

MINUTES  
Lawrence-Douglas County Health Board  
**August 15, 2016**

**CALL TO ORDER**

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, August 15, 2016. Vice chair Shaun Musick called the meeting to order at 5:02 p.m.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF AGENDA**

David Ambler made a motion to approve the Agenda for August 15, 2016. Sandy Praeger provided the second and the motion passed.

**REVIEW AND APPROVE MINUTES OF JULY 18, 2016**

Judy Brynds made a motion that the Minutes of July 18, 2016, be approved. Sandy Praeger 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, David Ambler moved that the July Monthly Financial Report be approved. Sandy Praeger provided the second and the motion passed.

Audit Update

Jennie Henault, director of administrative services, stated the Health Department is a subcomponent of the Douglas County audit. Jennie reviewed the draft audit report from the auditors and the Health Department's response. The auditors found deficiencies in the Segregation of Duties for accounts payable and the payroll process. In response to the audit findings of 2015, the following changes have been made:

As of September 1, 2015, the director and director of administrative services (DAS) have limited access to all functions in CYMA.

As of January 1, 2016, we have worked with the auditors to ensure sufficient segregation of duties are in place for accounts payable/purchasing, payroll and bank reconciliation review to ensure that future errors/findings are mitigated. These changes in workflow processes were approved by the auditors in late 2015.

Changes to our CYMA accounting software include when logging in as system administrator, the director logs on only with the director of administrative services present. For reporting and purchase order approval, the director logs on with a second distinct ID with data entry rights to the purchasing module only.

Restrictions to the director of administrative services include no approval of purchases, no adjustments to personnel.

All purchases are initiated by three office staff who have no other access privileges in CYMA.

In response to the bank reconciliation and general ledger unexplained variance, we have determined that all funds are accounted for and the variance is in the general ledger. An adjustment will be made to clear the variance from the general ledger balance for the period ending December 31, 2015. The director will begin reviewing the general ledger each month to ensure accounts are properly reconciled.

After reviewing the audit, the Board agrees with the Health Departments response.

## **NEW BUSINESS**

### Recognition of Jennie Henault, 10 Years of Service

The Board signed a Letter of Recognition congratulating Jennie Henault for ten years of service.

### Second Quarter Scorecard

Vince Romero, analyst, reviewed the second quarter performance scorecard. Vince reported 14 indicators either met or exceeded the target, three were within ten percent and six were greater than ten percent from meeting their target. For Environmental Health, the percent of inspections completed timely was 77 percent. The goal is  $\geq 90$  percent. This is due to the significant amount of time where there was only one staff member to do inspections. For Healthy Families Douglas County, the percent of families receiving appropriate number of home visits was 93 percent, which is an increase from last quarter at 79 percent. The goal is 85 percent. Last quarter there was a staff member who could not work due to an injury representing missed opportunities. This has now been resolved for the second quarter. For Community Health, the number of Douglas County adult tobacco users registered with the Kansas Tobacco Quitline was 57 percent. The goal is 75 percent for the quarter. Even though the number is low, it is higher than last quarter. For the number of community change entries into the Community Check Box System is zero, we are at 5 for the year. The goal is  $\geq 3$  in a quarter.

### Support for Tobacco 21

Chris Tilden, director of community health, reported "Tobacco 21" is a policy recommendation developed by the LiveWell Lawrence Coalition to raise the legal age of purchase and sale of tobacco and nicotine products to 21 throughout Lawrence. Chris reported of the 929 high school graduates in Douglas County in 2016, almost one-fourth have tried tobacco products and about 140 are (or will become) regular users. Forty-six are likely to die of from tobacco-related illness. Chris stated many municipalities in the Kansas City region have raised the age to sell and/or purchase tobacco to age 21. Chris also stated nine out of ten smokers start before age 21. Those who make it to 21 without smoking are unlikely to start. Chris also stated actual enforcement is a state responsibility. The Board suggested starting with the city of Lawrence, but then expand to include Eudora and Baldwin City. The Board also encouraged inclusion of citations and references where

appropriate. David Ambler made a motion to endorse "Tobacco 21." Sandy Praeger provided the second and the motion passed.

## **DIRECTOR'S REPORT**

### Annual Employee Survey

Dan Partridge, director stated every year we conduct an employee survey. This year the survey was redesigned to reflect the continuing focus on employees strengths. Dan stated when new employees start, they are given the "StrengthsFinders" book and work with supervisors to utilize strengths in their work.

For "At work, I clearly understand what is expected of me," most staff agreed. For "I know I will be recognized for excellent work," three out of 40 disagreed. For "I am really enthusiastic about the mission of the Health Department," 20 strongly agreed. For "I have great confidence in the Health Department's future," 21 agreed. Dan stated this shows staff feels engaged. Dan reported strongly agree/disagree bar didn't change that much from last year, however, some that were dissatisfied last year moved to neutral. The last question was "how can we better serve our clients/community?" There were 40 staff who took the survey and 28 of them commented on this question. Dan stated overall we have committed engaged staff and they accept we have high standards.

### Building Security

David Ambler requested that Dan Partridge reach out to the directors of Bert Nash Community Health Center and Visiting Nurses Association to see if they had any interest in drafting a common resolution in petition to the city and county to reconsider funding for a security systems for the Community Health Facility prior to June 30, 2016. After discussion, the Board agreed Dan Partridge should reach out to Bert Nash Community Health Center and Visiting Nurses Association to create a joint letter requesting that building security be addressed prior to the expiration of the exemption.

### Community Health Assessment

Dr. Vicki Collie-Akers, assistant director for KU Work Group, updated the Board on the Community Health Assessment process. Vicki provided the Board with the complete list of

Community Health Plan Steering Committee members. Vicki reported the committee met in late July and the next meeting will be September 1, 2016. Vicki stated community engagement is an important focus so we solicited members of each Douglas County community to ask for their perception of “what does a healthy community look like?” Vicki reviewed the community engagement and outreach responses for Baldwin City, Eudora, Lawrence and Leocompton.

#### Heartland Community Health Center

Dan Partridge, director, updated the Board on the Heartland Community Health Center (HCHC) integration. Dan reported HCHC is waiting for Health Resources and Service Administration (HRSA) change of scope approval.

#### Lawrence Memorial Hospital

Dan Partridge, director, reported he will be meeting with Russ Johnson, chief executive officer of Lawrence Memorial Hospital, on September 15, 2016.

#### Other New Business

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

#### **ADJOURNMENT**

The Board meeting was adjourned at 6:07 p.m. on a motion by Doug Dechairo and a second by Sandy Praeger.

Respectfully submitted,

Dan Partridge,  
Secretary

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