

MINUTES  
Lawrence-Douglas County Health Board  
**April 18, 2011**

**CALL TO ORDER**

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, April 18, 2011. Chair Gerald Pees called the meeting to order at 5:28 p.m.

**BOARD PHOTOGRAPH**

The Board photograph was deferred to the May Board meeting.

**REVIEW AND APPROVE MINUTES OF MARCH 28, 2011**

David Ambler moved that the Board Minutes of March 28, 2011 be approved. Paul Liechti provided the second and the motion passed.

**REVIEW AND APPROVE FEBRUARY 2011 MONTHLY FINANCIAL REPORT**

Jennie Henault, Director of Administrative Services, reviewed the March Monthly Financial Report. After discussion, Shirley Martin-Smith moved that the March 28, 2011 Monthly Financial Report be approved. David Ambler provided the second and the motion passed.

**REPORT – STATEWIDE PUBLIC HEALTH INITIATIVE – EDIE SNETHEN – KANSAS ASSOCIATION OF LOCAL HEALTH DEPARTMENTS (KALHD)**

Edie Snethen, Executive Director of the Kansas Association of Local Health Departments (KALHD), gave a presentation on statewide public health initiatives and data challenges.

Edie discussed the forces of change with public health issues and the efforts being made to move forward. Edie stated there are three areas where change is occurring: local health

departments and their operational efficiency; the public health system and accreditation; and the local, state and national economy. Edie stated KALHD represents the interest of all local health departments in Kansas. KALHD is working on a project to review Kansas Public Health Information Technology (IT) systems. Edie stated Step 1 is to crosswalk IT requirements with the accreditation standards. Step 2 is to compare the current system data outputs with accreditation requirements. Step 3 is to identify system modifications needed to comply with the accreditation standards. Edie reviewed the common challenges of hospitals and local Health Departments. Non-profit hospitals must also complete a community health assessment. Edie stated we should develop a common set of data indicators that would support all community health assessments in the state. A first step in that process is a joint resolution signed by the Kansas Hospital Association and KALHD that encourages local health departments and hospitals to work together in conducting community health improvement plans. Edie provided a review of the functionality of the Healthy Communities Institute website which shows a platform for displaying community health data, performance dashboards, evidence based practice library and other tools into an integrated website.

Dan Partridge reminded the Board that at the January, 2011 meeting we discussed the Healthy Communities Institute system as a tool to help local public health departments, hospitals and community coalitions monitor community health status indicators and assist the Health Department and other community partners to improve health outcomes in Douglas County. The Healthy Communities Institute system is being considered as a potential statewide tool for public health.

## **NEW BUSINESS**

### **Election of Officers**

The Health Board By-Laws state the vice-chair shall also serve as the chair-elect and succeed the chair upon completion of his/her term. The proposed slate-of-officers are Shirley Martin Smith, chair; Paul Liechti, vice-chair; and Maley Wilkins, treasurer. By a unanimous vote, the slate-of-officers for the next term were approved.

#### Recognition of Retiring Health Board Chair

Shirley Martin-Smith, chair, presented a small gift from the Board to Gerald Pees in appreciation for serving as Health Board chair from 2010 to 2011.

#### 2012 Budget Requests to the City of Lawrence and Douglas County

Dan Partridge presented the Health Department's proposed 2012 budget highlighting areas with significant changes. Dan reported the City of Lawrence funding request remains level at \$648,929 for combined operating and health insurance expenses. The Douglas County funding request remains level for operating expenses at \$725,000 (health insurance not included). Douglas County funding support for health insurance is projected at \$250,985. Due to an increase in state grant funds for 2012, the Health Department anticipates an increase in hiring for the Healthy Families Douglas County (HFDC) and community health programs. This proposed 2012 budget also includes a 2% Cost of Living Adjustment (COLA) and a merit increase. The 2012 Budget Request to the county is due Friday, April 22, 2011 and the 2012 Budget Request to the city is due Monday, April 25, 2011. After discussion of the city and county budgets, Gerald Pees made a motion to approve the proposed city and county 2012 Budget Requests. David Ambler provided the second and the motion passed.

