

MINUTES
Lawrence-Douglas County Health Board
December 15, 2003

CALL TO ORDER

The Lawrence-Douglas County Health Board met Monday, December 15, 2003. Chairman Tom Liebl called the meeting to order.

MINUTES

Gladys Sanders moved that the November Health Board minutes be approved; Sherri Vaughn provided the second and the motion passed.

CHILDHOOD IMMUNIZATION PROGRAM PRESENTATION

Barbara Schnitker, Director of Nurses, updated and reviewed with the Board childhood immunization rates for children seen at the Health Department and rates for Douglas County.

UNFINISHED BUSINESS

Board member Carl McElwee reported on the meeting with the County Commission Chair to learn more about the Commission's cluster development idea. Kay Kent and Richard Ziesenis, Director of Environmental Health, also attended the meeting.

ACTIVITY AND FINANCIAL/VOUCHER REPORTS

The November activity reports will be reviewed at the January meeting. Gladys Sanders moved that the Board accept the financial reports for November. Donna Bell provided the second and the motion passed.

NEW BUSINESS

Legislative Agenda

Kay distributed a copy of the Kansas Association of Local Health Departments' (KALHD) 2004 Legislative Session Position Statements. After reviewing the materials with the Board, Kay recommended that the Health Department adopt the position statements and present them to the Douglas County legislative delegation during pre-session hearings in January. The Board agreed by consensus to adopt the position statements.

Director's Report

1. Jessica Grey accepted the position of Clinic/Office Assistant and began work today.

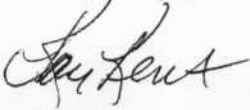
Other New Business

The next Board meeting has been rescheduled for Monday, January 26.

ADJOURNMENT

Sherri Vaughn moved to adjourn the meeting; Donna Bell seconded the motion.

Respectfully submitted,



Kay Kent
Secretary

Present: Donna Bell
Tom Liebl
Carl McElwee
Gladys Sanders
Sherri Vaughn
Ex Officio: Kay Kent
Other: Charlotte Marthaler
Barbara Schnitker

Lawrence-Douglas County Health Board
February 16, 2004
5:30 p.m.

Agenda:

1. Call to order.
2. Approval of minutes of January 26, 2004, meeting.
3. Medical Reserve Corps Program Update.
4. Unfinished business.
5. Activity and financial/voucher reports.
6. New business:
 - a. Preliminary 2005 budget discussion.
 - b. Director's Report.
 - c. Other new business.
 - d. Executive Session for annual evaluation of Administrator/Health Officer.
7. Adjournment.

The meeting will be held in the first floor meeting room at the Community Health Facility.

Lawrence-Douglas County Health Department
Statement of Assets, Liabilities, Fund Balance and Contributed Capital
December 31, 2003

Current assets

Unrestricted Cash - on hand and in checking account	\$ 426,261.66
Prepaid Insurance	14,731.64
Accounts Receivable - Grants/Contracts	32,316.01
Accounts Receivable - Fees for Services (less bad debt allowance)	13,468.49
Accounts Receivable - Private Insurance	2,731.00
Medicaid Accounts Receivable - Flu/Pneumonia	1,380.00
Medicare Accounts Receivable - Flu/Pneumonia	13,802.00
Accounts Receivable - Flu (Businesses)	1,730.00
Accounts Receivable - Other	<u>2,266.63</u>

Total current assets \$ 508,687.43

Non-current assets

Restricted Cash - Board Designated Fund Balance	\$ 262,303.00
Restricted Cash - Funded Depreciation	123,817.75
Restricted Cash - KHF Education Fund	<u>17,410.23</u>

Total non-current assets 403,530.98

Fixed assets

Furniture, fixtures and office equipment	\$ 346,342.04
less: accumulated depreciation	<u>(225,659.00)</u>

Net fixed assets 120,683.04

Total Assets \$ 1,032,901.45

LIABILITIES, FUND BALANCE AND CONTRIBUTED CAPITAL

Current liabilities

Accrued vacation payable	\$ 84,631.08
KPERS payable	(25.00)
Deferred income - Grants	<u>67,090.65</u>

Total current liabilities \$ 151,696.73

Fund Balance

Beginning Balance	\$ 661,539.34
Revenue in excess of expenditures	<u>171,774.38</u>
Ending balance, December 31, 2003	833,313.72

Contributed Capital

47,891.00

Total Liabilities, Fund Balance and Contributed Capital \$ 1,032,901.45

Lawrence-Douglas County Health Department
Statement of Revenues and Expenditures
December 31, 2003

