



**PUBLIC HEALTH SOLUTIONS
BOARD OF HEALTH
ANNUAL MEETING
AGENDA**

8:30am Thursday
January 18, 2018
995 East Highway 33, Suite 1
Crete, NE 68333

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.

**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.

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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

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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.

PUBLIC HEALTH SOLUTIONS

Board Members Roll Call & Roll Call Votes

Meeting Date: January 18, 2018

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		X		X		X		X		X		X		X						
Bruning, Dave	X		X		X		X		X		X		X		X						
Cerny, Larry	X		X		X		X		X		X		X		X						
Christiansen, Jeremy	X		X		X		X		X		X		X		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		X		X		X		X		X		X		X						
Henning, Judy	X		X		X		X		X		X		X		X						
Hill, John		X																			
Kennedy, Dr. Bruce	X		X		X		X		X		X		X		X						
Knight, Stephanie	X		X		X		X		X		X		X		X						
Schoenrock, Mark	X		X		X		X		X		X		X		X						
Totals	11		11		11		11		11		11		11		11						