

**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 Guitierrez,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. Acton 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.

**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
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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

Minutes of PHSDHD Board of Health Meeting

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.

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PUBLIC HEALTH SOLUTIONS

Board Members Roll Call & Roll Call Votes

Meeting Date: July 20, 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	Yea	Nay	
Ament, Linda	X		X		X		X		X		X		X		X		X					
Bruning, Dave	X		X		X		X		X		X		X		X		X					
Cerny, Larry	X		X		X		X		X		X		X		X		X					
Christiansen, Jeremy		X																				
Clark, Trudy		X																				
Gutierrez, Dr. Josue	X		X		X		X		X		X		X		X		X					
Henning, Janet		X																				
Henning, Judy	X		X		X		X		X		X		X		X		X					
Hill, John	X		X		X		X		X		X		X		X		X					
Kennedy, Dr. Bruce	X		X		X		X		X		X		X		X		X					
Schoenrock, Mark	X		X		X		X		X		X		X		X		X					
Totals	8	3	8		8		8		8		8		8		8		8					