

MINUTES
Lawrence-Douglas County Health Board
December 17, 2012

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, December 17, 2012. Chair Paul Liechti called the meeting to order at 5:02 p.m.

APPROVAL OF AGENDA

Shirley Martin-Smith made a motion to approve the Agenda for December 17, 2012. Maley Wilkins provided the second and the motion passed.

REVIEW AND APPROVE MINUTES OF NOVEMBER 19, 2012

Maley Wilkins made a motion that the Minutes of November 19, 2012, be approved. Ray Davis provided the second and the motion passed.

REVIEW AND APPROVE NOVEMBER MONTHLY FINANCIAL REPORT

Jennie Henault, Director of Administrative Services, reviewed the November Monthly Financial Report. After discussion, Maley Wilkins moved that the November Monthly Financial Report be approved. Kevin Stuever provided the second and the motion passed.

EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING WITH LEGAL COUNSEL A CONFIDENTIAL EMPLOYEE MATTER RETURNING TO PUBLIC SESSION AT 5:30 P.M.

Maley Wilkins made a motion to adjourn into executive session to consult with the Health Board's attorney for the purpose of discussing with legal counsel a confidential employee

matter returning to the public session at 5:30 p.m. Shirley Martin-Smith provide the second and the motion passed.

Resumed open session at 5:30 p.m.

NEW BUSINESS

Letter of Recognition for Mary Kay White's 15 Years of Service

The Board signed a Letter of Recognition congratulating Mary Kay White on 15 years of service.

Proposed Draft Performance Scorecard for 2013

Vince Romero, Analyst, reviewed the proposed 2013 Performance Scorecard. Vince stated last month it was decided he revisit some of the indicators and bring proposed revisions to the December Board meeting. Vince presented the list and reviewed some of the indicator changes. For Special Supplemental Nutrition Program for Women, Infants and Children (WIC), the percent of women who delivered a low birth weight baby at last delivery (< 2500 g.) was removed and replaced with a new indicator of percent of low birth weight babies for WIC. For Environmental Health, removed percent of real estate inspection where violations are cited and added a new indicator percent of inspections completed timely to better represent our internal performance. For Healthy Families Douglas County, the percent of pregnant and post-natal women who smoke that receive counseling to quit was replaced by percent of pregnant and post-natal women who are assessed for willingness to quit smoking. Vince stated we will continue to track all indicators on the scorecard. Dan Partridge stated the changes to the scorecard are designed to assist the programs in focusing on their processes and achieve improved service and health outcomes moving forward. The Board approved the changes by consensus.

Approve 2013 Cost of Living Adjustment (COLA) and Merit Rates

Dan Partridge recommended a one percent Cost of Living Adjustment (COLA) and a two or four percent merit increase for staff who qualify, which have been included in the 2013 budget. Maley Wilkins made a motion to approve the one percent COLA and two or four

percent merit increase to staff who qualify. Ray Davis provided the second and the motion passed.

Approve Fund Transfers From Operating Fund to the Board Designated and Funded Depreciation Funds

Jennie Henault, Director of Administrative Services, reviewed the year-end balance sheet. Jennie recommended a transfer of \$65,000 to funded depreciation and \$100,000 to the board designated fund. After these transfers, the board designated fund would be approximately \$1 million. This would represent 3.8 months of operating expense. A transfer of \$65,000 to funded depreciation allows us to meet our fund balance goal of \$150,000. Ray Davis made a motion to approve the transfer of \$65,000 to funded depreciation and \$100,000 to the board designated fund. Shirley Martin-Smith provided the second and the motion passed.

Renewal of Certificate of Deposit

Jennie Henault, Director of Administrative Services, reported the Health Department has a Certificate of Deposit (CD) for \$260,000 currently earning 1.91% that matures on December 22, 2012. Jennie proposed reinvesting the CD for \$260,000 with the bank offering the best interest rate on December 22, 2012. After discussion, Maley Wilkins made a motion to authorize Jennie Henault to transfer funds of \$260,000 to a certificate of deposit after comparison rate shopping with local banks on December 22, 2012. Ray Davis provided the second and the motion passed.

Setting Meeting Date for January Board Meeting

Dan Partridge reported the regularly scheduled meeting for January is the 21st which is Martin Luther King Jr. Day. Dan asked if the Board could meet on Tuesday, January 22nd. Shirley Martin-Smith stated the Board needs to change the January meeting date permanently to the Tuesday following Martin Luther King Jr. Day. By consensus of the Board, the January 2013 meeting date will be Tuesday, January 22nd and for the following years the January Board meeting will be the Tuesday following Martin Luther King Jr. Day.

