

MINUTES
Lawrence-Douglas County Health Board
November 15, 2010

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, November 15, 2010. Chair Gerald Pees called the meeting to order at 5:28 pm.

BOARD PHOTOGRAPH

The group photograph was deferred to the December 20, 2010 Health Board meeting.

CONSENT AGENDA

Shirley Martin-Smith moved that the Consent Agenda consisting of the Health Board Minutes of October 18, 2010 and the October 2010 monthly Financial Reports be approved. Paul Liechti provided the second and the motion passed.

PROGRAM REPORT – CHILDHOOD IMMUNIZATION RATES

Kim Ens, Director of Clinic Services and Kathy Colson, Immunization Team Leader, provided the Board with a presentation regarding childhood immunization rates. Kathy Colson reviewed the comparison of immunization rates from a National Immunization Survey published in September of 2010 and the local immunization rates. The state vaccine recommendations are referred to as the 4-3-1-3-3-1 series which is four Diphtheria, Tetanus and Pertussis (DTaP); three inactivated or oral polio; one Measles, Mumps, Rubella (MMR); three Haemophilus influenza; three Hepatitis B; and one varicella (chickenpox). The goal is to have ninety percent of children vaccinated with the 4-3-1-3-3-1 series by age 2. Kathy reported that no state has reached ninety percent for DTaP. Kathy reviewed the immunization clinic flow process and reported on some of the inconsistencies in this process. Kathy also stated the front desk creates a tickler card for each client with their immunization papers. The nurse updates the tickler card once immunizations are given and the

information is entered into KIPHS, which is our clinic software. Information from the tickler card is entered into the auto dialer system for a reminder telephone call the night before the client's appointment. Kathy also reviewed the Kansas Immunization Record and the Immunization Status Report (CO-CASA). Kathy stated the nursing staff emphasizes the importance of vaccinations at every visit and that the front desk staff also work to obtain and print outlying records at every visit.

DIRECTOR'S REPORT

1. Dan Partridge distributed the Health Board Appointment Calendar. Dan stated Health Board appointments are by city, county, joint city and county, and the University of Kansas. Dan reported for 2011 the only expiring term is for Paul Liechti who will be completing his first term as a county representative.
2. Dan Partridge reported that he provided Heartland Medical Clinic, Inc. a letter of support for their application for New Access Point grant funding for a Federally Qualified Health Center (FQHC) in Douglas County. These grant dollars would be used for the delivery of primary health care services for the medically underserved and vulnerable populations. Dan reported in the 2009 County Health Ranking Report issued by the Kansas Health Institute (KHI), Douglas County was ranked 71 out of 105 Kansas counties for health care. Douglas County's overall health ranking was 27. Dan also reviewed the KHI rankings for health care, health behaviors, socio-economic status and environment which show there is a real need in our community for a Federally Qualified Health Center.
3. Charlotte Marthaler, Director of Policy and Planning, updated the Board on the drive-through flu vaccine exercise telephone survey results. There were 20 participants in this survey. Charlotte reported the age range for clients receiving the flu vaccine was 26-86 years old. The average age was 53 years old. Of those surveyed, six were male and fourteen were female. Eight were first time Health Department clients and twelve were previous Health Department clients. When asked how clients learned about the drive-through flu clinic sixteen responded they heard about it through the *Lawrence Journal-World*. Eighteen out of twenty stated they have received a flu shot before. When clients were asked if the Health Department had to give medicine to all residents of Douglas County in response to a significant public health emergency, would they prefer getting

their medicine at a drive-through clinic or a walk-in clinic? Fourteen said they preferred a drive-through clinic, two said a walk-in clinic and two had no preference.

4. Dan Partridge updated the Board on the transition plans for the Chronic Disease Risk Reduction (CDRR) grant. Dan reported that the Community Health Improvement Partnership (CHIP) final business plan is complete and support for CHIP staffing will transition to Lawrence Memorial Hospital January 1, 2011. The CDRR grant will remain with the Health Department. Kellie Worley, Tobacco Prevention Specialist for CHIP, resigned on November 5, 2010. Dan stated this is an opportunity for the Health Department to address multiple health behavior issues in future grant cycles and to expand our chronic disease prevention presence in the community. Health Department staff are preparing a job description for a Community Health Specialist to be responsible for the CDRR grant.
5. Dan Partridge invited the Health Board to attend a Christmas Open House at his home on Saturday, December 11th, 2010.

NEW BUSINESS

Employee Letters of Recognitions

The Board signed a Letter of Recognition for Jennifer Thompson congratulating her on 10 years of service and to Colleen Hill congratulating her for five years of service.

Accept 3rd Quarter Performance Scorecard

Dan Partridge reviewed the 3rd quarter 2010 Performance Scorecard with the Board. Dan reported the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) women delivering an infant weighing ≤ 2500 grams was 8.5% which is still high, but not as high as the first quarter which was 12.4%. The target goal is $\leq 6\%$. For Clinic Services, the percent of 2-year-old clients completing the primary immunization series is up from 84% to 85%. The target goal is $\geq 90\%$. For Environmental Health, the septic system failure rate did not meet its goal for the first time at 1.4 per 1,000. The target goal is ≤ 1 . The probable cause is the high failure rate observed in our real estate inspections, which have been comprised primarily of older homes. The percent of environmental complaint

investigations initiated by the next business day was down from 62% to 60%. The target goal is $\geq 90\%$.

For Administration, the percent of programs with total expenditures at or below the year-to-date budgeted amount was at 75% and is related to WIC revenue being under budget and also for the purchase of a file cabinet for Child Care Licensing. The target goal is 100%.

Consider Bids for Purchase of Fund Accounting Software

Jennie Henault, Director of Administrative Services, provided the Board with an overview on quotes and references received from four vendors for new accounting software. With AccuFund, the closest office is in Colorado and the cost is well over our budget. Fund Accounting 2 has no auto tax forms, bank reconciliation does not show deposits and the audit trail does not show everything. It also does not export to a PDF. Sage MIP is the most expensive product evaluated and is possibly more than the Health Department needs. Jennie recommended to the Board the purchase of CYMA accounting software. The CYMA vendor has an office in Olathe, KS. Jennie stated she went to Junction City, KS to view this software firsthand. Jennie reported the software is very user friendly and is under budget. Shirley Martin-Smith made a motion to approve the purchase of CYMA accounting software. Paul Liechti provided the second and the motion passed.

Executive Session to Discuss Policy for Setting the Salary of the Director

At 6:32 pm, David Ambler made a motion to adjourn into Executive Session for the purpose of discussing personnel matters until 6:45 pm.

At 6:45 pm, Paul Liechti made a motion to continue the Executive Session for an additional fifteen minutes. Amy Biel provided the second and the motion passed.

At 7:00 pm, Ray Davis made a motion to adjourn the Executive Session. Shirley Martin-Smith provided the second and the motion passed.

Other New Business

1. The next scheduled Health Board meeting will be held on December 20, 2010.

ADJOURNMENT

The Board meeting was adjourned at 7:03 pm by consensus of the Board.

Respectfully submitted,

Dan Partridge,
Secretary

Present:	David Ambler
	Amy Biel
	Ray Davis
	Paul Liechti
	Shirley Martin-Smith
	Gerald Pees
	Carol Seager
Ex Officio:	Dan Partridge
Other:	Karrey Britt
	Jennie Henault
	Colleen Hill
	Lisa Horn
	Charlotte Marthaler