

## **PUBLIC HEALTH SOLUTIONS District Health Department**

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**Board of Health**

**July 28, 2022**

***Board Members in Attendance:***

Dave Bruning                  Dave Norton                  Mark Schoenrock                  Don Schuller

***Board Members Virtual:***

Larry Cerny                  Dr. Josue Gutierrez                  Stephanie Knight                  Tim Pickering

***Board Members Absent:***

Janet Henning                  Judy Henning                  Dr. Bruce Kennedy                  Christy Lucking

***Staff Members in Attendance:***

Kim Showalter, Director; Sonya Williamson, Fiscal Administration; Debra L. Wendelin, Program Support Technician; Jen Hansen, Emergency Preparedness Coordinator.

***Call to Order:***

The meeting was called to order at 8:45 a.m. by President Mark Schoenrock. Notice of the meeting was given in advance thereof by posting required by law. Director Kim Showalter asked to advance Item #5 (Open Public Hearing for PHS FY 2022-2023 Budget) directly after Item #1 (Roll Call).

***Open Public Hearing for PHS FY 2022-2023 Budget:***

An overview of the budget indicates the bottom line has not changed. One item to note in the FY 2022-23 Funding Sources report is total funds available of \$2,614,179.49 are solid funds. Potential funding has been moved into the budget total. The summary sheet now includes a program code block that provides a description of the abbreviated title columns. The Home Visitation-Imp is our Health Families America program grant which runs on a different fiscal year (October 1-September 30) so they have not had to submit their budget to the State at this time. The budget does take into account an expectation of increasing costs for the coming year. LB1014 (ARP) funds are based on cost reimbursement so what we actually spend will be submitted on a quarterly basis for payment. No cash flow issues with this source of reimbursement are expected. Payroll amounts to approximately \$20,000 every two weeks. PHS is actively engaged in making increases/changes in their staff compensation package and we are doing fine. Dave Bruning asked for clarification on the Total FY 2022-23 spreadsheet Travel-Hotel is budgeted at \$20,000 which is an increase of \$10,000 from last year. The increase in budgeted funds reflects required intensive training by our home visiting staff, inflation, mileage for travel, and other travel costs. Dave mentioned that Travel-Airfare is budgeted at \$17,000 which is an increase from last year's budget total of \$4,500. We are hoping to do more professional development with staff and in-person conferences are coming back since COVID-19. Motion to approve the PHS FY 2022-2023 budget by Dave Bruning, seconded by Don Schuller. All ayes, motion #1 carried.

***Approval of Agenda:***

Meeting agenda was reviewed. Motion to approve the agenda by Dave Bruning, seconded by Don Schuller. All ayes, motion #2 carried.

***Approval of Minutes:***

Previous meeting minutes were emailed before the meeting. Motion to approve the minutes by Dave Bruning, seconded by Don Schuller. All ayes, motion #3 carried.

## Minutes of PHSDHD Board of Health Meeting

### ***Financial Reports: Acceptance:***

Sonya Williamson presented on the Financial Reports. A review of the Profit & Loss Budget vs. Actual (FY21-22) show total grant income is at 102% of budget with total expenses at 90% of budget. Total budget balanced. The State has been good to work with on allowing budget modifications as we continue our work after COVID-19. The State is going back to desk audits and one quarter out of the year will be requesting documents, timesheets, i.e., as a source document check. Dave Bruning shared that program supplies is 396% of budget. Grant program managers budget funds to expend on their programs. When those funds are not used up, the program manager will work with the State to do a budget modification to clear out. Dave noticed that accounting is 164% of budget. Dana Cole & Company complete a single audit since we are over the \$750,000 threshold at an additional charge. On the Total FY 2022-2023 spreadsheet, program headings starting with SKIP (School Kids Immunization Program) through Indirect are discretionary funds we can carry over. The other programs we don't receive funds until they are expensed. We will expend those grant program budgets first then LB funds second. Our department received \$200-250,000 unrestricted COVID-19 deliverables from dollars per COVID-19 shot administered through our immunization clinic. These funds will help sustain our clinic once COVID-19 funds go away. Motion to approve the financial reports by Dave Bruning, seconded by Dave Norton. All ayes, motion #4 carried.

