



**PUBLIC HEALTH SOLUTIONS
BOARD OF HEALTH
AGENDA**

8:30 a.m.

Thursday, November 15, 2018
Public Health Solutions
Crete, NE

1. Agenda for **Approval**
2. Minutes from previous meeting for **Approval**
3. Audit Report (Dana F. Cole & Company, LLC)-for **Approval**
4. Financial Reports for **Acceptance**
5. Grants and Contracts for **Acceptance**
6. Set 2019 Meeting Schedule for **Discussion**
7. Director's **Report**
8. Open Forum
9. Next meeting
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

November 15, 2018

Board Members in Attendance:

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

Board Members Absent:

Linda Ament	Trudy Clark	Dave Bruning
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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 and called for a motion to approve. Judy Henning motioned to approve, seconded by Mark Schoenrock. All ayes, motion #1 carried.

Larry Cerny addressed the Board on concerns regarding better attendance at BOH meetings. He asked for feedback on meeting once a month or every other month. Larry feels that Kim's Friday updates keep everyone abreast of what is happening within the department. If something is pressing and needs to be addressed, three officers can get together and call members. Kim shared that Linda Ament's work schedule has changed with the new CEO at the Beatrice hospital and she can no longer attend BOH meetings on Thursdays and will need to resign as public spirited person unless a different day of the week can be utilized for BOH meetings. After discussion, it was decided to keep BOH meetings on Thursdays at 8:30 a.m. A schedule will be put in place for 2019 which will be emailed to Board members. Kim will send out a calendar request through Outlook and a hardcopy schedule.

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 #2 carried.

Financial Reports (Dana F. Cole & Company, LLC): Approval

A preliminary draft of PHS financial statements was presented by Dana Cole & Company. The Statement of Net Position and Governmental Funds Balance Sheet shows a total net position of \$578,895 as of June 30, 2018, a profit of \$32,000 for the year. Janet Henning motioned to approve, seconded by Dr. Bruce Kennedy. All ayes, motion #3 carried.

Financial Report: Acceptance

Sonya Williamson presented on the Financial Reports. Documents included in BOH packets. A large expense to note on the budget was the purchase of vaccine in preparation for the SKIP flu season. Upcoming expenses will include membership dues in January and insurance renewals in February/March. Verizon billed a \$5,000 overage fee on an iPad that is being used by a Healthy Families Gage and Jefferson Counties home visitor in Beatrice. After working with Verizon to resolve the issue, PHS paid \$2,000 of the original bill. Stringent computer policies will be put into place to

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safeguard our equipment. Motion to approve the financial reports by Mark Schoenrock, seconded by Janet Henning. All ayes, motion #4 carried.

Grants and Contracts - Acceptance

Funded grants/contracts:

Tai Chi/Stepping On - \$13,000

CATCH – access to care coordination - \$3,000

Americorp - \$50,000

West Nile Virus - \$3,500

Rooted in Relationships - \$127,000

Immunization award–six-month installment (July-December) Saline and Thayer Counties - \$15,000

Several other grants are in the approval process. Henning motioned to approve, seconded by Christy Lucking. All ayes, motion #5 carried.

Directors Report:

Due to the 1422 grant not being renewed, there has been a shift in duties within the department. Jen Hansen will assume duties on the Accreditation Grant (\$20,000) to include performance measurements and strategic planning/assessment. Sharon Lener's hours will reduce to a .5 FTE and she will take charge of the Health Hub contract this year in the amount of \$33,000 and handle lead surveillance for the department. Sharon is currently writing two grant proposals. A lead surveillance grant proposal in the amount of \$20,000 to enhance lead surveillance in children and protect the rights of tenants and a BCBS healthcare extender grant whereby health care providers refer their clients with high blood pressure to their local pharmacy who will have staff trained to teach them how to self-monitor their blood pressure and provide instructions on a SMBP (self-monitored blood pressure) machine.

Kim stressed the importance of Board of Health attendance at our two all-day upcoming strategic planning sessions on January 17, 2019 and January 28, 2019 to be held at Doane College. These sessions will drive our work for the next three to five years. Even if you cannot attend all day, please give us pieces of the day as your schedule allows.

