



**PUBLIC HEALTH SOLUTIONS  
BOARD OF HEALTH  
AGENDA**

**Annual Meeting**

8:30 a.m.

Thursday, May 16, 2019  
Public Health Solutions  
Crete, NE

1. Agenda for **Approval**
2. Minutes from previous meeting for **Approval**
3. Financial Reports for **Acceptance**
4. FY 19-20 Draft Budget for **Discussion**
5. Grants and Contracts for **Acceptance**
6. Program **Reports**: Emergency Preparedness, Disease Surveillance,  
Environmental Health
7. Director's **Report**
8. Open Forum
9. Next meeting Date: 07/18/19
10. 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**

**May 16, 2019**

***Board Members in Attendance:***

Mark Schoenrock (telephone)	Janet Henning	Judy Henning	John Hill
Stephanie Knight	Christy Lucking	Larry Cerny	Dr. Josue Gutierrez
Tim Pickering			

***Board Members Absent:***

Dave Bruning	Dr. Bruce Kennedy	Dave Norton
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***Staff Members in Attendance:***

Kim Buser, Director; Sonya Williamson, Fiscal Administration; Debra L. Wendelin, Executive Assistant/Office Coordinator; Kate Lange, RN, BSN, Disease Surveillance, Emergency Preparedness Coordinator

***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 Janet Henning, seconded by Dr. Josue Gutierrez. All ayes, motion #1 carried.

***Approval of Minutes:***

Previous meeting minutes were emailed before the meeting. Motion to approve the minutes by Stephanie Knight, seconded by Judy Henning. All ayes, motion #2 carried.

***Financial Reports: Acceptance***

Sonya Williamson presented on the Financial Reports. All budgets are doing very well. One line item to note that we are working on is hotel expense. Sometimes this expense is calculated within each program's budget for workshops rather than separately, but programs are within their budget expenditures. Healthy Families Gage and Jefferson Counties (HFGJ) has had a new employee complete numerous trainings with expenses reflected on the budget. The budget does not include a line item for hotels. Program Managers ask for a budget modification for their grant from the grantor.

The Custom Transaction Detail Report does not reflect a couple of small checks for a total of under \$100.00 payable to Deb Sherard, a temporary employee who has now left our employment. Due to the small amount, Sonya is not doing any further research work.

The Statement of Financial Position shows we are doing very well.

Key staff have company paid cellphones. This allows them to protect their personal cellphone number. Employees are reimbursed a flat fee of \$20.00 as their phone is a point of contact for emergency situations.

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

***FY 19-20 Draft Budget:***

A brief report on the FY 2019-20 draft budget was provided to Board of Health members.

For those that remember back about a year ago at this time our department had a cash flow issue and insufficient funds to make payroll. This stemmed from program budget reports. Program managers are doing a much better job now.

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Three budget reports are included in Board of Health packets. The Total FY 2018-19 lists all programs across the top. Payroll is pretty well set. Operating expenses still may change as not have had to submit yet.

The 2019-20 FTE's broken down by staff member shows a grand total of 16.55 FTE's.

Two programs are taking a cut in their budgets. The HFGJ program is taking a huge cut in the approximate amount of \$60-70,000 in their budget. The Immunization Grant is being cut in half. There will be \$36,000.00 in unallocated funds when this happens. Kim assured Board of Health members that we will take the necessary measures to have this remedied before July. Kim hopes that one day we will not solely be funded by grants.

Sonya has collapsed the total personnel line item. Those Board of Health members that would like to see the full spreadsheet please contact her.

Southeast Community College in Beatrice has notified tenants in their One Stop Community Center that they are no longer going to rent out the building. Tenants have until next year to find a space. Laura and her staff have been busy trying to find a new location for the HFGJ program. Kim shared this is a good opportunity to regroup and assess what we really need. A smaller location would help reduce rent expenses for that program.

Sonya input all zeros in the Health Hub program so not to affect our bottom line as this is a per person deliverable system. We are trying not to put anything towards this program until we get income in.

The 2019-20 FTE's Broken Down by Staff Member report shows each staff member's total FTE and how hours are diversified by program.

### ***Grants and Contracts - Acceptance***

Funded grants/contracts:

- Culturally and Linguistically Appropriate Services appropriate class - \$5,000.00 – Rapid Fire Class – currently there is no bilingual call-down support. Funds allow us to contract with two bilingual individuals in Crete. Goal is to increase to ten support positions.
- AmeriCorps grant - \$600.00 – funds will be used to complete background checks on new members.
- Tai Chi (STEADI – Stopping Elderly Accidents, Deaths and Injuries) - \$17,000.00 – the program is intended to help health care providers incorporate fall risk assessment and individualized fall interventions into their clinical practice.

Motion to approve grants and contracts by Janet Henning, seconded by Stephanie Knight. All ayes, motion #4 carried.

### ***Program Reports: Emergency Preparedness and Disease Surveillance:***

Kate Lange presented on Emergency Preparedness and Disease Surveillance.

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

Kim asked Board of Health members to review the PHS Board of Health Development Day agenda included in their packets. Though not mandatory, Dr. Brandon Grimm, Associate Dean, University of Nebraska Medical College (UNMC), College of Public Health, will present on "Public Health 101" followed by a "PHS 101" presented by Kim and staff. The development day is set-up to follow our regularly scheduled board meeting on July 18, 2019. Board of Health members were very receptive to the training. Kim will finalize a formal agenda and send out to Board members. Lunch will be provided for those that attend.

