PUBLIC HEALTH SOLUTIONS
Budget Hearing and Board
Meeting

8:30am on Thursday, July 20, 2017
Public Health Solutions District Health
Department Main office
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, Josue Gutierrez, MD, Janet Henning, Judy Henning, John Hill, Bruce Kennedy, DDS, Mark Schoenrock, vacant

Call to Order

Open Public Hearing on the budget

1. Agenda for Approval
2. Minutes from previous meeting for Approval
3. Financial Reports for Acceptance
4. Director’s Report
5. Release of Annual Report
6. Grants and Contracts for Acceptance
7. Proposed Indirect Cost Rate Report
8. Accreditation
9. Community Health Needs Assessment
10. Options for recruitment of a Health Director
11. Action on Budget
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.
Minutes of PHSDHD Board of Health Meeting

PUBLIC HEALTH SOLUTIONS
District Health Department

Board of Health | July 20, 2017

Board Members in Attendance:
Linda Ament    Dave Bruning    Larry Cerny    Dr. Josue Gutierrez
Judy Henning   John Hill        Dr. Bruce Kennedy    Mark Schoenrock

Board Members Absent:
Jeremy Christiansen    Trudy Clark    Janet Henning

Staff Members in Attendance:
Jane Ford Witthoff, Health Director; Sonya Williamson Fiscal Administration, Caitlin Britwum, Administrative Coordinator; and Kim Buser, Emergency Response Coordinator

Call to Order:
The meeting was called to order at 8:30 a.m. by President Larry Cerny.

Approval of Agenda:
The agenda was reviewed. Linda Ament moved to accept the agenda, seconded by Judy Henning. Motion #1 carried.

Approval of Minutes:
Minutes were emailed before the meeting and distributed at the onset of the meeting. Mark Schoenrock moved to approve the May 18, 2017 minutes, seconded by Dave Bruning. Motion #2 carried.

Public Budget Hearing:
The budget hearing was declared open and will remain open until the end of the board meeting.

Financial Report:
Financial reports through June 30, 2017 were in the meeting packet that was emailed prior to the meeting. The last two fiscal years due to the awarding of grants after the budget was set PHSDHD had been over the published budget. This had been noted in the auditor’s report. This year due to the loss of the AED Grant PHSDHD will be under the approved budget for the fiscal year. Judy Henning moved to accept the financial report, seconded by Linda Ament. Motion #3 carried.

Directors Report:
The staff activity report was emailed out prior to the meeting for board members to review. There has been a lot of activity being done in the communities in both the 1422 and Rooted in Relationships programs. Caitlin Britwum who is the program manager for Rooted in Relationships was present and updated the board on the stakeholders meetings that have been held in Jefferson County. The Community Health Worker, Maria Schinstock has accepted another position and her last day at the health department was last Friday, July 14, 2017. Kim Buser gave an update on activities being completed in the Emergency Response program. Sharon Leners has expanded her program from Beatrice into both Crete and Fairbury. Jane has done some steps in regards to the succession planning and replacement for her position when she retires. She recommended not hiring an outside consultant firm as they can be quite pricey and she felt the board members would be able to handle the selection process. The job description does need to be reviewed by the board. Larry Cerny stated that the board’s plan is to use the original December 31, 2017 for the timeline of hiring a replacement. The board felt that accreditation should not be the highest priority at this time and the focus should be on completing everything for the succession plan. The Board of Health has not approved an application for accreditation at this time, and instead feel that the focus should be on completing
everything for the succession plan. They felt that the new Health Director should be the one in charge of completing the 5 year plan since they would be responsible for completing the direction decided upon in the plan. At 9:04 a.m. a motion was made by Mark Schoenrock, seconded by Dr. Gutierrez to go into Executive Session to discuss the succession plan and the role of the Health Director in the process. By Roll Call Vote Motion #4 carried 8-0. A motion was made by Linda Ament, seconded by Dr. Kennedy to leave Executive Session at 9:51 a.m. By Roll Call Vote Motion #5 carried 8-0. In Executive Session the decision was made that a search committee will be formed to find a new Health Director. Jane’s retirement will be effective on December 31, 2017 with the goal of having the new director on staff by that date. The search committee will consist of Linda Ament, Larry Cerny, Dr. Gutierrez, and Dr. Kennedy. The committee will work with Sonya on the advertising and hiring for the position.

Release of the Annual Report:
The Annual Report has been printed. It will be presented and distributed at the County Board Meetings. It has already been sent out to media outlets in the five county area.

Grant and Contracts:
There have recently been four sub-awards signed by the department. A detailed listing of these were included in the board packet. They included: $22,500 for Rooted in Relationships; $12,000 for AHEC; $65,237.76 Minority Health two year grant cycle; and $3,000 Health Navigation for the month of July. A motion was made by Dave Bruning, seconded by Linda Ament to accept these sub-awards. Motion #6 carried.

