

MINUTES  
Lawrence-Douglas County Health Board  
**March 18, 2013**

**CALL TO ORDER**

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, March 18, 2013. Chair Paul Liechti called the meeting to order at 5:03 p.m.

**APPROVAL OF AGENDA**

Ray Davis made a motion to approve the Agenda for March 18, 2013. Kevin Stuever provided the second and the motion passed.

**REVIEW AND APPROVE MINUTES OF FEBRUARY 18, 2013**

David Ambler made a motion that the Minutes of February 18, 2013, be approved. Kevin Stuever provided the second and the motion passed.

**REVIEW AND APPROVE FEBRUARY MONTHLY FINANCIAL REPORT**

Jennie Henault, Director of Administrative Services, reviewed the February Monthly Financial Report. After discussion, David Ambler moved that the February Monthly Financial Report be approved. Ray Davis provided the second and the motion passed.

**EXECUTIVE SESSION TO CONSULT WITH HEALTH BOARD'S ATTORNEY  
FOR THE PURPOSE OF MAINTAINING THE ATTORNEY CLIENT PRIVILEGE  
RETURNING TO PUBLIC SESSION AT 5:30 P.M. IN THE FIRST FLOOR  
MEETING ROOM**

At 5:10 p.m., Ray Davis made a motion to adjourn into executive session for 20 minutes to consult with Health Board's attorney for the purpose of maintaining the attorney client

privilege returning to the public session at 5:30 p.m. in the first floor meeting room. David Ambler provided the second and the motion passed.

The Board resumed open session to the public at 5:30 p.m. in the first floor meeting room.

### **NEW BUSINESS**

#### Letter of Recognition for Kim Ens 20 Years of Service

The Board signed a Letter of Recognition congratulating Kim Ens for 20 years of service.

#### Contract with Douglas County and Kansas Department of Health and Environment to Match Medicaid Funds for the Kansas Head Start Association

Dan Partridge reported this agreement will be entered into between the Kansas Department of Health and Environment (KDHE), The Board of County Commissioners of Douglas County (the County), The Lawrence-Douglas County Health Board (the Health Board) and the Kansas Head Start Association (KHSA Contractor) to provide parent health literacy services. The term of this contract shall begin February 1, 2013, through June 30, 2014, with two additional one-year renewals, at the option of the State, and with written agreement of the parties. KHSA Contractor agrees to promote best practices in the education and mentoring of parents and guardians in health literacy. KDHE and KHSA Contractor will review quarterly reports. KHSA Contractor, in collaboration with the Health Board, will have trained staff in all participating entities in the Parent Health Literacy project to support the program. Each parent/guardian will receive a copy of the book, "What to do when your child gets sick." The book is available in English and Spanish. Kevin Stuever made a motion to authorize Paul Liechti, chair, to sign the Contract with Douglas County and Kansas Department of Health and Environment to match Medicaid Funds for the Kansas Head Start Association. Ray Davis provided the second and the motion passed.

#### Kansas Department of Health and Environment Grant Applications

Dan Partridge presented the State Fiscal Year 2013 Application for Grants to the Kansas Department of Health and Environment (KDHE) for the grant period July 1, 2013, through June 20, 2014, in the amount of \$763,188. After discussion, David Ambler made a

motion to authorize Paul Liechti, chair, to sign the Application for Grants in the amount of \$763,188. Kevin Stuever provided the second and the motion passed.

Kansas Health Foundation *Healthy Communities Initiative* Grant Invitation

Chris Tilden, Director of Community Health, reported the Kansas Health Foundation (KHF) invited the Douglas County Community Foundation (DCCF) to apply for a three-year proposal for up to \$75,000 to create a community environment supportive of policy change to promote healthy eating in worksites and public venues. Since the Health Department was facilitating the work, the DCCF asked for approval from the KHF to allow the Health Department to apply on behalf of Douglas County. The KHF agreed. The KHF requires a fifty percent cash match each year and the DCCF has offered to take the lead in raising these funds. This proposal is due April 15, 2013. After discussion, Kevin Stuever made a motion that the Health Department move forward and apply for the three-year grant proposal with the Kansas Health Foundation. David Ambler provided the second and the motion passed.

Douglas County Health Champion Award

Dan Partridge reported there were twelve adult and two youth nominations for the Douglas County Health Champion Award. The Board stated next year they would like staff to present the top three nominees for their review. After discussion, David Ambler made a motion to nominate Michel Loomis as the Douglas County Adult Health Champion. Kevin Stuever provided the second and the motion passed. Paul Liechti made a motion to nominate Josie Naron as the Douglas County Youth Health Champion. Kevin Stuever provided the second and the motion passed.

