

**MINUTES**  
**Lawrence-Douglas County Health Board**  
**December 20, 2010**

**CALL TO ORDER**

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, December 20, 2010. Chair Gerald Pees called the meeting to order at 5:28 pm.

**BOARD PHOTOGRAPH**

The group photograph was deferred.

**CONSENT AGENDA**

Paul Liechti moved that the Consent Agenda consisting of the Health Board Minutes of November 15, 2010 and the November 2010 monthly Financial Reports be approved. Ray Davis provided the second and the motion passed.

**PROGRAM REPORT –EATWELL LAWRENCE – TRISH UNRUH**

Trish Unruh, Nutritionist for the Special Supplemental Nutrition Program for Women, Infants and Children (WIC), presented the Board with an overview of the EatWell Lawrence program. Trish stated the Health Department received a grant for the LiveWell Lawrence program last April which enables her to work with the LiveWell Lawrence program and focus on promoting healthy eating in local restaurants. According to the *National Restaurant Association*, Trish stated 3 out of 4 adults say they are trying to eat healthier now at restaurants than they did 2 years ago. The EatWell Restaurant program invites restaurants to include healthy choice nutritious items on their menus. Trish Unruh will visit the restaurant and review their menu using the EatWell program criteria. Participating restaurants may co-brand with LiveWell Lawrence and be identified on WellCommons.com and Lawrence Marketplace.com. The restaurant will also receive attractive signs and logos stating they have met the LiveWell Lawrence EatWell Restaurant Challenge. David Ambler

suggested Trish contact all local restaurants before going public with the EatWell Restaurant Challenge in January.

### **DIRECTOR'S REPORT**

1. Dan Partridge updated the Board on LiveWell Lawrence and stated the Health Department received a small grant from the Douglas County Community Foundation which enables us to begin working with the LiveWell Lawrence EatWell program.
2. Dan Partridge reported as a collaborative effort Douglas County Emergency Management, the Lawrence-Douglas County Health Department and Lawrence Public Library signed a Memorandum of Understanding (MOU) to work together to maintain and update the Together Prepared website. This website is designed to serve the efforts of the Together Prepared coalition and to provide timely and useful information in support of the Douglas County Public Information Center hotline operations during a disaster or emergency. Dan also showed the Board a proposed design of the Together Prepared website home page.
3. Dan Partridge reported that on behalf of the owners of Rockwall Farms Addition, Lot 1 (The Woods site plan) and Lot 2 (Berry Plastics site plan), Paul Werner Architects requested a variance from the City of Lawrence Planning Department regarding Section 20-811(d)(3) which states "Community sewage collection and treatment facilities (including lagoons) must be provided for subdivided or newly created lots or parcels in the Urban Growth Areas or for any other newly created lots not suitable for an on-site sewage management system." The variance hearing is scheduled for December 22, 2010, with the Board of County Commissioners. Planning staff recommends approval of the requested variance subject to the following condition: Easements, or other mechanisms acceptable to the Health Department and County Counselor, for property containing the off-site sewage management system and its connection to the platted lot(s) shall be dedicated by separate instrument or recorded with the Register of Deeds. Once the variance is granted and the easement is recorded, the Health Department will issue a permit for the construction of a drip distribution wastewater treatment system.
4. Dan Partridge stated Douglas County Legislative Pre-Session Hearings will be held in early January, 2011. Dan asked the Board for their input on what they see as public health issues that need to be carried forward to the State Legislature. The Board stated

they would like to encourage local legislators to resist repealing the smoking ban legislation passed last year, encourage them to support the establishment of a School of Public Health at Kansas University, and encourage them to support the preservation of the Affordable Care Act. The Board also needs to have a discussion about our strategic goals as a Health Department. Dan will update the Board when he is notified of the hearing date.

5. Lisa Horn, Communications Coordinator, reported the Health Department was awarded a Breastfeeding Grant for \$6,940. This grant is administered by the Kansas Public Health Association using funds supplied by United Methodist Health Ministry. Lisa stated this was her first experience at grant writing. The goal of the grant is to increase breastfeeding rates across the community and also provide support for pregnant women and women beginning to breastfeed. Lisa stated they hope to start the weekly evening breastfeeding support group in the spring of 2011.
6. Dan Partridge reported effective July 1, 2010, the Kansas Department of Health and Environment (KDHE) has increased the Family Planning grant by \$28,225 for a new total of \$184,785. The increased amount provides supplemental federal funding in the amount of \$11,893 to support clinical service provisions and \$16,332 as one-time additional support for contraceptives. Dan reviewed the Family Planning Revenue and Expense Budget Performance sheet and stated the year-to-date actual revenue was \$362,921 and the year-to-date budgeted revenue was \$340,152. The payroll expense was stable at \$190,000. Pharmaceuticals year-to-date was \$57,576 which was below the year-to-date budgeted amount of \$79,165. The year-to-date actual net income was \$70,514 and indirect costs were \$73,570. Net including indirect costs was (\$3,056) over budget and includes local tax dollars.
7. Jennie Henault, Director of Administrative Services, reviewed the 2010 year-end financial projection with the Board. Jennie projects that the total net income for 2010 will be \$250,000. \$140,755 of the total net income is restricted for use in 2011 (\$35,600 being grant funds for work to be completed in 2011 and \$105,155 as budgeted cash balance forward) leaving a remaining unrestricted net income balance of \$109,245. Should the Board approve the transfers to the Board Designated Fund, Funded Depreciation and the purchase of a Storage Area Network to be considered under New Business, the final projection for unrestricted net income is \$14,304.

