

MINUTES
Lawrence-Douglas County Health Board
February 17, 2014

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, February 17, 2014. Chair David Ambler called the meeting to order at 5:03 p.m.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF AGENDA

Carol Seager made a motion to approve the Agenda for February 17, 2014. Shirley Martin-Smith provided the second and the motion passed.

REVIEW AND APPROVE MINUTES OF JANUARY 21, 2014

Paul Liechti made a motion that the Minutes of January 21, 2014, be approved. Ray Davis provided the second and the motion passed.

REVIEW AND APPROVE JANUARY MONTHLY FINANCIAL REPORT

Jennie Henault, Director of Administrative Services, reviewed the January Monthly Financial Report. The Annual Financial Performance Report was also reviewed. After discussion, Ray Davis moved that the January Monthly Financial Report and the Annual Financial Performance Report be approved. Paul Liechti provided the second and the motion passed.

Jennie Henault reported the Health Department has a Certificate of Deposit (CD) at Central National Bank (CNB) earning 1.25 percent that matures on March 12, 2014. The

current balance of the CD is \$108,642. We have a second CD at First State Bank and Trust that is earning .75 percent and will mature on December 22, 2014. The current balance of this CD is \$261,618. Jennie proposed reinvesting the CNB CD for two years. Jennie requested Board approval to renew the CD on March 12, 2014 with the local bank offering the best interest rate. Shirley Martin-Smith made a motion to authorized Jennie Henault to reinvest the CD that matures on March 12, 2014, with the local bank offering the best interest rate that day. Carol Seager provided the second and the motion passed.

PROGRAM REPORT – FAMILY PLANNING

Kim Ens, Director of Clinic Services, and Sue McDanel, APRN, presented an overview of the Family Planning program. Sue stated the funding sources for the program are Title X, which is a federal grant managed by the Kansas Department of Health and Environment, local tax dollars and fees with most of the funding coming from the Title X grant. Sue stated the objective of Title X is to provide comprehensive family planning services to men and women who cannot obtain services from the private sector due to either economic barriers or lack of medical resources. Sue reported in 1965 family planning centers were established by the State Board of Health to disseminate information regarding birth control methods. Nine state-funded family planning clinics were established. State public health nurses traveled around Kansas meeting with local communities and county commissioners to gain permission to provide family planning services in county health departments. By 1970, family planning services were available to women in Douglas County. Title X expectations are birth control including abstinence, pregnancy testing with options counseling and routine screenings for breast exams, pap smears and STD testing. Family planning staff also educate clients on exercise and nutrition, smoking cessation, immunizations and screen for domestic violence, physical and sexual abuse as well as substance abuse. Title X mandates provision of a sliding scale based on household income, provision of care even if the client is unable to pay for services, provision of services to minors without parental consent or notification but with encouragement of parental involvement, and non-direction options counseling for pregnancy. Sue stated the majority of family planning clients range from the age of 18 to 29; are 100 percent below federal poverty level and are uninsured, white women. Sue also stated that clients do not have to be residents of Douglas County to obtain services.

NEW BUSINESS

2013 Fourth Quarter/Annual Performance Scorecard

Vince Romero, Analyst, presented the 2013 fourth quarter/annual performance scorecard. At the November Board meeting there was a recommendation to change the wording on several indicators from a negative manner to a positive one. For WIC, the past scorecard stated, "Percent of low birth weight babies," and now reads, "Number of WIC infants delivered at weight above five pounds eight ounces." For Child Care Licensing, the past scorecard read, "Percent of facilities cited for 1 or more unsafe sleep practices," and now reads, "Percent of facilities in compliance with safe sleep practices." For Environmental Health, the past scorecard read, "Percent of water facilities closed," and now reads, "Percent of recreational water facilities meeting safety standards." For Administration, the past scorecard indicator read, "Accounts receivable aging percentage over 90 days," and now reads, "Percent of accounts received within 90 days." For Healthy Families Douglas County (HFDC), the percent of families meeting goals on time was at 88 percent and the goal is ≥ 75 . Child Care Licensing continues to keep the timeliness number exceeding the target. For Administration, the number of pageviews to the Lawrence-Douglas County Health Department website was down in the fourth quarter. Vince stated Google Analytics helps us learn more about the impacts to pageview and helps staff understand what is happening. In summary, for 2013, seven indicators exceeded the target goal, 12 indicators were within 10 percent of meeting their goal and four indicators did not meet or come within 10 percent of meeting the target.

