

**MINUTES**  
**Lawrence-Douglas County Health Board**  
**December 21, 2015**

**CALL TO ORDER**

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, December 21, 2015. Treasurer Kevin Stuever called the meeting to order at 4:59 p.m.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF AGENDA**

David Ambler made a motion to approve the Agenda for December 21, 2015. Sandy Praeger provided the second and the motion passed.

**REVIEW AND APPROVE MINUTES OF NOVEMBER 16, 2015**

Judy Brynds made a motion that the Minutes of November 16, 2015, be approved. Sandy Praeger provided the second and the motion passed.

**REVIEW AND APPROVE NOVEMBER MONTHLY FINANCIAL REPORT**

Dan Partridge, director, reviewed the November Monthly Financial Report. After discussion, David Ambler moved that the November Monthly Financial Report be approved. Shaun Musick provided the second and the motion passed.

## **NEW BUSINESS**

### **Consider Year-End Fund Transfer**

Dan Partridge, director, reviewed the 2015 operating fund year-end projections. Dan reported the beginning operating fund balance as of December 31, 2014, was \$929,141 and that the balance on November 30, 2015, was \$1,248,189. Estimated December revenue will be \$110,000. Dan also reported projected total expenses will be \$383,000 and December will have a net loss of (\$273,000). Dan reported staff recommends transferring \$26,000 to the Board Designated Fund and make no transfer to Funded Depreciation. After discussion, Sandy Praeger made a motion to approve the year-end fund transfer to the Board Designated Fund. Shaun Musick provided the second and the motion passed.

### **Director of Performance Management Update**

Dan Partridge, director, stated he would like to keep this position open for the time being. David Ambler requested a copy of the position description and Dan stated he would send it out to the Board.

## **DIRECTOR'S REPORT**

### **Family Planning Grant Reporting Changes**

Dan Partridge, director, updated the Board on the new Family Planning Grant Reporting database called DAISEY (Data Application and Integration Solutions for the Early Years). The Kansas Department of Health and Environment (KDHE) has partnered with the University of Kansas Center for Public Partnerships and Research (KU-CPPR) to develop and implement DAISEY. DAISEY will consolidate data for the purpose of centralized data storage and single-source reporting to the Center for Disease and Prevention Control (CDC). The challenges include converting from aggregate reports to individual level reports. Additionally, about 20 percent of the data needs a technical solution developed before we can report and we also currently do not collect about 20 percent of DAISEY data elements. We are working with other Insight user counties to standardize practices and will need to work with our vendors to generate reports and queries. Costs for this work has not been budgeted or yet provided by KDHE. Dan has not signed the Terms of Use Agreement at

this time. KDHE has given us an extension. Sandy Praeger requested Dan find out what the CDC requirements are in order to better plan how we should we proceed.

#### 2016 Goal Setting

Dan Partridge, director, reported the Health Department's administrative team reviewed our current work and prioritized it using a matrix of relative importance and relative urgency. The issues identified as most important and most urgent led to the development of the following goals for 2016: improve our culture of quality improvement, strengthen our financial position and strengthen our community relationships. Specific projects included under these goals are: 1) Formation of a performance management team; 2) Revising our fee structure and billing processes; 3) Planning for the next Community Health Assessment/Community Health Plan; and 4) Expanding our Academic Health Department Memorandum of Agreement.

#### Kansas Health Information Network (KHIN) Secondary Data Access

Dan Partridge, director, updated the Board on discussions with the Kansas Health Information Network (KHIN) for secondary data access. Dan reported the Health Department submitted a request for data around height and weight for Douglas County. In follow up conversations the focus has shifted to working with Sedgwick County on hypertension and heart disease. We are trying to determine how much all of this will cost, but Dan stated developing the capacity to do this type of work is an important step in the continued evolution of the work of public health.

#### Geographical Information System (GIS) Training Grant

Dan Partridge, director, reported Vince Romero, analyst, submitted a grant application to the Center for Disease and Prevention Control (CDC) that would bring in training on Geographical Information System (GIS) software to help the Health Department map chronic disease in Douglas County. This is a joint application with Johnson County and the Unified Government of Wyandotte County.

#### Project LIVELY Program Review

Dan Partridge, director, reported the Health Department is partnering with the Kansas University Work Group and Dr. Vicki Collie-Akers to evaluate and assess the needs of the

Project LIVELY program. Dan stated this program works with seniors to connect them to services in the community that helps them live independently and is open to all Douglas County residence. This program has two staff members. The assessment is looking at the services the Health Department provides, to describe the impact of these services, and to determine if any services are duplicative of services provided by other agencies.

#### Accounting and Billing Process Improvements

Dan Partridge, director, updated the Board on the accounting and billing process improvements. Dan stated we now have two staff members opening the mail and receipting in cash and checks. We have worked with CYMA accounting software to train other staff on the electronic purchase order process. Either the director or the assistant director will approve the purchase orders. Dan also now reviews and signs off on the monthly bank reconciliation report.

#### Pool Code Review

Dan Partridge, director, reported Charlotte Marthaler, assistant director, is working to convene a meeting with pool and spa operators to review the pool codes.

#### Health Care Access

Dan Partridge, director, reported the Health Department will be providing office space for two Health Care Access employees for approximately six months.

#### Equity Training

Dan Partridge, director, updated the Board on the staff training last month with Policy Link. This training helped staff understand what health equity is and how to create better outcomes in our community regarding health equity.

#### Other New Business

1. The next scheduled Health Board meeting will be Tuesday, January 19, 2016, at 5 p.m. in the first floor meeting room.

**ADJOURNMENT**

The Board meeting was adjourned at 6:09 p.m. on a motion by Sandy Praeger and a second by David Ambler.

Respectfully submitted,

Dan Partridge,  
Secretary

Present:	David Ambler
	Judy Brynds
	Shaun Musick
	Sandy Praeger
	Kevin Stuever
Ex Officio:	Dan Partridge
Other:	Kathy Colson
	Colleen Hill