

**MINUTES**  
**Lawrence-Douglas County Health Board**  
**July 20, 2009**

**CALL TO ORDER**

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, July 20, 2009. Chair Alan Cowles called the meeting to order at 5:32 pm.

**CONSENT AGENDA**

Gerald Pees moved that the Consent Agenda consisting of the Health Board Minutes of June 15, 2009, and the June 2009 monthly Financial Reports be approved. Shirley Marin-Smith provided the second and the motion passed.

**UNFINISHED BUSINESS**

**2010 Budget Update**

Dan Partridge updated the Board regarding the 2010 Budget. The City Manager's recommended budget includes a 3% reduction. Douglas County Commissioners have approved the 2010 Budget which includes a 1% reduction in operating expenses for the Health Department.

Dan Partridge reviewed with the Board the agency's organizational chart showing positions that are current and positions that have been eliminated, reduced, or are now part-time in an effort to keep agency expenses within budget.

Dan Partridge reviewed changes in full-time equivalents (FTEs) in all departments. The Maternal Child and Health (MCH) program had a 44% reduction in staffing due to a hiring freeze and the loss of the Teen Pregnancy Case Management (TPCM) grant. The Community Health Improvement Program (CHIP) is also experiencing a decrease in grant funding and therefore, staff time has decreased. Due to a hiring freeze and reduction in

staff time, Administration had a 12% decrease in staffing and Clinic a 4% decrease. Because of the economic slowdown and corresponding decrease in sanitary code inspections, Environmental Health will reduce staffing in 2010.

#### Board Retreat

Dan Partridge reported that after reviewing potential dates for a Board Retreat there was no time to collectively meet. The Board requested that Dan Partridge outline objectives for the Board's involvement with Strategic Plan development and share this information at the Board meeting in August.

#### **DIRECTOR'S REPORT**

1. Dan Partridge reported the National Association of County and City Health Officials (NACCHO) invited all local health departments to submit a Model Practice application, which describes innovative and effective programs that have been implemented with good results. The Health Department's application, "Incorporating Core Public Health Service Messages into Human Interest Stories as a Means of Increasing Understanding of Public Health Services," was selected as a 2009 Model Practice. The award includes an invitation to share this program at the National NACCHO Conference July 29 – 31, 2009, in Orlando, Florida and a stipend for conference expenses.
2. Dan Partridge presented the Board with trend data on clinic utilization and staffing patterns. Dan Partridge stated in order to better manage the clinic work load with fewer staff resources we evaluated the number of FTEs and clinic encounters by month. Dan stated we also examined the distribution of work by time of day, day of the week and whether the complexity of work is changing.

After evaluating the data and working with nursing staff, it was decided that a modification of our process for answering calls from the public was in order. Health Department nurses field a wide variety of informational and general health question calls from the public each day. Rather than answering the bulk of these calls as they are received, these calls will now be transferred to voice mail. The nurses will return the calls periodically throughout the day.

Dan reported that other clinic changes to increase efficiency and better utilization of resources include the elimination of the Thursday evening immunization clinic beginning Thursday, July 16, 2009, as this service was being underused. The Special Supplemental Nutrition Program for Women, Infants and Children (WIC) will continue to see clients on Thursday evenings until 6:00 pm through September 2009. The Health Department will continue to stay open on Monday evenings until 8:00 pm. Improving processes for clients seeking travel immunizations is also under review and includes additions to the Health Department's website.

3. Dan Partridge provided the Board with a handout from the Centers for Disease Control and Prevention (CDC) on questions and answers regarding H1N1 Vaccination Planning. Dan stated this information changes from day-to-day. The Health Department convened an H1N1 Community Partners meeting on Thursday, July 16, 2009, at the Community Health Facility which was attended by about 50 people. The Board was provided with a written summary of local planning assumptions and minimum staff requirements for a Point of Distribution (POD) site. One of the next steps is the formation of a Community Planning Team by July 21, 2009, which will assist in detailing our response plan for dispensing H1N1 vaccine later this fall. The Health Department's goal is to have a proposed plan ready by September 15, 2009.

Board Chair, Alan Cowles, distributed an article from the New England Journal of Medicine regarding the pandemic influenza of 1918–1919.

4. Dan Partridge reported the Teen Pregnancy Case Management (TPCM) grant in the amount of \$77,557 was eliminated by the Kansas Department of Health and Environment effective July 1, 2009. To adjust to this budget reduction, the MCH Coordinator will change positions and fill the open clinic nurse position effective August 1, 2009.

## **NEW BUSINESS**

### **2<sup>nd</sup> Quarter Performance Scorecard**

Dan Partridge reviewed the 2<sup>nd</sup> quarter Performance Scorecard with the Board reporting that 16 measures improved with 7 measures declining. The measure “% of programs with total

expenditures at or below the YTD budgeted amount” has been refined to track program budgets rather than grant budgets.

#### Identity Theft Prevention Policy

Dan Partridge presented the Board with the Lawrence-Douglas County Health Department Identity Theft Prevention Program policy. After discussion, Gerald Pees made a motion to adopt the Lawrence-Douglas County Health Department Identity Theft Prevention Program policy effective August 1, 2009. Shirley Martin-Smith provided the second and the motion passed.

#### Public Health Accreditation Board (PHAB) Beta Test Site Letter of Support

Dan Partridge presented the Board with a Letter of Support for the Health Department’s application for acceptance into the public health accreditation standards beta testing program. After discussion, Gerald Pees made a motion to authorize Alan Cowles, Chair, to sign the PHAB beta test site letter of support. Karen Shumate provided the second and the motion passed.

#### **Other New Business**

1. Chair Alan Cowles acknowledged a recent Lawrence Journal-World article related to inspections of food service establishments.
2. Alan Cowles spoke briefly regarding health screening and routine health testing for prostate cancer.

#### Executive Session

At 6:45 pm, Gerald Pees made a motion to adjourn into Executive Session to discuss a personnel matter. Shirley Martin-Smith provided the second and the motion passed.

At 8:00 pm, Gerald Pees made a motion to adjourn the Executive Session. Karen Shumate provided the second and the motion passed.

3. The next regularly scheduled Health Board meeting will be Monday, August 17, 2009.

**ADJOURNMENT**

The Board meeting was adjourned at 8:02 pm on a motion by Gerald Pees and a second by Karen Shumate.

Respectfully submitted,

Dan Partridge,  
Secretary

Present:	Alan Cowles
	Paul Liechti
	Shirley Martin-Smith
	Karen Shumate
	Gerald Pees
Ex Officio:	Dan Partridge
Other:	Karrey Britt
	Shirley Grubbs
	Jennie Henault
	Colleen Hill
	Lisa Horn
	Charlotte Marthaler