but cannot be spent pending Board of Health acceptance. The Board was advised that we are still actively searching for grant opportunities to support department priorities. A motion was made for the acceptance of the awarded funds and continuing the search.

Judy Henning moved to accept the grants/contracts, seconded by Janet Henning. All vote aye, motion #4 carried.

Policies for Review: Approval

Three policies were provided for Board of Health review and approval. The first two policies are those previously reviewed and approved by the Board. The Personnel Policies include two major revisions. 1. The addition of Veterans Day as a holiday and 2. Changes to incorporate the new wage and hour rules. The Board was advised that the staff would like the holidays given to the State and Counties. This information was provided. The revisions proposed only includes one addition, Veteran's Day. To the question regarding compensatory time, Jane indicated that there are no provisions for compensatory time because of previous action by the Board.

The fiscal policies are essentially unchanged except for minor wording suggested by the auditors.

Minutes of PHS Board of Health Meeting

The Policy on Services and Charges as well as the new Wish List are new. The services and charges are generally set at cost plus. The CPR/AED training are directed for those organizations and efforts operating on more restricted funds and/or those whose training would support Department priorities.

- Personnel Policies & Procedures (*Veteran's Day added to PTO holidays*)
- Fiscal Policies & Procedures
- Department Services – Charges & Fees

Janet Henning moved to approve the policies as presented, seconded by Mark Schoenrock. All vote aye, motion #5 carried.

Open Forum

The Board was asked if they are particular programs or issues that should be discussed at upcoming meetings. Judy Henning suggested that programs or issues of concern be addressed in any one month. Given the concern about behavioral health, it was suggested that Fillmore County Hospital's behavioral health program would be a good topic.

The plans for the December Board meeting were discussed. It had been agreed that Hospital Administrators would be invited. Because the regularly scheduled date would occur during the NACO convention, the meeting date was changed to Thursday, December 8, 2016. Mark Schoenrock suggested that if the results would be ready from the Community Health Needs Survey, it would be great to provide them at the meeting.

The next Board of Health Meeting is Thursday, December 8, 2016 at 8:30 a.m. in Crete, NE.

Being no further business the meeting was declared adjourned at 10:12am.

Minutes prepared by Jenik Davis

PUBLIC HEALTH SOLUTIONS District Health Department

Board of Health

December 8, 2016

Board Members in Attendance:

Larry Cerny, Dave Bruning, Judy Henning, John Hill, Mark Schoenrock, Jeremy Christiansen, Paul Utemark, Linda Ament

Board Members Absent:

Trudy Clark, Dr. Bruce Kennedy, Dr. Jenna Cook, Janet Henning

Staff Members in Attendance:

Jane Ford Witthoff, Health Director; Sonya Williamson; Fiscal Administration; Jenik Davis, Administrative Assistant

Guest:

Stephanie Knight, Fillmore County Hospital, Tom Sommers, Beatrice Community Hospital & Health Center, Chad Jurgens, Jefferson Community Health Center, Drew Kotil, Crete Area Medical Center, Dana F. Cole & Company, LLP, CPAs

Call to Order.

The meeting was called to order at 8:32am by Larry Cerny. (Attendees appear above).

Notice of the meeting was given in advance thereof by posting as required by law. It was stated a copy of the Open Meetings Act is posted in the meeting room, which is accessible to members of the public.

Agenda: Approval

The agenda was reviewed.

Linda Ament moved to accept the agenda, seconded by Judy Henning. All voted aye, motion #1 carried.

Minutes: Approval

Meeting minutes from October 20th were emailed before the meeting and distributed at the onset of the meeting.

Judy Henning moved to accept the minutes, seconded by Paul Utemark. All voted aye, except Linda Ament who abstained. motion #2 carried.

Financial Report: Acceptance

Financial reports through November 2016 were emailed to all board members prior to the meeting. Sonya Williamson gave a summary of the financial reports. Sonya Williamson responded to Board member requests for clarification.

Mark Schoenrock moved to accept the financial report, seconded by Jeremy Christiansen. All vote aye, motion #3 carried.

Audit Report: Acceptance

Dana F. Cole & Company, CPAs gave the report. Copies of the audit were distributed at the onset of the meeting.