Proposed Indirect Cost Rate:
A request for indirect cost rate had previously been submitted to the federal level for approval. They did not review as PHSDHD is under the 35 million dollar level where an indirect rate is required. The information was then submitted to the DHHS auditor for approval. We are currently still waiting for the notice of approval. This is a little problematic as programs are needing to submit their work plan and budgets for approval. At this time, program managers are being told to plan on the dollar figure for the indirect rate. If the indirect rate is not approved than the items included in the rate will be expensed out to the programs. This will just mean a little more work each time the quarterly reports are submitted as program managers have to justify every expense.

Public Budget Hearing:
The board reviewed the 2017-18 budget. There were just minor changes since the May meeting but these did not change the overall bottom line. These changes were mainly some minor FTE allocation changes between programs. Dr. Kennedy moved to approve the FY2017-18 budget as presented and Dr. Gutierrez seconded. By Roll Call Vote Motion #7 carried 8-0.

Open Forum:
There was no discussion during the open forum.

The next Board of Health Meeting is Thursday, September 21, 2017 at 8:30 a.m. in Crete, NE.

Being no further business the meeting was declared adjourned.
PUBLIC HEALTH SOLUTIONS

Board Members Roll Call & Roll Call Votes

Meeting Date: July 20, 2017

<table>
<thead>
<tr>
<th>Board Members</th>
<th>Roll Call</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Present</td>
<td>Yea</td>
<td>Nay</td>
<td>Yea</td>
<td>Nay</td>
<td>Yea</td>
<td>Nay</td>
<td>Yea</td>
<td>Nay</td>
<td>Yea</td>
</tr>
<tr>
<td>Ament, Linda</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Bruning, Dave</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Cerny, Larry</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Christiansen, Jeremy</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clark, Trudy</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gutierrez, Dr. Josue</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Henning, Janet</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Henning, Judy</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Hill, John</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Kennedy, Dr. Bruce</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Schoenrock, Mark</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Totals</td>
<td>8</td>
<td>3</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>
Call to Order:
The meeting was called to order at 8:37 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:
The agenda was reviewed and no changes were made.

Minutes: Approval
Meeting minutes from July 20, 2017 were emailed before the meeting and distributed at the onset of the meeting.

Mark Schoenrock moved to approve the minutes, seconded by Linda Ament. All voted aye, motion #1 carried.

Executive Session
Larry Cerny moved to go into closed executive session. Meeting went into executive session at 8:39 a.m.

The executive session was closed at 9:06 a.m. with the motion from Dave Bruning, seconded by Judy Henning. All voted aye, motion #2 carried.

Financial Report: Acceptance
August Financial Statements were emailed to all board members prior to the meeting. Sonya Williamson gave a brief summary of the financial reports detailing first report for this fiscal year. New budget has been entered into QuickBooks. Flu vaccine will be coming in next month so an increase in costs will be seen. 1422 grant year end is September 30 so bigger purchases will be made to finish off that grant cycle. Signage and Farmer's Markets supplies will make up the most of those expenses. The green Ford Taurus will be sold for scrap soon as it has been sitting unusable for a several months now and is not cost effective to fix. Clarification was asked on hotel/travel budget for Healthy Families America budget.

Trudy Clark moved to accept the financial report, seconded by Judy Henning. All vote aye, motion #3 carried.

Continue to page 2
Minutes of PHS Board of Health Meeting

Directors Report:
Jane gave a brief report of the following topics; Staff Reports, the departure of Caitlin Moore and new job assignments to replace her, new AHEC Coordinator, and Workforce Development activities. Policy work continues and is near 90% completion. It was requested that a digital copy of the PHS policies be sent to board members as well as the BOH By-laws.

Caitlin Moore, Administrative Coordinator and Rooted in Relationships Coordinator will be leaving PHS as she is moving out of state. Megan Garcia has been offered, and accepted the new roles of Administrative Coordinator and Rooted in Relationships Coordinator.

Kim Buser added to the Workforce Development activities report and how those activities relate to Accreditation type activities and quality improvement throughout the department. Kim also spoke briefly on the AmeriCorps grant. Caitlin Moore previously was coordinator for this grant as well. Layla Cabrera, the Minority Health Program Coordinator, will be taking on the AmeriCorps grant.

Jane also reported that the new AHEC Coordinator will be Carmen Chinchilla. AHEC has the letter of intent, contract is not yet in hand.

Grants & Contracts: Acceptance
No grants were brought to the table for acceptance at this time.

Policies and Procedures List
A Policies and Procedures Table of Contents was given to all board members. Jane reported on policy work being roughly 90% completed at this time. Some categories are not as filled as they require a bit more collaboration with PHS and specific program procedures. Two hard copy policy books are available, one at each office location. A request was made to send the digital copies of the policies to board members. The Administrative Coordinator will send external drives with these files to all board members soon. A request for the Board of Health By-Laws to be sent to board members was also made.

Open Forum
Discussion was had and a request made to get supplies to give to walkers, bikers, etc. who walk/run/bike in the early morning or evening hours. Ideas included vests, lights, etc. This could fit into the Walkable Communities initiative.

Discussion on Public Health activities at the National level in response to disasters. Kim spoke briefly about this. She reported on electrical grids being a topic of interest lately at all levels and the emergency response at the individual level such as in their own homes. The AmeriCorps grant will help tremendously to spread the word on disaster preparedness.

