

MINUTES
Lawrence-Douglas County Health Board
August 18, 2014

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, August, 18, 2014. Chair Maley Wilkins called the meeting to order at 5 p.m.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF AGENDA

David Ambler made a motion to approve the Agenda for August 18, 2014. Doug Dechairo provided the second and the motion passed.

REVIEW AND APPROVE MINUTES OF JULY 21, 2014

Shirley Martin-Smith made a motion that the Minutes of July 21, 2014, be approved. David Ambler provided the second and the motion passed.

REVIEW AND APPROVE JULY MONTHLY FINANCIAL REPORT

Jennie Henault, director of administrative services, reviewed the July Monthly Financial Report. After discussion, Doug Dechairo moved that the July Monthly Financial Report be approved. Shirley Martin-Smith provided the second and the motion passed.

NEW BUSINESS

Second Quarter Performance Scorecard

Vince Romero, analyst, presented the 2014 second quarter performance scorecard. Vince stated there were 13 green indicators (exceeds target), five yellow indicators (are within 10 percent of goal) and six red indicators (are greater than 10 percent from reaching target). Vince reported for Special Supplemental Nutrition Program for Women, Infants and Children (WIC) the percent of women who breastfed for a minimum of six months was 47 percent which exceeded their goal of ≥ 40 percent. Vince stated the last two quarters have been increasing, but that it is too early to deem a trend at this time. For Project LIVELY, the percent of required home visits completed timely was 98 percent. The goal is ≥ 96 percent. This is due to staff transition and hiring a new care manager. The average number of days to make contact with a program referral went from 4.8 to 3.0. The goal is ≤ 4.5 . For Clinic Services, the percent of first time contraception users who continue method for more than three months was 65 percent. The goal is ≥ 85 percent. For Environmental Health, the percent of recreational water facilities meeting safety standards was 85 percent. The goal is ≥ 97 percent. Vince reported a new inspection form was implemented in May to assist in better tracking of data. Percent of inspections completed timely was 100 percent. The goal is ≥ 90 percent. This is due to process improvements which include the use of front desk receptionist facilitating real estate payments and having appropriate papers signed before staff performs a real estate inspection. For Administration, the percent of accounts received within 90 days was 18 percent. The goal is ≥ 36 percent. Vince stated process mapping will be completed as part of a quality improvement process. Doug Dechairo made a motion to accept the second quarter Performance Scorecard. David Ambler provided the second and the motion passed.

Kansas City Data Coalition

Vince Romero, analyst, provided the Board with a background of what the Kansas City Data Coalition (KCDC) does. Vince stated the KCDC is a group of epidemiologists, data analysts and research analysts based in the Kansas City Metro area of Kansas and Missouri. Vince reported the KCDC began in January 2013. This group wants to leverage resources and combine member skills to produce a broader picture of the health of individuals in the Kansas City Metro area. Vince stated the mission of KCDC is to use available data to provide regional and local health information to the community and identify gaps in existing data sources and work to fill these gaps by producing necessary population based data for the

Kansas City Metro area. Each jurisdiction created data on the rate of death for their top ten leading causes of death and total years of potential life lost. When these reports were combined a disparity was observed between Kansas and Missouri with Missouri counties experiencing greater rates of death than Kansas counties. Vince reported KCDC met with Lewis and Clark Information Exchange (LACIE) and Kansas Health Information Network (KHIN) to discuss ways to leverage data. They are also looking further at Behavioral Risk Factor Surveillance Systems (BRFSS) data and how Kansas and Missouri are utilizing the data set. Vince said there will be a report coming out of the year-end summary in the near future. Kevin Stuever made a motion to accept the Kansas City Data Coalition report. Doug Dechairo provided the second and the motion passed.

