

MINUTES
Lawrence-Douglas County Health Board
September 20, 2010

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, September 20, 2010. Chair Gerald Pees called the meeting to order at 5:30 pm.

BOARD PHOTOGRAPH

The group photograph was deferred.

CONSENT AGENDA

Shirley Martin-Smith moved that the Consent Agenda consisting of the Health Board Minutes of August 16, 2010 and the August 2010 monthly Financial Reports be approved. Amy Biel provided the second and the motion passed.

UNFINISHED BUSINESS

Proposed Revisions to the Bylaws

Dan Partridge reviewed the proposed Health Board Bylaws. Ray Davis requested additional information regarding Article II, Section 2 of the Bylaws. Staff agreed to email the Board the Operational Definition of a functional local health department brochure from the National Association of County and City Health Officials (NACCHO) for further review. After discussion, Maley Wilkins made a motion to approve the proposed revisions to the Health Board Bylaws. David Ambler provided the second and the motion passed.

Director Evaluation Tools

Dan Partridge presented the Board with three different performance tools to evaluate the Health Department director. After discussion, it was decided that the director also do a self-evaluation that includes goals the Board agrees upon at the beginning of the year. The Board adopted a format and a rating system for the director evaluation tool.

DIRECTOR'S REPORT

1. Kim Ens, Director of Clinic Services, provided the Board with an update on the fall flu campaign. Kim stated the seasonal flu vaccine is now available at the Health Department's clinic on a walk-in basis during regular business hours. The Health Department has received approximately 950 doses of the vaccine. The cost is \$26 for those 3 years and older and \$22 for those under 3 years of age. Kim also stated no one will be turned away because of inability to pay. The Center for Disease Control and Prevention (CDC) recommends that everyone ages 6 months and older receive the flu vaccine. Flu clinics will also be offered in Lecompton on Wednesday, October 6, Eudora on Monday, October 11, Lawrence Interdenominational Nutrition Kitchen (L.I.N.K.) on Tuesday, October 12 from noon to 1:00 pm and in Baldwin on Wednesday, October 20. The Health Department will be offering its first drive-through flu clinic on Saturday October 16th in the Kansas University's Park and Ride lot, which is on the northwest corner of Iowa Street and Clinton Parkway. The Health Department is collaborating with the University of Kansas and law enforcement for this clinic. This drive through clinic will serve as a public health emergency training exercise for Health Department staff and other volunteers. Flu vaccine will be provided to the public at no charge.
2. Jennie Henault, Director of Administrative Services, stated the Health Department has outgrown the QuickBooks accounting software we are currently using. Staff has viewed fund accounting demonstrations with four software vendors. Jennie also reviewed an anticipated implementation schedule should the Board choose to change accounting software. Jennie will bring her recommendation for the accounting software to the October Board meeting.
3. Jennie Henault, Director of Administrative Services, provided the Board with an update on the Health Department's telephone system. Jennie stated that recently there have been more warnings signs that the current telephone system is failing. Jennie stated the

mother board is dying and there are no replacement parts for this. A new telephone system is included in the Health Departments five-year funded depreciation budget plan. Jennie reported the Health Department is contacting new telephone vendors and setting up meetings to discuss the purchase of a new telephone system.