Board members briefly discussed the requirement for additional public budget approvals so as not to

Minutes of PHS Board of Health Meeting

operate with a technically deficit budget. Dave Bruning moved to accept the audit report, seconded by Mark Schoenrock. All vote aye, motion #4 carried.

Directors Report:

Jane gave a brief report of the following topics; Bioterrorism grant, budget, reaching government officials. No actions or motions taken.

Grants & Contracts: Acceptance

Accreditation grant for acceptance will be scheduled for the BOH meeting, January 19th. No updates were available for the Dental Program.

No actions or motions taken.

Hospital CEO's or Designee:

Paul Utemark, and Stephanie Knight, Fillmore County Hospital (FCH), gave a brief description of how the hospital is integrating behavioral health into their services as well as their approach to meeting behavioral health needs on a broad spectrum.

There was an open discussion on what the other hospitals have been doing, or have been seeing in their areas and what are the barriers and challenges in the communities they serve. There was consensus that this is an area for further study and action.

Open Forum

The next Board of Health Meeting is Thursday, January 19, 2016 at 8:30 a.m. in Crete, NE.

Being no further business the meeting was declared adjourned at 10:14am.

Minutes prepared by Jenik Davis, mjfw



**PUBLIC HEALTH SOLUTIONS
BOARD OF HEALTH MEETING AGENDA
8:30am on Thursday, January 19, 2017
Public Health Solutions District Health Department
995 East Highway 33, Suite 1
Crete, NE 68333**

Meeting Facilitator: Jane Ford Witthoff, Health Director

Invitees: Linda Ament, Dave Bruning, Larry Cerny, Jeremy Christiansen, Trudy Clark, Dr. Jenna Cook, Janet Henning, Judy Henning, John Hill, Dr. Bruce Kennedy, Mark Schoenrock, Paul Utemark

Call to Order

Roll Call

- 1. Agenda for Approval**
- 2. Minutes from previous meeting (12/8/16) for Approval**
- 3. Financial Reports for Acceptance**
- 4. Director's Report**
- 5. Grants and Contracts for Acceptance**
- 6. Changes in Fiscal Policies & Procedures for Approval**
- 7. Vending Machine Purchase for Action**
- 8. Community Health Needs Assessment**
- 9. Role of PHS Board Dentist**
- 10. Funding**
- 11. Election of Officers**
- 12. Open Forum**
- 13. Next meeting**
- 14. Adjourn**

Meetings for FY 2017: Meetings are conducted in accord with the Open Meetings Act. Public Notice of the meeting is published in newspapers within the Counties of Fillmore, Gage, Jefferson, Saline and Thayer. The Agenda is posed at least 10 days in advance at the Public Health Solutions office where it is kept continually current. The Board may go into executive session at any time as permitted in the Open Meetings Act.

PUBLIC HEALTH SOLUTIONS District Health Department

Board of Health

January 19, 2017

Board Members in Attendance:

Larry Cerny, Dave Bruning, Judy Henning, Janet Henning, John Hill, Mark Schoenrock, Dr. Bruce Kennedy, Dr. Jenna Cook,

Board Members Absent:

Trudy Clark, Jeremy Christiansen, Paul Utemark

Staff Members in Attendance:

Jane Ford Witthoff, Health Director; Sonya Williamson; Fiscal Administration; Jenik Davis, Administrative Assistant, Jennifer Hansen 1422 Program Manager, Caitlin Moore, Administrative Coordinator

Guest: Jayne VanAsperan

Call to Order:

The meeting was called to order at 8:35A.M. by Larry Cerny. (Attendees appear above).

Notice of the meeting was given in advance thereof by posting required by law. It was stated a copy of the Open Meetings Act is posted in the meeting room, which is accessible to members of the public.

Agenda: Approval

The agenda was reviewed.

Dr. Bruce Kennedy moved to approve the agenda, seconded by Janet Henning. All voted aye, motion #1 carried.

Minutes: Approval

Meeting minutes from December 8, 2016 were emailed before the meeting and distributed at the onset of the meeting.

Judy Henning moved to approve the minutes, seconded by Dave Bruning. 6 ayes, motion #2 carried. *Janet Henning and Dr. Bruce Kennedy abstained.*

Financial Report: Acceptance

Financial reports through December 2016 were emailed to all board members prior to the meeting. Sonya Williamson gave a summary of the financial reports. It was noted that several programs are in deficit status. These will be discussed later in the meeting.

