

**MINUTES**  
**Lawrence-Douglas County Health Board**  
**February 21, 2011**

**CALL TO ORDER**

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, February 21, 2011. Vice-chair Shirley Martin-Smith called the meeting to order at 5:30 p.m.

**CONSENT AGENDA**

Carol Seager moved that the Consent Agenda consisting of the Health Board Minutes of January 24, 2011 and the January 2011 monthly Financial Reports be approved. Ray Davis provided the second and the motion passed.

**PROGRAM REPORTS**

Complete Streets Initiative – Jennifer Church

Dan Partridge introduced Jennifer Church who is the new WIC Coordinator for the Health Department. Jennifer presented the Board with a review of the work the Health Department has completed related to the LiveWell Lawrence Complete Streets initiative. Jennifer stated the goal of Complete Streets is to design all streets with safe access for all users: walkers, bicyclists, wheeled-device users, transit riders and drivers. Jennifer reviewed the next steps which include generating public support through mass media campaigns, educating current and future policy makers and pass and implement a model Complete Streets policy. Jennifer mentioned that obesity and overweight rates have gone up in the nation and people are not riding bicycles or walking as much as in recent years. Complete Streets provide opportunities for increased physical activity by incorporating features that promote regular walking, cycling and transit use into our streets and transportation systems. Jennifer stated future development of streets is where we can make a difference in our community.

The Complete Streets committee includes representation from the Lawrence Chamber of Commerce, the Lawrence-Douglas County Planning Commission and the bicycling community. The Board asked Jennifer to work to identify local developers interested in participating in the initiative. The Lawrence-Douglas County Planning Commission appears to be receptive to the possibility of a Complete Streets ordinance.

#### New Employee Orientation – Charlie Bryan

Charlie Bryan, Community Health Planner, reported that new staff met to review their experience with the employee orientation process at the Health Department. Their work included sending out a New Employee Orientation Program Survey to all staff to help assess the effectiveness of this process. Using the results from the survey, the committee developed a list of recommendations of how the agency could improve our process. The recommendations were as follows: create a staff directory with names, photos, position titles and office locations; establish a rotation for each health department program to present at monthly general staff meetings; clarify expectations regarding reading the employee manual; provide a shadowing option to employees interested in learning more about specific health department programs; and develop a diagram depicting the involvement of the health department with community programs. Charlie demonstrated how information is posted on SharePoint for all staff to view.

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

1. Dan Partridge stated the Leadership group were given the *StrengthsFinder* 2.0 book and asked to take the online assessment to learn about their top five strengths. Directors and coordinators have also given the *StrengthsFinder* 2.0 book to their staff to take the online assessment. Dan reviewed the “playing card” that was created for each director and coordinator, which consists of their picture, their top five strengths and in the words of each person, how these strengths can best be tapped into by others. He also reviewed the strengths list, listing staff and their top five strengths. Dan stated that the aim of this assessment and follow-up discussions are to help staff identify their strengths, allow them to use their strengths and ultimately improve staff engagement.
2. Lisa Horn, Communications Coordinator, provided the Board with an update on the development of the 2010 Annual Report. Lisa led a discussion about the Board page.

The Board provided input and stated they were focused more on operational than problematic tasks last year. They also suggested Lisa advocate public health to legislators as well as other community partners.

3. Dan Partridge provided the Board with an update on the Kansas Department of Health and Environment (KDHE) Maternal Child Health (MCH) grant site visit report. KDHE stated, "The services the Health Department provides for the citizens of Lawrence and Douglas County not only reflects leadership and commitment of your public health staff, but the leadership and vision of your county government and partners." Dan reviewed the strengths and needs listed on the MCH Program Monitoring Tool. The strengths were: great community partnerships with current adaptations in place including Kansas Children Service League (KCSL) and the use of the Healthy Families America model blended with MCH home visitation services model; creative use of resources leveraged to write for and acquire grants; strong sense of cultural sensitivity with various cultures served with translation services readily available; and a system of prenatal care services for undocumented women. The needs were: health care insurance expansion to meet needs of those without appropriate coverage; transportation is difficult to obtain for MCH population; and more language services would be helpful. Dan also provided the Board with a copy of the response letter from the Health Department to KDHE. KDHE also recommends that the Health Board include client representation. Dan stated the Health Department will create an advisory council representing our consumers who would provide feedback to us for all the various programs at the Health Department. David Ambler asked that the plan include a mechanism for Board-Council interaction and to bring this plan back to the Board for approval.
4. Dan Partridge reported the National Association of County and City Health Officials (NACCHO) will be having its 2011 Annual Conference in Hartford, Connecticut on July 20–22, 2011 and that contingent upon funding, he would like to have each year's Health Board chair attend this conference with him. Shirley Martin-Smith stated she plans to attend the conference in July of 2011.
5. Dan Partridge reported the National Association of County and City Health Officials (NACCHO) will be conducting a site visit at the Health Department on February 22, 2011. As a past participant in a NACCHO Quality Improvement demonstration site project, NACCHO invited the Health Department to participate in a site visit by someone from their evaluation team who will be assessing the impact of the NACCHO

Quality Improvement trainings by exploring quality improvement efforts being implemented at the Health Department. As an incentive for participating, the Health Department will receive one paid registration to attend the 2011 Annual NACCHO Conference in July.

