

MINUTES
Lawrence-Douglas County Health Board
March 17, 2014

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, March 17, 2014. Chair David Ambler called the meeting to order at 5:01 p.m.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF AGENDA

Shirley Martin-Smith made a motion to approve the Agenda for March 17, 2014. Maley Wilkins provided the second and the motion passed.

REVIEW AND APPROVE MINUTES OF FEBRUARY 17, 2014

Paul Liechti made a motion that the Minutes of February 17, 2014, be approved. Ray Davis provided the second and the motion passed.

REVIEW AND APPROVE FEBRUARY MONTHLY FINANCIAL REPORT

Jennie Henault, Director of Administrative Services, reviewed the February Monthly Financial Report. After discussion, Maley Wilkins moved that the February Monthly Financial Report be approved. Paul Liechti provided the second and the motion passed.

PROGRAM REPORT – COMMUNITY HEALTH

Chris Tilden, Director of Community Health, updated the Board on the Online Documentation and Support System (ODSS), the online system used to track progress on the Community Health Plan. It is found online at www.healthydouglascountry.org. Chris reported the majority of entries are done by Health Department staff. There are several community partners who are trained to use the ODSS and there are other community partners showing an interest in being trained. Chris stated we are working with the Kansas University Work Group to improve quality and process. Chris reported the posts are entered by type of category i.e. Community Action (CA), Community Change (CC), Development Activity (DA), Media (M), Other (O), Resources Generated (RG) and Services Provided (SP). Media has the greatest number of entries. Chris stated there are other community agencies that want to use the Community Health Plan as a framework.

PROGRAM REPORT – ACCREDITATION APPLICATION

Dan Partridge updated the Board on the accreditation application process to Public Health Accreditation Board (PHAB). Dan stated there are 12 Domains, 32 Standards and 97 Measures. Domain 1 is conduct and disseminate assessments focused on population health; Domain 2 is investigate health problems to protect the community; Domain 3 is inform and educate about public health issues and functions; Domain 4 is engage with the community to identify and address health problems; Domain 5 is develop public health policies and plans; Domain 6 is enforce public health laws; Domain 7 is promote strategies to improve access to health care services; Domain 8 is maintain a competent public health workforce; Domain 9 is evaluate and continuously improve Health Department processes, programs and interventions; Domain 10 is contribute to and apply the evidence base of public health; Domain 11 is maintain administrative and management capacity; and Domain 12 is maintain capacity to engage the public health governing entity. Dan reported the Health Department administrative team has identified roughly 90 percent of the documentation needed for accreditation and it is stored on our internal server. Dan stated we are in the process of uploading this documentation into E-PHAB. Dan presented the E-PHAB homepage and did an overview of how documents are added. The domains in pink mean they are not started, white means in progress, yellow means ready for accreditation review, light green means requires Health Department Director review and dark green means ready for submission to PHAB. The anticipated timeline for this process is to complete the document upload in E-PHAB by March 25, finish final review by April 30, submit

documentation to PHAB by May 9, and complete the site visit by October 31, 2014. Once documents are submitted to PHAB we are locked out. PHAB representatives will also be looking at our website to see what kind of Health Department we are. After that, PHAB representatives will conduct a site review at the Health Department. Dan also stated the representatives will want to meet with the Board collectively and he will keep you up-to-date. Carol Seager suggested the administrative team meet with the Johnson County Health Department before we submit to PHAB since they have already submitted their documentation.

NEW BUSINESS

Letter of Recognition for Catherine Bird's 15 Years of Service

The Board signed a letter of recognition congratulating Catherine Bird for 15 years of service.

Accept 2013 Annual Report

Karrey Britt, Communications Coordinator, distributed the 2013 Annual Report.

Grant Renewal Submission to Kansas Department of Health and Environment

Dan Partridge presented the State Fiscal Year 2014 Application for Grants to the Kansas Department of Health and Environment (KDHE) for the grant period July 1, 2014, through June 30, 2015, in the amount of \$933,670. Dan also reviewed the KDHE State Fiscal Year (SFY) 2015 Summary of Grant Application which referenced SFY 2014 award and SFY 2015 request. After discussion, Shirley Martin-Smith made a motion to authorize David Ambler, chair, to sign the Application for Grants to KDHE in the amount of \$933,670. Ray Davis provided the second and the motion passed.