The PHS Quality Improvement Plan is completed in draft form. Kim is adding suggestions from the QI consultant and will ask the board to review as soon as it is ready.

Kim thanked Board of Health members who participated in our CHIP/CHA process. Key issues that came out of our final meeting were mental health and metabolic syndrome. Strengthening collaboration efforts and environmental supports were primary strategic issues. Kim stated that as an organization we will focus on all four issues. Nebraska Association of Local Health Directors (NALHD) and Kim are currently working on the first draft of the combined plan. Target date for a draft ready to review is mid to late November.

Kim asked for feedback from the BOH on staff presentations during their meeting time. Staff would present 10-15 minutes on their program(s) and answer questions. The Board agreed this would be beneficial to them. Staff will begin presentations in January, 2019.

The BOH accepted Kim's request to close our offices on Monday, December 24, 2018.

We have been presented with an opportunity to have Family Health Services in our department one time per month offering services to clients in Saline County. Currently Dr. Josue Gutierrez volunteers to run the Healthy Community Alliance (HCA) clinic in our Crete office. Through the Blue Cross Blue Shield grant nurse Kate Lange's hours are funded for her to assist Dr. Gutierrez. Kim shared that the HCA clinic is growing and doing great things, but we now have the opportunity to expand the services and there are decisions before us on how to best support the effort.

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This marks the one year anniversary of Kim as Director of PHS. We started out with a lot of lofty goals and in a short time it is amazing to see what we have accomplished. Kim wants to keep a positive employee culture going and will introduce her six-part plan to staff focusing on team care, support and encouragement.

Karren Husa with the Healthy Families Gage and Jefferson Counties has submitted her resignation. Kim will meet with Karren tomorrow, November 16, 2018, for an exit interview.

Open Forum:

Stephanie Knight shared that the United States Department of Agriculture (USDA) has grant funds available for opioid abuse and other projects. Kim will visit with Stephanie on how we can incorporate the opioid crisis with mental health to submit for grant dollars.

Linda Ament emailed Kim her need to be removed from the PHS Board of Health due to scheduling conflicts with her position at the Beatrice Community Hospital and Health Center. Linda's email will be accepted as her Letter of Resignation.

John Hill asked what requirements are needed or what type of background are we looking for in a person to fill Linda's vacancy. An individual with a financial background, hospital presence, or legal knowledge would be some of the beneficial attributes to consider.

Board of Health Development will begin in January, 2019. A section of the PHS website will be developed to support education and information to BOH members.

Sonya provided the Board with an overview of our new procedure and process for staff evaluations. It was a positive move, although a learning curve, to have employee appraisals documented. Raises for employees were reviewed and adjustments were made across the organization to better align pay scales. A section for goals was included where staff could request what PHS can do for them to help them at their job, such as learning Excel. Sonya mentioned that it will be important to not overlook Kim's annual evaluation and discussion on wage adjustment as well.

Dr. Bruce Kennedy stressed that more work needs to be done in preparation for Dental Day. Last year we had a dismal showing of children and we really need to focus our efforts on getting kids in for screenings.

The next Board of Health Meeting is Thursday, January 17, 2019 at 8:30 a.m. in Crete, NE. BOH members will meet briefly at 8:30 at the Crete office before heading to Doane College for the strategic planning meeting.

Being no further business the meeting was declared adjourned.

Debra L. Wendelin
Executive Assistant/Office Manager

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PUBLIC HEALTH SOLUTIONS

Board Members Roll Call & Roll Call Votes

Meeting Date: July 26, 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																		
Bruning, Dave			X																		
Cerny, Larry		X		X		X		X		X		X									
Clark, Trudy			X																		
Gutierrez, Dr. Josue		X		X		X		X		--		--									
Henning, Janet		X		X		X		X		X		X									
Henning, Judy		X		X		X		X		X		X									
Hill, John		X		X		X		X		X		X									
Lucking, Christy		X		X		X		X		X		X									
Kennedy, Dr. Bruce		X		X		X		X		X		X									
Knight, Stephanie		X		X		X		X		X		X									
Schoenrock, Mark		X		X		X		X		X		X									
Totals		9	3	9		9		9		9		9									