6. Dan Partridge invited the Health Board to attend a reception to meet city commission candidates before the Health Board meeting on Monday, March 21<sup>st</sup> from 4:30 p.m. to 5:15 p.m. in the second floor conference room. All five city commission candidates have indicated they will attend.
7. Dan Partridge asked the Board if they would prefer to keep the monthly financial report as part of the Consent Agenda or if they want to review it as a separate action item. After discussion, it was decided to remove the monthly financial report from the Consent Agenda. Jennie Henault, Director of Administrative Services, will highlight important items of concern or importance in the financial notes.
8. Dan Partridge stated that Paul Liechti was appointed to the Lawrence-Douglas County Health Board in March of 2008. Fellow Board members asked Paul if he would be willing to serve for another term if he were to be reappointed by the County Commission. Paul indicated a willingness to serve another term if reappointed. The Health Board unanimously supports his reappointment.

## **NEW BUSINESS**

### Employee Letters of Recognition

The Board signed Letters of Recognition congratulating Cary Allen for five years of service and Andrew Stull for ten years of service.

### Amendment to the Kansas Health Policy Contract

Dan Partridge presented an amended contract between the Kansas Health Policy Authority, the Douglas County Board of County Commissioners and the Lawrence-Douglas County Health Department increasing matching funds in the amount of \$40,000 for the Healthy Families Douglas County program. David Ambler made a motion to authorize Shirley Martin-Smith, vice-chair, to sign the amended contract between the Kansas Health Policy

Authority, the Douglas County Board of County Commissioners and the Lawrence-Douglas County Health Department. Carol Seager provided the second and the motion passed.

Accept 4<sup>th</sup> Quarter Scorecard

Dan Partridge reviewed the fourth quarter 2010 Performance Scorecard with the Board. Dan reported the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) percent of women delivering an infant weighing less than 2500 grams was 6.4% in 2009. In the fourth quarter of 2010, the percent was 5.7. The target goal is  $\leq 6\%$ . However, there were fewer births in the fourth quarter of 2010 which may have influenced the rate. For Clinic Services, the percent of family planning clients ages 15-25 testing positive for Chlamydia was up from 4.3% in the third quarter of 2010 to 6.6%. During the fourth quarter there were fewer clients tested. The goal is  $\leq 5\%$ . Dan stated the Child Care Licensing numbers on the scorecard are incorrect due to the complexities in how data is transferring from an access database to an excel spreadsheet. The rate of enforcement action taken in Douglas County for the fourth quarter should be .36 with a target goal of .03. The rate of reportable accidents for the fourth quarter should be .04 with a target goal of .03. Dan stated we need to reevaluate our targets for rate of enforcements and rate of reportable accidents. For Environmental Health, the percent of environmental complaint investigations initiated by the next business day was 82%. The target goal is  $\geq 90\%$ . Currently, environmental staff are not observing as many environmental nuisances as they do in the summer months. For Emergency Preparedness, the percent of all staff contacted within 90 minutes of initiation of a call down drill was 44%. The target goal is  $\geq 80\%$ . However, this was the first time staff was contacted via email at work during working hours rather than after hours by telephone. Some staff were in the field working and others were in meetings and did not see their email within the 90-minute timeframe. For Administration, the percent of agency performance measures meeting or exceeding the target goal was 58%. The target goal is  $\geq 90\%$ . Dan stated we should consider resetting this target goal. Dan would like to revamp the scorecard for 2012 so it is more internally focused.

Executive Session to Discuss the Kay Kent Excellence in Public Health Service Award Selection and Follow-up to the January 2011 Evaluation of Director

At 6:55 p.m., David Ambler made a motion to adjourn into Executive Session for fifteen minutes for the purpose of discussing personnel matters. Amy Biel provided the second and the motion passed.

At 7:10 p.m., Carol Seager made a motion to adjourn the Executive Session. David Ambler provided the second and the motion passed.

David Ambler made a motion to approve the review committee's recommended nominee for the Kay Kent Excellence in Public Health Service Award. Amy Biel provided the second and the motion passed. The review committee this year was composed of the three past winners of the Kay Kent Excellence in Public Health Service Award.

### **Other New Business**

1. The next scheduled Health Board meeting will be held on March 21, 2011 at 5:30 p.m.

### **ADJOURNMENT**

The Board meeting was adjourned at 7:11 p.m. on a motion by Carol Seager and a second by Amy Biel.

Respectfully submitted,

Dan Partridge,  
Secretary

Present:       David Ambler  
                  Amy Biel  
                  Ray Davis  
                  Paul Liehti  
                  Shirley Martin-Smith  
                  Carol Seager  
                  Maley Wilkins

Ex Officio: Dan Partridge

Other: Karrey Britt  
Charlie Bryan  
Jennifer Church  
Jennie Henault  
Colleen Hill  
Lisa Horn  
Charlotte Marthaler