Dave Bruning moved to accept the financial report, seconded by Mark Schoenrock. All vote aye, motion #3 carried.

Directors Report:

Jane reported her continuing concerns about funding for the current year and into the future. She discussed reductions in memberships, direction of programs, proposal to Beatrice Community Hospital & Health Center, the impact of the Governor's budget reductions as well as the proposed legislation to increase cigarette taxes.

Action: Jane will go through the list of memberships and decide with staff on what memberships are priority vs not, and report the final list to the BOH.

Minutes of PHS Board of Health Meeting

Grants & Contracts: Acceptance

Health Literacy	\$6,000.00	01/31/17 to 06/15/17
Accreditation DHHS	\$16,000.00	11/09/16 to 09/30/17
Accreditation NACCHO	\$15,000.00	11/15/16 to 06/02/17
Tai Chi	\$10,000.00	01/01/17 to 09/30/17
Waste Reduction	\$17,480.00	(NOA but Grant Agreement Not Received Yet)
Radon	\$3,000.00	10/28/16 to 5/31/17
Safe Kids Injury Prevention	\$7,500.00	12/16/16 to 09/30/17

Judy Henning moved to accept the grants listed, seconded by Janet Henning. All vote aye, motion #4 carried.

Changes in Fiscal Policies & Procedures: Approval

Rayma Delaney, DHHS sent a follow-up on corrective action to address findings from the Single Audit of the department financial statements June 30, 2015.

The findings were in the areas of:

- *SEGREGATION OF DUTIES*
- *ESTABLISH INTERNAL CONTROL OVER FINANCIAL STATEMENT PREPARATION & REVIEW*
- *BUDGET COMPLIANCE*

PHS is to respond by February 1, 2017

Mark Schoenrock moved to approve the proposed changes to the Fiscal Policies & Procedures, seconded by Judy Henning. All vote aye, motion #5 carried.

Vending Machine Purchase: Action

Jennifer Hansen, Community Health & Development Coordinator, 1422 Component 1 Grant, presented the reason and action that led to purchasing a vending machine that is housed at the Beatrice YMCA. The healthy vending machine was approved in the state approved work plan but was subsequently disallowed by CDC. Consequently 1422 funds will not be available for the purchase. In addition, because the purchase was thought to be included in the approved grant, the Board of Health was not asked to authorize the purchase. This is now a policy violation. Because the responsibility for this deviation from policy is shared, the State has agreed to help offset our expense through a special contract.

An MOU has been signed with the YMCA, clarifying that the machine is owned by PHS, that PHS is not responsible for any upkeep or maintenance of the machine, and that the YMCA must keep a NEMS-V Gold standard in order for the machine to stay there. Allison Leonard the YMCA's director agreed on terms and signed the MOU.

With funds received from the state, PHS will pay for the entire cost of the purchase pending Board approval.

Janet Henning moved to approve the action to purchase the vending machine, seconded by Mark Schoenrock. All vote aye, motion #6 carried.

Community Health Needs Assessment:

Caitlin Moore, Administrative Coordinator, presented the Community Health Needs Assessment survey for the District and each County. The final survey county for the district was 786 completed. The District report will be promoted and distributed to the media. The BOH asked that PHS develop a

Minutes of PHS Board of Health Meeting

promotion and release plan distributed to all media including TV and district based radio station as well as the one in York.

York was suggested because it seems to be a popular station in Fillmore and Thayer. Mark Schoenrock offered to help with connections in Jefferson County.

Action: the report will be distributed through a media and promotion plan.

Role of PHS Board Dentist:

Practices have been changing in the dental realm. In order to maximize our opportunities to participate in Medicaid Dental Managed Care reimbursement Jane Ford Witthoff proposed that Dr. Bruce Kennedy, DDS, be designated with the responsibility for dental program guidance. The role will be further defined at a later date.

A motion was made to have Dr. Bruce Kennedy be designated with responsibility for the dental program. Dave Bruning moved to approve the motion, seconded by Dr. Jenna Cook, MD. All vote aye, motion #7 carried.

Jane Ford Witthoff added that a similar action will be proposed in relation to Dr Cook.

Election of Officers:

A motion was made to retain the current Officers for the next year. Dr. Kennedy moved to approve all Officers, seconded by John Hill. All vote aye, motion #8 carried.

