

MINUTES
Lawrence-Douglas County Health Board
January 25, 2016

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, January 25, 2016. Chair Doug Dechairo called the meeting to order at 5:01 p.m.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF AGENDA

David Ambler made a motion to approve the Agenda for January 25, 2016. Kevin Stuever provided the second and the motion passed.

REVIEW AND APPROVE MINUTES OF DECEMBER 21, 2015

Shaun Musick made a motion that the Minutes of December 21, 2015, be approved. Sandy Praeger provided the second and the motion passed.

REVIEW AND APPROVE DECEMBER MONTHLY FINANCIAL REPORT

Jennie Henault, director of administrative services, reviewed the December Monthly Financial Report. Jennie also reviewed the billing process changes we have implemented. After discussion, Shaun Musick moved that the December Monthly Financial Report be approved. Judy Brynds provided the second and the motion passed.

NEW BUSINESS

Partnerships to Improve Community Health (PICH) Status Report

Chris Tilden, director of community health, updated the Board on the Partnerships to Improve Community Health (PICH) grant. Chris reported the Center for Prevention and Disease (CDC) approved the budget for year two as well as the budget extension for year one.

Eudora and Lawrence City Commission Actions Regarding Tobacco

Chris Tilden, director of community health, reported that the City of Eudora and the City of Lawrence passed clean air ordinance and tobacco free parks policies.

Review of 2016 Performance Scorecard Changes

Vince Romero, analyst, updated the Board on the list of performance indicators for 2016. New indicators were selected for programs related to clinic services, Healthy Families and Special Supplemental Nutrition Program for Women, Infants and Children (WIC). Vince reported on definitions for each of the five new measures and reason for selection. Among remaining performance indicators one will have a change in the target threshold and for another the definition was modified to add clarity.

Report on Financial Controls

Jennie Henault, director of administrative services, reported the administrative team has put in place new controls for accounts payable and purchasing. Jennie reported a new electronic purchase order module has been purchased from CYMA. Tammy Franchuk, Colleen Hill, and Torri Nobo enter the purchase requisitions. Dan Partridge or Charlotte Marthaler approves the purchase requisitions. Jennie Henault has been removed from this process. Dan Partridge now reviews the bank reconciliation report. For payroll, new employees are now added to CYMA by Dan Partridge. Dan Partridge and Charlotte Marthaler review the payroll check register. Cash receipting of payments received by mail is now performed by two staff members and allows for verification. Jennie stated all of these new processes have been reviewed by the auditors.

Study Session with Kansas University Work Group for Community Health and Development

Dan Partridge, director, reported he has been working with Dr. Vicki Collie-Akers on providing more meeting dates for the Health Board study session for later in February or March.

DIRECTOR'S REPORT

Joint Resolution Review

Dan Partridge, director, reported he met with John Bullock of Stevens and Brand, LLC. to review the Joint Resolution. Dan reported that Brad Finkeldei will prepare revisions to the Joint Resolution.

The Kansas Department of Health and Environment DAISEY Data Entry of Family Planning and Healthy Families Data

Charlotte Marthaler, assistant director, updated the Board on the additional Kansas Department of Health and Environment (KDHE) data gathering requirements through a new database called DAISEY (Data Application and Integration Solution for the Early Years). Prior to these changes the Health Department submitted to KDHE a series of data tables with aggregate program data that make up the Family Planning Annual Report (FPAR) required for federal Title X reporting. Charlotte reported that DAISEY reporting goes beyond current FPAR reporting requirements and proposed future FPAR reporting requirements. Of the proposed 35 FPAR elements, 20 are included in KDHE's DASIEY database. The Health Department currently gathers nearly all of the proposed FPAR elements in their electronic health record (EHR); the six not gathered mostly involve HIV referral activities. Charlotte stated that staff continue to work with other counties using the same EHR to find ways to seamlessly import data into the DAISEY system.

Unified School District 497 Technical Assistance

Dan Partridge, director, updated the Board on conversations between the Health Department and Unified School District 497 regarding opportunities to encourage healthy teen behaviors.

Legislative Pre-Session Hearing Presentation

Dan Partridge, director, attended the Legislative Pre-Session Hearing on January 6, 2016. Dan presented notable events for the Health Department in 2015 and the challenges for 2016. Dan stated the main message was to make legislators aware that local health departments are working to better address chronic disease and we need State funding and policy support to meet our goals for public health.

Convene into Executive Session for the Purpose of Discussing Personnel Matters Related to the Evaluation of the Director

At 6:10 p.m., Sandy Praeger made a motion to move into Executive Session for the purpose of discussing personnel matters related to the evaluation of the Director. The justification for the executive session is to protect the privacy of those personnel being discussed.

Further, we will return to this room and reconvene the open Board meeting to the public at 6:40 pm. Kevin Stuever provided the second and the motion passed.

The Board resumed open session at 6:40 p.m.

Other New Business

1. The next scheduled Health Board meeting will be Monday, February 15, 2016, at 5 p.m. in the first floor meeting room.

ADJOURNMENT

The Board meeting was adjourned at 6:41 p.m. on a motion by Sandy Praeger and a second by David Ambler.

Respectfully submitted,

Dan Partridge,
Secretary

Present: David Ambler
Judy Brynds
Doug Dechairo
Shaun Musick
Sandy Praeger
Kevin Stuever
Ex Officio: Dan Partridge
Other: Karrey Britt
Kathy Colson
Kim Ens
Jennie Henault
Colleen Hill
Charlotte Marthaler
Vince Romero
Chris Tilden