Kansas Children's Service League (KCSL) Fees for Healthy Families America Accreditation

Dan Partridge reported the Health Department received a letter confirming Kansas Children's Service League (KCSL) plans to withdraw their staffing support for the Healthy Families Douglas County (HFDC) program on December 31, 2012. Dan stated that he has been meeting with KCSL staff to negotiate an agreement with them to continue providing administrative support for continued accreditation by Healthy Families America. One critical support is continued access to their database, which is essential because it has all the Healthy Families Douglas County clients in it. Dan reviewed the HFDC approved budget for a total expense of \$364,097, grants of \$194,770, Medicaid Match of \$84,664 and local tax dollars of \$84,664. Dan stated if the Health Department can match the Success By 6 grant amount of \$209,870 then the local tax amount would be \$51,479 to support the program, which is a decrease of \$33,185. If the Health Department cannot match the Success By 6 grant, then we need to increase the local tax support by \$250.

Annual Evaluation of Board and Director

After discussion, it was determined that Paul Liechti, chair, will email the Board the Director's evaluation form and his 2012 Self-Assessment. Paul requested the form be returned to him by January 10, 2013. Paul will collate the information and email it to the Board prior to the January 22nd Board meeting. Paul will also send out the Board Evaluation form to be completed and returned to him prior to the January Board meeting.

Memorandum of Understanding with Douglas County Community Foundation for Support of the LiveWell Lawrence Coalition

Dan Partridge presented the Memorandum of Understanding (MOU) with Douglas County Community Foundation (DCCF) for Support of the LiveWell Lawrence Coalition. This MOU outlines the terms of a \$36,370 grant from DCCF's Nutrition and Physical Activity Fund to the Lawrence-Douglas County Health Department (LDCHD) to provide support for strategies adopted and activities planned by the LiveWell Lawrence Steering Committee. After discussion, the Board decided to add "and supported by the LDCHD Health Board" to the end of the first paragraph.

DIRECTOR'S REPORT

1. Jennie Henault, Director of Administrative Services, updated the Board on the transition for the electronic medical records software with Insight. Jennie stated we are still planning to go live on January 2, 2013.
2. Dan Partridge stated that the University of Kansas has reviewed the Academic Health Department draft Memorandum of Understanding (MOU) between the University of Kansas Work Group (UKWG) and the Lawrence-Douglas County Health Department. Dan reported Vicki Collie-Akers, Director of Health Promotion Research, will be the person to fill the 0.1 FTE position. Dan stated he will present the final MOU for signature at the January Board meeting.
3. Dan Partridge stated the KanCare program is the State of Kansas' plan to transition Kansas Medicaid into an integrated care model. Dan reported the Health Department has signed contracts with all three managed care organizations (MCO).
4. Dan Partridge invited the Board to attend the Success By 6 breakfast on Thursday, January 24, 2013 from 8 to 9:30 am at Maceli's. A panel of distinguished leaders in the field of health and wellness will be speaking: Sandy Praeger, Kansas Commissioner of Insurance; Dr. Robert Moser, Kansas Secretary of Health and Environment; Kim Moore, President of the United Methodist Health Ministries Fund; and Panel Moderator will be Jon Stewart, Executive Director, Heartland Community Health Center.
5. Dan Partridge stated the Health Department, Bert Nash Mental Health Center, and Visiting Nurses Association will host a legislative forum on Thursday, January 10 from 7:30 am to 8:30 am at the Community Health Facility in the second floor meeting rooms AB. Dan asked the Board to "Save the Date" if they can attend.

Other New Business

1. The next scheduled Health Board meeting will be held on Tuesday, January 22, 2013, at 5 p.m. in the first floor meeting room.

ADJOURNMENT

The Board meeting was adjourned at 6:40 p.m. on a motion by Shirley Martin-Smith and a second by Maley Wilkins.

Respectfully submitted,

Dan Partridge,
Secretary

Present: Ray Davis
 Paul Liechti
 Shirley Martin-Smith
 Kevin Stuever
 Maley Wilkins
Ex Officio: Dan Partridge
Other: Karrey Britt
 John Bullock
 Jennie Henault
 Colleen Hill
 Charlotte Marthaler
 Vince Romero