

**MINUTES**  
**Lawrence-Douglas County Health Board**  
**April 15, 2013**

**CALL TO ORDER**

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, April 15, 2013. Chair Paul Liechti called the meeting to order at 5:00 p.m.

**WELCOME/INTRODUCTION OF JOE GILLESPIE AS A NEW BOARD MEMBER**

Carol Seager welcomed new interim Health Board member Joe Gillespie, Interim Director of Student Health Services at Watkins Memorial Health Center at the University of Kansas. Joe was appointed by the Kansas University Chancellor. Board members and staff introduced themselves.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF AGENDA**

Shirley Martin-Smith made a motion to approve the Agenda for April 15, 2013. Carol Seager provided the second and the motion passed.

**REVIEW AND APPROVE MINUTES OF MARCH 18, 2013**

Ray Davis made a motion that the Minutes of March 18, 2013, be approved. Carol Seager provided the second and the motion passed.

### **REVIEW AND APPROVE MARCH MONTHLY FINANCIAL REPORT**

Dan Partridge, director, reviewed the March Monthly Financial Report. After discussion, Ray Davis moved that the March Monthly Financial Report be approved. Shirley Martin-Smith provided the second and the motion passed.

### **ADVISORY COUNCIL PRESENTATION**

Sarah Rahija, Health Department Advisory Council representative, stated the advisory council meets quarterly and she updated the Board on their last three meetings. Program updates have included communicable disease, health literacy, family planning and STDs. Sarah reported the advisory council has been focusing on ways to get information out to the community regarding Health Department programs. Sarah stated the advisory council is working on better ways to promote the book "What To Do When Your Child Gets Sick." Sarah also reported this book was handed out in the WIC clinics to help clients prevent emergency rooms visits and to know when to call a doctor and when not to. This book is a continuing teaching tool for clients. Sarah stated Sue McDanel, APRN at the Health Department, gave a presentation on the STD clinic at the third quarterly meeting.

### **STAFF PRESENTATION: CLINIC SERVICES**

Kim Ens, Director of Clinic Services, presented an overview of clinic services. Kim stated staff has invested significant effort in implementing electronic medical records and that work continues. Staff is 90 days into the implementation and they are still improving the system. Some of the services offered through the walk-in clinic are immunizations for flu, children's immunizations, adult/travel immunizations, birth control pills, pregnancy tests, and TB skin tests. Kim reported in 2012, the Health Department had 310 positive pregnancy tests and 814 negative pregnancy tests. Kim also reported there were 800 TB skins test performed and 307 TB medical visits. Kim distributed an influenza vaccination report. Kim reported the number of family planning visits has decreased yearly from 3,600 in 2005 to 3,080 in 2012. For STD rates, Chlamydia tests were also down from 145 in 2010 testing positive to 130 in 2012 testing positive. Positivity rates for Chlamydia have remained at about 6.7 percent in the past three years. The number of tests done yearly has decreased slightly. Kim stated the Health Department also performs communicable disease investigations. Once the Health Department gets lab results, the investigation begins by calling the doctor's office and finding out about the patient. The patient is contacted and educated on what is going on.

In 2012, there was a pertussis outbreak with 41 confirmed cases, 112 probable cases, which means the case meets the criteria for pertussis but lab tests either were not done or were negative, and 61 suspect cases. For Healthy Families Douglas County (HFDC), the case managers have intensive weekly home visits with the families in their caseload. Kim stated 80 families were enrolled at one time or another in 2012. To qualify for this program you must be a first or second time parent, have one or more risk factors, be a pregnant mother or have a baby under three months old and be a Douglas County resident. Kim reported AmeriCorps staff, Alicia Erickson and Wendy Ortiz-Patricio started a Teen Eats pilot. Clients are educated on food preparation, nutrition and how to eat healthier. Kim also reported HFDC teen clients decided they would like to participate in a support group for each other with Mandy Gwartz, Health Department case manager, as the facilitator. The group decides what topics they want to discuss for each meeting and have met for six months now.

## **NEW BUSINESS**

### Letters of Recognition

The Board signed Letters of Recognition congratulating Charlotte Marthaler for 15 years of service and Trish Unruh for 10 years of service.