Revenue

Juvenile Detention Contract	\$ 798.00	
Family Planning Grant	9,903.00	
MCH Grant	6,107.00	
General Health Services Grant	6,278.00	
WIC	17,874.49	
AIDS Grants	720.00	
Environmental Protection Grant	4,581.75	
Child Care Licensing Contract	4,736.00	
Immunization Action Plan Grant	9,688.00	
Teen Pregnancy Case Management	6,464.00	
EPA Grant	75.14	
Title XIX	394.50	
Fees for Services	71,203.10	
CHIP Grants and Other CHIP Revenue	2,118.43	
BT Grant	39,239.70	
Medical Reserve Corp Grant	1,335.30	
Interest	761.24	
Miscellaneous Revenue	367.50	
Total revenue		\$ 182,645.15

Expenditures

Gross Payroll	\$ 134,190.57	
Related Employment Expenses	43,071.64	
Fees/Contractual Services	2,610.56	
Operating Expenses	12,082.19	
Family Planning/STD	18,663.97	
Maternal and Child Health	192.94	
General Health Services	8,817.92	
WIC	1,245.41	
AIDS	107.64	
EPA Grant	38.78	
Other Programs (HSC, PATH, LIVELY)	104.22	
CHIP	3,935.20	
KIPHS	4,200.00	
Miscellaneous	79.11	
Depreciation	3,095.50	
Contingency	133.15	
Bad Debts	10,961.85	
Total expenditures		243,530.65
Revenue in excess of expenditures		\$ (60,885.50)

PROGRAM ACTIVITY REPORT
December 31, 2003

	December		Year-To-Date	
	2002	2003	2002	2003
Total Immunizations	934	2127	13348	13695
Flu*	475	1830	6462	7893
Total TBn's	39	47	830	919
Chest X-rays	1	3	23	34
TB Meds/Consultation	40	16	459	347
Sexually Transmitted Diseases	147	144	1794	1844
(Number STD visits)				
Chlamydia	15	10	151	116
Gonorrhea Cases	1	0	33	21
Syphilis Cases	0	0	0	1
HIV Precounseling Visits	59	51	633	647
Screening Tests	57	49	616	639
Postcounseling Visits	42	44	502	522
Other Communicable Diseases	16	4	128	865
Family Planning Total Visits	415	450	5383	5126
Pregnancy & Parenting Services				
Visits/Classes	152	143	1894	1957
Referrals Received	11	17	264	186
Caseload	94	87	94	87
Teen Independence Project				
Visits/Classes	41	41	549	576
Referrals Received	8	10	140	100
Caseload	51	53	51	53
Family Health Referral/Parenting Plus				
Visits	40	21	532	578
Referrals Received	5	3	47	29
Caseload	23	39	23	39
Well Child Clinic (total attendance)	11	5	174	147
Well Child Exams*	8	4	132	115
Title XIX Exams*	2	1	39	30
Rechecks/Other*	1	0	3	2
WIC Clinic Attendance	220	225	2969	3146
Caseload	1351	1392	1351	1392
Blood Pressure Screening	27	5	533	591
Health Screening Clinics for people over 60	63	61	1014	820
LIVELY Visits	122	128	1286	1424
Referrals Received	15	18	158	217
Caseload	83	78	83	78
Child Care Home Visits	32	34	490	441
Child Care Home Complaints	6	2	100	63
Community Education Hours	16	7	263	202
Community Education Attendance	125	93	3574	4376
Other	2	4	32	79

*Number included in above total

Program Activities Reports - Excel

ENVIRONMENTAL HEALTH ACTIVITY REPORT

December 2003

	December		Year-To-Date	
	2002	2003	2002	2003
1. Environmental or sanitation complaints received	19	12	314	273
2. Total field visits regarding complaints	8	12	229	199
3. Animal bite reports received	2	0	27	12
4. Total field visits regarding animals	2	0	22	10
5. Inspections of food establishments	28	10	63	131
6. School inspections	2	9	43	29
7. Inspections of care facilities	1	2	34	28
8. Inspections of swimming pools	2	33	400	586
9. Septage				
a. septage hauler permits issued	2	0	6	1
b. septage equipment inspections	3	0	7	1
10. Domestic wells				
Samples taken	2	5	98	68
Permits				
a. construction permits issued	1	1	44	46
Inspections				
a. preliminary site inspections	5	7	77	100
b. construction inspections	9	10	102	152
c. courtesy inspections	2	3	45	38
d. real estate transaction inspections	0	0	0	12
e. total inspections	16	20	224	302
11. Sewage disposal systems				
Permits				
a. new conventional permits issued	5	7	107	88
b. modified conventional (pumped) permits issued	0	0	5	2
c. repair permits issued	1	0	16	18
d. lagoon permits issued	1	0	3	2
e. alternative (enhanced treatment) permits issued	0	0	3	2
f. total sewage system construction permits issued	7	7	132	112
Inspections				
a. consultation for sewage system repair	3	4	178	69
b. construction inspections	46	45	430	534
c. consultation for new sewage system	5	8	89	115
d. room addition inspections	6	1	41	24
e. real estate transaction inspections	0	0	0	5
f. total inspections	60	58	738	747
Licenses:				
a. Septic installers:	6	0	37	12
b. Lagoon installers:	0	0	4	1
12. Total field visits	129	150	1923	2153

