

**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.

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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.

PUBLIC HEALTH SOLUTIONS

Board Members Roll Call & Roll Call Votes

Meeting Date: December 21, 2017

Board Members		MOTIONS																			
		Roll Call		1		2		3		4		5		6		7		8		9	
		Present	Absent	Yea	Nay	Yea	Nay	Yea	Nay	Yea	Nay	Yea	Nay	Yea	Nay	Yea	Nay	Yea	Nay	Yea	Nay
Ament, Linda	X		A		X		X		X		X		X		X						
Bruning, Dave		X																			
Cerny, Larry	X		X		X		X		X		X		X		X						
Christiansen, Jeremy		X																			
Clark, Trudy	X		X		X		X		X		X		X		X						
Gutierrez, Dr. Josue	X		X		X		X		X		X		X		X						
Henning, Janet		X																			
Henning, Judy	X		X		X		X		X		X		X		X						
Hill, John		X																			
Kennedy, Dr. Bruce	X		A		X		X		X		X		X		X						
Schoenrock, Mark	X		X		X		X		X		X		X		X						
Totals	7	4	5		7		7		7		7		7		7						