

**MINUTES**  
**Lawrence-Douglas County Health Board**  
**May 21, 2018**

**CALL TO ORDER**

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, May 21, 2018. Chair Sandy Praeger called the meeting to order at 5:01 p.m.

**PUBLIC COMMENT**

Monica Dittmer, Executive Director, Center for Great Futures at Boys & Girls Club, introduced Ruth Gathunguri. Ruth is a Junior at Free State High School and is the local Youth of the Year Awardee. Ruth will be competing at the national competition in Dallas, Texas in June. Ruth shared her story regarding how Boys & Girls Club made her who she is today and her goal is to inspire all youth.

**APPROVAL OF AGENDA**

Shaun Musick made a motion to approve the Agenda for May 21, 2018. Doug Dechairo provided the second and the motion passed.

**REVIEW AND APPROVE MINUTES OF APRIL 16, 2018**

Shannon Oury made a motion that the Minutes of April 16, 2018, be approved. Steve Fawcett provided the second and the motion passed.

### **REVIEW AND APPROVE APRIL MONTHLY FINANCIAL REPORT**

Dawn Honarvar, accounting manager, reviewed the April Monthly Financial Report. Doug Dechairo moved that the April Monthly Financial Report be approved. Shannon Oury provided the second and the motion passed.

### **EPIDEMIOLOGY PROGRAM REPORT**

Sonia Jordan, epidemiology and preparedness coordinator, provided the Board with an epidemiology program update. Sonia stated epidemiology and Public Health 3.0 focus on timely, reliable, granular and actionable data. Sonia reported she does passive surveillance on disease investigation and health incidence tracking on a day-to-day basis. She also does contact tracking, outbreak management and syndromic surveillance on a day-to-day basis.

Sonia reported on past projects including the Health Department flu surveillance for 2017-2018 on our website. This data is provided through the Kansas Syndromic Surveillance program and represents presentations to the emergency department with flu-like symptoms.

In another project, the City Commission asked the Health Department to look at LED street lighting. Sonia gathered information on how many accidents are occurring in low light areas and what the health implications are.

Sonia also collected data on Sexually Transmitted Information (STI) for 2017-2018. This data includes Chlamydia and Gonorrhea. There was a 394 percent increase in STIs from 2013 to 2017. Sonia stated focus groups were held in May for parents and providers of Lawrence middle school students regarding HPV vaccinations to attempt to improve HPV vaccination rates.

There is also a data sharing collaborative focused on behavioral health clients. The opioid surveillance study is aimed at validating syndromic surveillance data on visits with diagnosis code and visits without a diagnosis code.

This month the Center for Disease Control and Prevention (CDC) highlighted the Lawrence-Douglas County Health Department's work on using epidemiology to inform our rabies awareness campaign. Our website has information on summer safety including rabies awareness, vector borne illness, firework injury and pool safety. Sonia stated some of the

challenges in the Epidemiology program are access to data, difficulty to discern what is truly actionable, time availability and being mindful of future needs.

## **NEW BUSINESS**

### **Contract with Douglas County Board of County Commissioners, Kansas Head Start Association and Kansas Department of Health and Environment to Provide Parent Health Literacy**

Peggy Kelly, executive director of the Kansas Head Start Association, reported this is the first amendment to the agreement between the Kansas Head Start Association, the Board of County Commissioners of Douglas County, the Lawrence-Douglas County Health Department and the Kansas Department of Health and Environment to Provide Parent Health Literacy Services. The contract period is for July 2018 through June 30, 2019. Peggy reported the total compensation cap for this amendment has been reduced from last year due to expenditures being reduced. After discussion, Shaun Musick made a motion to authorize chair Sandy Praeger to sign the First Amendment to the Agreement Between the Kansas Head Start Association, The Board of County Commissioners of Douglas County, the Lawrence-Douglas County Health Department and the Kansas Department of Health and Environment to Provide Parent Health Literacy Services. Vern Norwood provided the second and the motion passed.

