

**PUBLIC HEALTH SOLUTIONS
BOARD OF HEALTH SPECIAL MEETING
8:30am on Thursday October 26, 2017**

Public Health Solutions District Health Department
995 East Highway 33, Suite 1
Crete, Nebraska

AGENDA

Call to Order and Roll Call

1. Approval of Agenda
2. Personnel Discussion / Decisions
3. Next meeting November 16, 2017
4. 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 posted 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

Oct 26, 2017

Board Members in Attendance:

Jeremy Christiansen
Judy Henning

Trudy Clark
John Hill

Dr. Jose Gutierrez
Dr. Bruce Kennedy

Janet Henning
Mark Schoenrock

Board Members Present via Phone:

Larry Cerny

Board Members Absent:

Linda Ament

Dave Bruning

Staff Members in Attendance:

Jane Ford Witthoff, Health Director and Sonya Williamson, Fiscal Administration

Call to Order:

The Special Meeting was called to order at 8:30 a.m. by President Larry Cerny. He stated that since he is calling in and the Vice-President, Dave Bruning, is unable to attend that Dr. Jose Gutierrez will chair the meeting.

Approval of Agenda:

The agenda was reviewed. A motion was made by Janet Henning and seconded by Mark Schoenrock to amend the agenda to include salary review. Motion #1 carried. Judy Henning moved to accept the amended agenda, seconded by Mark Schoenrock. Motion #2 carried.

Salary Review and Discussion:

Jane gave an update on staffing changes and salary adjustments due to these changes that have occurred since August. There are still several staff that she would like to see have raises. Also Laura Wooters would like to proceed with giving her staff raises.

A motion was made by Dr. Kennedy and seconded by Trudy Clark to go into Executive Session to further discuss salaries and the hiring of the Health Director. Motion #3 carried and the board entered into the Executive Session at 8:47 a.m.

A motion was made by Judy Henning and seconded by Janet Henning to leave Executive Session at 9:04 a.m. Motion #4 carried.

The Board of Health has offered Jacquelyn Miller the position of Health Director and the offer has been accepted. Her start date will be effective on November 27, 2017. The last working day for the current Health Director, M Jane Ford Witthoff, will be November 26, 2017. Jane will continue to be paid her regular salary through December 31, 2017. She will be paid the remaining balance of her PTO after January 1, 2018. Jane agreed to submit a letter of acceptance to the board with the November 26, 2017 date within the next week. A motion was made by Jeremy Christiansen and seconded by John Hill to accept Jacquelyn Miller's appointment as the new Health Director effective on the date of November 27, 2017. Motion #5 carried.

The Board of Health does not want any salary adjustments until additional information is provided. Jane can present this information for their review at the November meeting. A motion was made by Trudy Miller and seconded by Mark Schoenrock to table the salary discussion. Motion #6 carried.

Minutes of PHSDHD Board of Health Meeting

A tuition reimbursement contract has been drafted for Kim Buser for the Master's in Public Health program. The draft contract will be amended to include an addition of pro-rated payment if not employed for the length stated in the contract or the degree program is not completed in full. A motion was made by Mark Schoenrock and seconded by Judy Henning to offer Kim Buser the amended contract. Motion #7 carried.

Open Forum:

There was no discussion during the open forum.

The next Board of Health Meeting is Thursday, November 16, 2017 at 8:30 a.m. in Crete, NE.

A motion for adjournment was made by Mark Schoenrock and seconded by John Hill. Motion #8 carried. Being no further business the meeting was declared adjourned.

Minutes of PHSDHD Board of Health Meeting

PUBLIC HEALTH SOLUTIONS

Board Members Roll Call & Roll Call Votes

Meeting Date: October 26, 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
Ament, Linda			X																		
Bruning, Dave			X																		
Cerny, Larry		X																			
Christiansen, Jeremy		X		X		X		X		X		X		X		X		X			
Clark, Trudy		X		X		X		X		X		X		X		X		X			
Gutierrez, Dr. Josue		X		X		X		X		X		X		X		X		X			
Henning, Janet		X		X		X		X		X		X		X		X		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		9	2	8		8		8		8		8		8		8		8			