

PUBLIC HEALTH SOLUTIONS District Health Department

Board of Health

December 8, 2022

Board Members in Attendance:

Judy Henning Mark Schoenrock

Board Members Absent:

Dave Norton Tim Pickering

Board Members Attending Virtually:

Dave Bruning Larry Cerny Dr. Josue Gutierrez Janet Henning
Dr. Bruce Kennedy Stephanie Knight Christy Lucking Don Schuller

Staff Members in Attendance:

Kim Showalter, Director; Sonya Williamson, Fiscal Administrator; Debra L. Wendelin, Program Support Technician

Call to Order:

The meeting was called to order at 8:30 a.m. by President Mark Schoenrock. Notice of the meeting was given in advance thereof by posting required by law.

Approval of Agenda:

Meeting agenda was reviewed. Director Kim Showalter requested to add an agenda Item - **Community Health Assessment (CHA) Contract and Payment for Discussion**. Motion to approve the agenda by Judy Henning, seconded by Mark Schoenrock. All ayes, motion #1 carried.

Approval of Minutes:

Previous meeting minutes were emailed before the meeting. Motion to approve the minutes by Larry Cerny, seconded by Don Schuller. All ayes, motion #2 carried.

Presentation of the Audit for Acceptance:

Kary Gustafson with Dana Cole & Company, LLP presented the audit report to the Board. An item to note on the preliminary draft is wording is now standardized and includes an unmodified opinion of our financial statement and expands verbiage in auditor's responsibility. Due to our department expending over \$750,000 in federal funds a single audit was performed. The final audit report summary remains consistent with prior year's report findings of Segregation of Duties and Financial Reporting Processes. Motion to approve the Public Health Solutions District Health Department Audit by Don Schuller, seconded by Judy Henning. All ayes, motion #3 carried.

Financial Reports: Acceptance:

Sonya Williamson presented on the Financial Reports. Financial reports for review were not updated due to meeting reschedule and reflected totals from the end of October as November's Board of Health meeting was rescheduled. We are sitting very well at this time and our budget is under spent as we have not filled a couple of positions that we had hoped to. Program grants are more on track this year with COVID-19 having affected activity in the past year. A large expense for September was flu vaccine for our Schools Kids Immunization Program (SKIP). Kim shared that our nurses do a great job of flu vaccine management and at the end of the year we can send back a percentage of unused vaccine for reimbursement. The Centers for Disease Control (CDC) has not officially released any information regarding COVID-19 grant funds for 2023. Motion to approve the financial reports by Dave Bruning, seconded by Stephanie Knight. All ayes, motion #4 carried.

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Congratulations to Dr. Gutierrez for receiving the Nebraska Academy of Family Physicians “Family Physician of the Year” award! We are proud to have you as our Medical Director on our Board of Health.

We would like to thank Dave Bruning for his many years of service as a member of our Public Health Solutions Board of Health! We welcome Dave back to our January meeting for an in-person reception.

Community Health Assessment (CHA) Contract and Payment for Discussion:

Kim shared with Board members that Public Health Solutions and Blue Valley Community Action will be sharing a consulting agency to complete our Community Health Improvement Plan (CHIP) and Community Health Assessment (CHA) for 2023. The cost to hire the consulting service will be shared equally (approximately \$24,000 each) between both agencies. The consulting agency will do all the data mining for us within our nine counties and break information down to specifically reflect our district. An electronic mass-county survey will be completed in all nine counties using American Rescue Plan Act (ARPA) funds to hire part-time bilingual individuals that will conduct home visits and telephone surveys with those people that we typically don't hear from. Using Qualtrics software we can target certain areas where response rates are low. We are currently in the process of developing the survey which should be available in mid-January. In February-March, focus groups will take a look at the topics that are of most concern handing this information over to our Partners for a Healthy Community group by July to establish priorities based on survey results. Kim asked for the Board's approval for this expenditure. Motion to approve Director Kim Showalter's proposal to hire a consulting firm in partnership with Blue Valley Community Action to complete our CHA/CHIP by Dave Bruning, seconded by Christy Lucking. Motion #5 carried.

Director's Report:

Kim has passed the Clifton StrengthsFinder certification exam. Kim will conduct personal coaching sessions with staff who have volunteered and then will be fully certified. Kim plans on blocking out a half day each week to get the program up and running.

Kim wanted to mention a few procedural items that will be addressed at our January Board of Health meeting.

- The local attorney Kim contacted will be unable to devote time to our department to work on improving our Board of Health policy. Board members who know of an attorney in our district that we can put on a retainer to attend board meetings and look at our Board policy should connect with Kim.
- In January Kim will add back to her Director's Report a review of all grant contracts signed.
- We will review terms of Board membership and tighten it up.
- Take a look at Board of Health attendance policy. Would it help attendance if we rotated meetings in our district.

Kim has been elected as Treasurer for the Executive Board of Health Director's Association serving a two-year term on the budget committee. One item of interest that Kim would like to take a further look at is Bills.com. The Nebraska Association of Local Health Directors (NALHD) and the Sarpy-Cass County Health Department utilize this software. The software could have a lot of potential for us as Board members could approve documents electronically and sign in at any time to review reports, financials, i.e. Not only would this help address the segregation of duties as outlined in our audit but would provide another set of eyes on our financial activities.

We have had a few staff changes. Jackie Trojan resigned as Immunization Coordinator. Kate Lange will now take over as Immunization Coordinator. We are working on a nurse case management clinic

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where Kate would offer wellness services. We are looking for funding for an additional nurse(s) to work with Kate on this clinic. Crete Public Schools

Kim has completed her presentation to each district County Board. Annual presentations to each district board will be completed after the annual budget is passed. Kim would like to see staff involved by giving quick updates to county boards sharing all the incredible things they are doing in our district and the resources we provide.

Open Forum:

The next Board of Health Meeting is Thursday, January 19, 2023 at 8:30 a.m. in Crete, NE

Being no further business, the meeting was declared adjourned.

Debra L. Wendelin
Program Support Technician

PUBLIC HEALTH SOLUTIONS

Board Members Roll Call & Roll Call Votes

Meeting Date: 12-08-2022

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
Dave Bruning	X		X		X		X		X		X										
Larry Cerny	X		X		X		X		X		X										
Dr. Josue Gutierrez	X		X		X		X		X		X										
Janet Henning	X		X		X		X		X		X										
Judy Henning	X		X		X		X		X		X										
Dr. Bruce Kennedy	X		X		X		X		X		X										
Stephanie Knight	X		X		X		X		X		X										
Christy Lucking	X		X		X		X		X		X										
Dave Norton		X																			
Tim Pickering		X																			
Mark Schoenrock	X		X		X		X		X		X										
Don Schuller	X		X		X		X		X		X										
Totals	10	2	10	0	10	0	10	0	10	0	10										