

**MINUTES**  
**Lawrence-Douglas County Health Board**  
**September 21, 2009**

**CALL TO ORDER**

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, September 21, 2009. Vice Chair Karen Shumate called the meeting to order at 5:38 pm.

**CONSENT AGENDA**

Shirley Martin-Smith moved that the Consent Agenda consisting of the Health Board Minutes of August 17, 2009, and the August 2009 monthly Financial 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 reported on the status of the Health Department's application for acceptance into the public health accreditation standards beta testing program. There were 131 local health departments that applied and only 19 were selected across the county. The Lawrence-Douglas County Health Department was not chosen.
2. Dan Partridge reported that he has been selected for the Lawrence Chamber of Commerce 2010 Leadership Lawrence class and will be participating in the program beginning Thursday, September 24, 2009, through April 2010.
3. Dan Partridge reported the Health Department received its letter of findings from the accounting firm of Lowenthal Singleton Webb & Wilson for the 2008 audit. Dan reviewed the deficiencies and recommendations with the Board. The accounting firm

recommends that employees with accounting duties be required to take annual vacations and other employees be required to perform those functions when an employee is absent. The accounting firm recommended that journal entries should not be performed except in cases where no other option is available. Also, that staff independent of accounting become familiar with the QuickBooks files and create/review a reconciliation of transactions between funds. The Health Department's response was that we are a small staff and cannot reasonably support the number of backup roles that would be preferred for the functions performed.

4. Dan Partridge provided the Board with an update on seasonal flu. The Health Department held a seasonal flu clinic on Saturday, September 12, 2009, and administered 345 seasonal influenza vaccinations. Community clinics to administer seasonal influenza vaccine were held in Lawrence, Eudora, LeCompton, Baldwin and the Lawrence Interdenominational Nutritional Kitchen (LINK). The Health Department offers the seasonal flu vaccine to anyone on a walk-in basis during regular clinic hours.
5. Dan Partridge reviewed the H1N1 influenza planning report which demonstrates Health Department efforts to educate the community on H1N1 influenza. Dan stated there will be a meeting on Tuesday, September 22, 2009, for private providers to discuss how the Health Department will work with them to immunize local residents. These providers must be registered to receive the H1N1 vaccine. There will be a weekly reporting process to the Kansas Department of Health and Environment (KDHE) on the total number of H1N1 vaccinations.

Dan also reported he and staff met with Loring Henderson at the Homeless Shelter on September 2, 2009, to discuss prevention and containment of influenza like illness. The Health Department shared a copy of *An Influenza Pandemic Planning Guide for Homeless and Housing Service Providers* with Mr. Henderson who is going to develop a plan for the shelter. Dan will be checking back with him.

Dan stated that tentative clinic dates for administration of the H1N1 vaccine has been scheduled for the Douglas County Fairgrounds on October 28, 29, 30, and 31<sup>st</sup>. The Health Department will tentatively be at Haskell University on October 21<sup>st</sup> and at Eudora and Baldwin City the first week of November. Dan reviewed the staffing plans and the financial impact of the Departments H1N1 response efforts on the agency budget. He also updated the Board on Human Resource Policy Adjustments per the Center for Disease Control and Prevention (CDC).

## **NEW BUSINESS**

### **H1N1 Contract Agreement**

Dan Partridge presented the Board with the H1N1 Public Health Emergency Preparedness (PHEP) Contract. This contract is between KDHE and the Lawrence-Douglas County Health Department. Focus Area 1 is for H1N1 response planning and preparation and is for the amount of \$167,288.00 and Focus Area 2 is for surveillance activity related to H1N1 for the amount of \$1,000. Shirley Martin-Smith made a motion to authorize chair Alan Cowles to sign the H1N1 Contract with KDHE. Paul Liechti provided the second and the motion passed.

### **Final Approval of 2010 Budget**

Dan Partridge presented the Board with the Lawrence-Douglas County Health Department 2010 final budget. Dan stated the numbers on the budget have not changed since it was last presented on July 20, 2009. Since that time, the city and county have approved the 2010 budget and Dan requested final approval for the 2010 budget from the Board. Karen Shumate made a motion to approve the final 2010 budget. Shirley Martin-Smith provided the second and the motion passed.

### **Other**

1. Lisa Horn, Communications Coordinator, stated the Douglas County Preparedness Fair will be held on Saturday, September 26<sup>th</sup> from 9:00 am to 11:00 am at the Douglas County Fairgrounds. Lisa also noted to the Board a new billboard on 23<sup>rd</sup> Street advertising the Preparedness Fair and National Preparedness month. The "Better Health Segment" related to H1N1 will run at the end of "River City Weekly" on October 14, 2009, at 6:30 pm.
2. The next regularly scheduled Health Board meeting will be Monday, October 19, 2009.

## **ADJOURNMENT**

The Board meeting was adjourned at 6:42 pm on a motion by Karen Shumate and a second by Shirley Martin-Smith.

Respectfully submitted,

Dan Partridge,  
Secretary

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