4. Dan Partridge updated the Board on the Chronic Disease Risk Reduction (CDRR) grant. This grant supports tobacco prevention activities carried out by the Community Health Improvement Partnership (CHIP) program. The Kansas Department of Health and Environment (KDHE) contracts with the Lawrence-Douglas County Health Department and the Health Department partners with CHIP. The responsibility for the grant outcomes rests with the Health Department. CHIP is working on a business plan and determining what their fit in the community is. In order to allow the CHIP Leadership group the flexibility to redirect CHIP staff time, Dan asked the Board if they approve the concept that the Health Department assume full responsibility of the CDRR grant. Lawrence Memorial Hospital also helps to fund the CHIP program. After discussion, the consensus of the Board was that the Health Department proceed with working through the CHIP Business Sub-Committee to determine how the CDRR grant will be administered in the future.
5. Dan Partridge provided the Board with an update on the Community Health Assessment process. Dan stated that the Health Department is going to work with Amy Biel and Sharon Homan of the Kansas Health Institute (KHI) to help complete this project. The Health Department and KHI will develop a timeline and a contract for this project.
6. Dan Partridge provided the Board with information on Complete Streets. Complete Streets are planned, designed and operated to enable efficient and safe access for all users. Pedestrians, motorists, bicyclists, and transit riders of all ages and abilities should be able to conveniently travel along and across any street in our community. There will be an overview presentation on Complete Streets on Wednesday, September 29, 2010 at City Hall in the Lawrence City Commission room.
7. Dan Partridge invited the Board to Gayle Sherman's retirement reception on October 1, 2010 at the Health Department from 4:30 to 6:00 pm in the 2nd floor meeting rooms.

NEW BUSINESS

Special Supplemental Nutrition Program for Women, Infants and Children (WIC) Contract

Dan Partridge stated the Health Department received the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) contract in the amount of \$299,261 for the contract period October 1, 2010 through September 30, 2011. By consensus of the Board, Gerald Pees was authorized to sign the WIC contract.

Banking Proposals (Per Policy We Solicit Proposals Every Four Years From Local Banks)

In accordance with Health Board policy to review proposals from local banks every four years, Jennie Henault, Director of Administrative Services, reviewed Requests for Proposals from six local banks. After discussion, Shirley Martin-Smith made a motion to move the Health Department's bank accounts to People's Bank. Paul Liechti provided the second and the motion passed. David Ambler and Maley Wilkins abstained from voting.

Kansas Children's Service League Memorandum of Agreement

Dan Partridge reviewed the Kansas Children's Service League (KCSL) Memorandum of Agreement (MOA) with the Lawrence-Douglas County Health Department. The purpose of this MOA is to provide high quality evidenced based case management services to eligible Douglas County families at risk for adverse birth and early childhood health and developmental outcomes. Dan reviewed the mutual responsibilities, the Lawrence-Douglas County Health Department's responsibilities and KCSL's responsibilities. After discussion, David Ambler made a motion to authorize Gerald Pees to sign the Memorandum of Agreement between the Kansas Children's Service League and the Lawrence-Douglas County Health Department. Paul Liechti provided the second and the motion passed.

2011 Final Budget

Dan Partridge presented the Board with the Lawrence-Douglas County Health Department's 2011 final budget. Dan reported the city and county have approved the 2011 final budget. Dan stated the budget provides for a 2 percent Cost of Living increase contingent upon Board approval in December and a 2 percent or 4 percent merit increase based on individual performance. Health Department staff will not be receiving a longevity bonus in 2011. Dan stated the purchase of accounting software is included in the capital

equipment line for 2011. The amount budgeted for the transfer to funded depreciation is sufficient to maintain the \$100,000 account goal. One of the budgeted funded depreciation purchases will be to replace the current telephone system. Dan also stated the line item for service and contracts includes \$20,000 which would allow the Board the option of supporting a portion of the Community Health Improvement Partnership executive director's salary should they decide to do so. Shirley Martin-Smith made a motion to approve the final 2011 budget. Ray Davis provided the second and the motion passed.

Other New Business

1. The Board signed a Letter of Appreciation for Gayle Sherman congratulating her on her retirement after 13 years of service with the Health Department.
2. The next scheduled Health Board meeting will be held on October 18, 2010.

ADJOURNMENT

The Board meeting was adjourned at 6:55 pm on a motion by Shirley Martin-Smith and a second by Amy Biel.

Respectfully submitted,

Dan Partridge,
Secretary

Present: David Ambler
Amy Biel
Ray Davis
Paul Liehti
Gerald Pees
Shirley Martin-Smith
Maley Wilkins
Ex Officio: Dan Partridge

Other: Karrey Britt
 Charlie Bryan
 Kim Ens
 Jennie Henault
 Colleen Hill
 Lisa Horn
 Charlotte Marthaler