

MINUTES
Lawrence-Douglas County Health Board
August 18, 2008

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, August 18, 2008. Chair Donna Bell called the meeting to order at 5:32 pm.

CONSENT AGENDA

Gerald Pees moved that the Consent Agenda consisting of the Health Board Minutes of July 21, 2008, July 2008 monthly Financial Reports, and July monthly Activity Reports be approved. Karen Shumate provided the second and the motion passed.

CHIP PROGRAM PRESENTATION

Janelle Martin, Executive Director for Douglas County Community Health Improvement Project (CHIP), provided the Board with a brief summary of what the CHIP program is and how it came to be. Janelle stated CHIP was formed in 1997 to provide cohesive direction and strategies for improving health in Douglas County. Janelle reviewed the CHIP goals and what the 2010 initiatives are. CHIP will be conducting a community survey this fall of approximately 15,000 to 20,000 homes in Douglas County if sufficient funding is secured. The survey will have a broad range of questions regarding physical, mental and oral health, elder care, health-related behaviors, immunizations/screenings, demographic information and knowledge about who to call in an emergency.

UNFINISHED BUSINESS

2008 Financial Project Report

Dan Partridge reviewed the year end projections as of July 31, 2008. Revenue was down in fees and interest by \$200,000. Expenses for commodities were down due to over projecting

demand for the Gardasil vaccine. Personnel costs were also down. Based on current estimates, the amount to be transferred from the Board Designated Fund at year's end will be approximately \$33,555 rather than the \$110,000 budgeted.

Changes in Programs

Dan Partridge reported to the Board that the Health Screening Clinics will be discontinued September 1, 2008, and adjustments to focus eligibility for Well Child Clinic for the medically underserved population will begin September 15, 2008. An increase in fees for oral birth control will be made upon completion of a cost analysis report. Additional information from our vendors is still needed. Administration of Gardasil vaccine will be discontinued to private pay clients with the exception of those who have already started the series of shots. We will continue to provide Gardasil through the Vaccine for Children program for uninsured or underinsured children who are under the age of 18.

Director's Report

1. Dan Partridge reported to the Board several staff will be retiring. Diane Pope, Maternal Child Health Nurse/Case Manager, will retire effective October 30, 2008. Diane has been an employee of the Health Department for the past 31 years. Nancy Jorn, Director of Maternal Child and Health Field Services, will retire effective November 15, 2008. Nancy has been an employee of the Health Department for the past 22 years. Pending Board action on a personnel matter, an additional retirement was possible.
2. On a motion by Karen Shumate and a second by Gerald Pees, the Board moved into Executive Session to discuss a confidential personnel matter.

Karen Shumate made a motion to adjourn the Executive Session. Gerald Pees provided the second and the motion passed.

Karen Shumate made a motion to provide direction to the benefits committee that reductions to retirement benefits would not be considered by the Board as they consider the forthcoming recommendations from the Employee Benefits Advisory Committee. Alan Cowles provided the second and the motion passed.

3. Dan Partridge updated the Board on mid and long range planning. The Employee Benefits Advisory Committee has been formed. Staff who volunteered to be on this

committee are Kathy Colson, Shirley Grubbs, Kodi Herlein, Sue McDanel, Jim McDaniel, Debbie Mitchell, and DeeAnne Schoenfeld. Jennie Henault, Director of Administrative Services, will facilitate the meetings.

4. Staff was asked for input on positioning the agency for the future. Staff met on August 12, 2008, in small groups with facilitators from the Kansas Department of Health and Environment to help lead them through discussions to define a public health vision for Lawrence and Douglas County. Staff appointed members from each group to continue to meet to identify a set of top agency priorities. Dan Partridge will report these staff priorities to the Board at the September meeting. Dan stated community input will be gathered after staff input has been developed.
5. As previously requested by the Board, Dan Partridge reviewed client demographic information on Health Department services.
6. Dan Partridge stated the Board Designated Fund needs to grow by \$50,000 per year in order to keep pace with the stated goal of maintaining sufficient funds for 3 months of operating expenses plus employee liabilities. For the short term, Dan Partridge recommended we eliminate the transfer from reserve to operating for 2009. For the long term, by 2012, Dan Partridge recommended a budget transfer of \$50,000 from operating to reserve. After discussion, the Board approved annual targets for 2009 – 2012 to guide the department in achieving this goal.
7. Dan Partridge provided the Board with an update on the *Douglas County Sanitary Code*. The meeting date for the County Commission to adopt the revised sanitary code is October 15, 2008.

NEW BUSINESS

Memorandum of Understanding with Lawrence School District for Point of Dispensing Site

Dan Partridge presented the Board with a Memorandum of Understanding with Lawrence School District for the use of Free State High School as a Point of Dispensing Site. Alan Cowles made a motion to authorize Donna Bell, Chair, to sign the Memorandum of Understanding with Lawrence School District for Point of Dispensing Site. Gerald Pees provided the second and the motion passed.

Other New Business

1. The Board signed a letter of recognition for Shirley Grubbs congratulating her on 20 years of service.
2. The next scheduled Health Board meeting will be Monday, September 22, 2008.

ADJOURNMENT

The meeting was adjourned at 6:50 pm on a motion by Karen Shumate and a second by Paul Liechti.

Respectfully submitted,

Dan Partridge,
Secretary

Present: Donna Bell
Alan Cowles
Paul Liechti
Gerald Pees
Karen Shumate
Ex Officio: Dan Partridge
Other: Karrey Britt
Kathy Colson
Jennie Henault
Colleen Hill
Lisa Horn
Charlotte Marthaler
Janelle Martin
Pat Meyers