

MINUTES
Lawrence-Douglas County Health Board
December 15, 2014

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, December 15, 2014. Vice Chair Doug Dechairo called the meeting to order at 5:05 p.m.

PUBLIC COMMENT

Doug Dechairo introduced Lawrence Journal World Health reporter Elliot Hughes. Elliot is from Wisconsin and has been at the Lawrence Journal World for one year.

APPROVAL OF AGENDA

Carol Seager made a motion to approve the Agenda for December 15, 2014. David Ambler provided the second and the motion passed.

REVIEW AND APPROVE MINUTES OF NOVEMBER 17, 2014

Shirley Martin-Smith made a motion that the Minutes of November 17, 2014, be approved. Carol Seager 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, David Ambler moved that the November Monthly Financial Report be approved. Kevin Stuever provided the second and the motion passed. Shirley Martin-Smith abstained from voting.

YEAR-END FINANCIAL PROJECTION

Jennie Henault, director of administrative services, reviewed the year-end financial projections. Jennie reported prior to any transfers, net income as projected is \$172,000 with a projected year-end balance in the operating fund of \$1,087,783.

NEW BUSINESS

Consider Fund Transfers from the Operating Fund to the Funded Depreciation and Board Designated Funds

Jennie Henault, director of administrative services, asked the Board to consider transferring \$60,000 to Funded Depreciation to cover future expenses for moving services to the Cloud and additional network/internet work with our technical vendors; and \$100,000 transfer to the Board Designated Fund to help sustain the goal of three months of operating expenses and to help fund future personnel vacation and/or sick payout liabilities. After discussion, Doug Dechairo made a motion to approve the transfer of funds from the Operating Fund to the Funded Depreciation and Board Designated Funds. Carol Seager provided the second and the motion passed.

Consider Investments in Certificates of Deposit

Jennie Henault, director of administrative services, reported we currently have a Certificate of Deposit (CD) at First State Bank & Trust that is earning 0.75 percent and matures on December 22, 2014. The current balance of the CD is \$263,094. We have a second CD at Central National Bank that is earning 0.75 percent and will mature on March 12, 2016. The current balance of this CD is \$109,411. Jennie stated staff is proposing taking \$100,000 from the Board Designated Fund and add to the First State Bank & Trust CD and reinvest it for two years. Due to the fluctuation that could occur between now and the renewal date, staff would like approval from the Board to renew the CD on December 22, 2014, with the bank offering the best interest rate. Shirley Martin-Smith made a motion to authorize staff to make the best deal on the day the CD matures. David Ambler provided the second and the motion passed.

Consider 2015 Cost of Living Adjustment

Dan Partridge, director, recommended a 0.05 percent Cost of Living Adjustment (COLA). This amount is represented in the \$10,234 in the 2015 budget which was approved last month. Dan reported there is \$25,000 ready to be assigned to those who qualify for a merit increase. The scale for the merit increase is zero, 0.9, 1.8, or 2.7 percent. David Ambler made a motion to approve the 0.05 percent COLA and merit increase to staff who qualify. Doug Dechairo provided the second and the motion passed.

Consider Proposals for Website Redesign

Dan Partridge, director, reported receiving three proposals regarding the redesign of our website. Tiny Shiny Objects is located in Lawrence and is operated by one person. He is currently our website vendor and does our website maintenance. CivicPlus is located in Manhattan and will engage between six and 11 experienced staff members. They also focus on local city/county government and have produced 1,800 websites. Digital Lagoon is located in Overland Park and has represented clients from Fortune 100 companies to modest start-ups. Dan stated staff's recommendation is CivicPlus. They have staffing behind them and have experience and know how to work with city/county governmental agencies. Dan also stated their proposal was the lowest cost of the three. Their model is to give you a dedicated team to work with. The total fees for year one is \$22,445. After discussion, David Ambler made a motion to approve the proposal from CivicPlus for the website redesign. Shirley Martin-Smith provided the second and the motion passed.