It was brought to the table to discuss the possibility of starting BOH meetings a little later during the winter months due to early morning driving conditions. Ultimately, it was decided to leave the meeting time at 8:30 A.M.

Sonya reported that the auditors would be at the next meeting for their annual review.

Jane will speak with Larry following the meeting to discuss the recent personnel actions.

The next Board of Health Meeting is Thursday, November 16, 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.
PUBLIC HEALTH SOLUTIONS
BOARD OF HEALTH SPECIAL MEETING
8:30am on Thursday October 26, 2017

Public Health Solutions District Health Department
995 East Highway 33, Suite 1
Crete, Nebraska

AGENDA

Call to Order and Roll Call
1. Approval of Agenda
2. Personnel Discussion / Decisions
3. Next meeting November 16, 2017
4. Adjourn

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 posted 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.
Call to Order:
The Special Meeting was called to order at 8:30 a.m. by President Larry Cerny. He stated that since he is calling in and the Vice-President, Dave Bruning, is unable to attend that Dr. Jose Gutierrez will chair the meeting.

Approval of Agenda:
The agenda was reviewed. A motion was made by Janet Henning and seconded by Mark Schoenrock to amend the agenda to include salary review. Motion #1 carried. Judy Henning moved to accept the amended agenda, seconded by Mark Schoenrock. Motion #2 carried.

Salary Review and Discussion:
Jane gave an update on staffing changes and salary adjustments due to these changes that have occurred since August. There are still several staff that she would like to see have raises. Also Laura Wooters would like to proceed with giving her staff raises.

A motion was made by Dr. Kennedy and seconded by Trudy Clark to go into Executive Session to further discuss salaries and the hiring of the Health Director. Motion #3 carried and the board entered into the Executive Session at 8:47 a.m.

A motion was made by Judy Henning and seconded by Janet Henning to leave Executive Session at 9:04 a.m. Motion #4 carried.

The Board of Health has offered Jacquelyn Miller the position of Health Director and the offer has been accepted. Her start date will be effective on November 27, 2017. The last working day for the current Health Director, M Jane Ford Witthoff, will be November 26, 2017. Jane will continue to be paid her regular salary through December 31, 2017. She will be paid the remaining balance of her PTO after January 1, 2018. Jane agreed to submit a letter of acceptance to the board with the November 26, 2017 date within the next week. A motion was made by Jeremy Christiansen and seconded by John Hill to accept Jacquelyn Miller’s appointment as the new Health Director effective on the date of November 27, 2017. Motion #5 carried.

The Board of Health does not want any salary adjustments until additional information is provided. Jane can present this information for their review at the November meeting. A motion was made by Trudy Miller and seconded by Mark Schoenrock to table the salary discussion. Motion #6 carried.
A tuition reimbursement contract has been drafted for Kim Buser for the Master’s in Public Health program. The draft contract will be amended to include an addition of pro-rated payment if not employed for the length stated in the contract or the degree program is not completed in full. A motion was made by Mark Schoenrock and seconded by Judy Henning to offer Kim Buser the amended contract. Motion #7 carried.

Open Forum:
There was no discussion during the open forum.

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

A motion for adjournment was made by Mark Schoenrock and seconded by John Hill. Motion #8 carried. Being no further business the meeting was declared adjourned.
Minutes of PHSDHD Board of Health Meeting

PUBLIC HEALTH SOLUTIONS

Board Members Roll Call & Roll Call Votes

Meeting Date: October 26, 2017

<table>
<thead>
<tr>
<th>Board Members</th>
<th>Roll Call</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Present</td>
<td>Absent</td>
<td>Yea</td>
<td>Nay</td>
<td>Yea</td>
<td>Nay</td>
<td>Yea</td>
<td>Nay</td>
<td>Yea</td>
<td>Nay</td>
</tr>
<tr>
<td>Ament, Linda</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bruning, Dave</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cerny, Larry</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Christiansen, Jeremy</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Clark, Trudy</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Gutierrez, Dr. Josue</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Henning, Janet</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Henning, Judy</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Hill, John</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Kennedy, Dr. Bruce</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Schoenrock, Mark</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Totals</td>
<td>9</td>
<td>2</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>
1. Agenda for Approval
2. Minutes from previous meeting for Approval
3. Financial Reports for Acceptance
4. Grants and Contracts for Acceptance
5. Director’s Report
   • Staff activity Reports
   • Audit variance
   • Recommended salary adjustments
6. Open Forum
7. Next meeting
8. Adjourn

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.
Minutes of PHS Board of Health Meeting

PUBLIC HEALTH SOLUTIONS
District Health Department

Board of Health November 16, 2017

**Board Members in Attendance:**
Dave Bruning, Larry Cerny, Dr. Josue Gutierrez, Judy Henning, Janet Henning, John Hill, Mark Schoenrock

**Board Members Absent:**
Linda Ament, Jeremy Christianson, Trudy Clark, Dr. Bruce Kennedy

**Staff Members in Attendance:**
Jane Ford Witthoff, Health Director; Sonya Williamson, Fiscal Administration; Megan Garcia, Office Manager; Kim Buser, Assistant Director

**Call to Order:**
The meeting was called to order at 8:38 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. Audit Report was not initially on agenda but will be revised to reflect correction.

