



**PUBLIC HEALTH SOLUTIONS  
BOARD OF HEALTH  
AGENDA**

**Annual Meeting**

8:30 a.m.

Thursday, March 21st, 2019  
Public Health Solutions  
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. Program **Reports**: Health Families Gage & Jefferson, Rooted in Relationships
6. Director's **Report**
7. Open Forum
8. Next meeting
9. 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**

**March 21, 2019**

***Board Members in Attendance:***

Dave Bruning	Mark Schoenrock	Janet Henning	Judy Henning	Dave Norton
John Hill	Stephanie Knight	Christy Lucking	Mark Schoenrock	Larry Cerny
Dr. Bruce Kennedy	Dr. Josue Gutierrez			

***Staff Members in Attendance:***

Kim Buser, Director; Sonya Williamson, Fiscal Administration; Debra L. Wendelin, Executive Assistant/Office Coordinator; Megan Garcia, Rooted in Relationships; Laura Wooters, Healthy Families Gage & Jefferson Counties

***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. Motion to approve the agenda by Judy Henning, seconded by Dr. Bruce Kennedy. All ayes, motion #1 carried.

***Approval of Minutes:***

Previous meeting minutes were emailed before the meeting. Motion to approve the minutes by Mark Schoenrock, seconded by Janet Henning. All ayes, motion #2 carried.

***Financial Reports: Acceptance***

Sonya Williamson presented on the Financial Reports. Financial reports look very well compared to a year ago. It was noted that auto owner's insurance and general liability policy premiums have paid and are included in the report. Workman's compensation and membership dues have been paid. Consulting work for the CHA/CHIP process is paid in full for approximately \$20,000.

The School Kids Immunization Program (SKIP) is wrapped up. Sonya has emailed district counties requesting their contribution. To date the only payment that has come in is from Saline County.

It was brought to the Board's attention by Dave Bruning that check #14611 was not listed in the numerical order of checks written. Sonya verified that check #14611 in the amount of \$110.82 was paid to a temporary employee and has not cleared.

Motion to approve the financial reports by Janet Henning, seconded by Mark Schoenrock. All ayes, motion #3 carried.

***Grants and Contracts - Acceptance***

Funded grants/contracts:

- AmeriCorps - \$1,000.00 – pay for background checks.
- NALHD – Question, Persuade, and Refer (QPR) - \$2,500.00
- 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/Every Woman Matters (EWM) - \$34,622.00 – grant is set up on a deliverables system.
- Safe Kids Injury Prevention Grant/DHHS - \$7,500 – Jen's work plan activities include partnering with JeffCo on the Move in Fairbury on their Safe Routes to School project.

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Due to length of grant contracts and in the attempt to save paper costs, Kim informed Board of Health members that a copy of each grant in its entirety is kept in her office. Kim asked members to call her with any questions. Motion to approve grants and contracts by Dr. Bruce Kennedy, seconded by Christy Lucking. All ayes, motion #4 carried.

### ***Program Reports: Healthy Families Gage & Jefferson/Rooted in Relationships:***

Megan Garcia presented on the Rooted in Relationships grant and provided Board of Health members with a handout with highlights of the program.

Laura Wooters presented on the Healthy Families Gage & Jefferson Counties program headquartered at our PHS office in Beatrice.

### ***Directors Report:***

Kim shared with Board of Health members department-wide initiatives.

Kate, our Emergency Response Coordinator (ERC), did a tremendous job handling issues during the flood. Kate met with all Emergency Response Coordinators in our five-county district building relationships during this tough time. Our department is very fortunate to have Kate on board! No mandatory evacuations were issued, however, there were some voluntary evacuations. PHS sent tetanus vaccine to Fremont and Auburn through a request made to us through DHHS who will work with PHS to replenish our supply. There is a huge debate going on now on whether health departments are responsible for mass tetanus shot clinics. Exposure to flood waters does not increase the risk of tetanus.

PHS has received water testing kits for private well owners to test their well only.

In the midst of terrible flooding and severe weather Kate received a text from our Jefferson-Saline County EM inviting her to engage in the Emergency Operations Center (EOC) that had been established in the city council chambers here in Crete to represent public health at the table. That has never happened before. We have tried and tried to prove our value as a resource and important partner in disaster planning but we were never considered part of the EOC team. We have turned a corner on how they see PHS and that we are a valuable resource. Kim and Kate are working on an after-action plan with staff and will continue to monitor after-flood damage cleanup.

PHS received an update from the Federal Emergency Management Agency (FEMA) that the Environmental Protection Agency (EPA) will be sending in mobile testing labs to Fremont, Norfolk and Verdigré in Nebraska for onsite water testing for those that need it.

