

**PUBLIC HEALTH SOLUTIONS
District Health Department**

Board of Health

September 28, 2017

Board Members in Attendance:

Linda Ament, Dave Bruning, Larry Cerny, Jeremy Christianson (phone), Trudy Clark, Dr. Josue Gutierrez, Judy Henning, John Hill, Mark Schoenrock

Board Members Absent:

Janet Henning, Dr. Bruce Kennedy

Staff Members in Attendance:

Jane Ford Witthoff, Health Director; Sonya Williamson, Fiscal Administration; Megan Garcia, Office Manager; Kim Buser, Assistant Director

Call to Order:

The meeting was called to order at 8:37 A.M. by Larry Cerny. (Attendees appear above).

Notice of the meeting was given in advance thereof by posting required by law. It was stated a copy of the Open Meetings Act is posted in the meeting room, which is accessible to members of the public.

Agenda:

The agenda was reviewed and no changes were made.

Minutes: Approval

Meeting minutes from July 20, 2017 were emailed before the meeting and distributed at the onset of the meeting.

Mark Schoenrock moved to approve the minutes, seconded by Linda Ament. All voted aye, motion #1 carried.

Executive Session

Larry Cerny moved to go into closed executive session. Meeting went into executive session at 8:39 a.m.

The executive session was closed at 9:06 a.m. with the motion from Dave Bruning, seconded by Judy Henning. All voted aye, motion #2 carried.

Financial Report: Acceptance

August Financial Statements were emailed to all board members prior to the meeting. Sonya Williamson gave a brief summary of the financial reports detailing first report for this fiscal year. New budget has been entered into QuickBooks. Flu vaccine will be coming in next month so an increase in costs will be seen. 1422 grant year end is September 30 so bigger purchases will be made to finish off that grant cycle. Signage and Farmer's Markets supplies will make up the most of those expenses. The green Ford Taurus will be sold for scrap soon as it has been sitting unusable for a several months now and is not cost effective to fix. Clarification was asked on hotel/travel budget for Healthy Families America budget.

Trudy Clark moved to accept the financial report, seconded by Judy Henning. All vote aye, motion #3 carried.

Continue to page 2

Minutes of PHS Board of Health Meeting

Directors Report:

Jane gave a brief report of the following topics; Staff Reports, the departure of Caitlin Moore and new job assignments to replace her, new AHEC Coordinator, and Workforce Development activities. Policy work continues and is near 90% completion. *It was requested that a digital copy of the PHS policies be sent to board members as well as the BOH By-laws.*

Caitlin Moore, Administrative Coordinator and Rooted in Relationships Coordinator will be leaving PHS as she is moving out of state. Megan Garcia has been offered, and accepted the new roles of Administrative Coordinator and Rooted in Relationships Coordinator.

Kim Buser added to the Workforce Development activities report and how those activities relate to Accreditation type activities and quality improvement throughout the department. Kim also spoke briefly on the AmeriCorps grant. Caitlin Moore previously was coordinator for this grant as well. Layla Cabrera, the Minority Health Program Coordinator, will be taking on the AmeriCorps grant.

Jane also reported that the new AHEC Coordinator will be Carmen Chinchilla. AHEC has the letter of intent, contract is not yet in hand.

Grants & Contracts: Acceptance

No grants were brought to the table for acceptance at this time.

Policies and Procedures List

A Policies and Procedures Table of Contents was given to all board members. Jane reported on policy work being roughly 90% completed at this time. Some categories are not as filled as they require a bit more collaboration with PHS and specific program procedures. Two hard copy policy books are available, one at each office location. A request was made to send the digital copies of the policies to board members. The Administrative Coordinator will send external drives with these files to all board members soon. A request for the Board of Health By-Laws to be sent to board members was also made.

Open Forum

Discussion was had and a request made to get supplies to give to walkers, bikers, etc. who walk/run/bike in the early morning or evening hours. Ideas included vests, lights, etc. This could fit into the Walkable Communities initiative.

Discussion on Public Health activities at the National level in response to disasters. Kim spoke briefly about this. She reported on electrical grids being a topic of interest lately at all levels and the emergency response at the individual level such as in their own homes. The AmeriCorps grant will help tremendously to spread the word on disaster preparedness.

It was brought to the table to discuss the possibility of starting BOH meetings a little later during the winter months due to early morning driving conditions. Ultimately, it was decided to leave the meeting time at 8:30 A.M.

Sonya reported that the auditors would be at the next meeting for their annual review.

Jane will speak with Larry following the meeting to discuss the recent personnel actions.

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

Being no further business, the meeting was declared adjourned at 10:40 A.M.
Minutes prepared by Megan Garcia.