PROGRAM ACTIVITY REPORT
November 30, 2003

	November		Year-To-Date	
	2002	2003	2002	2003
Total Immunizations	3652	2705	12414	11568
Flu*	2693	2322	5987	6063
Total TBn's	42	41	791	872
Chest X-rays	2	2	22	31
TB Meds/Consultation	50	14	419	331
Sexually Transmitted Diseases (Number STD visits)	140	122	1647	1700
Chlamydia	7	8	136	106
Gonorrhea Cases	5	0	32	21
Syphilis Cases	0	0	0	1
HIV Precounseling Visits	45	33	574	596
Screening Tests	44	33	559	590
Postcounseling Visits	47	35	460	478
Other Communicable Diseases	3	22	112	861
Family Planning Total Visits	395	341	4968	4676
Pregnancy & Parenting Services				
Visits/Classes	161	136	1742	1814
Referrals Received	21	17	253	169
Caseload	86	83	86	83
Teen Independence Project				
Visits/Classes	52	38	508	535
Referrals Received	8	10	132	90
Caseload	48	50	48	50
Family Health Referral/Parenting Plus				
Visits	38	32	492	557
Referrals Received	6	2	42	26
Caseload	29	41	29	41
Well Child Clinic (total attendance)	12	9	163	142
Well Child Exams*	8	7	124	111
Title XIX Exams*	4	2	37	29
Rechecks/Other*	0	0	2	2
WIC Clinic Attendance	270	270	2749	2921
Caseload	1309	1390	1309	1390
Blood Pressure Screening	6	12	506	586
Health Screening Clinics for people over 60	87	68	951	759
LIVELY Visits	50	125	1164	1296
Referrals Received	7	17	143	199
Caseload	85	75	85	75
Child Care Home Visits	29	29	458	407
Child Care Home Complaints	5	5	94	61
Community Education Hours	17	13	247	195
Community Education Attendance	195	145	3449	4283
Other	1	10	30	75

*Number included in above total

Program Activities Reports - Excel

ENVIRONMENTAL HEALTH ACTIVITY REPORT

November 2003

	November		Year-To-Date	
	2002	2003	2002	2003
1. Environmental or sanitation complaints received	15	17	295	261
2. Total field visits regarding complaints	14	13	221	187
3. Animal bite reports received	0	1	25	12
4. Total field visits regarding animals	0	4	20	10
5. Inspections of food establishments	1	5	61	121
6. School inspections	14	6	41	20
7. Inspections of care facilities	2	2	33	26
8. Inspections of swimming pools	0	16	398	553
9. Septage				
a. septage hauler permits issued	0	0	4	1
b. septage equipment inspections	0	0	4	1
10. Domestic wells				
Samples taken	10	3	96	63
Permits				
a. construction permits issued	2	1	43	45
Inspections				
a. preliminary site inspections	3	5	72	93
b. construction inspections	8	16	93	142
c. courtesy inspections	4	4	43	35
d. real estate transaction inspections	0	1	0	12
e. total inspections	15	26	208	282
11. Sewage disposal systems				
Permits				
a. new conventional permits issued	8	6	102	81
b. modified conventional (pumped) permits issued	0	0	0	2
c. repair permits issued	0	2	15	18
d. lagoon permits issued	0	0	2	2
e. alternative (enhanced treatment) permits issued	0	0	3	2
f. total sewage system construction permits issued	8	8	125	105
Inspections				
a. consultation for sewage system repair	11	5	175	65
b. construction inspections	73	58	384	489
c. consultation for new sewage system	5	7	84	107
d. room addition inspections	1	3	35	23
e. real estate transaction inspections	0	0	0	5
f. total inspections	90	73	678	689
Licenses:				
a. Septic installers:	1	1	31	12
b. Lagoon installers:	0	0	4	1
12. Total field visits	145	149	1794	2003