



**PUBLIC HEALTH SOLUTIONS
BOARD OF HEALTH
AGENDA**

Annual Meeting

8:30 a.m.

Thursday, January 17th, 2019
Doane University Campus
Crete, NE

1. Agenda for **Approval**
2. Minutes from previous meeting for **Approval**
3. Financial Reports for **Acceptance**
4. Grants and Contracts for **Acceptance**
5. Election of Officers
6. Quality Improvement Plan-for **Acceptance**
7. Staff Salary Increases-for **Discussion**
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.

**PUBLIC HEALTH SOLUTIONS
District Health Department**

Board of Health

January 17, 2019

Board Members in Attendance:

Dave Bruning
John Hill

Larry Cerny
Stephanie Knight

Janet Henning
Christy Lucking

Judy Henning
Mark Schoenrock

Guests:

Tim Pickering

Board Members Absent:

Dr. Josue Gutierrez

Dr. Bruce Kennedy

Staff Members in Attendance:

Kim Buser, Director, Sonya Williamson, Fiscal Administration, and Debra L. Wendelin, Executive Assistant/Office Manager.

Call to Order:

The meeting was called to order at 8:30 a.m. by President Larry Cerny. Notice of the meeting was given in advance thereof by posting required by law.

Approval of Agenda:

Meeting agenda was reviewed. No changes were noted in the agenda previously emailed to Board of Health members.

Approval of Minutes:

Previous meeting minutes were emailed before the meeting. Motion to approve the minutes by Mark Schoenrock, seconded by Stephanie Knight. All ayes, motion #1 carried.

Financial Reports: Acceptance

Sonya Williamson presented on the Financial Reports. The fiscal year looks good with a noticeable improvement in our cash flow. At this time we have no unusual expenses. Membership dues and insurance renewals will be rolling around soon. Staff health insurance renewal is set for March 1, 2019. Sonya and Kim will meet with a National Association of County and City Health Officials (NACCHO) representative who will price out different plan options for staff health insurance and then handle the contract information. There will be an approximate 9% increase in premiums for the next fiscal year. Sonya shared with the Board that we would like to keep the current plan we have. We could find a plan with a lower premium, but that would increase the deductible. Kim doesn't want to see PHS increasing the deductible for employees based on staff salaries. Our current plan has a \$1,000 deductible. Board members discussed the option of PHS picking up the difference in the deductibles which in effect would drop the premium saving our department dollars in the long run. Kim will look into that when she meets with NACCHO.

The Board wanted to know if there was any concerns on line items where the percentage was well over or well below. Sonya shared that one expense we went slight over for vehicle repair. PHS currently owns a 2004 Ford Excursion and a 2005 Ford Station Wagon. Both vehicles were in much need of maintenance. Kim and staff had the discussion about trading or selling the Ford Excursion. PHS nurses who travel within our districts felt the vehicle was needed for clinics. We are still contemplating the future of our vehicles.

It was noted that the budget doesn't reflect changes in individual grant budgets. Staff can request reallocation (shift) of funds from grantors within their budget but PHS is firm that changes cannot affect

Minutes of PHSDHD Board of Health Meeting

personnel costs. Motion to approve the financial reports by Judy Henning, seconded by Mark Schoenrock. All ayes, motion #2 carried.

Grants and Contracts - Acceptance

Funded grants/contracts:

- NACCHO – “Strong Systems, Stronger Communities” Technical Assistance Grant. No dollars involved. The program offers technical assistance on performance management and quality improvement.
- DHHS – Community Health Worker (CHW) - \$8,000 – PHS is one of four health departments selected to convene and provide a facilitated training for CHW’s in our region.
- DHHS – Health Hub - \$30-32,000 – grant is set up on a deliverables system.
- Safe Kids Injury Prevention Grant - \$7,500 – Jen’s work plan activities include partnering with JeffCo on the Move in Fairbury on their Safe Routes to School project.
- Tai Chi/Stepping On - \$13,000
- West Nile Virus - \$4,300 – last half of contract – includes human surveillance, mosquitoes, and bird collection.
- DHHS - \$20,000 – Accreditation Grant – develop, implement, and sustain a performance management system.
- AmeriCorps - \$50,000 – nutrition education – members are providing training on fresh foods.
- CATCH grant - \$3,000 – identify ways in which public health can/should have a role in care coordination of patients.

Motion to approve grants and contracts by Christy Lucking, seconded by Judy Henning. All ayes, motion #3 carried.

