

MINUTES  
Lawrence-Douglas County Health Board  
**May 16, 2011**

**CALL TO ORDER**

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, May 16, 2011. Chair Shirley Martin-Smith called the meeting to order at 5:32 p.m.

**BOARD PHOTOGRAPH**

The Board photograph was deferred to the June Board meeting.

**REVIEW AND APPROVE MINUTES OF APRIL 18 and APRIL 29, 2011**

Gerald Pees moved that the Board Minutes of April 18 and April 29, 2011 be approved. David Ambler provided the second and the motion passed.

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

Jennie Henault, Director of Administrative Services, reviewed the April Monthly Financial Report. After discussion, Paul Liechti moved that the April 18, 2011 Monthly Financial Report be approved. Gerald Pees provided the second and the motion passed.

**REPORT – Workplace Wellness – Kim Ens**

Kim Ens, Director of Clinic Services, provided the Board with an update on the Health Department's Wellness Program. Kim reported the wellness committee launched this program on June 2, 2010. This committee is made up of seven staff members who meet once a month to discuss wellness initiatives. The goal for implementing the wellness program at the Health Department is to improve the health of employees; be productive at work; and be good role models for the community and for our clients. Kim stated a

motivational speaker from Pinnacle Career Institute spoke about wellness in general. In January/February a seven week core conditioning class was held. Kim reported seven “Lunch and Learn” programs have been held on topics such as mindful eating, gentle yoga, stress management, quick and healthy recipe exchange, and gardening tips. The Health Department had three teams participate in Walk Kansas, a program sponsored by K-State Research and Extension. Kim also stated the Health Department now offers healthy snack options in the lunchroom. Kim updated the Board on the future goals of the wellness committee and said they would like to offer a wellness assessment to staff to track progress.

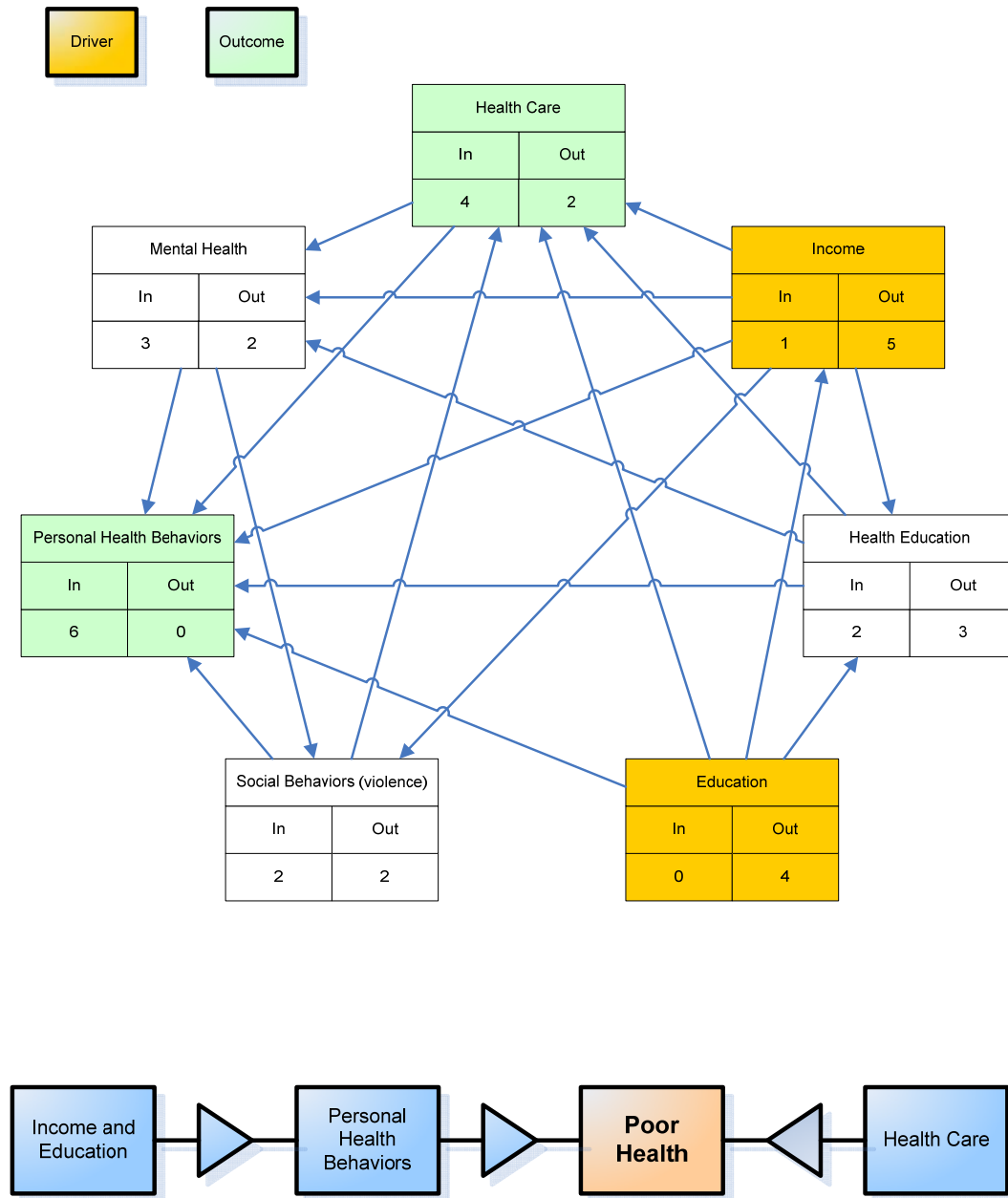
### **NEW BUSINESS**

#### Community Health Data Exercise

Dan Partridge presented the Board with a list of community health data indicators and asked them to determine what broad categories or groupings these indicators represent. After discussion, the Board came to a consensus on the following categories: mental health, personal health behaviors, violence/social behaviors, education, health education, income and health care. For each of the categories, Dan then led the Board through an interrelationship digraph exercise to identify cause or influence relationships between the categories.

