

MINUTES
Lawrence-Douglas County Health Board
May 20, 2013

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, May 20, 2013. Chair David Ambler called the meeting to order at 5:03 p.m.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF AGENDA

Shirley Martin-Smith made a motion to approve the Agenda for May 20, 2013. Paul Liechti provided the second and the motion passed.

REVIEW AND APPROVE MINUTES OF APRIL 15, 2013

Carol Seager made a motion that the Minutes of April 15, 2013, be approved. Shirley Martin-Smith provided the second and the motion passed.

REVIEW AND APPROVE APRIL MONTHLY FINANCIAL REPORT

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

**EXECUTIVE SESSION TO CONSULT WITH THE HEALTH BOARD'S
ATTORNEY FOR THE PURPOSE OF MAINTAINING THE ATTORNEY-CLIENT
PRIVILEGE RETURNING TO PUBLIC SESSION AT 5:40 P.M.**

At 5:15 p.m., Paul Liechti made a motion to adjourn into executive session for 25 minutes to consult with Health Board's attorney for the purpose of maintaining the attorney-client privilege returning to public session at 5:40 p.m. in the first floor meeting room. Shirley Martin-Smith provided the second and the motion passed.

The Board resumed open session to the public at 5:40 p.m.

NEW BUSINESS

Changes in Supervision

Dan Partridge presented the current organizational chart. Dan reported he currently supervises nine direct reports. The Director of Environmental Health and Child Care Licensing Coordinator report to Dan and each supervise one direct report. The Assistant Director supervises the Project LIVELY staff of two. Dan is proposing having the Project LIVELY staff report to the Healthy Families Douglas County Supervisor as they are a social work group. The Director of Environmental Health and the Child Care Licensing Coordinator would report to the Assistant Director as regulatory programs and they would focus more on field work. The WIC Coordinator currently reports to Dan and that position would report to the Director of Clinic Services to improve coordination of WIC as a clinic service. The Clinic Office Coordinator would report to the Director of Administrative Services, who would then supervise all office staff.

Dan updated the Board on Human Resource (HR) Consultant, Kristen Scott. Kristen did an HR audit for the Health Department and several items needed to be completed. Dan reported we needed to define the organizational chart, complete a Fair Labor Standards Act (FLSA) review, update the human resource posters, create a separate file for I-9's, complete K-4's for all staff, and define the agency's vision and mission statement and core values. Dan stated these items have been completed.

David Ambler suggested we have a motion to approve the proposed organizational chart as presented and then open the floor for public comment. Shirley Martin-Smith made a

motion to approve the proposed organizational chart as presented. Ray Davis provided the second.

David Ambler opened the floor for public comment. David shared a summary of his discussion with Health Department staff last week expressing both negative and positive opinions of the proposed organizational chart. Speaking next, the Director of Environmental Health stated he understands fundamentally the reorganization and the aspect of freeing up the director's time. He reported coming to work at the Health Department in 1990. He stated this position has always been a salaried position and requests his position remain salaried. That is what he understood the terms to be when he accepted the position in 1990. He reported he wrote the *Douglas County Sanitary Code* in 1993, updated the water well permitting and testing and many other things. He also stated if the Board decides to make position non-exempt, he will accept this and continue to do a good job. There was no other public comment. David Ambler called for a vote on the motion and the motion passed.

Accept the Community Health Plan as a Guiding Document

Chris Tilden, Director of Community Health, presented the Community Health Plan and stated this is a community effort and process. Chris stated the Health Department is working with Dr. Vicki Collie-Akers at the University of Kansas on an online data system that will be shared with the community as we move forward. Chris also reported having good dialogue with community partners on what this plan means to their organization and how they would move the plan forward. After discussion, Shirley Martin-Smith made a motion to accept the Community Health Plan. Maley Wilkins provided the second and the motion passed.