### ***Program Report: Emergency Response:***

Jen Hansen, Emergency Preparedness Coordinator, presented to the Board an update on public health emergency preparedness sharing the challenges, opportunities, priorities, goals and successes of our COVID-19 pandemic response along with lessons learned through our After-Action Report. Our district is very fortunate to have a great group of Emergency Managers that possess a wealth of information and training to work with.

Jen is also part of a team of four (Jen, Jill, Kate, Michele) who participate in the state-wide suicide academy. The academy is working on an action plan outlining steps to reduce the rate of suicide. PHS was the only health department present at the academy. This will not only be an opportunity, but a challenge, as PHS hasn't done a lot of screenings in our clinics. The next step will be taking responsibility and being accountable for those screenings and have the ability to refer the individual to someone that can help them. As we define our role in this process, we will focus on implementing policies and procedures outlining the how and why so everyone is doing the process in a similar way that will maintain longevity for the program. Jill incorporates her training and connections through the VetSET program to coordinate with Veterans who are in need of mental health resources.

### ***Director's Report:***

COVID-19 numbers have increased slightly but hospitalizations haven't gone up. As we meet with schools our direction for them will be to adhere to CDC guidelines. The schools will be advised to follow their own exclusion policies.

The United States leads the world in Monkeypox cases. Monkeypox is an illness spread through body fluids. Approximately 95% of most prominent cases can be traced back to men who have sex with men (MSM). PHS does have vaccine and are telling our healthcare providers to call us and we can provide the vaccine to them.

We have been awarded a grant in the amount of \$25,000 sponsored by United Healthcare (UHC) focusing on children's wellness and our Teddy Bear clinic. UHC is very interested in our Teddy Bear Clinic and would to expand across the state.

We are now debt-free on our building obligation as our amortization has been paid in full.

## Minutes of PHSDHD Board of Health Meeting

PHS will be receiving approximately \$550,000 through the American Rescue Plan Act (ARPA). We have two years to commit the money which likely doesn't give us enough time to proceed with our plans to hire an Environmental Coordinator and get them trained. Nebraska has qualified for a five-year grant for workforce development which we will use to help build our environmental program.

Kim has visits scheduled with all county boards in August except for Gage at this time.

Kim completed a four-day Gallop StrengthsFinder training. Next steps will be to complete testing and conduct personal coaching sessions to receive her certification.

Megan Garcia is working on our physical annual report which should be completed in September and will be sent out to Board members.

Our annual audit by Dana Cole & Company is scheduled for mid-August to include a single audit.

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

**The next Board of Health Meeting is Thursday, September 15, 2022 at 8:30 a.m. in Crete, NE.**

Being no further business, the meeting was declared adjourned.

Debra L. Wendelin  
Program Support Technician

Minutes of PHSDHD Board of Health Meeting

**PUBLIC HEALTH SOLUTIONS**

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

**Meeting Date: July 28, 2022**

		<b>MOTIONS</b>																		
<b>Board Members</b>	<b>Roll Call</b>		<b>1</b>		<b>2</b>		<b>3</b>		<b>4</b>		<b>5</b>		<b>6</b>		<b>7</b>		<b>8</b>		<b>9</b>	
	<b>Present</b>	<b>Absent</b>	<b>Yea</b>	<b>Nay</b>	<b>Yea</b>	<b>Nay</b>	<b>Yea</b>	<b>Nay</b>	<b>Yea</b>	<b>Nay</b>	<b>Yea</b>	<b>Nay</b>	<b>Yea</b>	<b>Nay</b>	<b>Yea</b>	<b>Nay</b>	<b>Yea</b>	<b>Nay</b>	<b>Yea</b>	<b>Nay</b>
Dave Bruning	X		X		X		X		X											
Larry Cerny	X		X		X		X		X											
Dr. Josue Gutierrez	X		X		X		X		X											
Janet Henning		X																		
Judy Henning		X																		
Dr. Bruce Kennedy		X																		
Stephanie Knight	X		X		X		X		X											
Christy Lucking		X																		
Dave Norton	X		X		X		X		X											
Jim Rickering	X		X		X		X		X											
Mark Schoenrock	X		X		X		X		X											
Don Schuller	X		X		X		X		X											
<b>Totals</b>	<b>8</b>	<b>4</b>	<b>8</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>8</b>											