

MINUTES
Lawrence-Douglas County Health Board
November 10, 2008

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, November 10, 2008. Chair Donna Bell called the meeting to order at 5:45 pm.

CONSENT AGENDA

Alan Cowles moved that the Consent Agenda consisting of the Health Board Minutes of October 20, 2008, October 2008 monthly Financial Reports, and October monthly Activity Reports be approved. Paul Liechti provided the second and the motion passed.

UNFINISHED BUSINESS

There was no unfinished business.

DIRECTOR'S REPORT

1. Dan Partridge provided the Board with an update on flu activity. The Health Department has administered 2,300 flu vaccinations to date.
2. Lisa Horn, Communications Coordinator, reported that the Health Department's Web site recently won a national award. In October, the National Public Health Information Coalition presented the Health Department with its 2008 Bronze Award for Excellence in Public Health Communication for out-sourced Web sites. We were the only local Health Department to win a Web site award. In January, Lisa will provide the Board with an update on how many hits the Web site has had over the past year.
3. Dan Partridge reviewed a draft of the Performance Scorecard with the Board. Dan asked that this scorecard replace the current Monthly Activity Report effective

January 1, 2009. Dan reported that program Directors and Coordinators have been working with the Director to develop performance measures that will demonstrate not only program effort, but also program quality and effectiveness. By consensus of the Board, a quarterly Performance Scorecard will replace the Monthly Activity Report and the Monthly Activity Report will be removed from the Consent Agenda. The first Performance Scorecard will be presented to the Board at the February 2009 Board meeting.

4. Jennie Henault, Director of Administrative Services, provided the Board with the 2007 Audit report findings. Jennie reviewed the deficiencies and recommendations with the Board. The accounting firm recommends we retain a written record on client eligibility information (proof of income) for the Women, Infants and Children Supplemental Nutrition (WIC) program. Jennie reported we follow the guidelines from the Kansas WIC Policy & Procedure Manual provided by the Kansas Department of Health and Environment (KDHE). The Board asked Jennie to contact KDHE to clarify their interpretation of the A-133 federal regulation regarding WIC eligibility. The Board also requested that Jennie contact other counties to determine if retention of a written record of client eligibility for WIC clients was noted during their county audit processes. Jennie will report back to the Board at the December meeting. Jennie also stated that some of the corrective actions requested by the auditors will require Board approval to revise policies. Any policy revisions will be presented at the December Health Board meeting.
5. Dan Partridge updated the Board with two additional Performance Goals for himself. First, in the next 6 months, Dan will accompany Health Department staff serving on community-based boards/committees to a meeting at least once and second, he plans to set up meetings in March 2009 with all city and county leaders to present the Health Department's Performance Measures.
6. Dan Partridge provided the Board with an update on space usage requests from Health Care Access. Dan recommended that Health Care Access use our exam room no more than twice a month for half a day. After discussion, the Board suggested that Nikki King, Executive Director of Health Care Access, attend the December Health Board meeting for further discussion.

NEW BUSINESS

Longevity Bonus Policy

Dan Partridge presented the Board with the proposed Longevity Bonus Policy. Dan recommended we keep the current policy language and include the following sentence at the end: *This longevity bonus shall be limited to those employees designated as half-time or greater hired on or before December 31, 2008.* Paul Liechti made a motion to approve the proposed Longevity Bonus Policy to include the additional sentence. Alan Cowles provided the second and the motion passed.

Other New Business

1. The Board signed a Letter of Appreciation for Nancy Jorn congratulating her on her retirement after 22 years of service.
2. The next scheduled Health Board meeting will be Monday, December 15, 2008.

ADJOURNMENT

The meeting was adjourned at 7:00 pm on a motion by Alan Cowles and a second by Paul Liechti.

Respectfully submitted,

Dan Partridge,
Secretary

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Present:	Donna Bell
	Alan Cowles
	Paul Liechti
Ex Officio:	Dan Partridge
Other:	Karrey Britt
	Kathy Colson
	Jennie Henault
	Colleen Hill
	Lisa Horn
	Charlotte Marthaler