

MINUTES
Lawrence-Douglas County Health Board
January 23, 2019

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Wednesday, January 23, 2019. Chair Sandy Praeger called the meeting to order at 5:20 p.m.

PUBLIC COMMENT

There was no public comment.

Dan Partridge, director, introduced George Diepenbrock, communications officer, to the Board.

APPROVAL OF AGENDA

Vern Norwood made a motion to approve the Agenda for January 23, 2019. Verdell Taylor provided the second and the motion passed.

REVIEW AND APPROVE MINUTES OF NOVEMBER 19, 2018

Shaun Musick made a motion that the Minutes of November 19, 2018, be approved. Verdell Taylor provided the second and the motion passed.

REVIEW AND APPROVE NOVEMBER MONTHLY FINANCIAL REPORT

Dawn Honarvar, finance director, reviewed the November Monthly Financial Report. Shannon Oury moved that the November Monthly Financial Report be approved. Shaun Musick provided the second and the motion passed.

EXECUTIVE SESSION

At 5:28 p.m., Shannon Oury made a motion to adjourn into executive session for 20 minutes to discuss an individual employees performance for the purpose of protecting the privacy of the individual involved; and to consult with legal counsel on matters deemed privileged within the attorney-client privilege for the purpose of protecting the privilege.

Further, we will return to this room and reconvene the open Board meeting to the public at 5:48 p.m. Verdell Taylor provided the second and the motion passed.

The Board resumed open session at 5:48 p.m.

NEW BUSINESS

Sonia Jordan, informatics director, presented a subcontract agreement between the Lawrence-Douglas County Health Department and Douglas County in the amount of \$20,000 for the purchase of the MyStrength Service. The Lawrence -Douglas County Health Department applied for and received Kansas Data-Driven Prevention Initiative (DDPI) grant funds from the Kansas Department of Health and Environment (KDHE). After discussion, Steve Fawcett made a motion to authorize chair Sandy Praeger to sign the subcontract agreement between the Lawrence-Douglas County Health Department and Douglas County. Shaun Musick provided the second and the motion passed.

Consider Revisions to Board By-Laws

Dan Partridge, director, presented the revisions to the Board By-Laws. Article II, Section 2, the function statement was revised to read, "The function of the Health Department shall be to protect and promote the health of the community by providing the essential public health services as described by the standards for accreditation established by the Public Health Accreditation Board. The Department's purpose shall be to understand and ameliorate the health issues confronting the community."

Article III, Section 2, M, was revised to say, "By City and County Resolution the Director shall serve as secretary of the Board without voting power (see Article IV, Section 5).

Article IV, Section 2, we revised the position references with regards to check signatures from two to one stating, "In the absence of the Director or Finance Director, the chair may sign checks. Section 4 was revised to read, "The Treasurer, Chair, Director, or Finance Director are authorized to sign checks and savings withdrawals. One signature is required to sign checks and savings withdrawals. In the absence of the Director or Finance Director, the Treasurer may sign checks."

Section VI, Section 5, was revised to read, "The Executive Committee shall serve as the committee of final appeal for employee conflict resolution matters."

After discussion, Shaun Musick made a motion to approve the revisions to the Board By-Laws once the date was changed to January 22, 2019. Steve Fawcett provided the second and the motion passed.

DIRECTORS REPORT

Assignment of Administrative Roles and Responsibilities

Dan Partridge, director, reviewed the changes to the organizational chart. Dan reported Tammy Franchuk now reports to Dawn Honarvar, Charlie Bryan reports to Dan Partridge, and Stacey Rollins reports to Charlie Bryan. Charlie and Stacey will be responsible for accreditation, performance management and quality improvement. Charlie Bryan will also be agency liaison for MCubed. For human resources, Dan Partridge will be doing employee hiring and employee discipline. Dawn Honarvar, finance director, will handle benefits questions and Colleen Hill, executive assistant, will do onboarding for new staff. Beth Llewellyn, community health director, will be in charge of employee orientation.

City of Lawrence 2018 Financial Report

Dan Partridge, director, stated the City requires a financial progress and expense report each year. Dan reported the City funded \$671,401 in 2018. The funds were used for the following purpose: \$94,545 for general operating and administrative; \$263,524 for clinic services, \$190,092 for Community Health; \$96,552 for family and senior support services; and \$26,688 for epidemiology and environmental public health. Each of these areas have a program purpose, program organizational chart, program description, performance indicators, highlights and a program impact story.

MySidewalk Demonstration

Sonia Jordan, informatics director, gave a demonstration of the MySidewalk application and how it works. It showcases progress on the Community Health Plan. MySidewalk will serve as one centralized location for all related data on housing, determinants of health and health equality, and population below poverty versus life expectancy. A public launch is scheduled for April 2019.

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

At 6:49 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 7:00 p.m. Shaun Musick provided the second and the motion passed.

The Board resumed open session at 7:00 p.m.

Other New Business

1. The next scheduled Health Board meeting will be Monday, February 18, 2019, at 5 p.m. in the first-floor meeting room.

ADJOURNMENT

The Board meeting was adjourned at 7:00 p.m. on a motion by Shaun Musick and a second by Vern Norwood.

Respectfully submitted,

Dan Partridge
Secretary

Minutes

Page 5

January 23, 2019, 2018

Present: Steve Fawcett
Vern Norwood
Shannon Oury
Shaun Musick
Verdell Taylor
Michael Williams

Other: Charley Bryan
Linda Craig
George Diepenbrock
Brad Finkeldei
Colleen Hill
Dawn Honarvar
Sonia Jordan
Beth Llewellyn