Officers are as followed:

Larry Cerny, President, Dave Bruning, Vice President, Jeremy Christiansen, Treasurer, Paul Utemark, Secretary of the Board of Health.

Funding:

Jane asked the BOH to be in support of the Legislative Bill to increase cigarette tax, and have those funds be directed to the health departments across the state.

Janet Henning moved to have the BOH to go into executive session at 10:15A.M., seconded by Judy Henning. The executive session closed 20 minutes later. The motion to close executive session as by Judy Henning, seconded by Janet Henning.

Open Forum

Dave Bruning said the Emergency Manager will not be at the Thayer County Fair so PHS will need to coordinate with the Board to determine what they might need should they still plan to attend the Fair.

Mark Schoenrock asked if there would be a problem with starting the meetings later in the winter due to unfavorable weather conditions and if not just have a later time all year around. Jenik Davis will poll the Board to assure that the time change will work for members.

The next Board of Health Meeting is Thursday, March 16, 2017 at 8:30 a.m. in Crete, NE.

Being no further business the meeting was declared adjourned at 10:35A.M.

Minutes prepared by Jenik Davis OKMJFW

PUBLIC HEALTH SOLUTIONS District Health Department

Board of Health

March 16, 2017

Board Members in Attendance:

Dave Bruning, Larry Cerny, Dr. Josue Gutierrez, Janet Henning, John Hill, Mark Schoenrock

Board Members Absent:

Linda Ament, Jeremy Christiansen, Trudy Clark, Dr. Jenna Cook, Judy Henning, Dr. Bruce Kennedy, Paul Utemark

Staff Members in Attendance:

Jane Ford Witthoff, Health Director; Sonya Williamson; Fiscal Administration; Megan Garcia; Office Manager; Caitlin Moore, Administrative Coordinator

Call to Order:

The meeting was called to order at 8:47A.M. by Larry Cerny. (Attendees appear above).

Notice of the meeting was given in advance thereof by posting required by law. It was stated a copy of the Open Meetings Act is posted in the meeting room, which is accessible to members of the public.

Agenda: Approval

The agenda was reviewed.

Janet Henning moved to approve the agenda, seconded by Mark Schoenrock. All voted aye, motion #1 carried.

Minutes: Approval

Meeting minutes from January 19, 2017 were emailed before the meeting and distributed at the onset of the meeting.

Janet Henning moved to approve the minutes, seconded by Dave Bruning. All voted aye, motion #2 carried.

Financial Report: Acceptance

Financial reports through February 2017 were emailed to all board members prior to the meeting. Sonya Williamson gave a brief summary of the financial reports including the addition of new categories created for better tracking and planning purposes. It was noted that insurance renewals and annual copy machine overage were included in the report.

Dave Bruning moved to accept the financial report, seconded by Mark Schoenrock. All vote aye, motion #3 carried.

Directors Report:

Jane gave a report on funding, the Community Health Needs Assessment, and legislative bills. A district meeting will be planned for August. In advance of this, there may be some meetings planned within select counties. Based upon the Board preferences the Governance for Public Health Education Modules will be done as part of Board meetings.

Grants & Contracts: Acceptance

No grants were brought to the table for acceptance.

Minutes of PHS Board of Health Meeting

Proposed Indirect Cost Rate: Approval

Sonya Williamson presented a draft spreadsheet of the Indirect Cost Rate. Jane gave a brief summary of the proposal with Sonya clarifying key points during discussion.

Mark Schoenrock moved to approve the Indirect Cost Rate, seconded by Janet Henning. All vote aye, motion #4 carried.

Community Health Needs Assessment:

Caitlin Moore, Administrative Coordinator, presented the Community Health Needs Assessment data highlights. Complete data summaries were also given to each member and discussed.

Role of PHS Medical Director: Approval

Dr. Josue Gutierrez was presented as the new PHS Medical Director. Jane discussed brief details of Dr. Gutierrez' role and the new Health Clinic Partnership.

Approval was tabled until official contract is presented and signed.

Funding:

Jane reported that she completed letter of support for the proposed tobacco tax. On behalf of the Board. The letter will be forwarded to the Revenue Committee for their hearing on March 17, 2017.

Open Forum

The next Board of Health Meeting is Thursday, May 18, 2017 at 8:30 a.m. in Crete, NE.