Board Membership

Chair Maley Wilkins stated we have one immediate Board position to fill for Joe Harkins who resigned. Maley would like to nominate Shannon Oury of the Lawrence Douglas County Housing Authority to fill this position. Maley reported Kevin Stuever's first term expires March 31, 2015, and he is considering another term if reappointed by the City. Ray Davis and Shirley Martin-Smith's second terms will expire March 31, 2015. Maley reviewed a list of possible candidates and asked the Board to review this list and let her know if they would like to make any additions or revisions. After discussion, David Ambler made a motion to send a letter to the Douglas County Commission recommending Shannon Oury for appointment to the Health Board to serve the remainder of an unfilled term for Joe Harkins expiring March 31, 2015. Doug Dechairo provided the second and the motion passed.

Board Process for Evaluation of the Director

Maley Wilkins, chair, reported emailing Board members the performance evaluation form for the director. Board members have returned their evaluations to Maley and she will compile them and discuss this at the January Health Board meeting in Executive Session. After discussion, the Board made a request to discuss the process of the evaluation and possibly revise some of the questions on the form during the Executive Session in January.

DIRECTOR'S REPORT

Student Projects

Dan Partridge, director, reported the University of Kansas Journalism 640 Class presented their strategic campaigns recommendations for the Health Department on Tuesday, December 9, 2014. Dan stated Maley Wilkins, Kevin Stuever and David Ambler attended the presentation along with several Health Department staff. Dan stated the Health Department received four proposals and a research plan from the class. Now the task for staff is to put together priorities and an actual plan of these ideas. Dan stated we can pull the best of what we like from each group. After discussion, it was decided that staff would create a list of priorities from each group and present it to the Board at the January Board meeting.

Applied Behavioral Science

Dan Partridge, director, reported Brittany Crabbs, a Health Department intern from the University of Kansas, has been working on how to improve cultural competency within the agency. She has looked at what our practices are and worked with staff to design a survey. The next step is to form a committee within the agency and assess how we work with the community to improve our cultural sensitivity.

Dan reported Krista Newton, a University of Kansas intern, is looking at our clinic schedule. She has been working with focus groups and completing surveys with our clients. Dan will have an update and recommendation for the Board at the January meeting.

Accreditation Site Visit Agenda

Charlotte Marthaler, assistant director, reviewed the Public Health Accreditation Board (PHAB) agenda for the site visit on January 22-23, 2015. Charlotte stated on Thursday, January 22, 2015, at 10:30 a.m. we will be discussing the Strategic Plan and asked the Board to participate if they are available. Charlotte stated there will be three separate meetings going on at the same time discussing different domains during those two days. On Friday, January 23, 2015, the site visit team will be meeting at 10:30 a.m. with representatives of the Governing Entity, Health Board members and staff in the first floor meeting room. Charlotte stated at 2:30 p.m. Friday, January 23, 2015, the site visit team will be doing the Exit Interview in second floor meeting rooms AB with staff, Health Board members and community partners. During this exit interview the site visit team will not tell us if we are accredited or not. The PHAB Board meets quarterly to review all the site visits. In March, we are expecting to hear their accreditation decision for the Health Department.

County Funding Agreement

Dan Partridge, director, met with Craig Weinaug, Douglas County Administrator, today to discuss the Douglas County, Kansas, Outside Agency Funding Agreement 2015 Budget Year. Dan reviewed the highlighted concerns and stated Craig is willing to make revisions. After discussion, the Board requested Dan bring the revised contract to the January Board meeting for their consideration.

Legislative Forum

Dan Partridge, director, stated typically each year we reach out to our state Legislators in January before the Pre-Session Hearings. Dan stated this year he would like to channel efforts into convening a city candidate forum around health and the Community Health Plan. Dan stated staff will attend the Pre-Session Hearings in January 2015.

Other New Business

1. Dan Partridge, director, presented the Board with a thank you card from staff for the Board's donation of a raffle basket. Dan reported staff raised \$619 for our adopted family and a senior to provide them a nice Christmas.

2. The next scheduled Health Board meeting will be Tuesday, January 20, 2015, at 5 p.m. in the first floor meeting room

ADJOURNMENT

The Board meeting was adjourned at 6:28 p.m. on a motion by Doug Dechairo and a second by Shirley Martin-Smith.

Respectfully submitted,

Dan Partridge,
Secretary

Present: David Ambler
Ray Davis
Doug Dechairo
Carol Seager
Shirley Martin-Smith
Kevin Stuever
Maley Wilkins
Ex Officio: Dan Partridge
Other: Karrey Britt
Kim Ens
Jennie Henault
Colleen Hill
Elliot Hughes
Charlotte Marthaler