

**MINUTES**  
**Lawrence-Douglas County Health Board**  
**April 16, 2018**

**CALL TO ORDER**

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, April 16, 2018. Vice Chair Sandy Praeger called the meeting to order at 5:03 p.m.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF AGENDA**

Doug Dechairo made a motion to approve the Agenda for April 16, 2018. Steve Fawcett provided the second and the motion passed.

**REVIEW AND APPROVE MINUTES OF MARCH 19, 2018**

Steve Fawcett made a motion that the Minutes of March 19, 2018, be approved. Doug Dechairo provided the second and the motion passed.

**REVIEW AND APPROVE MARCH MONTHLY FINANCIAL REPORT**

Dan Partridge, director, introduced Dawn Honarvar as the new accounting manager. Dawn reviewed the March Monthly Financial Report. Doug Dechairo moved that the March Monthly Financial Report be approved. Sandy Praeger provided the second and the motion passed.

## **NEW BUSINESS**

### **Election of Officers**

Chair Shaun Musick presented the following slate of officers for 2018-2019: Sandy Praeger, chair; Steve Fawcett, vice chair; and Vern Norwood, treasurer. After discussion Doug Dechairo made a motion to accept the slate of candidates presented. Sandy Praeger provided the second and the motion passed. After the vote, Sandy Praeger assumed the role of chair replacing Shaun Musick.

### **Consider Development of a Policy Agenda**

Vicki Collie-Akers, Ph.D., M.P.H., Associate Director for Health Promotion Research Center for Community Health and Development Life Span Institute, University of Kansas, stated the Academic Health Department has been exploring how to make public health research robust in Douglas County. Vicki stated the Strategy Map helps guide us with these three goals: (1) drive policy, systems and environmental change; (2) contribute to the evidence base about what works in public health; and (3) build the capacity of the current and future public health workforce. Vicki also presented the Academic Health Department Accomplishments around current and future workforce. Vicki stated the Academic Health Department would like to have a retreat with the Health Board and community partners to develop a policy agenda. The Board agreed to have a retreat.

### **2019 Budget Request**

Dan Partridge, director, reviewed the 2019 Budget applications for the City of Lawrence and Douglas County. Dan stated the Health Department is requesting \$700,964 from the city and \$824,116 (excluding health insurance costs) from Douglas County. These requests reflect level funding plus an additional \$29,563 from the City of Lawrence needed to fund increased health insurance costs. Contractual services are projected to increase by three percent due to increased costs for IT services and the inclusion of support to continue an enhanced surveillance survey that will help us to create a better understanding of inequities in health behaviors. Expenditures are projected to increase by \$15,398. Dan stated we will be meeting with the County on April 23 to discuss the 2019 budget request. After discussion, Shaun Musick made a motion to approve the proposed 2019 Budget Requests. Vern Norwood provided the second and the motion passed.

### 2016 Audit Correspondence

Dawn Honarvar, accounting manager, reported the Health Department received a letter from the Department for Children and Family Services (DCF) Audit Services stating they reviewed the reports and associated audit documents for Douglas County and found deficiencies. Dan Partridge, director, responded to DCF stating the Health Department is part of the Douglas County Audit, but we are a separate entity, with a separate Board of Directors, separate management and separate administrative offices than the County. Dan stated three of the four deficiencies noted in the audit report are related to policies and procedures followed by the County, not the Health Department. For the one finding related to the Health Department staff have identified that the purchasing policy was followed as it related to established vendors. However, no formal documentation of the selection of the established vendors was made in the respective grant file. The Health Department has provided training on proper documentation of use of established vendors and the purchasing policy for professional services requested from any service vendor to all relevant staff. Dan reported we are currently reviewing our purchasing policy for possible improvement and continue to train staff on such policies.

### Purchasing Policy

Dawn Honarvar, accounting manager, reported Health Department staff are revising the Purchasing Policy. Dawn stated the director and assistant director approve all electronic purchase requisitions. The revisions are: (1) For purchases greater than \$20,000 that the Health Board will approve and there must be a Request for Proposal (RFPs) submitted; (2) For purchases \$7,500 to \$20,000, the director or assistant director can approve but three quotes will be required; and (3) For purchases less than \$7,500, the director or assistant director will approve and there will not be a quote or RFPs required. Regularly ordered supplies and services do not require quotes or RFPs and do not require prior Board approval. Per Shannon Oury, Board member, a Conflict of Interest statement should be added to ensure the person choosing the vendor is not related to the vendor. After discussion, the Board decided to table this Purchasing Policy until next month. Vern Norwood made a motion to table the Purchasing Policy and bring revisions to the May Health Board meeting. Steve Fawcett provided the second and the motion passed.

## **DIRECTOR'S REPORT**

### **Public Health Week Review**

Dan Partridge, director, reported April 2-6, 2018, was National Public Health Week. Vince Romero, analyst, was the recipient of the Kay Kent Excellence in Public Health Service Award. The Douglas County Health Champion recipients were Melissa Hoffman and Aimee Polson.

### **Health Leadership Coalition Community Forum Wednesday, April 25 at 7 p.m. Douglas County Fairgrounds**

Dan Partridge, director, reported the Health Leadership Coalition is hosting a community forum on the expanded mental and behavioral health care campus and jail reconfiguration of Proposition 1 on the upcoming ballot. The forum will be held at the Fairgrounds on Wednesday, April 25 at 7 p.m.

### **Other New Business**

1. The next scheduled Health Board meeting will be Monday, May 21, 2018, at 5 p.m. in the first-floor meeting room.

## **ADJOURNMENT**

The Board meeting was adjourned at 6:20 p.m. on a motion by Doug Dechairo and a second by Shaun Musick.

Respectfully submitted,

Dan Partridge  
Secretary

Present: Doug Dechairo  
Steve Fawcett  
Shaun Musick  
Vern Norwood  
Shannon Oury  
Sandy Praeger  
Verdell Taylor  
Michael Williams

Other: Dan Partridge  
Karrey Britt  
Linda Craig  
Colleen Hill  
Dawn Honarvar  
Charlotte Marthaler  
Kristy Stone-Garcia  
Chris Tilden