Election of Officers: Approval

A motion was made to retain the current officers for the next year. Motion to approve all officers by Dave Bruning, seconded by John Hill. All ayes, motion #4 carried.

Tim Pickering was introduced by Dave Bruning as a new Board of Health member representing Thayer County. Tim will replace Trudy Clark. Tim has worked with PHS in the past and has a vested interest in the communities we serve.

Dave Norton, who was unable to attend, was introduced by John Hill as a new Board of Health member representing Gage County. Dave will replace Linda Ament. Dave currently is Branch President with First State Bank Nebraska in Beatrice. Dave will retire in February, 2019 and will join the Board in March, 2019.

Quality Improvement Plan: Acceptance

Kim presented PHS’s “Quality Improvement Plan” to the Board for acceptance. The purpose of the QI plan is to provide context and framework for QI activities within our department. Staff has worked with our QI consultant, Jim Butler, through webinars and one-on-one training and has participated in staff QI training. PHS QI Council – Kim, Megan, Sonya, Carmen – will review the QI plan quarterly, revising the plan annually and presenting the plan to the Board of Health two times a year. Motion to approve the PHS Quality Improvement Plan by Mark Schoenrock, seconded by Judy Henning. All ayes, motion #5 carried.

Staff Salary Increases: Discussion

Kim requested a 3% increase across the board for staff with a 5% cap effective July 1, 2019. This increase is based on merit. It will be important for the Board to not overlook Kim’s annual evaluation and discussion on wage adjustment as well. Staff Evaluation Forms have been updated this year to reflect “lessons learned” from last year. The Board of Health would like Kim to provide to them at their March, 2019 meeting a definite figure on what this increase would look like. Motion to increase staff

Minutes of PHSDHD Board of Health Meeting

salaries 3% across the board with a 5% cap by Dave Bruning, seconded by Stephanie Knight. All ayes, motion #6 carried.

Directors Report:

We have received the draft copy of our CHA/CHIP plan from the Nebraska Association of Local Health Directors (NALHD) and making our adjustments. Once complete, we will send out the information to all Regional Steering Committee members, reengage them into self-selected priorities, invite partners to the table and move forward on our action plan on how to address these priorities.

Kim provided an overview of 2019 PHS Priorities to the Board. After our strategic planning sessions we will finalize as a group. Overall themes...Board of Health Development is there towards the first of the year. Kim would like to meet with the four new Board of Health members – Stephanie Knight, Christy Lucking, Tim Pickering, Dave Norton – and provide “PHS 101” training. We are currently developing the PHS website for BOH members to reference. As PHS is making an effort to go “paperless” this year, Board members will find meeting materials to review and print. Financial statements will be provided at each meeting.

Other priorities include Strategic Planning, Training and Strengthening our EPI Team, Performance Management, Staff Onboarding and Retention, Engaging Public Officials, Workforce Development Plan, Quality Improvement Plan, Enhancing Staff Meeting Times, and Community Health Improvement.

Kim currently has three projects (Health Hub, Safe Kids Coalition, and Lead Case Management) that need to be staffed. After strategic planning we will have a better idea of where staff think are “holes” are. Kim may look at hiring a bilingual support person to fill these gaps.

Kim will be more involved this year with commissioners and attending meetings. We don't have formal relationships with hospital administration but we do have staff that get out in the hospitals in other ways – 1422, immunization clinics. Kim feels these relationships are coming along with good opportunities to come on as partners. Very strategic to have that relationship to share resources and not duplicate services.

Open Forum:

Medicaid Expansion in Nebraska amends the state's Medicaid plan to expand eligibility coverage to certain adults whose incomes are 138% of the federal poverty level or below. Not popular in rural areas, but it did pass. County is having to pick up expenses that is really hurting them, for example inmates that are incarcerated in local jails, needing medication or assistance.

Board members feel that we need to personally visit our district's two new senators, Senator Tom Brandt and Senator Myron Dorn, who is on the appropriations committee, about Public Health. Kim suggested, after our Legislative training with former Senator Laura Ebke, that we request them to visit us on one of their recess days. Would like them to see us as a resource when something comes along.

Kim will resend the Board of Health meeting schedule out to members along with an Outlook request for future meetings.

The next Board of Health Meeting is Thursday, March 21, 2019 at 8:30 a.m. in Crete, NE.

Being no further business the meeting was declared adjourned.

Debra L. Wendelin
Executive Assistant/Office Manager