

MINUTES
Lawrence-Douglas County Health Board
July 15, 2019

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, July 15, 2019. Vice chair Vern Norwood called the meeting to order at 5:03 p.m.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF AGENDA

Dan Partridge made a motion to remove item number 7a, “Consider Contract with KU Cofrin-Logan Center for Addiction Research and Treatment for Development of Data Warehouse,” and replace it with “Review of Financial Policies.” Sandy Praeger made a motion to approve the Agenda for July 15, 2019, after removing item number 7a, “Consider Contract with KU Cofrin-Logan Center for Addiction Research and Treatment for Development of Data Warehouse,” and replacing it with “Review of Financial Policies.” Michael Williams provided the second and the motion passed.

REVIEW AND APPROVE MINUTES OF MAY 20, 2019

Verdell Taylor made a motion that the Minutes of May 20, 2019, be approved. Sandy Praeger provided the second and the motion passed.

REVIEW AND APPROVE MAY AND JUNE MONTHLY FINANCIAL REPORT

Michele Hammann, chief strategy officer of Summers, Spencer & Company, P.A., reviewed the May and June Monthly Financial Reports. Michael Williams moved that the May and June Monthly Financial Reports be approved. Sandy Praeger provided the second and the motion passed.

NEW BUSINESS

Review of Financial Policies

Michele Hammann, chief strategy officer of Summers, Spencer & Company, P.A., (SS&C) reviewed the proposed financial policies.

Cash Receipts - Michele stated controls surrounding cash receipts is divided into three groups: 1) Checks and credit card payments, 2) Cash payments, and 3) ACH payments. There is segregation of duties for these processes. On a weekly basis SS&C will reconcile all deposits posted for the prior five business days.

Payroll - Michele reported time entry is approved by the employee and the supervisor. The financial specialist verifies timesheets, provides a second review and closes the period within timesheet so no other changes can be made. SS&C closes the prior period in CYMA. The director logs into the bank website and approves the file.

Cash disbursements - The financial specialist uploads invoices to a designated AP folder on a regular basis. Invoices have been matched to a purchase order and coded to the appropriate general ledger code. SS&C will enter invoices into CYMA and run invoice register. SS&C uploads invoice register and emails director for approval. Once approved SS&C will post invoices and create and print checks. In the absence of the director, the Board treasurer will approve check register and invoices via email. A list of all payments will be provided to the Board on a monthly basis.

Purchasing - designated staff initiate a purchase order. Program directors will then approve purchase orders up to \$2500. Items exceeding \$2500 must be approved by the director and if it is over \$20,000 the Board approves. A list of all purchase orders will be provided to the director for review at the end of each month.

After discussion, Sandy Praeger made a motion to approve the proposed financial policies. Michael Williams provided the second and the motion passed.

Six Month Review of Strategic Plan

Staff provided an update to the Board. Sonia Jordan, informatics director, stated under Priority Area 1, goal 1.2, we are partnering with KU Cofrin-Logan Center for Addiction Research and Treatment for the development of a data warehouse. On goal 1.3, the Healthier Together website was recognized as the highest performing public health platform. Sonia said we are looking at ways to expand capacity of healthier together to meet community data needs.

Beth Llewellyn, community health director, stated under Priority Area 2, goal 2.4, that the Community Health Plan steering committee held their first meeting and we received positive feedback on the meeting. For goal 2.3.1, the poverty and jobs issue area co-convenor sponsorship has been set through the Human Services Coalition and a new workgroup on poverty was established to develop a strategic plan. We also received a Sunflower Foundation grant to help fund bringing in a facilitator to develop an equity lens. Beth stated LMH Health invited us to participate in their Beyond Diversity workshop.

Linda Craig, director of clinic services, stated under Priority Area 3, goal 3.1, we are seven weeks into the new electronic medical records software. We are also working with our revenue cycle management vendor to update fee schedules and be credentialed with additional insurance providers. The next step is point of service collection training staff to help appropriately collect copayments. Linda reported a consultant is coming in August. We have implemented Qless to decrease client wait time. Linda stated we are also doing client surveys and when clients check out a survey goes to their phone. For goal 3.2, we are planning to have immunization clinics in Baldwin City and Eudora. We are also working with businesses and the school districts to do flu shots.

Sonia Jordan, informatics director, stated under Priority Area 4, goal 4.1, we have expanded our collection effort to better address disparity data quality. We did complete the Health Equity Report and have been sharing in the community.

Beth Llewellyn, community health director, stated under Priority Area 4, goal 4, we have partnered with Lawrence Memorial Hospital through data reports to improve health. We have implemented the Health Equity Impact Assessment. We had a request from Parks and

Recreation to help with data around equity and development of a recommendation for establishing future user fees.

Dan Partridge, director, stated Priority Area 5, goal 5.1, we have scheduled eight staff training sessions on Public Health 3.0 and how to be Chief Health Strategists. We will bring back an expanded Memorandum of Understanding with the University of Kansas. Next step is to determine if CEU's can be part of this training.

Sonia Jordan, informatics director, stated Priority Area 5, goal 5.3, we have trained three new staff as Kansas Leadership Center facilitators. Once they are certified, we plan to train partners in Douglas County. Goal 5.3.3, Stacey Rollins, strategic projects specialist, and the QI team have led the QI Assessment using the framework from the National Association of County and City Health Officials.

DIRECTORS REPORT

City and County Budget Requests

Dan updated the Board on the city/county budget request. Dan reported the additional \$75,035 for an analyst position was denied. The Department of Children and Families has funded the Fatherhood grant for another year. Dan also stated staff will be meeting with Craig Owens, new city manager, in July.

Project LIVELY

Dan Partridge, director, reported our two staff positions for Project LIVELY are currently vacant. Dan stated we are looking at what a sustainable program looks like and how we can work with stakeholders in this arena. Our goal is to identify the service niche most appropriate for the Health Department.

Dr. Doug Dechairo

Dan Partridge, director, stated there will be a celebration of life for Dr. Doug Dechairo on July 20, 2019.

Other New Business

1. The next scheduled Health Board meeting will be Monday, August 19, 2019, at 5 p.m. in the first-floor meeting room.

ADJOURNMENT

The Board meeting was adjourned at 6:17 p.m. on a motion by Sandy Praeger and a second by Michael Williams.

Respectfully submitted,

Dan Partridge
Secretary

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| Present: | Vern Norwood |
| | Sandy Praeger |
| | Verdell Taylor |
| | Michael Williams |
| Other: | Charlie Bryan |
| | Linda Craig |
| | George Diepenbrock |
| | Michele Hammann |
| | Colleen Hill |
| | Sonia Jordan |
| | Beth Llewellyn |