

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

**Board of Health**

**May 18, 2023**

***Board Members in Attendance:***

Larry Cerny	Janet Henning	Judy Henning	Stephanie Knight
Richard Koch	Christy Lucking	Dave Norton	Tim Pickering
Don Schuller			

***Board Members Attending Virtually:***

Mark Schoenrock

***Board Members Absent:***

Dr. Josue Kennedy    Dr. Bruce Kennedy

***Staff Members in Attendance:***

Kim Showalter, Director; Sonya Williamson, Fiscal Administrator; Debra L. Wendelin, Administrative Program Assistant

***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. Motion to approve the agenda by Tim Pickering, 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 Dave Norton, seconded by Larry Cerny. All ayes, motion #2 carried.

***Financial Reports: Acceptance:***

Sonya Williamson presented on the Financial Reports. Currently we are sitting in the last quarter of our fiscal year. Program managers are working on individual budgets to zero out. We have carried over under general funds the amount we had budgeted for an environmental specialist as we did not fill the position this year. Check #18347 on the Custom Transaction Detail Report in the amount of \$9,446.18 payable to Network Consulting Services was for an upgrade to our server. Check #18361 on the Custom Transaction Detail Report in the amount of \$12,668.62 reflects payment for our Public Officials Policy. Tim Pickering asked for clarification on the Profit & Loss Budget vs. Actual (FY22-23) as to line item 31650-Donations is at 121% of budget. We are trying as a whole to do a better job of encouraging donations for services to include a donation box with envelopes at the immunization clinic desk. Tim wanted to know what makes up the \$240,783.60 on line item 40120-Other Grants. This total includes all our mini-grants (under \$25,000) which we track separately in Quick Books and lump into this category. Tim noted that line item 4325-Program Supplies is at 177.25% of budget. The expense will be cleared out as program managers work to close out their grants. Dave Norton wanted to know what is included in General Funds. State funding from LB585, LB1080, LB1060 and LB692 are considered general funds. All other funding is categorized by the grant-related program. We have an indirect cost agreement with the State at 20.2% built into direct program expenses to cover infrastructure of core staff. Effective July 1, 2023 our new indirect cost rate will be 30.96% approved every two years. We aren't paid up front for our grants but rather on a reimbursement basis. Motion to approve financial reports by Stephanie Knight, seconded by Judy Henning. All ayes, motion #3 carried.

## Minutes of PHSDHD Board of Health Meeting

### ***FY 23-24 Budget Draft for Review:***

As we take a review of the draft budget, we are placeholdering a large amount under contractual. This may be broken out at a later date but we need to get everything accounted for. Staff annual salary increases go into effect July 1 of each year. We may need to take a look at the timing we present the budget draft for review as the budget is not finally approved until September. We may need to address the timing at some point. An acronym sheet has been provided to identify the abbreviated funding sources. We show a decrease in health equity funding that had been funded by the Centers for Disease Control (CDC) in the amount of \$77,600 for the last two years. Staff FTEs were moved around so that all staff being paid through that grant are covered. We were notified that the COVID Immunization Grant has been reduced significantly. We knew this was coming at some point so made adjustments as necessary. Even with this adjustment in funding we are able to cover current staff without tapping into LB funds. LB1040 will end December, 2025 so our next fiscal year the amount funded will be cut in half. There is a small amount of American Rescue Plan Act (ARPA) dollars still need to be planned for. We are taking a conservative approach to what we know we are going to have. The only negative bottom line is our Healthy Families America (HFA) program. We have not had time to work with Angela Johnson, Program Manager, on the HFA budget which runs October 1 through September 30. The HFA grant will be balanced prior to final budget presentation. Our biggest expense is staff. We currently have three staff openings that have been built into the budget for a dental coordinator, a HFA family support specialist, and a bilingual Community Health Worker (CHW). We also have a vacant position for an environmental specialist that we have the funds set aside that we could fill that position in the future. Staff fringe benefits to include health, dental and life insurance total approximately \$11,000 per employee per year.