## **NEW BUSINESS**

### Consider bids for Purchase of Replacement Telephone System

Jennie Henault, Director of Administrative Services, stated when the Health Department made changes to the telephone system this year, which included adding direct dial numbers and some queuing options for incoming calls, we experienced two occasions where our telephone system was inoperable. Our current telephone vendor advised us that our entire motherboard is going out. Currently we have a replacement telephone system on our long-term funded depreciation plan for purchase in 2011 for \$30,000. Jennie reviewed quotes and proposals obtained from three vendors. Health Department staff recommends purchasing the telephone system from the low bidder, Data-Tel. This quote includes a 5-year warranty and 5-years of software assurance. The total purchase would be approximately \$31,810. Competing bids of \$32,400 from ATD and \$37,123 from Bollcom were also considered. After discussion, David Ambler made a motion to approve the purchase of a new telephone system from Data-Tel. Maley Wilkins provided the second and the motion passed.

### Consider Bids for Purchase of Storage Area Network (SAN)

Jennie Henault, Director of Administrative Services, reviewed the Storage Area Network (SAN) purchase background and recommendation. Jennie stated in October, 2010, the Health Department experienced an agency-wide network failure due to a lack of available storage. We were able to remedy the problem by moving, deleting, transferring files and reconfiguring hard drives. We currently have a new SAN appliance on our long-term funded depreciation plan for purchase in 2012. Staff are requesting approval to move up the timeline for purchasing a new SAN appliance and purchase it during the 2010 fiscal year. Jennie stated staff recommends purchase of the machine from Dell, quote #566729656. The total proposed purchase price would be approximately \$28,370. Competing bids of \$31,875 from Federal Appliance and \$35,852 from CDW were also considered. David Ambler made a motion to purchase the SAN appliance from Dell per staff recommendation. Maley Wilkins provided the second and the motion passed.

### Consider Fund Transfers to Funded Depreciation and Board Designated Fund

Jennie Henault, Director of Administrative Services, requested that the Board authorize transferring funds to Funded Depreciation and the Board Designated Fund. Jennie stated

staff is requesting the Board approve transferring \$31,741 from the operating account to Funded Depreciation to keep this balance sufficient to cover large equipment purchases and to approve the transfer of \$34,700 to the Board Designated Fund to offset the retirement payouts made during 2010. Amy Biel made a motion to approve the transfer of \$31,741 to Funded Depreciation and \$34,700 to the Board Designated Fund. Ray Davis provided the second and the motion passed.

Consider Investment of Reserve Funds into a Certificate of Deposit

Jennie Henault, Director of Administrative Services, proposed investing \$250,000 of assets held in the Board Designated Fund in a 2-year Certificate of Deposit at People's Bank. After discussion, Amy Biel made a motion to authorize Jennie Henault to transfer funds to a certificate of deposit after comparison rate shopping with local banks. Carol Seager provided the second and the motion passed. Maley Wilkins and David Ambler abstained from voting.

Consider 2% cost of Living Adjustment (COLA) for 2011

Dan Partridge recommended a 2% Cost of Living Adjustment (COLA) for Health Department staff for 2011. Dan stated the 2% COLA has been included in the 2011 budget. David Ambler made a motion to approve the 2% COLA for 2011. Maley Wilkins provided the second and the motion passed.

Consider Revisions to the Bad Debt Policy and Execution of Agreement with the State of Kansas for Potential Collection of Certain Bad Debt

Dan Partridge requested authorization to sign a Municipal Agreement between the Director of Accounts and Reports, Department of Administration, State of Kansas and the Lawrence-Douglas County Health Department for the purpose of referring uncollected license and permit fees utilizing debt setoff procedures. The contract allows the state to an 18.4% collection fee for all monies collected for the Health Department. Currently, the Health Department's Bad Debt Policy states we will bill for services in three consecutive bills at 30 days, 60 days, and 90 days past due. Dan Partridge requested the Board add "*After 120 days unpaid charges associated with permit or license fees will be sent to the Director of Accounts and Reports, Kansas Department of Administration for collection by the State of Kansas Setoff Program*" to the Bad Debt Policy. Ray Davis made a motion to authorize Dan Partridge to sign the Municipal Agreement and to add "*After 120 days unpaid charges associated with permit or license fees will be sent to the Director of Accounts and Reports,*

*Kansas Department of Administration for collection by the State of Kansas Setoff Program”* to the Bad Debt Policy. Amy Biel provided the second and the motion passed.

Consider Policy for Setting the Salary of the Director

As key Board members were not present this action was tabled. Dan Partridge will send the Board Chair the evaluation tool that was approved earlier this year for distribution to the Board. The Board will complete the evaluation and email it to the Board Chair, Gerald Pees. At the end of the January Board meeting the Board will have an Executive Session to discuss the Director’s evaluation.

Other New Business

1. There will be a meeting wizard sent to Board members to determine the date of the next scheduled Health Board meeting to be held on either January 10 or January 24, 2011.

**ADJOURNMENT**

The Board meeting was adjourned at 6:47 pm on a motion by Carol Seager and a second by David Ambler.

Respectfully submitted,

Dan Partridge,  
Secretary

Present:       David Ambler  
                  Amy Biel  
                  Ray Davis  
                  Paul Liechti  
                  Gerald Pees  
                  Carol Seager  
                  Maley Wilkins

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Ex Officio: Dan Partridge  
Other: Jeanette Anderson  
Karrey Britt  
Charlie Bryan  
Jennie Henault  
Colleen Hill  
Lisa Horn  
Charlotte Marthaler  
Patricia Unruh