Our health department was the victim of check fraud. Merck & Co., a pharmaceutical company that is our vendor for vaccine, notified us that they had not received payment for a one-year-old invoice we had with them. Sonya informed Merck & Co. that the check had in fact cleared Union Bank & Trust and had the bank provide us with a copy of the check. The check, in the approximate amount of \$3,100.00, had been altered and cashed in Chicago, coincidentally where the company is located. We are currently in negotiations with Merck & Co. hoping they will take their part in ownership of the unpaid

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invoice after waiting over a year to contact us. A copy of the police report is being sent to Merck & Co. Kim and Sonya are working on writing financial policies and procedures. Kim is now not only verifying each check that she signs with the invoice but attaches her signature and date that she has matched them up. Sonya will now take a closer look at returned check copies in our bank statement.

Kim shared with Board members that there is money available to reimburse them for mileage to attend Board of Health meetings. Members agreed that this offer be taken off the table and funds used somewhere else.

Jen Hansen is walking staff through Performance Management Measures. The Department of Health and Human Services (DHHS) has provided training for staff. We will start to use the Clear Impact software system for Results Based Accountability (RBA) to improve the effectiveness of our programs.

All staff have completed the Myers-Briggs Personality Assessment Test. Dr. Brandon Grimm and Katie Brandert, UNMC College of Public Health, shared with staff how our different personalities fit together. The Leadership Team will work on how we can integrate this assessment into our work.

Our department utilizes Quick Books for our fiscal operations. Quick Books has now been installed on Kim's computer so that both she and Sonya have access. Four Corners Health Department went through a Health Resources and Services Administration (HRSA) audit. Their department has agreed to share their policies regarding fiscal procedures with us.

The PHS Annual Report Team (Deb, Megan, Jen, Kate) are almost done with the latest Annual Report and it will be ready to print.

All staff Performance Evaluations are complete.

A couple of staff changes. Megan Garcia is now our Organizational Development Manager along with her duties as Rooted in Relationships Program Manager. Iliana Munuz, an AmeriCorps member, has been hired to take over the AmeriCorps program. Iliana will be a part-time employee devoting hours each month to AmeriCorps and assisting with immunization clinics.

Ten PHS staff members spent a "Day at the Capital" on March 25, 2019 advocating for Public Health, watching floor debate, and meeting with Senators Brandt and Dorn.

A quarterly review of the PHS Quality Improvement plan shows no changes. Part of that plan is that we inform the Board of Health that we have done so.

Strategic Planning groups are moving at rapid speed!

- **Workforce Development (Sonya, Laura, Elia, Crystal, Jen, Megan)** – Staff completed an online Core Competencies Assessment through UNMC. Dr. Brandon Grimm shared with staff the highest training needs identified by staff through the survey questions according to the Ten Essential Services and core functions.
- **Organize Staff Structure (Jen, Jill, Rhonda, Debbie, Carmen, Deb)** – The group completed a Community Health Improvement Matrix (CHIM) on each program within PHS. Intervention levels are built on a socio-ecological model of health by its impact on the individual, interpersonal, organizational, community and public policy.
- **Workplace Culture (Megan, Lori, Deb, Kelly, Kate, Carmen)** – Working on team-building exercises.
- **Partnership Identification/Grid (Layla, Kate)** – Identified our current partners, who we want to engage/pursue, and who we need to drop off our list.

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We have new opportunities with colleges and universities. PHS has signed a contract with the University of Nebraska Medical Center that places senior level BSN population health students for a time-limited project within our department. The students are focusing on research-oriented projects that provide the opportunity to do more than just give shots.

The Leadership Team participated in a conference call with Trey Andrews, University of Nebraska-Lincoln Department of Psychology, who is working on a project focusing on Latino and immigrant mental health. His department is looking to office two field offices, one in Crete and one in Fremont. We shared with him that we would love to have an office at our location.

Kim and Sonya looking into resources to help with applying for a new Indirect Cost Rate.

The Department of Health and Human Services (DHHS) has a new director along with deputies that deal with our programs. We have been working with them and Kim is hopeful we can have a better partnership with them.

Work continues on establishing a district-wide Coalition. The Regional Steering Committee (RSC) pulled together for the Community Health Assessment (CHA) and as a springboard we really feel like we can pull people together to form a solid, written, formal district-wide Coalition. We share the CHA, we share the Community Health Improvement Plan (CHIP) goals, and we can do this together instead of each organization trying to do their own. Kim has contacted some of the hospital CEO's and they are all on board saying "yes, let's move this and share the resources". It's a huge mountain with a lot of work and we need to figure out how to do this correctly. We are really working towards this goal.

Mark Schoenrock suggested that when PHS meets with each district's County Commissioners to share their annual report they personally invite to the table key stakeholders in that area to come to the presentation. Not everyone is going to come, but this way you can get them all in one room. What a great way to have everyone meet each other, know what we do, and that we are all together working toward a common goal. Board members loved the idea and will pursue later this summer/early fall when we begin our presentations.

Stephanie Knight indicated that Kim had talked about "strategic relationships" and Stephanie wanted to know if Kim could share a little bit about who that is and how the Board can help. Kim said that departments and programs identify them and for her it was very much elected officials. Christy Lucking was also interested in how the different PHS programs impact individuals, organizations, etc. (CHIM). It was decided that Kim would share the written reports to Board members at the next meeting in July.

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

Board of Health members congratulated Dr. Josue Gutierrez on his new business! Both Dr. Gutierrez and his wife, Carmen, have put in a lot of hours. Keep up the good work! We don't want you leaving us either!!

**The next Board of Health Meeting is Thursday, July 18, 2019 at 8:30 a.m. in Crete, NE.**

Being no further business the meeting was declared adjourned.

Debra L. Wendelin  
Executive Assistant/Office Coordinator