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

**Minutes: Approval**
Meeting minutes from September 28th were emailed before the meeting and distributed at the onset of the meeting.

Mark Schoenrock moved to approve the minutes, seconded by Judy Henning. All voted aye, motion #2 carried.

**Audit Report: Acceptance**
State auditors presented on their annual audit report for PHS. Board members were given a detailed report on the activities of the audit group as well as the audit report itself. No questions were asked by the Board in relation to the audit report.

Judy Henning moved to accept the audit report, seconded by Mark Schoenrock. All vote aye, motion #3 carried.

**Financial Report: Acceptance**
Sonya Williamson presented on the Financial Reports. The Board will see an increase in some areas, mainly due to the purchasing of Flu Vaccine for the SKIP Flu season. Clarification was requested, and answered by Sonya regarding the Profit & Loss Budget/Actuals.

Janet Henning moved to accept the financial report, seconded by Dr. Gutierrez. All vote aye, motion #4 carried.

*Continue to page 2*
Grants & Contracts: Acceptance
No grants were brought to the table for acceptance at this time.

Executive Session
Larry Cerny moved to go into closed executive session, seconded by John Hill. Motion #5 carried. Meeting went into executive session at 9:00 a.m.

Executive session was closed at 9:47 a.m. with a motion by Judy Henning, seconded by Janet Henning. All voted aye, motion #6 carried.

Interim Director Appointment: Acceptance
All PHS staff were invited to the Board Meeting for the report of Director activities. Kim Buser has been appointed as Interim Health Director as Jackie Miller has declined the initial offer of Health Director for Public Health Solutions. Jane Ford-Witthoff’s legal authority will end on November 22, 2017. Kim Buser will begin her position and take over legal authority on Monday, November 27, 2017.

Janet Henning moved to approve the appointment of Kim Buser as Interim Health Director, seconded by Dave Bruning. All voted aye, motion #7 carried.

Director’s Report
Jane gave a brief report on staff activities. Salary adjustments were brought to the table; however, Board was in agreement that they will be tabled at this time.

Open Forum
It was discussed whether to have a meeting in December due to the appointment of a new director. All were in agreement to have a meeting in December and not wait until January. Meeting has been scheduled for Thursday, December 21st at 8:30 a.m.

Larry also reported that Stephanie Knight of Fillmore County Hospital will be at the next meeting as she has accepted the open Board Member position previously held by the late Paul Utemark.

The next Board of Health Meeting is Thursday, December 21, 2017 at 8:30 a.m. in Crete, NE.

Being no further business, the meeting was declared adjourned at 10:02 A.M. Minutes prepared by Megan Garcia.
Minutes of PHS Board of Health Meeting

PUBLIC HEALTH SOLUTIONS
District Health Department

Board of Health

December 21, 2017

Board Members in Attendance:
Linda Ament, Larry Cerny, Trudy Clark (by phone), Dr. Josue Gutierrez, Judy Henning, John Hill, Dr. Bruce Kennedy, Stephanie Knight, Mark Schoenrock (by phone)

Board Members Absent:
Dave Bruning, Jeremy Christianson, Janet Henning

Staff Members in Attendance:
Kim Buser, Interim Health Director, Sonya Williamson, Fiscal Administration; Megan Garcia, Administrative Coordinator

Call to Order:
The meeting was called to order at 8:33 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: Acceptance
The agenda was reviewed and no objections were made. All ayes. Agenda was accepted.

Minutes: Approval
Meeting minutes from November 16th were emailed before the meeting and distributed at the onset of the meeting.

Mark Schoenrock moved to approve the minutes, seconded by Judy Henning. 5 vote ayes, 2 abstain.

Financial Report: Acceptance
Sonya Williamson presented on the Financial Reports. Sonya reported that PHS has been working to outsource the immunization billing process. She is currently working with the company to get this set up. Outsourcing this element will be beneficial to the department as it will free up staff time and help to catch billing issues with more ease.

Linda Ament moved to accept the financial report, seconded by Judy Henning. All vote aye, motion #2 carried.

New Board Member: Approval
Larry Cerny introduced Stephanie Knight to be approved as a new board member. Stephanie is the Director of Behavioral Health at the Fillmore County Hospital in Geneva. Stephanie introduced herself to the board and spoke about her role at the hospital and her intention to join Public Health Solutions Board of Health.

Linda Ament motioned to accept Stephanie Knight as the new Board of Health member, seconded by Dr. Bruce Kennedy. All vote aye, motion #3 carried.

Grants/Contracts: Acceptance
Kim Buser reported on the MOU between all local health departments regarding emergency response and where responsibility lies with mutual aide during disaster situations. This MOU has been signed by all local health department directors.
Minutes of PHS Board of Health Meeting

Dr. Bruce Kennedy motioned to accept the MOU, seconded by Mark Schoenrock. All voted aye, motion #4 carried.

**Director’s Report**
Kim gave her report on activities within the department. Clarification was given on the Region V contract that had previously been discussed in an earlier BOH meeting. Kim reported that all required documentation was received regarding this contract and that it had been signed in May by the previous health director and accepted by the board at that time.

