

MINUTES
Lawrence-Douglas County Health Board
September 18, 2017

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, September 18, 2017. Chair Shaun Musick called the meeting to order at 5:07 p.m.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF AGENDA

Sandy Praeger made a motion to approve the Agenda for September 18, 2017. Shannon Oury provided the second and the motion passed.

REVIEW AND APPROVE MINUTES OF JULY 17, 2017

Shannon Oury made a motion that the Minutes of July 17, 2017, be approved. Kevin Stuever provided the second and the motion passed.

REVIEW AND APPROVE JULY AND AUGUST MONTHLY FINANCIAL REPORT

Dan Partridge, director, reviewed the July and August Monthly Financial Reports. Dan also reviewed the General Ledger from January through August 2017. After discussion, Doug Dechairo moved that the July and August Monthly Financial Reports be approved. Shannon Oury provided the second and the motion passed.

NEW BUSINESS

Accept 2016 Financial Audit

Dan Partridge, director, reviewed the results of the 2016 Financial Audit. Dan reported in 2016 the Health Department had no deficiencies. Dan stated page five of the notes of the financial statement refers to the board composition, how the board is appointed and what the definition of the Health Board is. Page 12 refers to the Health Department's liability of vacation and sick leave upon separation. Page 14 refers to Kansas Public Employees Retirement System pension plan and the Health Department's net pension liability is \$1,864,310. Page 16 refers to the Health Facility Building agreement where the city and county each pay half of the maintenance and operating costs. After discussion, Sandy Praeger made a motion to accept the 2016 Audit. Vern Norwood provided the second and the motion passed.

Consider Amendment to the Academic Health Department Scope of Work for Primary Data Collection

Dan Partridge, director, reviewed the Academic Health Department's scope of work for primary data collection. Dan stated the three main areas of work are Health Status and Behavior Surveillance, Place Matters Index, and Immunization Intervention. For Health Status and Behavior Surveillance deliverables are a set of data resulting from collection of the health status and behavior survey broken out at the zip code level and ideally by socio-demographic characteristics has been completed. For Place Matters Index deliverables a recommended set of indicators to include in Place Matters Index; a complete plan for collections of all data, compilation of existing data sources, and next steps for data not currently collected. For Immunization Intervention deliverables is a comprehensive description of the immunization issue, an intervention plan, and a description of intervention implementation and related evaluation. After discussion the item was tabled until the October meeting.

DIRECTOR'S REPORT

Client/Partner Assessments as Part of Our Performance Management Program

Charlotte Marthaler, assistant director, stated our performance management system strategy map includes customer focused approaches and fostering community partnerships as two of the components. To collect data regarding these areas we created a survey using Survey Monkey to gather complaint data when any staff member encounters a complaint they open the survey and fill it out. The survey and data methodology were discussed at our September General Staff meeting.

Charlotte also reported the WIC program is piloting a Customer Satisfaction Survey that is available in English and Spanish. We will have a Tablet in every exam room and clients will be asked to fill it out at the end of their appointment. The survey will only take a few minutes to fill out. The Board suggested adding a comment field. Survey results will help the Health Department establish baseline on what our clients need. We will also be using this survey in our case management and regulatory programs.

The third survey conducted was a partner assessment where we asked our key partners to complete a survey about agency program teams. This survey is about the partners' impression of the program overall and takes five to ten minutes to complete. The survey is sent randomly via email with a link to Survey Monkey. The responses go to the KU Center for Community Development. The responses are combined with other organizations responses and are provided in the aggregate to staff.

IT Contracts Deadlines

Dan Partridge, director, updated the Board on upcoming deadlines for IT contracts. We are in the process of getting Electronic Medical Records (EMR) quotes and Request for Proposal (RFP) responses by participating with a group of local health departments. Microsoft Software Assurance expires December 31, 2016, and we would like to move to Office 365. The ISG contract comes due mid-February. We are working on requesting RFPs from ISG and other vendors for a full cloud solution. We are also looking at internet and communication options.

Emerging Leaders in Public Health Update

Dan Partridge, director, updated the Board on Kresge Emerging Leaders in Public Health. Dan reported he and Charlie Bryan are working on demonstrating transitioning the agency to Public Health 3.0 and becoming a data sharing community.

Community Health Assessment

Dan Partridge, director, reported the Health Department has concluded the Community Health Assessment forums and is in the process of putting together a report on the results. Dan stated the highest priorities were mental health and poverty. Dan stated we will be having a Community Health Assessment Steering Committee meeting at the end of this month.

Other New Business

1. The next scheduled Health Board meeting will be Monday, October 16, 2017, 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 Doug Dechairo and a second by Vern Norwood.

Respectfully submitted,

Dan Partridge
Secretary

Present:	Doug Dechairo
	Steve Fawcett
	Shaun Musick
	Vern Norwood
	Shannon Oury
	Sandy Praeger
	Kevin Stuever
Other:	Dan Partridge
	Mary Beverly
	Karrey Britt
	Kim Ens
	Colleen Hill
	Charlotte Marthaler