

MINUTES
Lawrence-Douglas County Health Board
January 22, 2013

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Tuesday, January 22, 2013. Chair Paul Liechti called the meeting to order at 5:05 p.m.

APPROVAL OF AGENDA

Shirley Martin-Smith made a motion to approve the Agenda for January 22, 2013. Maley Wilkins provided the second and the motion passed.

REVIEW AND APPROVE MINUTES OF DECEMBER 17, 2012

Shirley Martin-Smith made a motion that the Minutes of December 17, 2012, be approved. Ray Davis provided the second and the motion passed.

REVIEW AND APPROVE DECEMBER MONTHLY FINANCIAL REPORT

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

NEW BUSINESS

Consider Academic Health Department MOU with the University of Kansas

Dan Partridge presented the Memorandum of Understanding (MOU) and Agreement of Services between The University of Kansas Work Group for Community Health and

Development and the Lawrence-Douglas County Health Department. Dan stated the MOU is in force for a period of one year from January 1, 2013, through December 31, 2013. He also stated the MOU could be extended by the written consent of the parties. After discussion, Shirley Martin-Smith made a motion to authorize Paul Liechti, chair, to sign the MOU and the Agreement for Services with the University of Kansas Work Group for Community Health and Development. David Ambler provided the second and the motion passed.

2011 Audit Report

Jennie Henault, Director of Administrative Services, reported the Health Department received its 2011 Independent Auditors Report from the accounting firm of Allen, Gibbs & Houlik, L.C. The Health Department is considered a component of Douglas County and it's therefore included in the county's audit. Jennie reviewed the findings related to the Health Department. After discussion, the consensus of the Board was to ask staff to identify methods for creating greater segregation of duties between accounting staff.

Board Appointments

Paul Liechti, chair, stated Maley Wilkins was appointed by the city and Carol Seager was appointed by the Kansas University Chancellor in March of 2010. Fellow Board members asked if Maley would be willing to serve another term if she were to be reappointed by the city and she indicated a willingness to serve another term. Fellow Board members asked Carol if she would be willing to serve another term if the county were to appoint her to replace Amy Biel and she indicated a willingness to serve another term. Carol stated she is retiring earlier than originally planned so her position at Watkins Health Center will be filled by an interim director. After discussion, it was decided David Ambler would schedule an appointment with the Chancellor of Kansas University to discuss this matter. Dan Partridge will prepare letters of re-appointment recommendations to the city and county.

Review Board Letter for Annual Report

Karrey Britt, Communications Coordinator, presented the "Message from the Board for the Annual Report." Karrey asked for feedback from the Board and they all agreed the message was positive and forward looking; no changes were requested.

DIRECTOR'S REPORT

1. Dan Partridge provided the Board with an update on the Human Resources Audit conducted by Scott HR, LLC. Some areas for discussion are the organizational chart and Fair Labor Standards Act (FLSA) review. Dan presented a draft organizational chart. Dan reported several positions are under review for FLSA compliance going from exempt to non-exempt. Dan stated several positions that currently report to him would report to the Assistant Director. The goal is to reduce the number of direct reports to the Director and to give staff more field time. Dan stated personnel files need updated by moving medical information to a separate file, creating a binder for all I-9 forms, and complete K-4's for all staff. It was also suggested we reorganize the Employee Handbook, modify the performance evaluation system, and update the Human Resource posters and log and post annually workers compensation injuries. Dan stated he would like to have a Health Board Study Session in April 2013 to review Health Department policies, wage bands, vision and mission statement, discuss external stay interviews with staff, transition planning, and a timeline for planning. After this study session, there would be a supervisor and staff training on new processes for evaluations, distribute the revised Employee Handbook and annually post Work Compensation injuries. After discussion, the Board was in agreement to have the Board Study Session in April. The Board was also in agreement for having more time to review this organizational chart.
2. Dan Partridge reported that National Public Health Week is April 1-5, 2013. Dan stated this year we would like to reach out to the community rather than only celebrating internally. Dan suggested each Board member work in pairs to invite 25 people from the community to attend four presentations. Dan stated we would have the Kay Kent Award and staff luncheon and after the award was presented have an unveiling of past award winners. Karrey Britt is working on this project. We would also have Proclamations from the city and county and have the Jeopardy game on Friday over the lunch hour. After discussion, it was suggested four community presentations were too many. David Ambler suggested we have a reception at the Health Department one day during that week.
3. Dan Partridge stated there was a meeting on January 15, 2013, with Gene Meyer at Lawrence Memorial Hospital; David Johnson, Bert Nash Mental Health Center; Nikki White, Health Care Access; Bruce Beale, DCCCA; Jon Stewart, Heartland Medical Clinic; and Cynthia Lewis, Visiting Nurses Association and each agency's respective chairs. David Ambler attended for Dan Partridge. David Ambler reported that items

discussed during the meeting included preparation for health care reform and how these organizations can work more closely together. With the Affordable Care Act, reductions in reimbursements will occur, quality of care will be scrutinized and patient information should be shared. These organizations will continue to work together to consider a local system of care or an information exchange as strategies to reduce operating costs and reduce duplication.

4. Board Self-Assessment was Deferred
5. Jennie Henault, Director of Administrative Services, updated the Board on the electronic medical records software with Insight. Jennie reported things are going well and that Insight is working on the module for Project LIVELY and will hopefully have it ready in the next two weeks. This year, we will be reviewing the system and possibly bringing Healthy Families Douglas County to the system.

**EXECUTIVE SESSION FOR THE PUPOSE OF DISCUSSING PERSONNEL
MATTERS RELATED TO THE ANNUAL EVALUATION OF THE DIRECTOR**

At 6:20 p.m., Kevin Stuever made a motion to adjourn into executive session for 20 minutes for the purpose of discussing personnel matters related to the annual evaluation of the director returning to public session at 6:40 p.m. David Ambler provided the second and the motion passed.

Resumed open session at 6:40 p.m.

Other New Business

1. The next scheduled Health Board meeting will be held on Monday, February 18, 2013, 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 David Ambler and a second by Shirley Martin-Smith.

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Respectfully submitted,

Dan Partridge,
Secretary

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