OFFICERS REPORT

Health Information Technology (HIT) Grant Award

Dan Partridge reported the Health Department applied for a Health Information Technology (HIT) grant in May 2013. The Family Planning Program at the Kansas Department of Health and Environment (KDHE) asked the Health Department to partner with them along with Sedgwick County and Riley County. In September of 2013, the Health Department was told we did not receive the grant. Recently we received a call stating we had received funding. Dan reported the Health Department put together a work plan and budget to spend \$40,800 for Insight Medical Records. We are in dialogue with consultants on the work flow process regarding how we enter data and how to become more efficient. Dan reported we have been meeting with faculty at Johnson County Community College regarding NetSmart. We are also looking at consultants to help with reporting capacity for management. Dan said he would like to know what is time on task, and what are the best hours and best staffing plan for the clinic. Dan also stated with these funds we can now send Vince Romero, analyst, to the Public Health Informatics conference in Atlanta, GA, at the end of April. Dan stated he will be attending this conference also and that there will be a Kansas team to form a planning team around informatics and how to keep up with the changes in health informatics.

2015 Budget Development

Dan Partridge reported there will be some modifications to the budget process for agencies receiving county financial support. The Health Department is waiting for additional guidance from the county.

Dan stated the 2015 budget goal is not to use cash balance forward. Dan reported the 2015 budget is 95 percent completed. Dan also reported program fees are projected at approximately \$40,000 less than budgeted for in 2014. We are looking at how to reduce expenditures further. Dan asked for additional budget goals from the Board.

Public Health Week Events

Dan Partridge stated Public Health Week is April 7-13, 2014, and that the Board should be receiving an invitation to the Kay Kent Excellence in Public Health Service Award Luncheon on Tuesday, April 8, 2014, and the Douglas County Health Champion Breakfast on Friday,

April 11, 2014. Dan reported there are 11 nominations for the Kay Kent Excellence in Public Health Service Award. Dale Seele is the Community Health Facility building manager and is the first non-staff nominee. Dan also stated we will be revealing the Kay Kent Award wall following the luncheon.

Dan presented two recommendations from Health Department staff for the Douglas County Health Champion Awards. Recommendation for the adult recipient is Ellen Young and for the youth recipient is Logan Brown. After discussion, Shirley Martin-Smith made a motion to accept the Health Department's recommendation for the adult and youth recipients for the Douglas County Health Champion awards. Carol Seager provided the second and the motion passed.

Board Appointments

David Ambler reported he was reappointed by the City Commission to serve a three year term on the Lawrence-Douglas County Health Board. David's second term will expire on March 31, 2017.

David Ambler also reported that the County Commission appointed Joe Harkins to the Lawrence-Douglas County Health Department. Joe will be replacing Paul Liechti and his first term will expire on March 31, 2017.

University of Kansas Journalism 420 Project

Dan Partridge updated the Board on the University of Kansas Journalism 420 project with Professor Bob Basow. Dan reported the students are split into nine teams and all have conducted their interviews except one. This team originally chose "international students" as their public and that was not working so they have now chosen "Native Americans." Dan stated the next step is for students to arrange focus groups with various sub-populations. In mid to late April, the students will be presenting their final product. Once that date has been confirmed, Dan will let the Board know.

Recognition of Outgoing Board Member Paul Liechti

David Ambler, chair, presented a plaque to retiring Health Board member Paul Liechti in appreciation of his six-consecutive years of service on the Health Board serving as chair from 2012-2013.

Dan Partridge presented David Ambler a paper weight in appreciation of his service as Board chair from 2013-2014.

Other New Business

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

ADJOURNMENT

The Board meeting was adjourned at 6:19 p.m. on a motion by Maley Wilkins and a second by Shirley Martin-Smith.

Respectfully submitted,

Dan Partridge,
Secretary

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