

MINUTES
Lawrence-Douglas County Health Board
March 28, 2011

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, March 28, 2011. Chair Gerald Pees called the meeting to order at 5:32 p.m.

REVIEW AND APPROVE MINUTES OF FEBRUARY 21, 2011

Maley Wilkins moved that the Board Minutes of February 21, 2011 be approved. Ray Davis provided the second and the motion passed.

REVIEW AND APPROVE FEBRUARY 2011 MONTHLY FINANCIAL REPORT

Jennie Henault, Director of Administrative Services, reviewed the February Monthly Financial Report summary. After discussion, Maley Wilkins moved that the February 21, 2011 Monthly Financial Report be approved. David Ambler provided the second and the motion passed.

NEW BUSINESS

Receive the 2010 Annual Report

Dan Partridge distributed and reviewed the 2010 Annual Report. David Ambler made a motion to accept the 2010 Annual Report. Maley Wilkins provided the second and the motion passed.

Sick Leave Donation Policy

Dan Partridge presented the Board with a draft of the Sick Leave Donation Policy. Dan stated that if an employee is receiving worker's compensation, maternity leave, or is on

probationary status, they will not be eligible for donated leave time. Dan also stated the benefit is variable depending upon the amount of leave time donated. Donated leave time will be paid at the recipient's compensation and will be subject to normal payroll deductions. Dan stated donations are strictly voluntary. The policy states the employee donating the time must have at least 100 hours of sick leave available. David Ambler said he felt that staff donating time should have more than 100 hours sick leave available. Dan Partridge will research this and come back to the Board with another amount at the April Board meeting.

Funded Depreciation Account Policy

Dan Partridge presented the Board with the proposed Funded Depreciation Account Policy. The proposed policy states the amount to be held in this reserve should be no less than \$150,000. This fund may be used to replace capital equipment that is worn out, obsolete or unserviceable. After discussion, David Ambler made a motion to approve the proposed Funded Depreciation Account Policy. Ray Davis provided the second and the motion passed.

Kay Kent Excellence in Public Health Service Award Fund Policy

Dan Partridge presented the Board with the proposed Kay Kent Excellence in Public Health Service Award Fund Policy. Dan stated additional funds for this account would be obtained annually from any unused contributions from an employee's Flexible Spending/section 125 account. After discussion, Maley Wilkins made a motion to approve the proposed Kay Kent Excellence in Public Health Service Award Fund Policy. Ray Davis provided the second and the motion passed.

Strategic Planning Discussion

Dan Partridge presented the Board with a proposed planning outline for the next two months regarding the Community Health Assessment. At the March Board meeting the Board will rank indicators according to importance in the community. Beginning with the Board meeting in April, Dan Partridge will present how we intersect or relate to these indicators. In July, Dan Partridge proposed the Board meet with key staff one day during the week to have a strategic planning meeting. After discussion, it was decided that Dan Partridge would put a list together of stakeholders to be invited to an external stakeholders meeting. Once the Strategic Plan is completed, it will be reviewed at Board meetings regularly by taking sections of the plan, assessing progress and identifying any need for

changes with the goal or action plans. The goal is to completely review all sections of the Strategic Plan on a 2-3 year cycle.

Community Health Assessment Prioritization Exercise

Dan Partridge reviewed some determinants of health demonstrating the cause and effect of poor health status. Dan stated the data in the Community Health Assessment Report is grouped by 13 data sets representing health factors and health outcomes. Dan asked the Board to vote on the importance of each group as it relates to the following questions: which set of data is most important to the overall health status of the residents of Douglas County; the most closely connected to the mission of the Health Department; and does the Health Department (and community) have the greatest ability to improve. Results of the votes are as follows:

Blue = Data is most important to the overall health status of the community

Red = Most closely connected to the mission of the Health Department

Green = The Health Department (and community) has the greatest ability to improve

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|-----------------------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Youth Behaviors | Red | | | | | | | | | | | |
| Adult Behaviors | Red | Red | Red | Red | Blue | Blue | Blue | | | | | |
| Family Status | Blue | Blue | | | | | | | | | | |
| Income | Blue | Blue | Blue | Green | | | | | | | | |
| Education | Blue | Blue | Blue | Red | Red | Red | Red | Green | Green | Green | Green | Green |
| Violence | | | | | | | | | | | | |
| Health Care | | | | | | | | | | | | |
| Environment | Blue | Red | Red | Red | Green | Green | Green | Green | Green | | | |
| General Health Status | Blue | Blue | | | | | | | | | | |
| Health Outcomes | Red | Green | Green | | | | | | | | | |
| Chronic Disease | Blue | Red | Green | Green | Green | | | | | | | |
| Mental Health | Red | | | | | | | | | | | |
| Mortality | | | | | | | | | | | | |

