

**MINUTES**  
**Lawrence-Douglas County Health Board**  
**October 20, 2014**

**CALL TO ORDER**

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, October 20, 2014. Vice Chair Doug Dechairo called the meeting to order at 5:00 p.m.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF AGENDA**

David Ambler made a motion to approve the Agenda for October 20, 2014. Ray Davis provided the second and the motion passed.

**REVIEW AND APPROVE MINUTES OF SEPTEMBER 15, 2014**

Shirley Martin-Smith made a motion that the Minutes of September 15, 2014, be approved. Ray Davis provided the second and the motion passed.

**REVIEW AND APPROVE SEPTEMBER MONTHLY FINANCIAL REPORT**

Jennie Henault, director of Administrative Services, reviewed the September Monthly Financial Report. After discussion, David Ambler moved that the September Monthly Financial Report be approved. Ray Davis provided the second and the motion passed. Shirley Martin-Smith abstained from voting.

**PROGRAM REPORT – FAMILY PLANNING SITE VISIT AND STATUS REPORT  
ON THE EBOLA OUTBREAK**

Kim Ens, director of Clinic Services, updated the Board on the Family Planning Site Visit on September 3, 2014. Kim reviewed the site visit findings including data collection and reporting, personnel issues, financial management, fees, accessibility of facilities and services, adolescent and clinical services. Kim reported the Health Department did not have a “conflict of interest” policy so one was created. Kim stated the procedures for referrals for abnormal findings were spread throughout protocols so a core referral management policy was created. Kim also reported standardized procedures for staff responsibility for registration, collection of financial information, documenting contact information and making a client confidential are all being updated. Kim stated we have developed a registration form that includes a general consent for care. The Family Planning specific template provided by the Kansas Department of Health and Environment (KDHE) is being reviewed and components will be incorporated into education that will be reviewed with the client by the nurse and documented in the Electronic Medical Records.

Kim Ens, director of Clinic Services, updated the Board on the Ebola outbreak. Kim stated the Health Department began faxing and emailing providers regarding Ebola in August. The University of Kansas monitored students from Nigeria for 21 days and no one became ill. Kim reviewed the communication timeline which included the date, action taken and whether it was Health Department staff or community partners. Kim also reported the Health Department staff met with Lawrence Memorial Hospital, Watkins Memorial Health Center at the University of Kansas, Douglas County Sheriff's Office, Lawrence Police Department, Lawrence-Douglas County Fire and Medical, Emergency Management and Bert Nash Community Mental Health Center. Karrey Britt, Communications Coordinator, posted an Ebola Fact Sheet on the Health Department's website. The Health Department also has a specific email address for Ebola questions at [ebola@ldchealth.org](mailto:ebola@ldchealth.org). Kim stated she and Karrey Britt were on KLWN radio talk show with Hank Booth on October 15, 2014, to discuss Ebola. The Health Department staff continues to monitor the Center for Disease Control and Prevention (CDC) and the Kansas Department of Health and Environment's (KDHE) website and share information to community partners as appropriate.

**PROGRAM REPORT – ASSOCIATION OF STATE AND TERRITORIAL HEALTH OFFICIALS (ASTHO) GRANT**

Chris Tilden, director of Community Health, reported we are part of the team selected for the Robert Wood Johnson Foundation Culture of Health Prize competition and we are invited to participate in phase II of the application process. We will be notified as to whether we are in the finalists on February 13, 2015.

Chris reported that Kansas was one of six states chosen this year by the Association of State and Territorial Health Officials (ASTHO) to participate in the ASTHO Million Hearts Collaborative, part of the larger U.S. Health and Human Services Million Hearts Initiative. In Kansas, efforts will first focus in Douglas County and the Health Department will serve as the lead local agency for the project working with the Kansas Department of Health and Environment (KDHE) and local health care clinics, including Heartland Community Health Center, Health Care Access, and Internal Medicine Group. ASTHO officials will be in Kansas October 27-28, 2014, to visit participating clinics in Douglas County and to meet with the Kansas state team, which is being led by KDHE Secretary Robert Moser, M.D. The Million Hearts Initiative seeks to avoid one million heart attacks and strokes by 2017 by improving blood pressure control among individuals with hypertension or who are at-risk for the disease. Discussion from the Board included how this project fits in with other Community Health work. The concern raised was whether the project would distract from other priorities.

