LAWRENCE-DOUGLAS COUNTY
Health Department

MINUTES
Lawrence-Douglas County Health Board
November 19, 2012

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, November 19, 2012. Chair Paul Liechti called the meeting to order at 5 p.m.

APPROVAL OF AGENDA

Shirley Martin-Smith made a motion to approve the Agenda for November 19, 2012. David Ambler provided the second and the motion passed.

REVIEW AND APPROVE MINUTES OF OCTOBER 15, 2012

Shirley Martin-Smith made a motion that the Minutes of October 15, 2012, be approved. Kevin Stuever provided the second and the motion passed.

REVIEW AND APPROVE OCTOBER MONTHLY FINANCIAL REPORT

Jennie Henault, Director of Administrative Services, reviewed the October Monthly Financial Report. After discussion, Maley Wilkins moved that the October Monthly Financial Report be approved. Shirley Martin-Smith provided the second and the motion passed.

NEW BUSINESS

Staff Report – Clinic Office Operations

Pat Meyers, Clinic Office Coordinator, presented a report on how she and staff have used quality improvement methods to improve clinic data entry accuracy. Pat reported the

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project team was Pat Meyers, Clinic Office Coordinator; Charlotte Marthaler, Assistant Director; Kim Ens, Director of Clinic Services; and Anitha Subramanian, Master of Public Health student. A sampling of 25 records were gathered monthly from January 2012 through August 2012 with each record evaluated on four criteria. The project goal was to increase accuracy in client data collection from the baseline level of 60 percent to $\geq$ 97 percent by the end of October 2012. To improve data entry accuracy workflow processes were standardized and streamlined by cross-training staff through role playing scenarios and reference cards. After putting these changes in place in April, accuracy of client records improved by 27 percent the following month. In August, however, a decrease in level of accuracy coincided with a temporary decrease in staffing. Pat stated open communication and ongoing training with staff are important for improvement. Staff will continue to do a monthly chart audit.

NEW BUSINESS

Consider Recommendations for Appointment to the Board

Dan Partridge reported Paul Liechti, chair, has not received a resignation letter from Amy Biel but advises that the Board discuss her replacement. Dan stated he had the opportunity to meet with Craig Weinaug, Douglas County Administrator, and explored his interest in changing the Joint Resolution to grant the University of Kansas member voting powers. Mr. Weinaug stated he was not interested in doing that, but would approach the commission with a proposal to reappoint Carol Seager to the Board as a county member therein giving her voting powers. The Board asked Carol if she would be interested in serving on the Board after her retirement from the University of Kansas in June 2013. Carol stated she would like to serve on the Board if appointed and Dan stated he would let Craig know. Dan reported he met with Laurie Comstock and Verdell Taylor to see if they had an interest in serving on the Board.

Receive 2011 Enforcement Activities Report

Charlotte Marthaler, Assistant Director, reviewed the 2011 Enforcement Activity Report, which is a summary of enforcement of public health activities occurring in Douglas County. Charlotte stated the Health Department has a role in ensuring that public health laws are enforced. The Public Health Accreditation Board (PHAB) standards require the Health Department to annually review enforcement program standards and trends and assure we are consistent in applying regulations. The areas included in this report are: 1) Communicable Disease; 2) Child Care Licensing; and 3) Environmental Health. Charlotte stated that we must also share the report with those entities in the county that the Health Department regulates. The report was distributed via email and is posted on the agency's website.

Receive 2012 3rd Quarter Performance Scorecard

Vince Romero, Analyst, reviewed the third quarter scorecard with the Board. For Special Supplemental Nutrition Program for Women, Infants and Children (WIC) the percent of WIC children 2-5 years old who are overweight, a footnote was added stating the Kansas Department of Health and Environment (KDHE) announced a change in the classification for this indicator. Obese is now considered BMI $\geq$ 95th percentile. In past reports, overweight was considered BMI $\geq$ 95th percentile. This has caused discrepancies in state reports that impact third quarter reporting. Also for WIC, the percent of WIC fruit and vegetable checks redeemed had issues with the timing of when we receive data from the state impacting the percentage for the last month of the quarter. Vince stated we have asked the state to run the data again to look for any variances. For Clinic Services, the percent of first time contraception users who continue method for more than three months went down. Vince stated we may analyze this indicator further. For Emergency Preparedness, the percent of staff and MRC volunteers who have completed all required Incident Command System (ICS) training moved up in a positive way. Vince reported all volunteers were called to come in and update their ICS training records. Charlie Bryan, Community Health Planner, set a time frame for this to be completed by the end of September 2012. For Administration, Vince stated the operating margin went up from .55 to 1.49 with a goal of $\geq$ 1.00. Dan Partridge stated he asked Vince to revisit some of the indicators to see if we need to revise them. Vince stated any feedback from the Board would be appreciated. Vince will attend the Board meeting in December with a revised suggested list of indicators for the scorecard.

