

MINUTES
Lawrence-Douglas County Health Board
December 15, 2008

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, December 15, 2008. Chair Donna Bell called the meeting to order at 5:35 pm.

CONSENT AGENDA

Alan Cowles moved that the Consent Agenda consisting of the Health Board Minutes of November 10, 2008, November 2008 monthly Financial Reports, and November monthly Activity Reports be approved. Gerald Pees provided the second and the motion passed.

HEALTH CARE ACCESS – NIKKI KING

Nikki King, Executive Director of Health Care Access, and Neil Salkind, Health Care Access Board President, provided the Board with an update on their future plans. Nikki King stated Health Care Access met with Visiting Nurses Association (VNA), Bert Nash Community Mental Health Center and the Lawrence-Douglas County Health Department to discuss space usage. Health Care Access has also met with the City of Lawrence and Douglas County. Ideally, Health Care Access would like to have 5,000 sq ft of space. VNA and Bert Nash have verbally stated together they could offer 3,200 sq ft of non-contiguous space. Nikki King stated they are asking for support in the form of a commitment of space as they explore the feasibility of moving into the Community Health Facility. After discussion, the Board asked Health Care Access to provide the following: floor plans; a written narrative on where collaboration could occur with the above-mentioned agencies; in addition to the 3,200 sq ft of unused space available from VNA and Bert Nash, where will Health Care Access find an additional 2,000 sq ft of space; Zoning Department review on parking spaces; and address fire code issues when changes are made to rooms. The Board offered to meet in special session to expedite the review of the information and make a decision.

DIRECTOR'S REPORT

1. Dan Partridge provided the Board with an update on the Community Health Forum held on November 19, 2008. Dan stated there were 50 people from the community and 10 staff members who attended, representing 37 agencies. The next step in accreditation will be to update our Strategic Plan to incorporate the input received from the Community Health Forum.
2. Dan Partridge updated the Board on Kansas Children Service League (KCSL). Tracie Lansing, East Region Director, has been meeting with the Maternal and Child Health staff at the Health Department to discuss how to coordinate efforts. The Health Department is in the process of drafting a contract with KCSL. The current timeline calls for KCSL staff to begin operations by the end of January, 2009.
3. Health Board members are limited to serving two three-year terms. Donna Bell's second term expires on March 31, 2009. The Board discussed what skill sets they were looking for in a replacement member. After discussion, it was decided that Dan Partridge should contact several possible appointees to see if they would be interested in serving on the Health Board.
4. Dan Partridge provided the Board with an update on the National Association of County and City Health Officials (NACCHO) grant final report. All grant deliverables have been completed and sent to NACCHO. Now that the grant has been completed, the Health Department will be receiving the remaining \$10,000 of grant funds.

UNFINISHED BUSINESS

Audit Policy Changes

Jennie Henault, Director of Administrative Services, updated the Board on audit issues and Board policy revisions. Jennie contacted health departments across the state to ask if they had ever had an audit finding related to the retention of client eligibility information (proof of income) for the Women, Infants and Children (WIC) program citing that following the guidelines from the Kansas WIC Policy and Procedure Manual provided to us by the Kansas Department of Health and Environment (KDHE) was insufficient. KDHE does not require that we physically keep a copy of the proofs. Jennie received responses from 15 health

departments in the state and everyone responded that they had never been asked to keep this information and were instructed by their auditor to follow the KDHE information. Jennie also spoke with KDHE to see how they interpreted the regulation. KDHE said they do not believe the policy requires a hard copy of the proof of income be kept and it has never been an issue with their management evaluations. Given this information, the Board agreed that our current processes for documenting WIC eligibility are sufficient.

Jennie Henault stated our accounting file has been sent to the auditors to help us reclassify 2008 entries made to Accounts Receivable. The estimate to move from an accrual to a cash basis for reporting is \$640 and should be completed by the end of the year.

Board Policy Revisions

Dan Partridge reviewed the following revisions/additions to Health Board Policies:

1. Non-Expendable Items: Items costing ~~\$500.00~~ \$1,500.00 or more are to be considered non-expendable items. Gerald Pees made a motion to accept the revision of the Non-Expendable Items Policy from \$500 to \$1,500. Paul Liechi provided the second and the motion passed.
2. Bad Debt Policy: Propose to change the language in the Bad Debt Policy to read: Any amount owed by a patient is considered a bad debt if it has not been paid within 365 days. Bad debts will be written off. *Within the constraints of state and federal guidelines and law, we will bill for services in three consecutive billings at 30 days, 60 days and 90 days past due. After the 90 days past due, a letter will be sent regarding any unpaid charges. Unpaid charges will be written off after 365 days.* Alan Cowles made a motion to approve the proposed language changes to the Bad Debt Policy. Karen Shumate provided the second and the motion passed.
3. Payment Policy for Overseas Travel: ~~Payment for overseas travel immunization is due at the time of service. Individuals failing to pay at time of service will not be given additional overseas travel immunizations until their account is paid. Prepayment is required for vaccines that must be special ordered. There will be no refund of the prepayment amount if an individual fails to return to receive the vaccine.~~ *Revision of Bad Debt Policy should now cover this. This policy will be removed.* Gerald Pees made a motion to remove this policy from the Health Board Policy Book. Karen Shumate provided the second and the motion passed.

4. Maternal and Child Health/Family Planning Services: The local Health Department will extend maternal and child health services including family planning services to all persons in compliance with Title X regulations and in accordance with the ~~Minimum Standards of Health Care in Family Planning Programs~~ conformance with state and federal guidelines. Gerald Pees made a motion to approve the revision to the Maternal and Child Health/Family Planning Services. Alan Cowles provided the second and the motion passed.

5. Policy on Information and Counseling of Patients Requesting Pregnancy Determination: Pregnant women should be offered information and counseling regarding their pregnancies. Those requesting information on options for the management of an unintended pregnancy are to be given non-directive counseling on the following alternative courses of action, and referral upon request:

- Prenatal care and delivery
- Infant care, foster care, adoption or Birthright
- Pregnancy termination.

In the case of a client desiring further information about pregnancy termination, staff are not permitted to make appointments, provide transportation or become further involved. Clients planning to carry their pregnancies to term should be given information about good health practices during early pregnancy, ~~especially those which serve to protect the fetus during the first three months~~ (e.g., good nutrition, avoidance of smoking, ~~drugs~~ drugs and exposure to x-rays) and referral for prenatal care. Clients who are found not to be pregnant should be given information about the availability of contraceptive and infertility services. Gerald Pees made a motion to approve the revisions to the Policy on Information and Counseling of Patients Requesting Pregnancy Determination. Karen Shumate provided the second and the motion passed.

Other New Business

1. Jennie Henault, Director of Administrative Services, reviewed the Funded Depreciation Fund – 5 Year Plan. A request to the Board was made to purchase a Microsoft licensing agreement that would allow us to have all staff on the same Microsoft Office 2007 version. This will help keep all computers up-to-date, help reduce use of server memory, reduce Help Desk issues and facilitate the development of an intranet system. The

original budget was at \$53,995 and with this purchase we will be at \$51,020, a savings of \$2,975 (purchases were less than budgeted). Savings over the next 5 years is projected to be \$22,210. Gerald Pees made a motion to approve the Funded Depreciation Fund – 5 Year Plan. Alan Cowles provided the second and the motion passed.

2. The next scheduled Health Board meeting will be Monday, January 12, 2009.

ADJOURNMENT

The meeting was adjourned at 7:20 pm on a motion by Gerald Pees and a second by Alan Cowles.

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
Nikki King
Charlotte Marthaler
Neil Salkind