Strategic Plan Review

Dan Partridge reviewed revisions to the Strategic Plan. Dan reported the organizational chart shows two additional staff members were added, but the total Full Time Equivalent (FTE) did not significantly change. The public health nurses FTE did not change because some nurses are working fewer hours. Dan added a grant funded position under director of Community Health.

The Strengths, Weakness, Opportunities and Threats (SWOT) analysis is in need of updating pending future board discussion. Under Priority Goals, within the department, proposed revised language reads, "To establish a culture of quality and apply the PHAB standards of excellence."

Under Objectives and Strategies, Department, Strategy 3.1 is proposed to read, "Create a culture of quality improvement by consistent reinforcement of the agency vision, mission, and values." Strategy 3.2 is proposed to read, "Develop a system of monitoring workforce development needs and investments."

Dan reviewed the Action Plan steps and commented on the status of most.

Shirley Martin-Smith made a motion to approve the modifications and priorities in the Strategic Plan. Carol Seager provided the second and the motion passed.

Board Appointment Recommendation

David Ambler stated Health Board members are limited to serving two three-year terms. Paul Liechti's second term expires on March 31, 2014. David reported he, Maley Wilkins, treasurer, and Dan Partridge met and would like to recommend Joe Harkins to replace Paul. By consensus of the Board, a letter recommending Joe will be forwarded to the County Commission for their consideration.

OFFICERS REPORT

Public Presentation Talking Points Document

At the January Health Board meeting, Dan Partridge presented an overview of Board Talking Points and asked for comments. Dan updated the Talking Points and also created a Quick Facts sheet. After discussion, the Board approved the revisions to the documents. Dan stated he would like to use these two documents at the Public Health Champion reception in April.

Dan reported Karrey Britt is planning the Public Health Champion reception and that last year's recipients were given a plaque. This year we would like to do a charitable donation to the agency of the recipient's choice rather than a plaque. The Board approved giving a charitable donation to the agency of the recipient's by consensus.

Kansas University Journalism 420 Project

Dan Partridge updated the Board on the University of Kansas Journalism 420 project with Professor Bob Basow. Dr. Basow's students work in teams on a semester-long project and will be assisting the Health Department with developing sector specific messages. Dan reported he and Vicki Collie-Akers, Associate Director of Health Promotion Research Work Group for Community Health and Development, did a presentation to the Journalism class on February 3, 2014. The students are working on which public to target. Dan stated the students will do focus group meetings and present their findings. Carol Seager recommended having as many people as possible attend the presentation to hear the results to reinforce the work students are doing.

Board Self-Assessment Review

David Ambler, chair, presented a summary report of the 2013 Board evaluation. David reported most assessments were strongly agreed or agree and a few were neutral. David suggested the Board have a study session to look at ourselves and how we function as a Board.

EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PERSONNEL MATTERS RELATED TOT EH ANNUAL EVALUATION OF THE DIRECTOR

At 6:30 p.m., Shirley Martin-Smith made a motion to move into executive session for 30 minutes for the purpose of discussing personnel matters of non-elected departmental personnel. The justification for the executive session is to protect the privacy of those personnel being discussed.

Further, we will return to this room and reconvene the open Board meeting to the public at approximately 7 p.m. Carol Seager provided the second and the motion passed.

The Board resumed open session at 7 p.m.

Other New Business

1. David Ambler stated given the positive evaluation of the director, the Board should consider a salary increase for 2014. Carol Seager made a motion to recommend a \$3,302 increase for the director. Ray Davis provided the second and the motion passed.
2. The next scheduled Health Board meeting will be held Monday, March 17, 2014, at 5 p.m. in the first floor meeting room.

ADJOURNMENT

The Board meeting was adjourned at 7:05 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
Paul Liechti
Shirley Martin-Smith
Carol Seager
Kevin Stuever
Ex Officio: Dan Partridge
Other: Karrey Britt
Kim Ens
Jennie Henault
Colleen Hill
Charlotte Marthaler
Sue McDanel
Vince Romero