Discussion was had by board members on whether a policy was in place to ensure only the Health Director is authorized to sign contracts in this manner. Article III, Section 5, Part A does reference this, however board members would like to take a closer look at these bylaws at the next board meeting. This discussion item will be added to the agenda for the January 16th meeting.

Kim reported on the opportunity for any board member, if interested, to be on the SALBOH board. PHS already pays for this membership as part of the PHAN membership. If anyone is interested, they can contact Kim.

**Executive Session**
Larry Cerny moved to go into closed Executive Session.

Motion was made by Mark Schoenrock, seconded by Dr. Josue Gutierrez. Motion #5 carried. Meeting went into Executive Session at 9:00 a.m.

Executive Session was closed at 9:18 a.m. with a motion by Mark Schoenrock, seconded by Dr. Josue Gutierrez. All voted aye, motion #6 carried.

**New Director**
Larry Cerny made the announcement that the board has appointed Kim Buser as the permanent Health Director of Public Health Solutions, District Health Department.

Mark Schoenrock motioned, seconded by Trudy Clark. All voted aye, motion #7 carried.

**Directors Report Continued**
Kim Buser reported on the transition activities as Executive Session was called to order before this report was given. She gave a brief overview of the priorities of the department including culture change, restructuring lines of supervision, annual performance evaluations, shifting of staff responsibilities, and foundational work being done. She also will begin to work on more cohesive and blanketed job descriptions for all employees at every level. PHS will also work with a community planning consultant moving forward.

Kim reported on the hiring of a new front office manager, Stephanie Dunst. Stephanie was in attendance at the beginning of the meeting and was introduced to board members at that time. Also, Kate Lange will be taking over the open Emergency Response Coordinator position and some staff responsibilities will shift in order to assist with that grant as well.

**Election of Officers/Bylaws: Discussion**
Board members have agreed to review Bylaws and bring for discussion at the January 16th meeting. Linda Ament will check on the Bylaws statutes and clarify the teleconference portion at the next meeting as well.

Election of officers will be discussed/take place at the next meeting, January 16, 2018.
Minutes of PHS Board of Health Meeting

The next Board of Health Meeting is Thursday, January 16, 2018 at 8:30 a.m. in Crete, NE.

Being no further business, the meeting was declared adjourned at 9:36 A.M.
Minutes prepared by Megan Garcia.
1. Agenda for Approval
2. Minutes from previous meeting for Approval
3. Financial Reports for Acceptance
4. Grants and Contracts for Acceptance
5. BOH Bylaws review for Discussion
6. Election of Officers
7. Staff salary levels for Discussion
8. Director's Report
   • Transition/Progress Update
   • CHA Update
   • Legislature Update
   • Preferred Communication with BOH
9. Open Forum
10. Next meeting
11. Adjourn

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.
Minutes of PHS Board of Health Meeting

PUBLIC HEALTH SOLUTIONS
District Health Department
Board of Health January 18, 2018

Board Members in Attendance:
Linda Ament, Dave Bruning, Larry Cerny, Jeremy Christiansen, Trudy Clark, Dr. Josue Gutierrez, Janet Henning, Judy Henning, Dr. Bruce Kennedy, Stephanie Knight, Mark Schoenrock

Board Members Absent:
John Hill

Staff Members in Attendance:
Kim Buser, Health Director; Sonya Williamson, Fiscal Administration; Megan Garcia, Administrative Coordinator

Call to Order:
The meeting was called to order at 8:30 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 objections were made.
Janet Henning motioned to approve agenda, seconded by Mark Schoenrock. All ayes, motion #1 carried.

Minutes: Approval
Meeting minutes from December 21st were emailed before the meeting and distributed at the onset of the meeting.

Linda Ament moved to approve the minutes, seconded by Jeremy Christiansen. All ayes, motion #2 carried.

Financial Report: Acceptance
Sonya Williamson presented on the Financial Reports. Sonya reported that PHS will start to see expenses for annual renewals in January. Vaccine expenses will begin to taper off as flu season comes to an end. PHS will receive some funds for unused vaccine dosages which will be returned in the coming weeks. Sonya will begin the six-month internal reports on general funds.

Trudy Clark moved to accept the financial report, seconded by Judy Henning. All vote aye, motion #3 carried.

Grants/Contracts: Acceptance
Kim reported on four contracts that have been received. AHEC, Radon, SafeKids, and Making Connections have all been accepted and contracts have been received at this time. Kim reported on two grants that have been submitted for review. One for HPV prevention and one for lung cancer/air quality. Unfortunately, the waste reduction/recycling grant was not accepted at this time. Kim also reported that moving forward she will email contracts and grants to all board members for review ahead of time to allow more efficiency when bringing to the table for acceptance/approval at future meetings.

