

Meeting Notes
Lawrence-Douglas County Health Board
August 21, 2017

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, August 21, 2017. Chair Shaun Musick began the meeting at 5:06 p.m. We did not have a quorum.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF AGENDA

No action. Deferred to September Board meeting.

REVIEW AND APPROVE MINUTES OF JULY 17, 2017

No action. Deferred to September Board meeting.

REVIEW AND APPROVE JULY MONTHLY FINANCIAL REPORT

Dan Partridge, director, reviewed the July Monthly Financial Report. No action. Deferred to September Board meeting.

NEW BUSINESS

Letter of Recognition for Frendida Zamora

Board members present signed a Letter of Recognition for Frendida Zamora for 5 years of service.

2016 Financial Audit

Dan Partridge, director, reviewed the results of the 2016 Financial Audit. Dan reported Health Department staff implemented process improvements to address issues of concern last year. In 2016 the Health Department had no deficiencies. Dan reported page five of the notes of the financial statement states the Health Department is governed by an eight-member board (three members are appointed by the County, three members are appointed by the City and one is a representative for the University of Kansas.) Page 12 refers to the Health Department's compensation for vacation and sick leave. Page 14 refers to Kansas Public Employees Retirement System pension plan and the Health Department's net pension liability is \$1,864,310. Page 16 refers to the Health Facility Building agreement where the city and county each pay half of the maintenance and operating costs. No action taken. Deferred to September Board meeting.

Community Health Assessment

Chris Tilden, director of community health, stated the Health Department is holding a series of Community Health Forums. Chris stated there was a forum in Baldwin City on August 16. Chris stated there will be a forum at the Community Health Facility on Tuesday, August 22 from 11:30 a.m.-1:30 p.m.; Wednesday, August 23 at the Eudora Community Recreation Center from 5 p.m.-7 p.m.; and on Thursday, August 24 at the Lawrence Public Library from 5 p.m.-7 p.m. Chris reported the Health Department did a Health Issues Survey that was completed by 2,033 Douglas County residences. We did data collection and analysis from the Centers for Disease Control and Prevention (CDC), the Kansas Department of Health and Environment (KDHE), Census, and many other sources. A Local Public Health Assessment was completed by 57 people. A local organizational assessment was completed by 45 organizations and businesses. Also, Photovoice was completed by students at Van Go Arts. Chris reported overall the health of Douglas County residences looks good. Issues identified as important to our health are: access to health care services; access to safe and affordable housing; alcohol, tobacco and drugs; child abuse and

neglect; discrimination; healthy food access and food insecurity; mental health; physical activity; and poverty and good paying jobs. At the community forums we will ask you to provide your perspective on these nine issues and use your pennies provided to give us your “2 cents” and chose the one or two issues where we can make the most progress in the next 5 years. Chris reviewed maps of Douglas County on health behaviors on tobacco, preventive care, physical activity, chronic obstructive pulmonary disease (COPD), diabetes, and life expectancy.

DIRECTOR’S REPORT

Public Health Accreditation Board (PHAB) Annual Report

Charlotte Marthaler, assistant director, reported we are required to submit an annual report to the Public Health Accreditation Board (PHAB). Section one of the annual report is responding to any circumstances that could potentially jeopardize the Health Department’s ability to continue to be in conformity with the Standards and Measures, which we had nothing to report. Next is to report on specific measures regarding regular review of Health Board decisions and consider how Board agendas content could be structured differently to improve Board support for public health initiatives. The review showed that much of the day-to-day Health Department work comes to the Board, i.e. budget, financial reports, staff recognition, etc. We involve the Board in the initial steps of an initiative such as a grant submission and approval of contracts, or change in organizational structure or programming. We are less intentional about speaking to impact of initiatives once implemented.

In section two, the Health Department was asked to respond to four parts: 1) Performance Management and Quality Improvement (QI) for the purpose of assuring we continue to build continuous quality improvement culture. We talked about our performance management system we have implemented with staff’s day to day work; 2) Describe one quality improvement project in detail – we described efforts to improve data collection completeness and accuracy related to the Safe Routes to School program; 3) Processes for continued development and implementation of Community Health Assessment (CHA), Community Health Plan (CHP) and the Strategic Plan – reported on the progress of new CHA and steps for engaging the community, described the *Seedling Change* event to further understanding of several community strategic plans; 4) Informing best and promising practices in areas of emerging public health issues and innovations – Dan is participating in collaboration to implement the *Foundational Public Health Services* model and Kresge

Foundations *Emerging Leaders in Public Health* and we are demonstrating the value of the coaching model for our Performance Appraisal System.

2017 Employee Survey

Dan Partridge, director, reported 36 of 42 staff participated in the 2017 Employee Survey. Dan stated most staff strongly agreed or agreed with most questions. Dan stated we will take the results to the General Staff meeting to engage in a discussion in what we do moving forward. Communication is very important. The Leadership team needs to continue to focus on communicating to staff what is expected of them at work and recognizing them for this. Dan stated we heard positive things and the response rate was good.

Meeting with City Finance Director

Dan Partridge, director, reported meeting with Brian Kidney, city finance director. We discussed the potential for business process reviews similar to what the city finance department has utilized. Dan said this is also similar to our work with the audit firm conducted in 2015 around payroll and accounts payable.

2018 Budget Planning

Dan Partridge, director, reported on new projections for 2018 revenue and expenses. Dan stated we are reviewing what would be beneficial and that we will bring an updated budget to the Board in October.

Resolve Self-Assessment

Dan Partridge, director, presented a summary of the article *The High Achieving Governmental Health Department in 2020*. Dan reviewed the drivers of change and the key practices of high achieving health departments in 2020 and compared where we were in 2014 and where we are in 2017. Progress has been made in most of the key practice areas.

Other New Business

1. The next scheduled Health Board meeting will be Monday, September 18, 2017, at 5 p.m. in the first floor meeting room.

ADJOURNMENT

The Board meeting was adjourned at 6:42 p.m.

Respectfully submitted,

Dan Partridge
Secretary

Present:	Doug Dechairo
	Steve Fawcett
	Shaun Musick
	Shannon Oury
Ex Officio	Dan Partridge
Other:	Karrey Britt
	Kim Ens
	Colleen Hill
	Charlotte Marthaler
	Chris Tilden