

MINUTES
Lawrence-Douglas County Health Board
March 20, 2017

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, March 20, 2017. Chair Shannon Oury called the meeting to order at 5:02 p.m.

PUBLIC COMMENT

Alan Cowles, observer, stated he was attending the Health Board meeting on behalf of the League of Women Voters. Alan reported the League of Women Voters plan to attend Advisory Board meetings and that either he or Sally Kelsey will attend Health Board meetings. Alan invited anyone who was interested in being an observer for other Advisory Board meetings to let him know.

APPROVAL OF AGENDA

David Ambler made a motion to approve the Agenda for March 20, 2017. Sandy Praeger provided the second and the motion passed.

RECOGNITION OF HEALTH BOARD MEMBER

Shannon Oury, chair, thanked David Amber for serving on the Health Board for two consecutive terms.

RECOGNITION OF PAST CHAIR

Charlotte Marthaler, assistant director, presented a small gift from the Board to Shannon Oury in appreciation for serving as Health Board chair from 2016-2017.

REVIEW AND APPROVE MINUTES OF FEBRUARY 20, 2017

Sandy Praeger made a motion that the Minutes of February 20, 2017, be approved. Judy Brynds provided the second and the motion passed.

REVIEW AND APPROVE FEBRUARY MONTHLY FINANCIAL REPORT

Jennie Henault, director of administrative services, reviewed the February Monthly Financial Report and the Annual Financial Performance Report. After discussion, Shaun Musick moved that the February Monthly Financial Report and the Annual Financial Performance Report be approved. Sandy Praeger provided the second and the motion passed.

NEW BUSINESS

Approval of Fourth Quarter Scorecard

Charlotte Marthaler, assistant director, stated this is the final scorecard in this format. Beginning in April staff will present a new Scorecard format in the form of a Strategy Map. Charlotte reported Community Health web page views are up due to the Community Health Assessment activity and in particular to the Community Health Issues Survey. Kevin Stuever made a motion to accept the fourth quarter Scorecard. Judy Brynds provided the second and the motion passed.

Public Health Week, Letters of Recognition for the Kay Kent Award Nominees

Charlotte Marthaler, assistant director, reminded the Board the Kay Kent Excellence in Public Health Service Award and staff lunch is Tuesday, April 4 from noon to 1 p.m. in the second floor meeting rooms.

Charlotte Marthaler, assistant director, stated there are four nominations for the Kay Kent Excellence in Public Health Service Award. Nominees are: Kathy Colson, Tammy Franchuk, Maria Ana Garza and Frendida Zamora. The Board signed Letters of Recognition for nominees.

Consider Sub-Contracts for Community Health Related Initiative

Chris Tilden, director of community health, reported the Health Department received the Notice of Award from the Centers for Disease Control and Prevention (CDC) for the

Partnership to Improve Community Health (PICH) grant program for 2017. Chris reminded Board members we are in the third and final year of this CDC project. He presented three proposed Subrecipient Agreements, all with partner organizations that have been previous recipients of PICH funding from the Health Department. One Subrecipient Agreement is between the Lawrence-Douglas County Health Department and Douglas County in the amount of \$70,843, for the period September 30, 2016, to September 29, 2017, to support the work of the Douglas County Food Policy Council, and specifically in support of local food procurement policies and farm-to-school efforts in Douglas County. The salary of the Food System Coordinator at the County, paid in full by the PICH grant, will be assumed by Douglas County when the grant concludes.

The second Subrecipient Agreement is between the Lawrence-Douglas County Health Department and the University of Kansas Center for Research, Inc. in the amount of \$22,922 for the period September 30, 2016, to September 29, 2017. This is to fund the University of Kansas Work Group for Community Health and Development, who is coordinating project evaluation.

The third Subrecipient Agreement is between the Lawrence-Douglas County Health Department and Unified School District 497 for \$26,000. A portion of this grant (\$22,000) will support the salary of the Outdoor Education Curriculum Coordinator, and \$4,000 will purchase bike safety education program equipment. This Agreement, running from September 30, 2016, to September 29, 2017, will enhance both Farm to School and Safe Routes to School programs.

Sandy Praeger made a motion to authorize Shannon Oury, chair, to sign the three Subrecipient contracts. David Ambler provided the second and the motion passed.

Consider 2018 Budget Requests to City of Lawrence and Douglas County

Charlotte Marthaler, assistant director, reported the City budget request is due March 31, 2017, and the County budget request is due April 10, 2017. Charlotte stated revenues are estimated to be \$528,000 less than 2016 actuals due to reduction in Partnership to Improve

Community Health (PICH) grant revenues and also \$15,700 in state general funds for the IAP grant. We are asking the City for a \$57,000 increase to maintain the 40/60 split in local tax funding of the budget. This is assuming there will be zero percent increase in health insurance.

Expenditures are \$320,000 less than 2016 actuals. This reflects we no longer have expenses related to the Partnership to Improve Community Health (PICH) grant such as contractual services, health education/promotion/advertising, commercial travel and registrations. Contractual Services does include Memorandum of Understanding with the Academic Health Department and Healthy Dads program. Personnel reflect 42.9 Full-Time Equivalents (FTE's) which is less than the 2017 budget of 43.8 FTE. We would propose elimination of one currently filled position, filling one vacant position at 0.5 FTE and one vacant position would remain unfilled. This budget allows \$45,000 for salary adjustments.

David Ambler made a motion to approve the 2018 budget request to the City of Lawrence and Douglas County. Kevin Stuever provided the second and the motion passed.

Receive 2016 Annual Report

Karrey Britt, communications coordinator, presented the 2016 Annual Report.

DIRECTOR'S REPORT

Public Health Week Events

Karrey Britt, communications coordinator, distributed invitations to the Kay Kent Excellence in Public Health Service Award and staff lunch and the Douglas County Health Champion award breakfast.

Charlotte Marthaler, assistant director, invited the Board to attend the Public Health Week Proclamation at the Douglas County Commission meeting on March 29, 2017, at 4:00 p.m. and at the City of Lawrence Commission meeting on April 4 at 5:45 p.m. Charlotte also stated Dan Partridge, director, will be presenting the Annual Report to the City and County commissioners.

Status of City Health Board Appointment

Charlotte Marthaler, assistant director, reported there is no appointment to the Health Board by the City of Lawrence at this time.

Other New Business

1. The next scheduled Health Board meeting will be Monday, April 17, 2017, at 5 p.m. in the first floor meeting room.

ADJOURNMENT

The Board meeting was adjourned at 5:41 p.m. on a motion by Judy Brynds and a second by Shaun Musick.

Respectfully submitted,

Dan Partridge
Secretary

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| Present: | David Ambler |
| | Judy Brynds |
| | Shaun Musick |
| | Shannon Oury |
| | Sandy Praeger |
| | Kevin Stuever |
| Other: | Alan Cowles |
| | Karrey Britt |
| | Kim Ens |
| | Jennie Henault |
| | Colleen Hill |
| | Charlotte Marthaler |
| | Chris Tilden |