

MINUTES
Lawrence-Douglas County Health Board
April 15, 2019

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, April 15, 2019. Chair Sandy Praeger called the meeting to order at 5:02 p.m.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF AGENDA

Steve Fawcett made a motion to approve the Agenda for April 15, 2019. Vern Norwood provided the second and the motion passed.

REVIEW AND APPROVE MINUTES OF MARCH 18, 2019

Vern Norwood made a motion that the Minutes of March 18, 2019, be revised to include her name to the list of attendees at the March 18 Health Board meeting. Shannon Oury provided the second and the motion passed.

REVIEW AND APPROVE MARCH MONTHLY FINANCIAL REPORT

Michele Hammann, chief strategy officer of Summers, Spencer & Company, P.A., reviewed the March Monthly Financial Report. Vern Norwood moved that the March Monthly Financial Report be approved. Verdell Taylor provided the second and the motion passed.

NEW BUSINESS

Election of Officers

Chair Sandy Praeger presented the following slate of officers for 2019-2020: Steve Fawcett, chair; Vern Norwood, vice chair; and Verdell Taylor, treasurer. After discussion, Shanda Hurla made a motion to accept the slate of candidates presented. Shannon Oury provided the second and the motion passed. After the vote, Steve Fawcett assumed the role of chair replacing Sandy Praeger.

Recognition of Past Chair

Dan Partridge presented a small gift from the Board to Sandy Praeger in appreciation for serving as Health Board chair from 2018-2019.

Annual Conflict of Interest

Dan Partridge, director, reported our Purchasing Policy states Health Board members and employees with decision making authority are required to disclose potential conflict of interest associated with purchasing decisions. The Board were given a Conflict of Interest disclosure statement to sign and return.

Consider Contract for Accounting Services

Dan Partridge, director, requested the Board authorize him to enter into a contract with Summers, Spencer & Company, P.A. (SS&C) for \$60,000 per year to meet the Health Departments accounting needs. Dan stated last month SS&C did an analysis of the accounting process and CYMA accounting system. Dan stated we would outsource payroll, accounts payable and cash disbursements, audit preparation and assistance. Michele Hammann, chief strategy officer of SS&C, stated they evaluated our processes and came up with three client services proposals; 1) Silver; 2) Gold; and 3) Platinum. All three proposals include monthly financial statements. The difference between the Gold and Platinum proposals is with Gold they would attend every other Board meeting for presentation of financial information and with Platinum they would attend all Board meetings. Also, with the Gold and Platinum they would include CFO services. Michelle also stated check writing would be done electronically. After discussion, Dan recommended we go with the Gold proposal for \$60,000 per year. Shanda Hurla made a motion to authorize Michele

Hammann to create a contract for the Gold proposal. Michael Williams provided the second and the motion passed.

Consider 2020 Budget Requests to City of Lawrence and Douglas County

Dan Partridge, director, stated the Health Departments 2020 budget requests were made to align with the Strategic Plan. A supplemental request was made to Douglas County to add another analyst position to support behavioral health. To support adoption by public and private entities of policies aligned with the Community Health Plan we are requesting, 1) \$10,000 to increase Academic Health Department funding for coalition and data support, 2) \$17,753 to establish a living wage for Health Department staff, and 3) \$15,000 for paid internship to support the community health plan mobilization and engagement. To deliver our service and address system gaps and to improve outcomes for those experiencing the greatest health inequity we are requesting, 1) \$34,000 to fund continuation of Revenue Cycle Management with DCP, and 2) adjust revenue and expense to make up anticipated loss of \$185,000 for Department for Children and Families fatherhood grant.

We anticipate an eleven and a half percent increase in health insurance, so we are budgeting an additional \$70,000 to fund this. We have allocated \$60,000 for living wage and 1.5 percent for cost of living increase. We are recommending a cell phone stipend increase to \$30 per month. Network Consultant fees increasing by \$9,600. After discussion, Verdell Taylor made a motion to submit the 2020 Budget Request for the City of Lawrence and Douglas County. Michael Williams provided the second and the motion passed.

Receive the 2018 Annual Report

George Diepenbrock, communications officer, distributed the 2018 Annual Report. After discussion, Michael Williams made a motion to receive the 2018 Annual Report. Shanda Hurla provided the second and the motion passed.

DIRECTORS REPORT

Public Health Ethics Report

Beth Llewellyn, community health director, stated the Health Department is committed to providing a process to identify ethical issues and to resolve them. Beth stated the

Administrative Team will serve as the Ethics Committee. They will be accountable to do a quarterly review. There will be an Ethics Facilitator who will facilitate any requested case consultation. The Ethics Consultation Team shall have standing members that include: Ethics Facilitator, the Director of Clinic Services, the Strategic Projects Specialist and a member of the Health Equity Policy subcommittee. After discussion, it was decided as we evaluate the case, we would communicate with the Board chair and determine if the case should go before the Health Board.

Public Health Week Activities

Dan Partridge, director, did an editorial with the Lawrence Journal-World on Tuesday, March 26, 2019, on Advancing Health Equity in our Community. On Monday, April 1, we did a staff breakfast with guest speaker Beth Bailey, KU Foundation Distinguished Professor of History and author of "Sex in the Heartland." We presented Exemplar Awards for Professionalism, Teamwork, Compassion and Integrity to four staff members throughout the week. On Wednesday, April 3, we had the 2019 Kay Kent Excellence in Public Health Service Award Luncheon and Kathy Colson, clinic supervisor, was the 2019 Kay Kent Awardee. On Friday, April 5 we celebrated the Community Health Champion Breakfast. Mitchell Tegtmeier, Eudora Middle School PE/Health Teacher and Dee Boeck and Gene Wee were the Health Champion Awardees. Russ Johnson, chief executive officer of LMH Health, accepted the LMH Health Community Health Plan Key Collaborator Healthier Together Leadership Award.

Partial Closure of Clinic for CDP Training

Linda Craig, director of clinic service, stated we are going live with CDP software on May 23, 2019. The decision was made to close the clinic May 20-22 for staff training. Heartland Community Health Center and WIC will provide services during this time. Linda reported Lawrence Memorial Hospital offered their computer lab to provide training and they will cater our meals.

Other New Business

1. The next scheduled Health Board meeting will be Monday, May 20, 2019, at 5 p.m. in the first-floor meeting room.

ADJOURNMENT

The Board meeting was adjourned at 6:26 p.m. on a motion by Sandy Praeger and a second by Vern Norwood.

Respectfully submitted,

Dan Partridge
Secretary

Present:	Steve Fawcett
	Shanda Hurla
	Shannon Oury
	Vern Norwood
	Sandy Praeger
	Verdell Taylor
	Michael Williams
Other:	Linda Craig
	George Diepenbrock
	Michele Hammann
	Colleen Hill
	Sonia Jordan
	Beth Llewellyn