

**MINUTES**  
**Lawrence-Douglas County Health Board**  
**July 16, 2012**

**CALL TO ORDER**

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, July 16, 2012. Vice Chair David Ambler called the meeting to order at 5:00 p.m.

**REVIEW AND APPROVE MINUTES OF JUNE 18, 2012**

Shirley Martin-Smith made a motion that the Minutes of June 18, 2012 be approved. Kevin Stuever provided the second and the motion passed.

**REVIEW AND APPROVE JUNE MONTHLY FINANCIAL REPORT**

Jennie Henault, Director of Administrative Services, reviewed the June Monthly Financial Report. Dan Partridge asked the Board's opinion on separating the revenue and expenses from other funds from operating fund revenue and expenses. Jennie stated that revenue and expense from other funds would continue to be reflected on the balance sheet. After discussion, Shirley Martin-Smith moved that the June Monthly Financial Report be approved and to separate non-operating fund revenue and expense from the income and expense statement. Maley Wilkins provided the second and the motion passed.

**STAFF REPORT – WORKFORCE DEVELOPMENT ASSESSMENT**

Charlotte Marthaler, Assistant Director, reviewed the Department's recent assessment of workforce development needs. This assessment is part of the requirements related to the Public Health Accreditation Board (PHAB) Standards and Measures Domain 8. The Health Department needs a workforce development plan that assesses staff competencies and address gaps through organizational and individual training and development. The purpose of the assessment is to measure skills associated with public health practice, understand and meet workforce training needs, and address changes in public health over the last decade.

Charlotte reviewed the assessment created by the Council on Linkages between Academia and Public Health Practice. Charlotte stated she, Anitha Subramanian, Jennifer Church and Debbie Mitchell revised the assessment to make it more readable for staff. The assessment was conducted between May 9 and May 31, 2012 with information gathered from each employee by name. The assessments had three different sets of questions – Tier 1 for support staff, Tier 2 for program managers and supervisors, and Tier 3 for senior managers. Charlotte reviewed the standard rating scale for each questionnaire and then reviewed the results of the assessment by using a quality improvement tool called a radar chart to compare strengths and weaknesses. Results from a priority matrix indicated a need to focus on the development of competencies related to analytical/assessment skills, policy development and program planning, and public health sciences. Charlotte reported the next steps will be: to complete a Workforce Development Plan per PHAB accreditation standards; share information with supervisors and staff along with guidance for action; and identify training venues and action steps for competency areas where development was indicated.

## **NEW BUSINESS**

### Review Scope of Work for Human Resource Consultant

Jennie Henault, Director of Administrative Services, reviewed the Request for Proposals (RFP) for Human Resources Consultant Services. Jennie stated the Health Department seeks a consultant to review and provide input on job analysis, operational policies and procedures, performance management practices, and supervisor training. Jennie stated proposals must be received before 3 p.m. on Friday, Aug. 31, 2012. After discussion, it was decided the potential consultant(s) should add a timeframe for the completion of the project. It was recommended that we add an overview of the Health Department, Health Board and our website address. Also, if a potential bidder does not submit a proposal, the Health Department would appreciate notification of the decision and reason for not submitting by the due date. All questions regarding the RFP are to be emailed to Jennie Henault no later than Monday, Aug. 6, 2012. Jennie will respond via email to all parties. Jennie also presented a list of agencies to mail the RFPs to. It was suggested she add CBiz to that mailing list. Kevin Stuever made a motion to move forward with approval of sending the RFPs once the revisions are made. Shirley Martin-Smith provided the second and the motion passed.

### **DIRECTOR'S REPORT**

1. Dan Partridge reviewed the State Fiscal Year (SFY) 2013 grant awards. Dan reported the Health Department is receiving \$24,000 less in grant awards in 2013 than in 2012. Dan also stated the Special Supplemental Nutrition Program for Women, Infants and Children (WIC), Emergency Preparedness and Local Environmental Protection Program (LEPP) are not included in these numbers. Dan reported the 2013 grant awards are \$52,000 more than was projected in the initial 2013 budget.
2. Dan Partridge updated the Board on the status of the Community Health Planning efforts. Dan thanked the Board for attending the Community Health Assessment Joint meeting on June 25, 2012. Dan stated the Steering Committee has met several times since then and are working on defining the process for facilitating the five work groups.
3. Dan Partridge updated the Board on the Director of Community Health position. Dan stated he is currently reviewing the job description prior to posting a job opening. Dan also reported that this position is included in the 2012 budget. The Health Department would like to proceed as soon as possible on hiring for this position.
4. Dan Partridge provided the Board with an update on the accreditation process. Dan reported he and the Accreditation Coordinator, Charlotte Marthaler, have completed the required online orientation and are ready to submit our Statement of Intent. Once this is submitted, we will receive access to the online application as well as additional tools and training.
5. Dan Partridge reported each year in July the Health Department conducts an online Employee Survey. The survey is now available to staff and all responses are confidential.
6. Dan Partridge reported that Amy Biel has expressed that it has become more difficult for her to attend Board meetings and asks the Board to consider a combination of a teleconference option and moving the meeting time back to 5:30 p.m. After discussion the consensus of the Board was to leave the start time at 5 p.m. and to direct staff to provide a teleconference option.

**Other New Business**

1. The next scheduled Health Board meeting will be held on Aug. 20, 2012, at 5 p.m. in the first floor meeting room.

**ADJOURNMENT**

The Board meeting was adjourned at 6:45 p.m. on a motion by Kevin Stuever and a second by Shirley Martin-Smith.

Respectfully submitted,

Dan Partridge,  
Secretary

Present: David Ambler  
Shirley Martin-Smith  
Carol Seager  
Kevin Stuever  
Maley Wilkins  
Ex Officio: Dan Partridge  
Other: Jennie Henault  
Colleen Hill  
Lisa Horn  
Charlotte Marthaler