

MINUTES  
Lawrence-Douglas County Health Board  
**December 16, 2013**

**CALL TO ORDER**

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, December 16, 2013. Vice chair Maley Wilkins called the meeting to order at 5:00 p.m.

**INTRODUCTION OF NEW BOARD MEMBER**

Vice chair Maley Wilkins welcomed new Health Board member Dr. Douglas Dechairo, appointed by the University of Kansas 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 December 16, 2013. Kevin Stuever provided the second and the motion passed.

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

Shirley Martin-Smith made a motion that the Minutes of November 18, 2013, be approved. Kevin Stuever provided the second and the motion passed.

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

Jennie Henault, Director of Administrative Services, reviewed the November Monthly Financial Report. After discussion, Carol Seager moved that the November Monthly Financial Report be approved. Kevin Stuever provided the second and the motion passed.

## **NEW BUSINESS**

### **Demonstration of the Online Documentation Support System (ODSS)**

Chris Tilden, Director of Community Health, reviewed the Online Documentation Support System (ODSS). Chris stated this system was developed and supported by the University of Kansas (KU) Work Group for Community Health and Development. Chris reviewed the Community Health Plan: Roadmap to a *Healthier Douglas County* and the five health priorities in Douglas County which are: Access to Healthy Foods, Mental Health, Access to Health Services, Physical Activity, and Poverty and Jobs. Chris stated the ODSS will document community efforts that support the health plan. Chris stated we are training individuals to post and we will promote the system to the public in 2014. Chris also reported the Health Department will track the community change indicator on the Performance Scorecard as part of our internal performance management program. The KU Work Group reviews every entry to make sure it is accurately coded.

### **Report on 2013 Media Coverage**

Karrey Britt, Communications Coordinator, provided the Board with a report on media coverage over the past year. Karrey reported 17 Press Releases were sent out and all received coverage. Since October, the Health Department had 36 stories – on television, newspaper, magazine or radio. Karrey stated Giles Bruce, reporter for the Lawrence Journal-World, wrote stories about Project LIVELY and Healthy Families teen support group. 6News did a story about Family Planning program's sex education classes for fifth- and sixth-graders. Karrey reported Chris Tilden, Director of Community Health, was interviewed on how to stay healthy during the holidays. Karrey stated she received a telephone call from Farmhouse Magazine to see if the Health Department would be interested in advertising in it, and she turned the conversation into one about content. She was then given the opportunity to have a feature article in each magazine. Karrey stated all of this coverage is saving us money. If the Health Department were to purchase a full page ad it would cost about \$2,700. Other

ways of providing communication is health fairs, website, flyers, community presentations, etc. Karrey shared a video about the impact of social media. She reported there are 638 people following the Health Department on Facebook and 417 following us on Twitter, both have increased significantly during the past year.

#### Board Process for Evaluation of the Director

Maley Wilkins, vice chair, stated David Ambler will email the Director's evaluation form to the Board in early January and there will be a short turnaround time to return these to him. David will collate the information and email the Board prior to the January 21<sup>st</sup> Board meeting. Maley reminded the Board of the importance of filling out the comments section on the evaluation form. Dan Partridge stated the Health Department's Core Values were added to the Director's evaluation form. Dan also stated that Maley and David would like to have a 360 Evaluation completed every five years. Dan will research this and bring it back to the Board this summer.

#### Academic Health Department Memorandum of Understanding

Dan Partridge stated there were some language changes to the University of Kansas Memorandum of Understanding (MOU) between the University of Kansas Work Group for Community Health and Development and the Lawrence-Douglas County Health Department. Douglas Dechairo suggested this contract be extended from one year to three years. Shirley Martin-Smith made a motion to give Dan Partridge the authority to approve the MOU with the current changes and asked that Dan explore changing it to a three-year contract. Carol Seager provided the second and the motion passed.

### **DIRECTOR'S REPORT**

1. Dan Partridge reviewed the National Association of County and City Officials (NACCHO) Health Impact Assessment (HIA) tool. Dan stated the World Health Organization defines HIA as "a combination of procedures, methods, and tools by which a policy or project may be judged as to its potential effects on the health of the population, and the distribution of those effects within the population." HIA highlights the health consequences of projects and policies and can lead to better informed decision-makers and decision; healthier land uses and community designs; and equitable, community-driven planning. Dan stated the Health Department has a Partnership

Memorandum of Understanding with the Kansas Health Institute (KHI) beginning December 1, 2013, through June 20, 2014. The Health Department will have participated in the Kansas Health Institute statewide HIA training no later than May 30, 2014. KHI will assign at least one KHI staff member to support the Health Department's HIA training no later than March 11, 2014. KHI will provide funding in the amount of \$5,000 to implement the activities. Dan stated the Health Department will promote this tool to the community this spring.

2. Dan Partridge stated the Douglas County Community Foundation has established a LiveWell Community Wellness Endowment Fund. Dan reported the invested principle stays in the fund and the income it earns will be used to make grants in support of LiveWell projects. Anyone can make a tax-deductible gift of any size to the fund at any time. After discussion, the Board decided they would like more information on how the funds work.
3. Dan Partridge reported Chris Tilden, Director of Community Health, along with several Board members and community partners have presented the Community Health Plan to the Eudora City Council, Baldwin City Council, and Lawrence City Commission. All City Commissions have positively received this request and this is a positive sign of progress.
4. Dan Partridge reported he is serving on the Kansas Health Foundation Public Health Systems Group Strategic Planning Subcommittee. The charge of this group is to create a strategic plan for the Kansas Health Foundation's work in supporting public health workforce development.
5. Dan Partridge updated the Board on the Health Department's clinic schedule. Dan reported the Health Department clinic is open 37.5 hours per week. Dan stated Tuesday mornings from 8:30 am to 9:30 am is the time allotted for staff meetings. The Health Department has a General Staff meeting the second Tuesday of each month. Dan stated clinic schedule review goals are: 1) improve clinic access for our clients, 2) improve efficiency/productivity, 3) facilitate workforce development, 4) engage stakeholders in the process, and 5) remain open during the lunch hour.
6. Dan also reported the State has changed their plan and will continue to support STD testing for Health Departments.

Dan stated the Health Department is considering changing the type of Pap smear test we use. The Health Department is researching lab options and costs.

7. Carol Seager requested to hear an update within the next few months on the Affordable Care Act's Health Insurance Marketplace and the navigator issues regarding signing up clients online.

#### **Other New Business**

1. The next scheduled Health Board meeting will be Tuesday, January 21, 2014, at 5 p.m. in the first floor meeting room.

#### **ADJOURNMENT**

The Board meeting was adjourned at 6:32 p.m. on a motion by Shirley Martin-Smith and a second provided by Carol Seager.

Respectfully submitted,

Dan Partridge,  
Secretary

Present: Douglas Dechairo  
Joe Gillespie  
Shirley Martin-Smith  
Kevin Stuever  
Maley Wilkins  
Ex Officio: Dan Partridge

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Others:        Karrey Britt  
                 Kathy Colson  
                 Jennie Henault  
                 Colleen Hill  
                 Charlotte Marthaler  
                 Chris Tilden