

**MINUTES**  
**Lawrence-Douglas County Health Board**  
**March 19, 2012**

**CALL TO ORDER**

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, March 19, 2012. Chair Shirley Martin-Smith called the meeting to order at 5:05 p.m.

**REVIEW AND APPROVE MINUTES OF FEBRUARY 20, 2012**

Paul Liechti moved that the Board Minutes of February 20, 2012 be approved. Maley Wilkins provided the second and the motion passed.

**REVIEW AND APPROVE FEBRUARY MONTHLY FINANCIAL REPORT**

Jennie Henault, Director of Administrative Services, reviewed the February Monthly Financial Report. Jennie also reported we renewed the Certificate of Deposit (CD) that matured on March 12, 2012, at Central National Bank for an annual percentage yield of 1.26%. After discussion, Gerald Pees moved that the February 20, 2012 Monthly Financial Report be approved. Paul Liechti provided the second and the motion passed.

**NEW BUSINESS**

Accept 2011 Annual Report

Shirley Martin-Smith requested the Board move item C on the Agenda under “New Business” to item A. David Ambler made a motion to move item C on the Agenda to item A under “New Business.” Amy Biel provided the second and the motion passed.

Lisa Horn, Communications Coordinator, reviewed the 2011 Annual Report. David Ambler moved that the Board accept the 2011 Annual Report. Gerald Pees provided the second and the motion passed.

## **STAFF REPORT – REVIEW OF ACCREDITATION GAPS**

Charlotte Marthaler, Assistant Director, reviewed the accreditation gap analysis with the Board. Charlotte reported there are 191 required documents that will be reviewed and scored as part of the accreditation site review. The Health Department currently has 97 documents in place, 67 in progress and 27 are not yet started. Among the documents yet to be started is a communication plan. Charlotte stated some of the standards represent new work for the Health Department. Charlotte reported an analyst was hired to help the Department meet the need to analyze data and evaluate the work we do. Charlotte reported Domain 7 is our biggest gap. The Health Department needs documentation of collaborative processes to assess availability of health services, develop strategies to improve access and show implementation of strategies. For this domain, we have two documents in progress and seven not started yet.

## **NEW BUSINESS (cont'd)**

### Recognition of Retiring Health Board Member

Shirley Martin-Smith, chair, presented a plaque to retiring Health Board member Gerald Pees, M.D., in appreciation of his five consecutive years of service on the Health Board serving as chair in 2010-2011.

### Approve Kansas Department of Health and Environment (KDHE) Grant Application

Dan Partridge presented the State Fiscal Year 2012 Application for Grants to the Kansas Department of Health and Environment (KDHE) for the grant period July 1, 2012 to June 30, 2013, in the amount of \$642,714. After discussion, Maley Wilkins made a motion to authorize Shirley Martin-Smith, chair, to sign the Application for Grants in the amount of \$642,714. Paul Liechti provided the second and the motion passed.

## **DIRECTOR'S REPORT**

1. Lisa Horn, Communications Coordinator, stated Public Health Week is April 2-8, 2012. Lisa reviewed the schedule of events at the Health Department for that week. Dan Partridge invited all Board members to the Kay Kent Excellence in Public Health Service

Award and staff appreciation luncheon on Thursday, April 5 from 12:00 to 1:00 p.m. in the 2<sup>nd</sup> floor meeting rooms.

2. Dan Partridge reported he attended the State Association of County & City Officials (SACCHO) annual conference in Washington D.C. March 12-14, 2012. Dan stated he met with Senator Jerry Moran and Representative Kevin Yoder and his message was local health departments help reduce the cost of health care through our emphasis on prevention and protecting residents from a wide range of health threats.
3. Dan Partridge reported the Kansas Health Foundation Leadership Fellows invited him to participate in the fellows program. This is a year-long program kicking off the week of July 9-13, 2012. Dan has a conflict that week with the National Association of County & City Officials (NACCHO) annual conference. Dan asked Paul Liechti if he would consider going to NACCHO with Jennie Henault or alternatively attend the National Association of Local Boards of Health (NALBOH) Conference with Dan August 8-10, 2012.

**EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING THE KAY KENT EXCELLENCE IN PUBLIC HEALTH SERVICE AWARD AND A PERSONNEL MATTER**

At 5:55 p.m., David Ambler made a motion to adjourn into Executive Session for 40 minutes to discuss the Kay Kent Excellence in Public Health Service Award and a personnel matter. Gerald Pees provided the second and the motion passed.

At 6:20 p.m., Maley Wilkins made a motion to adjourn the Executive Session. Gerald Pees provided the second and the motion passed.

**Other New Business**

1. David Ambler made a motion to accept the recommendation from staff regarding the Kay Kent Excellence in Public Health Service Award. Maley Wilkins provided the second and the motion passed.

2. The next scheduled Health Board meeting will be held on April 16, 2012, at 5 p.m. in the first floor meeting room.

**ADJOURNMENT**

The Board meeting was adjourned at 6:22 p.m. on a motion by Gerald Pees and a second by Amy Biel.

Respectfully submitted,

Dan Partridge,  
Secretary

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