### ***Proposed Staff Salary Ranges for Approval:***

Motion to go into Executive Session at 8:56 am by Don Schuller, seconded by Judy Henning. All ayes, motion #4 carried. Motion to end Executive Session at 9:35 am by Don Schuller, seconded by Stephanie Knight. All ayes, motion #5 carried. The Board of Health reviewed proposed staff salary ranges with Public Health Solutions Director Kim Showalter. The PHS Director was then excused and the Board of Health discussed the director's salary. Motion to set the Director's salary at \$97,500 by Stephanie Knight, seconded by Judy Henning. All ayes, motion #6 carried.

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

A big "thank you" to Board of Health members for their generosity during public health week!

The new THRIVE clinic is moving along. THRIVE will combine all clinical services into one program. Blue Valley Community Action (BVCA), Crete Area Medical Center (CAMC), and Dr. Josue Gutierrez are partnering with PHS and are currently working on how the referral process will look.

Have had some staff changes as mentioned earlier. Our HFA program lost a Family Support Specialist and our dental coordinator position is open.

The PHS Leadership Team is utilizing Gallup StrengthsFinder Program tools to develop a comprehensive initiative to enhance and improve the workplace culture by increasing employee engagement. Details will be presented to staff in July.

At Kim's "State of the Department" address she shared a Staff Work Prioritization/Timeline and a Board of Health Development Activities timeline. Kim will present a mid-year progress report at the next Board meeting.

We will be contracting with Carmen Chinchilla Gutierrez to work with us on policy development. Kim will be rewriting job descriptions to correspond with staff salary ranges.

## Minutes of PHSDHD Board of Health Meeting

Three of our HFA staff have completed Lactation Consultant training. This training will be helpful with their families and instrumental as we set up a mom & baby walk-in clinic as part of the THRIVE program.

Kate Lange, Immunization Coordinator, has taken over our School Kids Immunization Program (SKIP). Kate and Michele Vana, Clinical Services Manager, are planning fun events to promote back-to-school immunizations and flu shots for kids.

Megan Garcia's Rooted in Relationship Program (early childhood emotional/social development) is expanding to Fillmore County. Megan and our HFA team are developing a back-to-school event along with a free flu clinic for that area.

Kim and Jen Hansen, Emergency Response Coordinator (ERC), attended The State Local Environmental Public Health (LEPH) Summit in Lincoln. We were not able to hire an environmental specialist this year but Kim would like the Board's input as to what they see this position would entail in our district.

The community health survey and focus groups have completed all data collection and input. Approximately 1,200 surveys were submitted electronically. A Community Health Summit will be held in September along with our partner, BVCA, to go over the data and specifications to set priorities for the next three to five years. We are anticipating hosting the summit in Fairbury to be more centrally located.

The COVID-19 pandemic's public health emergency status expired on May 11, 2023.

Kim advised the Board of Health bylaw revisions sub-committee members (Larry Cerny, Janet Henning, Christy Lucking, and Stephanie Knight) that she is still working on details and will let the group know when they will meet.

Echohawk Lefthand, State of Nebraska Health Equity/Minority Health Initiatives Coordinator, met with the Leadership Team last week.

We are very busy day to day around the office. Kim is excited to move forward with team building experiences and to allow/build in time to worry and care about this team.

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

Dental is a huge need in our district. With no increase in Medicaid patient reimbursement, fewer opportunities for dental care for Medicaid patients will be available. We currently have over 100 individuals on a waiting list for screenings. Due to several factors, including the need to find a new dental coordinator, Kim has put a pause on our dental program and will rebuild from the ground up.

**The next Board of Health Meeting is Thursday, August 17, 2023, at 8:30 a.m. in Crete, NE**

Being no further business, the meeting was declared adjourned.

Debra L. Wendelin  
Administrative Program Assistant

**PUBLIC HEALTH SOLUTIONS**

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

**Meeting Date: 07-18-2023**

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