Review Health Board Self-Assessment

Paul Liechti, chair, reviewed the Health Board Self-Assessment. Paul stated it was suggested we consider an annual Board Retreat to refresh our understandings and to discuss goals and objectives. The Board agreed it is important to know each other better and decided this is something to discuss in the near future. Paul also stated another suggestion was to continue to streamline the Board meetings. The Board would also like to find an effective way to get staff feedback on the director's performance.

Consider Adoption of the Following Vision Statement “*Together, day by day, building a healthy community*”

Dan stated staff has been working with our Human Resources Consultant on future performance reviews and connecting each staff person with a vision and mission statement. After discussion, Kevin Stuever made a motion to accept the vision statement, “*Together, day by day, building a healthy community.*” Maley Wilkins provided the second and the motion passed.

**DIRECTOR’S REPORT**

1. Dan Partridge presented the Health Departments preliminary 2014 budget. Dan stated the city budget is due the last week of April and the county budget is due April 20, 2013. Dan stated expenses related to Human Resources, Information Technology (IT) and lab expenses are increasing significantly. Dan also stated program fees are lower in 2014 at \$314,785 compared to 2010 actual which was 317,035 and that we have seen a steady decline in actual revenue for program fees over the past several years. Dan reported gross salaries and wages includes \$65,592 for salary adjustments. Dan stated we are exploring how we might increase clinic fees and the accounts receivable collection rate.
2. Dan Partridge updated the Board on the assessment of our network by ISG. Dan stated there was a meeting Friday, March 15, 2013, with ISG, the Information Technology (IT) department heads from the city and county, and Health Department staff to discuss the ISG network quote and assessment. The city and county IT staff’s view of the ISG assessment was that it was a good assessment. Dan stated the network infrastructure and network security are critical items. Dan also reported the current network is comprised of a mixture of home, small business and enterprise networking gear. By upgrading we would have business class technology, improved network security and faster network processing. The cost to upgrade would be \$57,675 without sales tax. After discussion, Maley Wilkins made a motion to approve the ISG Network Quote for \$57,675 without sales tax provided the Board has a discussion in the future about the funded depreciation account. David Ambler provided the second and the motion passed.
3. Karrey Britt, Communications Coordinator, distributed the 2012 Annual Report.
4. Dan Partridge stated the Douglas County Health Rankings will be released on Wednesday, March 20, 2013, by the University of Wisconsin. Karrey Britt,

Communications Coordinator, will distribute a press release on March 20<sup>th</sup> with the Douglas County rankings.

5. Dan Partridge updated the Board on Healthy Families Douglas County (HFDC). Kansas Children's Service League (KCSL) could not continue to provide their client database to the Health Department; therefore, the decision was made to discontinue negotiations on a Memorandum of Understanding (MOU) with KCSL. Jenn Preston, HFDC supervisor/assessment coordinator, is developing our application to Healthy Families America as the Health Department will independently pursue accreditation for this program.
6. Dan Partridge updated the Board on Public Health Week, April 1-5, 2013. Dan stated the wall staff was creating for past Kay Kent Excellence in Public Health Service Awards recipients is being deferred until next year. Dan reported the Community breakfast will be from 7:30 a.m. to 8:30 a.m. on Friday, April 5<sup>th</sup> at the Community Health Facility in the 2<sup>nd</sup> floor meeting rooms. Dan also stated the Kay Kent Excellence in Public Health Service Award and staff luncheon will be on Wednesday, April 3<sup>rd</sup> from 12 p.m. to 1 p.m. in the Community Health Facility in the 2<sup>nd</sup> floor meeting rooms and that the Board will be receiving an invitation soon.
7. Dan Partridge stated the Health Department will receive a National Association of County and City Health Officials (NACCHO) Model Practice Award for Child Care Licensing's (CCL) Quality Improvement project. CCL provided training to day care providers using the organizational tool and had inspections using the CIM system. Total survey times were reduced by 42 minutes compared to providers who did not receive training and were inspected using the paper format. This is a 20 percent reduction in time spent. The survey time alone was reduced by 30 percent. Preparation time and follow-up were reduced by 40 percent and 50 percent respectively.
8. Dan Partridge stated there will be the election of officers at the April Board meeting.

#### **Other New Business**

1. The next scheduled Health Board meeting will be held on Monday, April 15, 2013, at 5 p.m. in the first floor meeting room.

**ADJOURNMENT**

The Board meeting was adjourned at 7:00 p.m. on a motion by David Ambler and a second by Kevin Stuever.

Respectfully submitted,

Dan Partridge,  
Secretary

Present:	David Ambler
	Ray Davis
	Paul Liechti
	Carol Seager
	Kevin Stuever
	Maley Wilkins
Ex Officio:	Dan Partridge
Others:	John Bullock
	Karrey Britt
	Jennie Henault
	Colleen Hill
	Charlotte Marthaler
	Chris Tilden