Dave Bruning motioned to accept all contracts, seconded by Jeremy Christiansen. All voted aye, motion #4 carried.
Minutes of PHS Board of Health Meeting

BOH Bylaws: Discussion
Discussion from board members on amending the bylaws to include board meeting attendance. All members were in agreement on adding this amendment. Dr. Gutierrez will work up the amendment/language and will bring to the board at our next meeting. The process by which to add amendments was discussed and will need further review. Referring to the attendance policy, board members expressed they would like a calendar invite at the onset of a new calendar year which lists the dates of each board meeting for the year to allow easier scheduling. Meetings will take place every other month on the third Thursday unless otherwise agreed upon for special meetings. Kim will send the invites to each board member.

Officer Election
Proposal to have Larry Cerny retain his seat of President. Dave Bruning has stepped down as Vice President and Dr. Josue Gutierrez expressed interest in the open seat.
Linda Ament motioned, seconded by Janet Henning. All ayes, motion #4 Larry Cerny as Board President and Dr. Gutierrez as Board Vice President carried.

Proposal to have Jeremy Christiansen retain his seat as Treasurer and combine the seats of Secretary and Treasurer.
Judy Henning motioned, seconded by Linda Ament. All ayes, motion #5 Jeremy Christiansen as combined Secretary/Treasurer carried.

Staff Salary Levels
Kim has proposed a salary cap that the board will set each Spring before the yearly budget is approved. This will create a more equitable and firm process for deciding on staff raises and what PHS can afford each budget year. Kim will then have a process by which to give a certain percentage raise to those staff based on performance evaluations. These evaluations will be done at the beginning of each calendar year and reviewed by staff supervisors and the Health Director.

Board members were in agreement this process would be beneficial to have in place. Request was made to have the NALHD public health employees pay scale emailed to board members. Kim will do so, and also email the evaluation process that has been put in place.

Directors Report
Kim reported on the transition of the department and updates on staff activities. She has put in place a new organizational chart with lines of supervision for all staff. A new Leadership Team has been selected and will meet every other week to work on specific tasks/areas. Some staff changes have occurred to ensure coverage of all programs and to help relieve the LB funds of paying for staff time which was never the intent of these funds. All positions have been filled internally. A new office manager is needed and the interview process has begun to fill this position. A district flu update was also given during this report.

A brief update of legislative activities was given. PHS is hopeful that LB715 will pass as this will have a fairly substantial effect on general funds.

Communication from Kim to the board will change slightly to ensure the most pertinent information is being received/shared. A weekly report of progress on staff objectives will be sent as opposed to a lengthy staff activity report given at board meetings.

Kim reported on the Community Health Assessment and an opportunity to work with NALHD on contracting someone to do this outside data collection for the department. A handout was given to
board members which outlined the contract offer. This opportunity would be cost-efficient to PHS as it would take multiple staff working full-time to complete this process as has been done in years prior. The board was in agreement that hiring the contractor would be cost-efficient and would ensure the best possible assessment output to the community. Decision was made to take this contract to a vote as the process itself will take approximately six-months.

Mark Schoenrock motioned, seconded by Dr. Gutierrez. All ayes, motion #6 to pay for a community health assessment facilitator carried.

Open Forum
Board members expressed their appreciation of the way the department was moving forward and that clear and concise action steps were identified.

The next Board of Health Meeting is Thursday, March 15, 2018 at 8:30 a.m. in Crete, NE.

Being no further business, the meeting was declared adjourned at 9:52 A.M.
Minutes prepared by Megan Garcia.
1. Agenda for Approval
2. Minutes from previous meeting for Approval
3. Financial Reports for Acceptance
4. Grants and Contracts for Acceptance
5. Computer Server Purchase for Approval
6. BOH Bylaws for Discussion
7. BOH Resignation from Jeremy Christianson-for Approval
8. Staff Wage Increase Level for Approval
9. Director’s Report
10. Open Forum
11. Next meeting
12. Adjourn

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.
Minutes of PHSDHD Board of Health Meeting

PUBLIC HEALTH SOLUTIONS
District Health Department

Board of Health Meeting

Board Members in Attendance:
Linda Ament  Larry Cerny  Trudy Clark  Dr. Josue Gutierrez
Janet Henning  John Hill  Stephanie Knight  Mark Schoenrock

Board Members Absent:
Dave Bruning  Judy Henning  Dr. Bruce Kennedy

Staff Members in Attendance:
Kimberly Buser, Health Director and Sonya Williamson Fiscal Administration.

Call to Order:
The meeting was called to order at 8:30 a.m. by President Larry Cerny.

Approval of Agenda:
The agenda was reviewed. Mark Schoenrock moved to accept the agenda, seconded by Janet Henning. Motion #1 carried.

Approval of Minutes:
Minutes were emailed before the meeting and distributed at the onset of the meeting. Janet Henning moved to approve the January 18, 2018 minutes, seconded by Mark Schoenrock. Motion #2 carried.

Financial Report:
Financial reports through March 31, 2018 were in the meeting packet that was emailed prior to the meeting. The expenses did include the annual renewals of all the insurance policies and quite a few membership renewals. Trudy Clark moved to accept the financial report, seconded by Mark Schoenrock. Motion #3 carried.

Grant and Contracts:
Kimberly Buser presented information on the two new grants that have been received. We have received a Comprehensive Cancer Control Subaward that is $20,000 for the funding period of Feb. 23 to Sept. 30, 2018. The scope of this grant will enhance the work being done through the Radon Program. The other is a Lead Poisoning Surveillance Subaward that is $6,600 for the funding period of Jan. 1 to Sept 29, 2018. PHSDHS has always done elevated blood level lead surveillance so this will help fund some of that work.