Being no further business the meeting was declared adjourned at 10:32 A.M.

Minutes prepared by Megan Garcia.

PUBLIC HEALTH SOLUTIONS District Health Department

Board of Health

May 18, 2017

Board Members in Attendance:

Linda Ament, Dave Bruning, Larry Cerny, Jeremy Christianson (phone), Trudy Clark, Dr. Josue Gutierrez, Janet Henning, Mark Schoenrock

Board Members Absent:

Judy Henning, John Hill, Dr. Bruce Kennedy

Staff Members in Attendance:

Jane Ford Witthoff, Health Director; Sonya Williamson, Fiscal Administration; Megan Garcia, Office Manager; Carmen Chinchilla, Dental Coordinator; Kim Buser, Public Health Nurse; Kate Lange, Public Health Nurse

Call to Order:

The meeting was called to order at 8:35 A.M. by Larry Cerny. (Attendees appear above).

Notice of the meeting was given in advance thereof by posting required by law. It was stated a copy of the Open Meetings Act is posted in the meeting room, which is accessible to members of the public.

Agenda: Approval

The agenda was reviewed and no changes were made.

Minutes: Approval

Meeting minutes from March 16, 2017 were emailed before the meeting and distributed at the onset of the meeting.

Janet Henning moved to approve the minutes, seconded by Mark Schoenrock. 5 ayes, motion #1 carried.

Linda Ament and Trudy Clark abstained.

Financial Report: Acceptance

April Financial Statements were emailed to all board members prior to the meeting. Sonya Williamson gave a brief summary of the financial reports detailing the decreased cash flow outline which will improve once the July reports are turned in to mark the end of the fiscal year. Sonya also reported on her attendance of the NAHLD meeting in which she gained knowledge pertaining to some issues with contract work flow and late contracts within DHHS which then effect payment processes with local health departments. Auditors are working to dissect this issue.

Dave Bruning moved to accept the financial report, seconded by Janet Henning. All vote aye, motion #2 carried.

Directors Report:

Jane gave a brief report of the following topics; Staff Reports, AHEC, and Work Plan FY 2018. The Dental Program was also a point of interest, focusing on moving forward and planning activities within the district. Jane and Sonya will be attending an AHEC meeting in Kearney on Friday, May 19 to learn more about program details and how it will be integrated into PHS.

Minutes of PHS Board of Health Meeting

Grants & Contracts: Acceptance

Four grants were brought to the table for acceptance; State Department of Agriculture, Arborviral Surveillance Contract DHHS, Region V, and Minority Health. All contract outlines were emailed to board members prior to the meeting.

Janet Henning moved to accept all four grants and contracts, seconded by Linda Ament. All voted aye, motion #3 carried.

Community Health Needs Assessment: Update

Jane gave a brief update on the Community Health Needs Assessment. At this time, county plans are to focus more attention on Jefferson, Saline, and Thayer counties as they seem to have higher needs. Jane also reported that a district-wide meeting will be planned and scheduled in the fall to address district needs as well.

Medical Consultant Services Agreement: Approval

The Medical Consultant Services Agreement was brought before the board members at the March 16, 2017 meeting to approve the addition of Dr. Josue Gutierrez as the new PHS Medical Director. It was tabled at that time. A final contract was presented to board members for approval on this day, May 18, 2017.

Linda Ament moved to approve, seconded by Janet Henning. All voted aye, motion #4 carried.

Healthy Community Alliance:

Carmen Chinchilla gave a PowerPoint presentation outlining the Healthy Community Alliance program that has been formed with the collaboration of Dr. Gutierrez. Details on the program, its intended outcome, and further community planning processes were reported. Carmen will email the presentation to board members.

Open Forum

A draft copy of the Annual Report was given to board members with a request for approval. *Annual Report Approval was tabled until the next board meeting.*

Executive Session:

Larry Cerny moved to go into closed executive session. Meeting went into executive session at 10:10 A.M.

The executive session was closed at 10:30 A.M. with the motion from Dave Bruning, seconded by Janet Henning. All voted aye, motion #5 carried.

The next Board of Health Meeting is Thursday, July 20, 2017 at 8:30 a.m. in Crete, NE.

Being no further business the meeting was declared adjourned at 10:40 A.M.

Minutes prepared by Megan Garcia.