#### Community Health Assessment Priorities and Their Connection to Current Health Department Services

Charlotte Marthaler, Director of Policy and Planning, stated last month the Board participated in a Community Health Assessment (CHA) prioritization exercise. In this exercise the Board voted on which health concerns were most important in relationship to the following three questions: 1) what is important to the health status of the community; 2) what is most closely connected to the Health Department's mission; and 3) what does the Health Department and the community have the greatest ability to change. The results from the Board's exercise were adult behavior, environment, chronic disease and education. Charlotte stated her assumption was that "education" refers to the importance of providing health education to the public; not that the Health Department is responsible for improving graduation rates and reading competence. The Board agreed with that assumption. Charlotte reported that directors and coordinators at the Health Department also did the CHA prioritization exercise. Charlotte shared all the results of the prioritization exercise.

Charlotte reviewed the Essential Services related to the issues identified by the Board and the Health Department's connection and current capacity to address these issues.

Consider Sick Leave Donation Policy

At the Board meeting in March, David Ambler asked Dan Partridge to research the amount of sick leave staff needs to have before donating their sick leave to another staff member. After researching this information, Dan Partridge proposed staff donating sick leave time have a minimum balance of 300 hours of sick leave. David Ambler made a motion to approve staff donating sick leave time must have a minimum balance of 300 hours of sick leave. Gerald Pees provided the second and the motion passed.

**DIRECTOR'S REPORT**

1. Dan Partridge reported that Johnson County, Wyandotte County, Lynn County, Miami County and Douglas County are exploring the potential benefits and costs of submitting a regional application for accreditation. Dan stated each county is expected to complete an accreditation readiness self-assessment by August 4, 2011 as an initial step in determining if they should move forward with a regional application.
2. Dan Partridge reported the Health Department is hiring a Healthy Families Douglas County case manager using Teen Pregnancy Case Manager (TPCM) funds received from the Kansas Department of Health and Environment. Dan stated the Health Department anticipates receiving a \$30,000 increase in the Child Care Licensing grant which would be used to hire a part-time child care inspector to assist in conducting the additional child care licensing inspections (contingent upon the award). Dan also reported the 2012 budget includes a position to help comply with accreditation standards.
3. Dan Partridge thanked Board members David Ambler, Ray Davis, Paul Liechti, Shirley Martin-Smith, and County Commissioner Jim Flory for attending the Kay Kent Excellence in Public Health Service Award and Staff Appreciation Luncheon on Wednesday, April 6, 2011.
4. Dan Partridge stated the Health Department made a \$300 donation to the Lawrence High School Native American Club for the Native American Youth Conference. The

youth conference will consist of keynote speakers and workshops addressing the largest issues that affect Native American youth today including drugs, alcohol, sexual health, and healthy relationships.

#### **EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTER**

At 7:15 p.m., Gerald Pees made a motion to adjourn into Executive Session for ten minutes for the purpose of discussing a personnel matter. Maley Wilkins provided the second and the motion passed.

At 7:20 p.m., Paul Liechti made a motion to adjourn the Executive Session. Gerald Pees provided the second and the motion passed.

#### **Other New Business**

1. The next scheduled Health Board meeting will be held on May 16, 2011 at 5:30 p.m.

#### **ADJOURNMENT**

The Board meeting was adjourned at 7:20 p.m. by consensus of the Board.

Respectfully submitted,

Dan Partridge,  
Secretary

Present:	David Ambler
	Ray Davis
	Paul Liechti
	Gerald Pees
	Carol Seager
	Shirley Martin-Smith
	Maley Wilkins
Ex Officio:	Dan Partridge
Other:	Jennie Henault
	Colleen Hill
	Lisa Horn
	Charlotte Marthaler
	Edie Snethen