

**PUBLIC HEALTH SOLUTIONS  
District Health Department**

**Board of Health**

**July 18, 2019**

***Board Members in Attendance:***

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

***Board Members Absent:***

Janet Henning

***Staff Members in Attendance:***

Kim Buser, Director; Sonya Williamson, Fiscal Administration; Debra L. Wendelin, Executive Assistant/Office 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 Dr. Bruce Kennedy, seconded by Judy Henning. 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 Christy Lucking. All ayes, motion #2 carried.

***Financial Reports: Acceptance***

Sonya Williamson presented on the Financial Reports. The information provided is for the end of our fiscal year on 06-30-2019. Our new fiscal year begins 07-01-2019. The billing cycle for company purchase cards ended on 06-25-2019 so there may be expenses still to come in. We closed the fiscal year on a positive note and nothing unusual to report on the financial statement. The Beatrice office completed their move on 07-01-2019 so there still may be moving expenses coming in for payment. You will notice a check to Sonya for mileage reimbursement. As Sonya travels infrequently, she turns her mileage expense in for reimbursement on a quarterly basis. Kim is very happy with where we ended for the year. We have a three-month supply of reserve currently. The numbers are a testament to program managers and our work with the Department of Health and Human Services (DHHS) to stay on time with reimbursements.

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

***Open Public Hearing for PHS FY 2019-2020 Budget:***

One change to note from the preliminary draft budget had to do with the HFGJ program. The program took a huge cut in the amount of \$60-70,000 in their budget. Unless changes were made this line item would remain in the negative. A hard decision had to be made to balance the budget which resulted in the reduction of one home visitor position. We did receive good news! Our Maternal and Child Health grant application was approved in the amount of \$50,000. This amount is not showing up in the budget.

## Minutes of PHSDHD Board of Health Meeting

Net Profit/Loss shows a deficit of \$11,000. This amount reflects staff time that is not completely covered by grant funds. Only those staff who are not supported by a grant should be paid out of LB funds. These hours will need to be picked up by a mini-grant.

The immunization grant has been cut in half. The immunization program/clinic will require a staffing change. The program needs to support itself so adjustments are being made.

Dave asked for an explanation as to an 8% increase in expenses. Health insurance premiums took a hefty increase along with projected expenses associated with potential funding sources. Kim will review and provide an explanation in her Friday update.

Motion to accept the budget by Dave Bruning, seconded by Tim Pickering. All ayes, motion #4 carried.  
Motion to Close the Public Hearing for PHS FY 2019-2020 by Judy Henning, seconded by John Hill. All ayes, motion #5 carried.

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

#### Grants:

Maternal Child Health - \$50,000 (not included in budget) will cover a full .5 of Jen Hansen's hours. Work will continue with the Walkable Communities initiative.

Accreditation Preparation Grant - \$10,000 – will cover part of Jen Hansen's hours with performance management.

#### Contracts:

Rooted in Relationships - \$22,000

Minority Health - \$81,000

HFGJ - \$331,000 (included in budget) changing from 12-month to 15-month cycle extended to 09-30-2019.

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

Motion to approve grants and contracts by Dave Bruning, seconded by Janet Henning. All ayes, motion #6 carried.

### **Directors Report:**

Staffing changes include the resignation of Layla Carbrera who managed our Minority Health and Health Hub programs. Layla now works for Saline Medical Specialties (SMS). SMS has partnered with PHS so Layla will be able to work with her previous clients on an agreed upon day/time from PHS.

Elia Ornelas, our receptionist, quit last Friday, 07-12-2019, and left us with no notice.

Kim proposed to the BOH a change in structure for the front office. Office hours would be from 8 am to 4:30 pm Monday-Friday, with late clinic hours remaining the same on Monday. This time change would alleviate staffing issues. Kim asked for feedback from the Board. Board members had a concern if a client needed to come in after they were off work and our office was closed. Kim explained that we aren't urgent care and don't have people with those needs walking in. Another question was staff lunch breaks and if staff were given one hour or a half-hour break. Kim explained that some staff elect to take just a half-hour while others prefer an hour. Kim indicated we would give the new schedule a try to see if it will work.

Kim reported to the Board how pleased she is with the Crete Police Department and their involvement tracking down the woman who cashed the forged check originally intended for payment of our invoice from Merck.

PHS plans to pull out of the Health Hub contract with the Department of Health and Human Services (DHHS). The State is not happy with our decision but we can't keep doing things that run us into the red.

A copy of the finalized Community Health Assessment/Community Health Improvement Plan is included in your packet.

On Monday, 08-05-2019, PHS will host a virtual brown bag meeting at noon to review the CHA/CHIP report. Kim will roll out the plan for a district-wide coalition and plans for moving ahead.

## Minutes of PHSDHD Board of Health Meeting

### ***Executive Session:***

Motion to open the Executive Session by Tim Pickering, seconded by Judy Henning. All ayes, motion #7 carried.

Motion to close the Executive Session by Tim Pickering, seconded by Judy Henning. All ayes, motion #8 carried.

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

**The next Board of Health Meeting is Thursday, September 19, 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

Minutes of PHSDHD Board of Health Meeting

**PUBLIC HEALTH SOLUTIONS**

**Board Members Roll Call & Roll Call Votes**

**Meeting Date: July 18, 2019**

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	Yea	Nay	
Bruning, Dave	X		X		X		X		X		X		X		X		X		X			
Cerny, Larry	X		X		X		X		X		X		X		X		X		X			
Gutierrez, Dr. Josue	X		X		X		X		X		X		X		X		X		X			
Henning, Janet		X																				
Henning, Judy	X		X		X		X		X		X		X		X		X		X			
Hill, John	X		X		X		X		X		X		X		X		X		X			
Kennedy, Dr. Bruce	X		X		X		X		X		X		X		X		X		X			
Knight, Stephanie	X		X		X		X		X		X		X		X		X		X			
Lucking, Christy	X		X		X		X		X		X		X		X		X		X			
Norton, Dave	X		X		X		X		X		X		X		X		X		X			
Pickering, Timony	X		X		X		X		X		X		X		X		X		X			
Schoenrock, Mark	X		X		X		X		X		X		X		X		X		X			
<b>Totals</b>	<b>11</b>	<b>1</b>	<b>11</b>		<b>11</b>		<b>11</b>		<b>11</b>		<b>11</b>		<b>11</b>		<b>11</b>		<b>11</b>		<b>11</b>			