Employee Survey

Dan Partridge, director, reviewed the 2014 Employee survey. Dan stated 32 of 40 employees responded. Dan reported staff evaluated the work environment, team work and their supervisor. For work environment, the highest ranking question was, "I perform my job to the best of my abilities." The lowest ranking question was, "I receive the training necessary to improve my performance." For team work, the highest ranking question was, "My team treats the public with respect," and the lowest ranking question was, "My team collaborates effectively with other areas of the department." For how employees feel about their supervisor the highest ranking question was, "My supervisor treats me with respect," and the lowest ranking question was, "My supervisor deals effectively with poor performance." For overall job satisfaction most were satisfied. For level of commitment to values is where we saw the greatest shift to 84 percent. The overall rating of supervisors did not change much. The values page shows staff are committed to and are living the Health Department values. On the comments pages the outcomes were more training, feeling valued, and to message out the clinic has value. Dan stated the 2014 Employee Survey is on SharePoint for staff to review. Dan is exploring the concept of focus groups with staff as a follow-up to the survey. Doug Dechairo made a motion to accept the 2014 Employee Survey results. Shirley Martin-Smith provided the second and the motion passed.

Process for Conducting a 360 Evaluation of the Director

Maley Wilkins, chair, reported it was previously suggested the Board do a 360 Evaluation for the Health Department director. Maley proposed the Board continue to use the current evaluation form for the director and also the current Board evaluation tool. Maley reported these two evaluation tools were revised two years ago and she feels we need to make an effort

to use the tools we have. After discussion, Shirley Martin-Smith made a motion to continue utilizing the director and Board evaluation forms. Doug Dechairo provided the second and the motion passed.

Receive 2013 Financial Audit

Jennie Henault, director of administrative services, reported the Health Department received its 2013 Independent Auditor's Report from the accounting firm of Allen, Gibbs & Houlik, L.C. The Health Department is considered a component of Douglas County and is therefore included in the county's audit. Jennie reviewed the findings related to the Health Department. Jennie stated based on the findings, we requested a meeting with the auditors to look at process improvements. In addition we have implemented the following changes: the director's access in CYMA has been changed to read only; we have amended the cash deposit procedures; and have the information technology specialist do initial data entry for accounts payable and payroll. After discussion, David Ambler made a motion to receive the 2013 Financial Audit. Shirley Martin-Smith provided the second and the motion passed.

Review Board Study Session Agenda

Dan Partridge, director, distributed hard copies of the Board Study Session packet. Dan reviewed the advanced reading list and the agenda. By having this background reading, the Board and staff will be able to affectively engage in a discussion regarding our Strategic Plan and how we can continue to best serve the community. Dan stated there is a worksheet included to write down what your take away from each article is. After discussion, Kevin Stuever made a motion to accept the Health Board Study Session agenda. Doug Dechairo provided the second and the motion passed.

DIRECTOR'S REPORT

J640 Project

Dan Partridge, director, reviewed the project description for the Journalism 640 (J640) Strategic Campaigns class. The J640 class will develop a "branding campaign" for the Health Department. Dan reported we are lining up visits with other Health Departments. Dan stated there will be local, day trips and out-of-state trips with Professor Basow and 3 students along with Dan, Charlotte Marthaler, assistant director, or Karrey Britt,

Communications Coordinator. Dan stated we will be going to Tulsa, OK; Spokane, WA; Billings, MT; Austin, TX; Phoenix, AZ; and Washington D.C. Dan also reported the Health Department has applied for a grant to help cover some of the expenses, but we have not heard if we will receive the award.

Clinic Schedule

Dan Partridge, director, reported the Health Department is partnering with Florence Reed, Ph.D., Assistant Professor, Applied Behavioral Science at the University of Kansas. The Health Department will be utilizing one of her students to engage staff and clients in an analysis of our clinic schedule.

New Hire

Dan Partridge, director, stated the Health Department hired Torri Nobo as clinic office supervisor and her start date is September 2, 2014. Torri comes to us with over 13 years of previous office manager experience.

Other New Business

1. The next scheduled Health Board meeting will be Monday, September 15, 2014, at 5 p.m. in the first floor meeting room.

ADJOURNMENT

The Board meeting was adjourned at 6:50 p.m. on a motion by Kevin Stuever and a second by Doug Dechairo.

Respectfully submitted,

Dan Partridge,
Secretary

Present: David Ambler
Ray Davis
Doug Dechairo
Joe Harkins
Shirley Martin-Smith
Kevin Stuever
Maley Wilkins
Ex Officio: Dan Partridge
Other: Kathy Colson
Jennie Henault
Colleen Hill
Charlotte Marthaler
Vince Romero