

**MINUTES**  
**Lawrence-Douglas County Health Board**  
**February 18, 2019**

**CALL TO ORDER**

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, February 18, 2019. Chair Sandy Praeger called the meeting to order at 5:07 p.m.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF AGENDA**

Shannon Oury made a motion to approve the Agenda for February 18, 2019. Shaun Musick provided the second and the motion passed.

**REVIEW AND APPROVE MINUTES OF JANUARY 23, 2019**

Shaun Musick made a motion that the Minutes of January 23, 2019, be approved. Shannon Oury provided the second and the motion passed.

**REVIEW AND APPROVE JANUARY MONTHLY FINANCIAL REPORT**

Dawn Honarvar, finance director, reviewed the January Monthly Financial Report. Shannon Oury moved that the January Monthly Financial Report be approved. Steve Fawcett provided the second and the motion passed.

## NEW BUSINESS

### Health Board Members Whose Terms Expire in 2019

Dan Partridge, director, stated terms for Doug Dechairo, appointed by KU Chancellor, Shaun Musick, appointed by the county, and Steve Fawcett, appointed by the city, expire on March 31, 2019. Dan Partridge would like to send letters to the KU Chancellor to reappoint Doug Dechairo for another term. He would also like to send a letter to the city to reappoint Steve Fawcett for a second term. The second term for Shaun Musick expires and he would like to send a letter to the county recommending Shandra Hurla to replace her. After discussion, by consensus of the Board, Sandy Praeger was authorized to sign the letters of recommendation.

### Douglas County Health Champion Award Selection

George Diepenbrock, communications officer, presented recommendations from Health Department staff for the Douglas County Health Champion Awards. After discussion, the Board approved Dee Boeck/Gene Wee and Mitchel Tegtmeier as 2019 Douglas County Health Champions and Lawrence Memorial Hospital Health as community partner to be recognized.

### Kansas Department of Health and Environment State Fiscal Year 2020 Grant Applications

Dan Partridge, director, stated the State Fiscal Year 2020 grant application is due to the Kansas Department of Health and Environment on March 15, 2019. The software for submitting the grant application online has software issues and we cannot submit at this time. Dan asked for Board approval to have chair Sandy Praeger sign the grant application once we have the grant amounts. After discussion, the Board agreed to have Sandy Praeger sign the grant application once we have grant amounts.

## DIRECTORS REPORT

### Department Performance Metrics

Dan Partridge, director, reviewed the proposed performance measures for reporting to the Board. These include four areas of focus: client, fiscal, organization culture, and community.

Shaun Musick suggested bringing back the colors red, yellow and green indicators. After discussion, the Board stated they would like to see this data quarterly.

#### Contract with CDP for Revenue Cycle Management

Linda Craig, director of clinic services, stated we plan to go live with the new Electronic Medical Records software with CDP on May 23, 2019. Currently we plan to use CDP for all our billing. Linda stated we will train front desk staff to ask for a co-pay at the time service is rendered. The additional cost will be approximately \$10,000 per year to do all the billing. We are currently paying \$3,000 per month for Haase and Long to do a portion of our billing.

#### Software to Improve Patient Wait Time for Clinic Services

Cris Loomis, analyst, stated the Health Department will be implementing new software called QLess to improve patient wait times by using an application on cell phones or on-site kiosk. Clients will be notified when their turn approaches. This will also allow our staff to better monitor performance, reduce customer complaints and help with staff productivity. An equity impact assessment was done to ensure equity for all using the system.

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

At 6:21 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 6:35 p.m. Shaun Musick provided the second and the motion passed.

The Board resumed open session at 6:35 p.m. Shannon Oury made a motion to give director Dan Partridge a three percent bonus. Doug Dechairo provided the second and the motion passed.

**Other New Business**

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

**ADJOURNMENT**

The Board meeting was adjourned at 6:45 p.m. on a motion by Shaun Musick and a second by Doug Dechairo.

Respectfully submitted,

Dan Partridge  
Secretary

Present:        Doug Dechairo  
                   Steve Fawcett  
                   Shannon Oury  
                   Shaun Musick  
                   Sandy Praeger  
                   Verdell Taylor  
Other:            Charlie Bryan  
                   Linda Craig  
                   George Diepenbrock  
                   Colleen Hill  
                   Dawn Honarvar  
                   Sonia Jordan  
                   Beth Llewellyn  
                   Cris Loomis