**NEW BUSINESS**

Consider Revisions to Board Conflict of Interest Policy

Dan Partridge, director, reviewed changes highlighted in yellow in paragraph two on the Conflict of Interest policy. Doug Dechairo suggested this be changed to read “annually.” After discussion, David Ambler made a motion to revise the highlighted changes to the Conflict of Interest Policy by replacing “newly appointed” with “annually” at the beginning of paragraph two and accept the policy as revised. Ray Davis provided the second and the motion passed.

The Board also discussed the language in paragraph three and directed staff to bring back a recommendation for clarifying Board member conduct when a conflict of interest is declared.

#### Discussion of 2015 Annual Budget

Dan Partridge, director, updated the Board on changes that have occurred in the 2015 annual budget. Dan reported on the summary page we are adding \$565,758 to the Federal grant line under Revenue due to the Partnerships to Improve Community Health (PICH), the Association of State and Territorial Health Officials (ASTHO) and Chronic Disease Risk Reduction (CDRR) grants within the Community Health program. The offsetting expenses for these grants are reflected in the Personnel, Contractual, and Commodities expense lines.

#### Review Proposed Revisions to the Strategic Plan

Dan Partridge, director, reviewed revisions to the Strategic Plan per follow-up from the Health Board retreat. Dan stated the Health Board picture was updated. The organizational chart was revised to show an overall decline in Full-Time Equivalent (FTE) of 0.58. Dan stated we are anticipating adding 2.0 FTE with the Partnerships to Improve Community Health (PICH) and Chronic Disease Risk Reduction (CDRR) supplemental and the Association of State and Territorial Health Officials (ASTHO) grants. Our Story was shortened and is now more concise. Our new vision statement was added and the Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis were updated. The Governance Drivers and Service Drivers were updated to reflect Health Information Exchange and the rollout of KanCare for chronic disease care coordination. The Action Plan was updated to reflect informatics capacity, communicate the status of the health impact assessment, workforce development, ongoing mechanisms to support agency mission through culture change and recommendations from the Journalism 640 class. Questions were raised about whether sections of the plan were cohesive and clearly laid out the Health Department's mission and priorities. After discussion, Shirley Martin-Smith made a motion to approve the revisions to the Strategic Plan. David Ambler provided the second and the motion passed on a four to one vote.

## **DIRECTOR'S REPORT**

### Accreditation Site Visit Dates

Dan Partridge, director, reported the Health Department received notification that our Public Health Accreditation Board (PHAB) site visit is projected to be January 22 and 23, 2015. Dan stated there will be a time for the PHAB team to meet with community members and the Board. Dan stated we will notify you as soon as the date and time are confirmed.

### Health Insurance Marketplace Navigators for 2014-2015

Dan Partridge, director, reported last year we had two AmeriCorps members who participated as navigators for the Health Department. This year we have one AmeriCorps member and another staff member interested in taking the training.

### Correspondence Re: Tobacco

Dan Partridge, director, stated a letter was sent to Walgreens encouraging them to follow CVS Pharmacy and remove all tobacco products from their stores. Dan reported we received a letter from CVS Pharmacy thanking us for our support to stop selling tobacco products.

### **Other New Business**

1. The next scheduled Health Board meeting will be Monday, November 17, 2014, at 5 p.m. in the first floor meeting room.

## **ADJOURNMENT**

The Board meeting was adjourned at 7:08 p.m. on a motion by Kevin Stuever and a second by Shirley Martin-Smith.

Respectfully submitted,

Dan Partridge,  
Secretary

Present: David Ambler  
Ray Davis  
Doug Dechairo  
Joe Harkins  
Shirley Martin-Smith  
Kevin Stuever  
Ex Officio: Dan Partridge  
Other: Karrey Britt  
Alice Brown  
Kathy Colson  
Jennie Henault  
Colleen Hill  
Kim Ens  
Charlotte Marthaler  
Chris Tilden