Consider 2013 Budget

Dan Partridge presented the revised 2013 budget and reported on the changes from what was submitted to the city and county in April. Dan reported that with the State of Kansas Local Environmental Protection Program (LEPP) funding cuts, the county operating line increased by $30,237 to replace state funding. For contract services, Medicaid matching funds are part of the contract with the county to provide case management which supports the Healthy Families Douglas County (HFDC) program. Dan stated the Kansas Children Service League (KCSL) will not be supporting this program after the end of this year. Dan reported the Health Department has four case managers with HFDC and KCSL has two staff. The Health Department would like to hire a supervisor for the four case managers. Dan stated we have factored in a $22,695 cut to the State Formula grant. The phone and communications line includes a cell phone stipend for eligible employees.

Dan asked the Board based on the projected 2012 year end net income if they wanted to keep money in the operating fund or move it over to reserve funds. The Board agreed to move excess funds to both the funded depreciation account and the board designated fund by consensus.

DIRECTOR'S REPORT

1. Jennie Henault, Director of Administrative Services, updated the Board on the transition for the electronic medical records software with Insight. Jennie reported Insight was at the Health Department last week to do training with Jennie, Kim Ens, and Vince Romero on how things are set up, how to make changes, create reports and how to pull out information. Insight is continuing to add optional fields, coding and diagnosis. Jennie reported the Health Department clinic will be closed three mornings in December for staff training. Jennie stated we are still planning to go live on January 2, 2013.

2. Jennie Henault, Director of Administrative Services updated the Board on the HR consultant project. Jennie reported the timeline has been pushed back to project a completion date of April 30, 2013, due to the Health Department bringing up Insight. Kristin Scott, HR Consultant, was onsite Monday, November 19th to conduct the HR Audit. She will also be onsite on Tuesday, November 20th.

3. Jennie Henault, Director of Administrative Services, reported Jennifer Hayward resigned as Accountant. Her last day was November 16th. Jennie stated we have hired a temporary employee through the end of the year. Jennie will be advertising for this position in the near future.

4. Dan Partridge introduced Chris Tilden, Director of Community Health, and Karrey Britt, Communications Coordinator.

5. Chris Tilden, Director of Community Health, updated the Board on the Community Health Plan. Chris stated the Community Health Assessment Steering Committee

identified five priorities. Logic models have been drafted for three of the work groups. Chris reported the strategies for physical activity logic model were: 1) Enhance the physical and built environment; 2) Encourage active living at work; and 3) Adopt policies to ensure opportunities for physical activity in schools, before-and after-school programs, and licensed child care providers. Strategies for access to healthy foods logic model are: 1) Improve the nutrition environment for children, birth to age 18 (including schools, child care settings and before/after-school programs); 2) Assure opportunities for healthy eating at work; 3) Improve food and beverage environments in public, non-profit, and government venues; and 4) Enhance access to healthy food for low-income families. Strategies for mental health logic model are: 1) Improve awareness of availability of services; 2) Improve integration of primary care and mental/behavioral health; and 3) Reduce stigma related to having mental illness and seeking care for mental illness. Chris also reported that Gene Meyer, CEO of Lawrence Memorial Hospital, will also participate in the Community Health Assessment Steering Committee. Chris stated the Poverty and Lack of Employment and Access to Health Care groups will be launching soon.

6. Dan Partridge reviewed the Academic Health Department draft Memorandum of Understanding (MOU) between the University of Kansas Work Group (UKWG) and the Lawrence-Douglas County Health Department. Dan stated the purpose of this MOU is to develop academic and educational cooperation on the basis of equality and reciprocity and to promote sustainable partnerships between UKWG and the Health Department. Dan also stated the Health Department and the UKWG shall adhere to the following principles: 1) Promote co-learning about community health and improvement; 2) Respect the unique nature of each partner and the contribution of each partner; and 3) Establish clear and open communication by striving to understand each other's needs and interests and potential contributors. Dan reported the Health Department will support the placement of a 0.1 FTE KUWG position. The Health Department and KUWG will support the joint development of grant applications that support the purpose of this MOU. The KUWG will establish an online documentation and support system to be used by both parties in the evaluation of community health initiatives. Dan stated this MOU will be in effect for one year from the date of the last signature and may be extended by the written consent of the parties.

7. Dan Partridge reported the Health Department's application for the National Association of County and City Officials (NACCHO) grant was denied.

8. Dan Partridge invited the Board to the holiday luncheon on Wednesday, December 12 from noon to 1 pm in the second floor meeting rooms.

Other New Business

1. The next scheduled Health Board meeting will be held on December 17, 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 Shirley Martin-Smith and a second by Maley Wilkins.

Respectfully submitted,

Dan Partridge,
Secretary

Present:	David Ambler
	Paul Liechti
	Carol Seager
	Shirley Martin-Smith
	Kevin Stuever
	Maley Wilkins
Ex Officio:	Dan Partridge
Other:	Karrey Britt
	Jennie Henault
	Colleen Hill
	Charlotte Marthaler
	Vince Romero
	Chris Tilden