Computer Server:
There were two server quotes presented. One was for an upgrade with the addition of more RAM and the other quote would be for the purchase of a new server. The current one has already been upgraded at least once. Janet Henning moved, seconded by Mark Schoenrock to proceed with the purchase of a new server. Motion #4 Carried.

Board of Health Bylaws:
Dr. Josue Gutierrez has been working on updating the wording of the current by-laws. This has not been finalized and will be tabled until next month.

BOH Resignation:
Jeremy Christiansen has accepted a new Superintendent position and will be moving out of the PHSDHD district. He has resigned his position from the Board of Health. Mark Schoenrock moved
and Linda Ament seconded to accept the resignation of Jeremy Christiansen.  Motion #5 Carried.

Mark has worked with the Fairbury School Superintendent to get a replacement to be a Board of Health representative from within the school.  Christy Lucking, Guidance Counselor, has agreed to serve on the Board of Health.  She is very active in the community and networks with a lot of other schools.  Mark felt she would have good input on the needs within our district.  She will be invited to the next Board of Health meeting which will be in May 2018.

**Staff Wage Increase Level:**

Kim is requesting the Board of Health to set a cap level for salary increase for the FY18-19 fiscal year.  The increases are difficult as the grants don’t have much funding to allow salary increases.  Kim is requesting to possibly have a 5% cap.  Several board members felt this was high as most places only give approximately a 3% increase.  There was discussion on how PHSDHD compares to other comparable jobs.  Kim has compared the current salary levels against the Nebraska Association of Local Health Department salary survey which has all 18 health departments reporting.  The health department has implemented an evaluation process that will help to justify merit increases.  This evaluation is on a numerical system that will help document employee’s improvements or deficiencies.  A motion was made by Linda Ament and seconded by John Hill to set the salary increases at no more than 5% individual with a 3% total personnel budget increase.  Motion #6 Carried.

**Directors Report:**

Kim presented the Annual Report that has been printed and will soon be distributed.  An update was given in the CHIP and CHA process.  The first regional stakeholders meeting has been set for Thursday, May 17, 2018 at the Perry Campus Center on the Doane campus.  All the Board of Health members are encouraged to be one of the regional stakeholders and to please sign the letter of commitment that is in their packet.  The regional steering committee is going to focus on data.  There is going to be another online Community Health Assessment that will reach a broader audience.  The one PHSDHD completed last year was skewed with a large amount of professionals that had completed the survey.  There is also going to be an environmental scan as part of the process.  The Regional Steering Committee will then evaluate the environmental scan and Community Health Assessment to see where there might be gaps in the 10 essential services.  The County Health Rankings will be the foundation to the measures of this process.  The social determinants of health and health equity will weigh heavy in the process.  Another big goal for the staff of PHSDHD is quality improvement and performance management.  We currently have a grant that is providing some of the funding.  This will be used to contract with Jim Butler to help develop a Quality Improvement Plan and a Performance Management System.  Jim is very knowledgeable in this area and has already worked with several of the health departments that have completed the accreditation process.  The first regional steering committee was purposefully set on the same date as the Board of Health meeting.  The group will determine at that meeting what day and time works best for the next meetings.  The timeline has this process being completed in December with just four in person meetings.  There will be some work that needs completed between meetings.  The areas that have been invited to be on the Regional Steering Committee are law enforcement, school personnel including a bilingual school counselor, community action groups, aging services, transportation, and health care.  Kim will send out the complete list to the Board of Health members after this meeting.  The consultant worked the staff through quite a process to be certain we had the right group of people invited to the table.  The Health in All Policies (HiAP) concept was explained to the board and this is something that will be part of the CHIP process.  A grant has been submitted to the Aetna Foundation.  This would be a start of putting the HiAP into work with city officials.  The scope of this is to focus on working with the City of Crete to develop some city policies for landlords and housing.  This would also provide some tenant educational workshops regarding tenant rights and responsibilities.  This process would then be rolled out to other communities in the district.  PHSDHD is looking at a Kresge Foundation funding opportunity that would take the Health Director and one other staff member through a year’s worth of training.  This is part of their Emerging Leaders in Health Program.  The training would focus on how
to change our role in the district. This would provide $125,000 to promote our new role in the communities working with the HiAP concept. PHSDHD continues to monitor the Medicaid expansion efforts in the State. Kim feels it is important that the staff sees that the Board of Health evaluates the Health Director. Kim will be in the Health Director position 6 months in June. There was discussion on the Health Director Evaluation process. It was decided that Kim will complete a self-evaluation and send it to the Executive committee. There continues to be frustration amongst all the health departments within NALHD regarding the continued scrutiny regarding the source document audit requests for the grants. The new door security system has been installed. All employees have been issued a key fob / card. These can be deactivated when an employee leaves. The landlord has been called requesting that they change out the back door handles that will be keyless. The front door will have a new lock with only one or two master keys that will not be duplicated.