### **Purchasing Policy Revisions**

Charlotte Marthaler, assistant director, reviewed revisions to the Purchasing Policy. Charlotte stated employees with decision making authority are required to disclose potential conflict of interest associated with purchasing decision. A sole source or non-competitive procurement process is an option under the following circumstances: Only one known source exists for supplies or services as determined by documented research; 2) No other reasonable alternative source exists that meets the Agency requirements; and 3) Only one source meets the business needs of the Agency.

Charlotte stated for the different types of purchasing agreements we added Request for Proposal (RFP) or sole source more than \$20,000 needs approval by the Health Board. For quotes or sole source \$7,500 to \$20,000, the director or assistant director is authorized to

approve. For purchases \$7,500 or less, no quote is needed, and the director or assistant director can approve.

Regularly ordered supplies and services do not require quotes or RFPs and do not require prior Board approval.

For established vendors, purchases may be made without obtaining quotes if the prices are considered reasonable. However, at least every three years the program director will initiate the process of obtaining quotes for these supplies/services.

Shannon Oury stated a Conflict of Interest Statement should be completed every year. Shaun Musick made a motion to accept the Agency Purchasing Policy with the additional change of having a Conflict of Interest Statement. Vern Norwood provided the second and the motion passed.

#### Contract with Douglas County Board of County Commissioners and Kansas Department of Health and Environment for Outreach, Prevention and Early Intervention Services

Dan Partridge, director, presented the contract between the Kansas Department of Health and Environment, Douglas County Board of County Commissioners and the Lawrence-Douglas County Health Department for outreach, prevention and early intervention services for the contract period of July 1, 2018 through June 30, 2019. The Health Department can draw up to \$225,000. Doug Dechairo made a motion to authorize chair Sandy Praeger to sign the contract with the Kansas Department of Health and Environment, Douglas County Board of Commissioners and the Lawrence-Douglas County Health Department for outreach, prevention and early intervention services. Steve Fawcett provided the second and the motion passed.

#### First Quarter Performance Management Report

Charlotte Marthaler, assistant director, reviewed changes to the Strategy/Implementation Map. Charlotte reported to simplify the Strategy Map we took three domains and combined them. Monitor and evaluate activities was combined into collect and interpret public health information. Set evidenced-based standards was combined with use customer focused approaches. Enhancing financial resources was combined with foster community partnerships.

Charlotte stated maintain effective financial management and collect and interpret public health information were yellow or near meeting goal.

## **DIRECTOR'S REPORT**

### **Staffing Changes**

Dan Partridge, director, reported Mary Beverly, director of epidemiology and environmental public health, resigned to take a job at the Johnson County Health Department as Deputy Director. Andrew Stull was promoted to environmental health supervisor and will oversee environmental health staff and child care licensing. Sonia Jordan, epidemiology and preparedness coordinator now reports to Dan Partridge.

### **Letter from Douglas County**

Dan Partridge, director, stated the Health Department received an email from Douglas County asking for a letter describing how we would cut funding. After discussion, it was decided the Health Department would propose a three percent funding cut for County funding for 2019 by eliminating the environmental health technician position.

### **Potential Changes to Title X and Title V Reporting Requirements**

Dan Partridge, director, updated the Board on Kansas Department of Health and Environment (KDHE) data gathering requirements through a database called DAISEY. This database is used for Title X and Title V federal reporting. The Health Department is looking at what are the federal and state reporting requirements and what are the gaps and the implications to service delivery should we no longer be allowed to use aggregate reporting.

### **SAMSHA Assertive Community Treatment Funding**

Dan Partridge, director, stated the Health Department worked with the County and partners to work towards applying for a SAMSHA grant. This grant is for a team of ten staff who would go out into the community to reach 100 people who are considered high-risk population. After interviewing a current Assertive Community Treatment (ACT) grantee

and developing an understanding of what is needed to sustain the program, the decision was made to not apply.

**Other New Business**

1. The next scheduled Health Board meeting will be Monday, June 18, 2018, at 5 p.m. in the first-floor meeting room.

**ADJOURNMENT**

The Board meeting was adjourned at 6:57 p.m. on a motion by Shaun Musick and a second by Shannon Oury.

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
	Monica Dittmer
	Ruth Gathunguri

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Colleen Hill

Dawn Honarvar

Sonia Jordan

Peggy Kelly

Charlotte Marthaler

Chris Tilden