## What leads to poor health?

Health Board Meeting  
5/16/2011



Dan asked the Board to think about how these drivers will interface with the strategic plan and how we will engage the community.

#### Discuss Potential Dates for Strategic Planning Retreat

Dan Partridge stated Bruce Miyahara, consultant for the Kansas Health Foundation, has been approached about facilitating the Board Retreat. The proposed dates were July 6, July 27, or August 3, 2011. After discussion, the Board agreed upon July 8<sup>th</sup>, 2011 with July 15<sup>th</sup> as an alternate date. Dan will update the Board on the date after he speaks with Bruce Miyahara.

#### National Association of County and City Health Officials (NACCHO) Community Health Assessment Technical Assistance Grant Application

Dan Partridge reported that the National Association of County and City Health Officials (NACCHO) is currently accepting applications for demonstration grants in the amount of \$35,000 each along with intensive training and technical assistance to 12 local health departments. The application for this grant is due May 23, 2011. Dan Partridge requested approval from the Board to submit a letter from the Health Board to NACCHO supporting the Health Department's application for this grant. Gerald Pees made a motion to authorize Shirley Martin-Smith, chair, to sign the letter of support to NACCHO. Ray Davis provided the second and the motion passed.

#### Staffing Changes

Dan Partridge reviewed the Health Department's organization chart. Dan stated Amanda Gwartz was hired on May 16, 2011 as a Healthy Families Douglas County Case Manager. Ginger Salmans resigned as Child Care Licensing Surveyor on May 13, 2011. Dan stated we need to hire a community health specialist for the Chronic Disease Risk and Reduction (CDRR) grant. This position would report to Charlie Bryan, Community Health Planner. Kim Ens, Director of Clinic Services, has 12 direct reports and Dan stated that in the future the department should create a supervisor position from one of the current public health nurse positions to reduce the number of direct reports to Kim. Dan is also recommending re-directing Charlotte Marthaler, Director of Policy and Planning, to devote her time to preparing and leading the Health Department through accreditation. Charlotte's job title would change to assistant director. Charlotte currently has two direct reports, Lisa Horn, Communications Coordinator; and Charlie Bryan, Community Health Planner. Dan is

recommending that in the interim until Charlotte's work on accreditation is at a maintenance level, Lisa and Charlie will report to him thus Dan would have 10 direct reports. David Ambler stated he believes having 10 direct reports to Dan is too many and may interfere with his role as director. Ray Davis asked what happens to the assistant director position once accreditation is finished. The Board requested that a long term role be created for the assistant director's role once accreditation is completed. After discussion, by consensus of the Board, it was decided to make Charlotte Marthaler assistant director to lead the Health Department through accreditation and then continue to discuss the appropriate long term role for this position. All other staff changes were approved.

### **DIRECTOR'S REPORT**

1. Dan Partridge updated the Board on the 2012 county budget meeting on Wednesday, May 4, 2011. Paul Liechti, Shirley Martin-Smith, Dan Partridge and Jennie Henault met with Craig Weinaug, County Administrator. The Health Department submitted a level funded budget as recommended by county budget guidelines. The county administrator did not raise any issues of concern during the meeting.
2. Dan Partridge congratulated Charlotte Marthaler, Director of Policy and Planning, for completing the Leadership Lawrence Class of 2011.
3. After the special Board meeting on April 29, 2010, the Kansas Department of Health and Environment (KDHE) asked the Health Department to re-focus our ad campaign. Lisa Horn, Communications Coordinator, reported the ad campaign went from smoking cessation using the Kansas Quitline to the prevention of starting to smoke. The target demographics remained the same. We are currently reviewing the Centers for Disease Control and Prevention (CDC) ads with KDHE for placement in the media during September and October of 2011.
4. Dan Partridge presented the Board with the Purchase Policy and asked for their input on this policy. After discussion, the Board requested staff come back with a proposed Purchase Policy and the Board will take action at that time.
5. Dan Partridge stated the Lawrence-Douglas County Health Department is partnering with the Lawrence-Douglas County Fire and Medical Department to administer influenza vaccine to city staff and their families using a drive through flu clinic

tentatively located at the fire station at 19<sup>th</sup> and Iowa in October 2011. The cost will be \$16 per dose for adults and \$14 per dose for children ages 6 months to 35 months. The Health Department received a letter from the city accepting our quote for price, quantity and nursing staff for the drive through clinic.

### **BOARD EVALUATION TOOL**

Dan Partridge presented the Board Evaluation Tool. Shirley Martin-Smith stated this document will help us know what the Board's work is. Staff will send this document via email to Board members to get their input.

### **Other New Business**

1. The next scheduled Health Board meeting will be held on June 20, 2011 at 5:30 p.m.

### **ADJOURNMENT**

The Board meeting was adjourned at 7:16 p.m. on a motion by Gerald Pees and a second by David Ambler.

Respectfully submitted,

Dan Partridge,  
Secretary

Present:	David Ambler
	Ray Davis
	Paul Liechti
	Gerald Pees
	Shirley Martin-Smith
	Maley Wilkins
Ex Officio:	Dan Partridge
Other:	Karrey Britt
	Kim Ens
	Jennie Henault
	Colleen Hill
	Lisa Horn
	Charlotte Marthaler