**Executive Session:**
A motion was made by Linda Ament, seconded by Janet Henning to go into Executive Session for budget discussion. Motion #7 Carried. Meeting went into Executive Session at 9:28 a.m.

Executive Session was closed at 9:45 a.m. with a motion by Janet Henning, seconded by Mark Schoenrock. Motion #8 Carried. There was no action to be taken from the Executive Session.

**Open Forum:**
There was no discussion during the open forum.

**The next Board of Health Meeting is Thursday, May 17, 2018 at 9:30 a.m. in Crete, NE.**

Being no further business the meeting was declared adjourned.
Minutes of PHSDHD Board of Health Meeting

PUBLIC HEALTH SOLUTIONS

Board Members Roll Call & Roll Call Votes

Meeting Date: April 19, 2018

<table>
<thead>
<tr>
<th>Board Members</th>
<th>Roll Call</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Present</td>
<td>Absent</td>
<td>Yea</td>
<td>Nay</td>
<td>Yea</td>
<td>Nay</td>
<td>Yea</td>
<td>Nay</td>
<td>Yea</td>
<td>Nay</td>
</tr>
<tr>
<td>Ament, Linda</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Bruning, Dave</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cerny, Larry</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Clark, Trudy</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Gutierrez, Dr. Josue</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Henning, Janet</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Henning, Judy</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hill, John</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Kennedy, Dr. Bruce</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knight, Stephanie</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Schoenrock, Mark</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Totals</td>
<td>8</td>
<td>3</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>


1. Agenda for Approval
2. Minutes from previous meeting for Approval
3. Financial Reports for Acceptance
4. Nomination of Christy Lucking to BOH for Approval
5. Grants and Contracts for Acceptance
6. BOH Bylaws for Discussion
7. Election of Secretary/Treasurer Position-for Approval
8. Director's Report
9. Open Forum
10. Next meeting
11. Adjourn

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.
Minutes of PHS Board of Health Meeting

PUBLIC HEALTH SOLUTIONS
District Health Department

Board of Health  May 17, 2018

Board Members in Attendance:
Linda Ament, Larry Cerny, Judy Henning, Dr. Bruce Kennedy, Stephanie Knight, Christy Lucking, Mark Schoenrock

Board Members Absent:
Dave Bruning, Trudy Clark, Dr. Josue Gutierrez, Janet Henning, John Hill

Staff Members in Attendance:
Kim Buser, Health Director; Sonya Williamson, Fiscal Administration; Megan Garcia, Administrative Coordinator

Call to Order:
The meeting was called to order at 9:49 A.M. by Larry Cerny. (Attendees appear above).

Notice of the meeting was given in advance thereof by posting required by law.

New Board Member: Approval
Previous motion was made to accept Christy Lucking as a new PHS Board Member. Linda Ament motioned to approve, seconded by Mark Schoenrock. All ayes, motion #1 carried.

Agenda: Approval
Meeting agenda was reviewed and called for a motion to approve. Mark Schoenrock motioned to approve, seconded by Judy Henning. All ayes, motion #2 carried.

Minutes: Approval
Previous meeting minutes were emailed before the meeting. Motion to approve the minutes by Mark Schoenrock, seconded by Stephanie Knight. All ayes, motion #3 carried.

Financial Report: Acceptance
Sonya Williamson presented on the Financial Reports. Documents included in BOH packets. Sonya reported no out of the ordinary expenses in the fiscal report. Projections show a positive budget amount for this year.

Dr. Bruce Kennedy motioned to accept the financial reports, seconded by Judy Henning. All ayes, motion #4 carried.

Grants/Contracts: Acceptance
Kim reported no grants or contracts for acceptance at this time.

BOH Bylaws: Discussion
Discussion will be tabled until the next meeting. Dr. Gutierrez is currently working on the Bylaws.

Officer Election
Election of Secretary/Treasurer will be tabled until the July meeting.
Directors Report
Kim reported on budget implications for next fiscal year. A draft budget was included in the BOH packet. No official word on the future of 1422 which is a high-performing grant at PHS. Funding is set to end September 30 of this year. DHHS has written the grant for funding for 1422 and will inform PHS of the outcome. Potential grant funding was discussed. Those are not definite at this point but have been requested. Changes will be made in order to address some of these budget implications. Sonya has worked on several draft budgets to address possible outcomes.

Open Forum
Board members reported on the Partners for a Healthy Community kick-off meeting and how well it was received. A very diverse group of community members are involved and seem very engaged at this point. Suggestions were also made to Kim to do personal visits/presentations with County Boards in order to champion for the health department and work to draw funding from counties. The PHS Annual Report this year was very well done and would be of great value to take to those meetings to show what PHS does in the different counties. Possibility of doing private clinics to help the bottom line funding was also discussed. There is a need for certain clinical services in our five-county district. Updates on the Performance Evaluations were requested. Kim reported the system has worked very well and staff and supervisors alike are appreciative of the process.

The next Board of Health Meeting is Thursday, July 19, 2018 at 8:30 a.m. in Crete, NE.

Being no further business, the meeting was declared adjourned at 10:43 A.M.
Minutes prepared by Megan Garcia.