### Election of Officers

The Health Board By-Laws state the vice-chair shall also serve as the chair-elect and succeed the chair upon completion of his/her term. The proposed slate-of-officers are David Ambler, chair; Maley Wilkins, vice-chair; and Carol Seager, treasurer. Since Maley Wilkins could not attend this meeting, the Board deferred the vice-chair nomination to the May Health Board meeting. Shirley Martin-Smith made a motion to elect David Ambler as chair and Carol Seager as treasurer. Ray Davis provided the second and the motion passed.

### Recognition of Past Chair

Dan Partridge presented a small gift from the Board to Paul Liechti in appreciation for serving as Health Board chair from 2012-2013.

### Approval of Budget Requests to the City of Lawrence and Douglas County

Dan Partridge presented the Health Department's proposed 2014 budget requests to the City of Lawrence and Douglas County. Dan stated the County's advice was to submit a level-funded budget. Dan stated the County's funding request is \$755,237 (without health insurance). Dan reported the budget request to the City of Lawrence is \$662,577, which is a two percent increase over 2010 through 2013 funding. Dan reported we lost the Kansas Department of Health and Environment (KDHE) laboratory support for HIV and will lose support in 2014 for Chlamydia and Gonorrhea testing. We have partnered with Lawrence Memorial Hospital to continue HIV lab services at an additional annual cost of \$9,000 for HIV testing and \$17,200 projected for Chlamydia and Gonorrhea testing. Other additional expenses include internal review of HR practices. The Health Department plans to submit an application for accreditation to the Public Health Accreditation Board (PHAB) in 2013. The yearly accreditation application fee is included in the 2014 budget. Dan also reported the Health Department implemented an electronic medical record system and software support fees are included in the 2014 budget. Based on current year-end projections, we will likely use the budgeted cash balance forward to cover expenses in excess of revenue in the amount of \$152,477. This could affect our reserve funds as no excess revenue would be available to transfer. The funded depreciation balance is projected to decrease by \$57,600 by the end of 2014 due to 2013 network upgrade project as well as replacing unserviceable equipment. Dan stated we anticipate grant revenue will increase by \$6,748 and operating fees and interest will increase by \$16,655. Ray Davis made a motion to approve the 2014 budget requests for the City and County. Shirley Martin-Smith provided the second and the motion passed.

### **DIRECTOR'S REPORT**

1. Dan Partridge distributed a draft of the Community Health Plan. Dan stated there will be a meeting at the Community Health Facility on April 23 at 7:30 a.m. in the second floor meeting rooms to review the Community Health Plan. The Health Board, Community Health Improvement Partnership (CHIP), and all work group members are invited. We will discuss how individuals, groups and policymakers can take action to help meet health goals.
2. Dan Partridge updated the Board on the variance request last month by Tim and Donna Thomas. Dan reported the Thomases did connect to city water and installed a new septic system.

3. Dan Partridge stated we will be installing the first stage of the network upgrade this week and by Wednesday of next week the new network configuration project will be completed.
4. Dan Partridge asked what kind of outcomes the Board would like to achieve at the Health Board Retreat. After discussion, David Ambler suggested the Board meet with Kristen Scott, HR Consultant, before the Board Retreat. Carol Seager suggested we decide how to introduce the full scope of services the Health Department offers. Dan stated he will send out three date options for the Board to choose from. They will be between mid-May and June.

#### **Other New Business**

1. The next scheduled Health Board meeting will be held on Monday, May 20, 2013, at 5 p.m. in the first floor meeting room.

#### **ADJOURNMENT**

The Board meeting was adjourned at 7:09 p.m. on a motion by Shirley Martin-Smith and a second by Paul Liechti.

Respectfully submitted,

Dan Partridge,  
Secretary

Present: David Ambler  
Ray Davis  
Joe Gillespie  
Paul Liechti  
Shirley Martin-Smith  
Carol Seager  
Ex Officio: Dan Partridge

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Others:                    Karrey Britt  
                              Kathy Colson  
                              Colleen Hill  
                              Kim Ens  
                              Charlotte Marthaler  
                              Sarah Rahija