

MINUTES
Lawrence-Douglas County Health Board
January 16, 2018

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Tuesday, January 16, 2018. Chair Shaun Musick called the meeting to order at 5:04 p.m.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF AGENDA

Doug Dechairo made a motion to approve the Agenda for January 16, 2018. Kevin Stuever provided the second and the motion passed.

REVIEW AND APPROVE MINUTES OF NOVEMBER 20, 2017

Vern Norwood made a motion that the Minutes of November 20, 2017, be approved. Doug Dechairo provided the second and the motion passed.

REVIEW AND APPROVE NOVEMBER AND DECEMBER MONTHLY FINANCIAL REPORT

Jennie Henault, director of administrative services, reviewed the November and December Monthly Financial Reports. Steve Fawcett moved that the November and December Monthly Financial Reports be approved. Sandy Praeger provided the second and the motion passed.

NEW BUSINESS

Consider Sanitary Code Variance Request for 1493 Highway 40, Pravin Albee

Mary Beverly, director of epidemiology and environmental public health, requested approval for a variance from the Douglas County Sanitary Code. Mary reported the property belongs to Pravin Albee, 1493 Highway 40, Lawrence, Kansas. Mary inspected the property after a complaint was called in for odor. Mary found sewage on the ground while the tank was being pumped. Mary stated there are four tanks and they were being pumped every two months. These tanks are old block constructed systems and need to be replaced. Mary stated the proposed system would be two-1,500 gallon tanks connected to one lateral field. The variance is for set back on the property line, foundation, drinking water line and system sizing. After discussion, Kevin Stuever made a motion to grant the variance for set back issues and sizing criteria. Sandy Praeger provided the second and the motion passed.

Recognition of Jenn Preston, Five Years of Service

The Board signed a Letter of Recognition congratulating Jenn Preston for five years of service.

Consider Authorizing Certificate of Deposit

Jennie Henault, director of administrative services, reported the Health Department currently has a Certificate of Deposit (CD) at Central National Bank that is earning 1.25 percent and matures on March 12, 2018. The current balance of the CD is \$112,166. Jennie also reported we have a money market account at US Bank for \$363,761 earning .31 percent and can be withdrawn and invested elsewhere. Staff is proposing taking \$350,000 from the Board Designated Fund (BDF) as well as the US Bank account and investing it for two years among several CD's to stay within the FDIC limits of \$250,000 per bank. Jennie requested approval to invest with the banks offering the best interest rate due to the fluctuation that could occur between now and the renewal date. After discussion, Steve Fawcett made a motion to seek the best feasible investment while giving preference to Kansas bank if identical rates. Doug Dechairo provided the second and the motion passed.

Review 2017 Annual Financial Report to the City of Lawrence.

Dan Partridge, director, reported the Health Department has an Agreement for the Use of City General Funds. The Health Department provides annual progress and expense reports to the City which are due by February 15. Dan stated funds amounting to \$671,401 were received in 2017 with \$210,459 used to support operating and administrative expenses. Of the remaining \$460,942, Clinic Services received \$188,277, Community Health received \$159,277, Family and Senior Support Services received \$82,931, and Epidemiology and Environmental Health received \$30,457.

DIRECTOR'S REPORT

Contract for Health IT Consultant Services Related to Kresge Program

Dan Partridge, director, reported the Health Department was selected by the Kresge Foundation to participate in its Emerging Leaders in Public Health Program. Dan is requesting approval of an Agreement between the Lawrence-Douglas County Health Department and Amelia Mayme Consulting LLC for consulting services in the amount of \$18,000 upon execution of this agreement and another \$18,000 upon successful completion of all deliverables. The contract period of this agreement is January 16, 2018, to October 31, 2018.

Contract for Legal Consultant Services Related to Kresge Program

As part of the Kresge program, the Health Department is requesting to obtain limited consulting services from the Network for Public Health Law regarding legal issues related to data sharing with and among Health Departments and partner organizations. Consulting services would be provided by Denise Chrylser, J.D. who is Director of the Network's Mid-State Region. The Health Department would pay Network Mid-States Region a set fee of \$20,000, which reflects an estimate of 150 hours at \$115 per hour plus \$2,750 for additional travel costs incurred.

After discussion Steve Fawcett made a motion to authorize Dan Partridge to execute the Agreements with Amelia Mayme Consulting LLC and the Network Mid-State Region. Sandy Praeger provided the second and the motion passed.

Board Members Whose Terms Expire March 31, 2018

Dan Partridge, director, stated the first term for Judy Brynds expires March 31, 2018. The first term for Sandy Praeger expires March 31, 2018. Sandy has agreed to serve another term if reappointed by the City/County. The second term for Dr. Kevin Stuever expires March 31, 2018. The Board discussed recommendations for Dr. Stuever's replacement.

2018 Staff Salary Adjustments

Dan Partridge, director, reported \$51,495 was applied to staff salary adjustments. There are three categories for performance reviews: 1) Needs to improve; 2) On-target; and 3) Exceeds expectations. Dan stated there were 33 staff on target and six exceeds expectations. Some staff received a wage band increase depending on where they are in the wage band. There were 23 staff who received 2.38 percent, seven received 4.62 percent, four received 4.76 percent, four received 6.86 percent and one received 7.0 percent.

Health for the 21st Century Summit

Dan Partridge, director, updated the Board on the Health for the 21st Century Summit held on January 16, 2018 at the University of Kansas. Karen DeSalvo, M.D., P.P.H. former Assistant Secretary for Health and National Coordinator for Health Information Technology; Professor of Medicine at the University of Texas was the keynote speaker. Steve Fawcett also facilitated a panel discussion.

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

At 6:07 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 6:27 p.m. Kevin Stuever provided the second and the motion passed.

The Board resumed open session at 6:27 p.m.

Other New Business

1. The next scheduled Health Board meeting will be Monday, February 19, 2018, at 5 p.m. in the first floor meeting room.

ADJOURNMENT

The Board meeting was adjourned at 6:27 p.m. on a motion by Doug Dechairo and a second by Kevin Stuever.

Respectfully submitted,

Dan Partridge
Secretary

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