First Quarter Scorecard

Vince Romero, Analyst, presented the new 2013 Scorecard. Vince stated he noted as appropriate "new" indicators in the left column. A new indicator for Project LIVELY is average number of days to make contact with a program referral. Vince stated most were self-referring (initial call was the referral and contact). Often times, there is someone else who calls in, therefore; creating a gap in contact time. For data entry accuracy, Clinic Office changed how they are collecting data. With the implementation of Insight software, clerks cannot move forward in the Insight process until the required fields are entered. For Child Care Licensing, the new indicator percent of surveys completed before the due date was

added to track timeliness. During the first quarter of 2013 it was 50 percent, an improvement from fourth quarter 2012, which was at 20 percent. For Environmental Health, percent of recreational water facilities closed was higher this quarter at 20 percent. This is due to chlorine level issues. For Community Health, a new indicator is the number of pageviews to the Community Health data page on the Health Department website. Vince stated we are currently looking at ways to filter more traffic to the Community Health page.

Election of Vice-Chair

David Ambler stated the floor was open for nominations for vice chair. Carol Seager nominated Maley Wilkins as vice chair. After discussion, Carol Seager made a motion to elect Maley Wilkins as vice chair. Shirley Martin-Smith provided the second and the motion passed.

Letter of Recognition

The Board signed a Letter of Recognition congratulating Debbie Mitchell for 5 years of service.

Consider Medicaid Match Contract

Dan Partridge presented the contract between the Kansas Department of Health and Environment (KDHE), Douglas County Board of County Commissioners and the Lawrence-Douglas County Health Department for outreach, prevention and early intervention services for the contract period of July 1, 2013, through June 30, 2014. The Health Department can draw up to \$225,000. Dan reported there has been a change to the process where the funds will now be passed from KDHE to the county and then to the Health Department.

Adoption of Mission Statement and Core Values

Dan Partridge presented the Vision, Mission, and Core Values for the Health Department. Dan stated the Board adopted the Vision Statement at the March Board meeting and now asks the Board to consider adoption of the Mission Statement and the Core Values. *“The mission of the Lawrence-Douglas County Health Department is to advance policies, practices and programs that promote health for all, prevent disease and protect the environment,” and the Core Values are “Integrity, Compassion, Teamwork, and*

Professionalism.” Dan reported the Leadership team met to develop the Mission Statement and Core Values. The next step was to take this to staff for their input. At that point, the Administrative team took all of staff’s input and defined our Core Values. Dan stated we then took this final draft to staff for more input. After discussion, Paul Liechti made a motion to adopt the Mission Statement and the Core Values. Shirley Martin-Smith provided the second and the motion passed.

DIRECTOR’S REPORT

1. Dan Partridge reported he, Carol Seager and David Ambler met with Craig Weinaug, Douglas County Administrator, and Sarah Plinsky, Assistant County Administrator, to discuss the budget submission. The budget request did include a supplemental request of \$20,470 which would support additional lab testing that will no longer be provided by the Kansas Department of Health and Environment (KDHE) in 2014, as well as a portion of IT consultant fees to support the Health Department.
2. Dan Partridge reported the National Association of County and City Health Officials (NACCHO) Annual 2013 Conference will be held in Dallas, TX, on July 10-12, 2013. Dan asked if any Board members were interested in attending to let him know. David Ambler is interested in attending.
3. Dan Partridge reported that because Kansas Children Service League (KCSL) withdrew their partnership with the Health Department, we submitted an application for accreditation to Healthy Families America.
4. Dan Partridge stated he was open to the Board on what process they would like to follow for future study sessions or Board retreats. Dan stated one option for the Board would be to have volunteers from the Board attend several meetings with Health Department staff and Kristen Scott, Human Resource Consultant, to get Board direction on issues still needing to be resolved. After discussion, the Board decided having a study session would be best so everyone hears the same thing. The Board agreed a Board Retreat is not necessary at this time.

Other New Business

1. The next scheduled Health Board meeting will be Monday, June 17, 2013, at 5 p.m. in the first floor meeting room.

ADJOURNMENT

The Board meeting was adjourned at 6:54 p.m. with a motion by Shirley Martin-Smith and a second provided by Carol Seager.

Respectfully submitted,

Dan Partridge,
Secretary

Present: David Ambler
Ray Davis
Paul Liechti
Shirley Martin-Smith
Carol Seager
Kevin Stuever
Maley Wilkins
Ex Officio: Dan Partridge
Others: Karrey Britt
Kathy Colson
Jennie Henault
Colleen Hill
Charlotte Marthaler
Vince Romero
Chris Tilden
Richard Ziesenis