Complete Streets Public Campaign

Charlie Bryan, Community Health Planner, reported that the Complete Streets committee would like the Health Department's assistance in hosting a website. Charlie stated the

committee wants to educate the community on what a Complete Streets policy would mean to the public and having a website would help educate those not familiar with this project. Dan Partridge asked the Board for approval to host the website for Complete Streets. After discussion, the Board approved that the Health Department host the website for Complete Streets.

Discussion of 2012 Merit Increase and Cost of Living Adjustment (COLA)

For 2012 budget purposes, Dan Partridge asked the Board for their input on merit increase and Cost of Living Adjustment (COLA) for Health Department staff. After discussion, the Board agreed on budgeting for a 2% COLA and a merit increase of 2% or 4% depending on staff's Performance Review.

EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTER

At 6:47 p.m., Maley Wilkins made a motion to adjourn into Executive Session for ten minutes for the purpose of discussing a personnel matter. David Ambler provided the second and the motion passed.

At 6:57 p.m., Maley Wilkins made a motion to adjourn the Executive Session. David Ambler provided the second and the motion passed.

DIRECTOR'S REPORT

1. Dan Partridge reviewed the State Fiscal Year (SFY) 2012 Application for Grants to the Kansas Department of Health and Environment (KDHE) for the grant period July 1, 2011 – June 30, 2012 in the amount of \$776,498.77.
2. Dan Partridge reported the Health Department has received a Teen Pregnancy Case Management grant award for State Fiscal Year (SFY) 2011 in the amount of \$26,990. The Health Department will be receiving guidance for what we can apply for in SFY2012.
3. Dan Partridge stated the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) program was chosen as one of four pilot sites for the food

demonstration projects and received a food demonstration table. This food demonstration project provides an opportunity for WIC clients to learn basic cooking skills, see WIC foods prepared and experience new foods and recipes prior to preparing them.

4. Jennie Henault, Director of Administrative Service, reported the Health Department received its Independent Auditor's Report from the accounting firm of RubinBrown, LLP. The Health Department is considered a component unit of Douglas County and is therefore included in the county's audit. Jennie reviewed each of the pages related to the Health Department. For the 2010 audit, Douglas County has chosen another audit firm out of Wichita, Kansas.
5. Dan Partridge updated the Board on his discussions with Bobbie Flory of the Home Builders Association regarding Sanitary Code fees. With the potential loss of the Local Environmental Protection Program (LEPP) the Health Department would need to raise fees for licensing and inspections. Bobbi asked that the Health Department give the Home Builders Association lead times to build in these costs in future home contracts, but that they accepted the principle of raising fees to cover costs related to inspections to offset this loss of revenue.
6. Dan Partridge informed the Board that April 4 – 8, 2011 is National Public Health Week. Dan reviewed the schedule of events at the Health Department for the week. Dan also invited all Board members to attend the Kay Kent Excellence in Public Health Service Award and staff appreciation luncheon on Wednesday, April 6 from 12:00 to 1:00 p.m. in the second floor meeting rooms.
7. Dan Partridge reported the Kansas Health Foundation is having a grant planning conference on May 17 – 18, 2011 in Wichita, Kansas. The Douglas County Community Foundation is putting together a team to attend and the Health Department should be part of that team.
8. Dan Partridge stated the University of Wisconsin will be releasing its county health rankings on March 30, 2011.

Other New Business

1. The next scheduled Health Board meeting will be held on April 18, 2011 at 5:30 p.m.

ADJOURNMENT

The Board meeting was adjourned at 7:12 p.m. on a motion by Ray Davis and a second by David Ambler.

Respectfully submitted,

Dan Partridge,
Secretary

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| Present: | David Ambler |
| | Ray Davis |
| | Gerald Pees |
| | Paul Liechti |
| | Maley Wilkins |
| Ex Officio: | Dan Partridge |
| Other: | Karrey Britt |
| | Charlie Bryan |
| | Jennie Henault |
| | Colleen Hill |
| | Charlotte Marthaler |