

**MINUTES**  
**Lawrence-Douglas County Health Board**  
**August 15, 2011**

**CALL TO ORDER**

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, August 15, 2011. Chair Shirley Martin-Smith called the meeting to order at 5:30 p.m.

**EXECUTIVE SESSION TO DISCUSS A PERSONNEL ISSUE**

At 5:32 p.m., David Ambler made a motion to adjourn into Executive Session for 20 minutes for the purpose of discussing a personnel matter. Gerald Pees provided the second and the motion passed.

At 5:52 p.m., David Ambler made a motion to adjourn the Executive Session. Maley Wilkins provided the second and the motion passed.

**REVIEW AND APPROVE MINUTES OF JULY 18, 2011**

David Ambler moved that the Board Minutes of July 18, 2011 be approved. Gerald Pees provided the second and the motion passed.

**REVIEW AND APPROVE JULY 2011 MONTHLY FINANCIAL REPORT**

Jennie Henault, Director of Administrative Services, reviewed the July 2011 Monthly Financial Report. After discussion, Gerald Pees moved that the July 18, 2011 Monthly Financial Report be approved. Paul Liechti provided the second and the motion passed.

Jennie Henault reviewed the response letter to Allen, Gibbs & Houlik, L.C. for the 2010 audit. A new fund accounting system is in place which addresses many of the deficiencies.

## **NEW BUSINESS**

### Board Letter of Recognition

The Board signed a Letter of Recognition congratulating Jennie Henault for five years of service.

### National Association of County and City Health Officials (NACCHO) Conference Report

Shirley Martin-Smith, chair, updated the Board on the National Association of County and City Health Officials (NACCHO) conference on July 20-July 22, 2011, in Hartford, CT. Shirley reported Dan Partridge, Director, and Kim Ens, Director of Clinic Services, also attended the conference. Shirley stated the Health Department needs to complete accreditation while the majority of the Board is here. Shirley also stated the Board needs to support the accreditation work both internally and externally.

Dan Partridge reviewed the accreditation application process. Dan stated the Health Department needs to complete the Community Health Assessment, the Community Health Plan and the Strategic Plan before submitting the accreditation application. If the accreditation application is submitted after December 31, 2012, we will have to first submit a Statement of Interest and then wait six months before applying. Dan estimates the total accreditation process time will be 11 to 28 months. Dan also reviewed the Board members terms and stated that the accreditation application needs to be submitted by November 2012 to have a good probability of being accredited before the Board turns over.

### Report from the Community Health Improvement Partnership

Dan Partridge reviewed the Community Health Assessment (CHA) compiled by Community Health Improvement Partnership (CHIP). Dan then reviewed the CHA and the accreditation standards. After discussion, the Board gave Dan direction to take the lead on completing the CHA.

### Review Strategic Plan Draft

Dan Partridge reviewed the Strategic Plan draft. Dan asked the Board where they see the Health Department's role now. The Board liked the "Future" section, but Carol Seager suggested adding in a bullet called "enforcing policy." The Board discussed the "Current"

section and said the statement on “leading the way in public health” was good. Dan reviewed the Objectives and Strategies. Dan stated he used the KU Community Toolbox as the framework for creating this draft. Objectives should be specific and measurable. The three objectives presented correlate with the three relationship domains of the 2007 strategic plan. Objective one relates to policymakers. The Complete Street policy was used as an example since it is the policy initiative most likely to be acted upon first. Objective two relates to staff and how the Health Department intends to apply for accreditation. For objective three, Years of Potential Life Lost (YPLL) was chosen as the measurable objective that all programs could relate to. Dan stated he would like all staff to know how their work connects to the Strategic Plan. Maley Wilkins stated the Strategic Plan is a working document that will change over time and would like the Board to consider adoption of the Strategic Plan in September.

Dan Partridge also reviewed the 2010 Program Funding with the Board. Dan reviewed Health Department programs and how they are funded by either local tax dollars, grants, fees or the Kansas Children Service League.

#### Review of Elevator Speech

Dan Partridge stated at the Board Retreat in July, the Board requested the Health Department develop an “elevator speech” so we all communicate the same message to the community. Dan presented a long version of an elevator speech and a condensed version. After discussion, David Ambler proposed several changes. The Board agreed to the changes and requested staff make the revisions.

#### Agreement Between the Lawrence-Douglas County Health Department and the Kansas Department of Health and Environment

Dan Partridge presented an agreement between the Lawrence-Douglas County Health Department and the Kansas Department of Health and Environment (KDHE) effective August 10, 2011, through August 9, 2012, in the amount of \$82,318. David Ambler made a motion to authorize Shirley Martin-Smith, chair, to sign the agreement between the Lawrence-Douglas County Health Department and KDHE in the amount of \$82,318. Maley Wilkins provided the second and the motion passed.

### 2<sup>nd</sup> Quarter Performance Scorecard

Dan Partridge reviewed the 2<sup>nd</sup> Quarter Performance Scorecard with the Board. Dan stated in the Environmental Health section, the percent of recreational water facilities closed was high and that this seems to be a seasonal variation due to more pools open during the summer. Dan stated Charlotte Marthaler, Assistant Director, is working with the Leadership team on revising program measures.

### **DIRECTOR'S REPORT**

1. Lisa Horn, Communications Coordinator, updated the Board regarding the B.I.B.S.- Breast is Best Social breastfeeding peer group kickoff. Lisa stated the first meeting was Wednesday, August 3 at 6:30 p.m. at the Lawrence-Douglas County Health Department. Lisa reported 44 women attended. The second B.I.B.S. meeting was August 10<sup>th</sup> and 10 women attended.

### **Other New Business**

1. The next scheduled Health Board meeting will be held on September 19, 2011, at 5:30 p.m.

### **ADJOURNMENT**

The Board meeting was adjourned at 7:06 p.m. on a motion by David Ambler and a second by Maley Wilkins.

Respectfully submitted,

Dan Partridge,  
Secretary

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Present: David Ambler  
Paul Liechi  
Shirley Martin-Smith  
Gerald Pees  
Carol Seager  
Maley Wilkins

Ex Officio: Dan Partridge  
Other: John Bullock  
Charlie Bryan  
Jennie Henault  
Colleen Hill  
Lisa Horn  
Charlotte Marthaler