Staff continues to work on overall department priority work. Staff are doing what is needed to pull our department toward our vision. We are currently working on finalizing the CHA/CHIP plan.

Kim asked for the Board's thoughts on if now is the time for us to propose a bigger idea to stakeholders and partners as we are about to reconfigure and reconvene our Regional Steering Committee to begin working on CHIP priorities. How do we propose to partners, stakeholders, county and city boards, that we organize a larger effort, something that would have a much bigger impact and potential to "move the needle"? What if we put together one large group to serve as a regional coalition/advisory group forming smaller specialty groups to be the driving force behind our priority areas? Members felt that the synergy and coordination between groups with common interest would produce a bigger impact and be beneficial to all involved.

Quality Improvement groups continue to meet and are making progress.

As part of our strategic plan to develop our Board of Health, we are moving forward with providing information and resources on the PHS website. For those Board of Health Members who have not

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completed their biographies, we will pass out blank forms for you to complete before you leave. We also need a photo of yourself, which if you don't have one, we can take one while you are here today. We will spotlight your individual photos on social media and our annual report.

Dr. Brandon Grimm, Associate Dean, UNMC College of Public Health, will present to Board of Health Members at either their May or July meeting on "Public Health 101" overview followed by "Public Health Solutions 101" program and financial structure.

Kim provided Board of Health members with updates on Strategic Planning Groups. Two great take-aways from the Strategic Planning sessions were "Strong Team, Same Vision" and "Stop using the past to limit our Future."

**Workforce Development** – Dr. Brandon Grimm will complete a Workforce Development Core Competency Assessment with staff. The Core Competency Assessment is required as part of accreditation.

**Organize Staff Structure** – A survey will be going out to all Program Managers with questions relating to grant budget, total FTE's, total hours per week you truly spend on the program versus what is stated in the grant, and how the program utilizes strategies and activities at the level(s) (individual, relationships, organizational, community and public/policy) on the Social-Ecological Model.

**Workplace Culture** – Staff want to sustain changes that have been made to the workplace environment. Staff will be asked to complete a survey on where they think we are at.

**Partnership Grid** – The group will utilize the Circles of Involvement activity to identify partners in general. Once partners are identified, we will determine who we want to engage/pursue, who we want to maintain, and who do we need to drop off our list.

The new Employee Performance Evaluation system is going well. Kim will have staff merit raises to the Board of Health at their May, 2019 meeting. Kim asked the Board of Health to consider her salary increase outside of the 3-5% cap freeing up merit raises for staff. Kim and Larry will visit personally.

The LB480 hearing is scheduled for Monday, March 25, 2019. PHS staff is planning a "Day at the Capitol" and will be at the Capitol on that day to watch floor debate in the morning and then attend the LB480 hearing in the afternoon. Dr. Josue Gutierrez will testify on behalf of the National Academy of Family Physicians (NAFP) on the benefits that the public health department has in the patients he sees.

Kim is participating in the Nebraska Association of County Officials (NACO) Institute of Excellence year-long program of professional development for county officials. Sessions discuss personal leadership development and participants will learn skills for managing conflicts, leading meetings and corresponding with legislators. Kim feels the program will be a great management tool.

National Public Health Week, April 1-5, 2019, is a week-long campaign celebrating the power of prevention, advocating for healthy and fair policies, sharing strategies for successful partnerships and championing the role of a strong public health system. The PHS Wellness Committee is working on fun activities internally for our staff and Board of Health. "What does Public Health mean to you?" selfies are being taken and will be posted on social media. The Nebraska Public Health Conference 2019 – Connecting to Transform Public Health – is April 3-4, 2019 in Lincoln at the Nebraska Innovation Campus.

Kim identified through the current flood that we need to strengthen our internal epidemiology team. Kim will work on training objectives.

## Minutes of PHSDHD Board of Health Meeting

### ***Open Forum:***

Board of Health members thanked Kim for her Friday Update reports. Members feel the report is very informative and keeps them up-to-date on current events within the department.

Dr. Bruce Kennedy shared with Board of Health members that the Nebraska Mission of Mercy clinics are March 29-30, 2019 at the Brownell Talbot School in Omaha. The program provides care to the uninsured, the under-insured and anyone who otherwise has difficulty getting to a dentist. Access to basic dental care services is provided at no charge to anyone regardless of financial need.

**The next Board of Health Meeting is Thursday, May 16, 2019 at 9:45 a.m. in Crete, NE.**

Being no further business the meeting was declared adjourned.

Debra L. Wendelin  
Executive Assistant/Office Coordinator