

**MINUTES**  
**Lawrence-Douglas County Health Board**  
**February 18, 2008**

**CALL TO ORDER**

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, February 18, 2008. Chair Donna Bell called the meeting to order.

**CONSENT AGENDA**

The Health Board Minutes of January 28, 2008 and the January 2008 Monthly Financials were pulled from the Consent Agenda by Donna Bell, Chair.

As part of the Consent Agenda the January 28, 2008, Monthly Activity Reports were approved on a motion by Gerald Pees. Alan Cowles provided a second and the motion passed.

**MINUTES**

Alan Cowles moved that the Health Board approve revising the January 28, 2008 Minutes on the first page under “Unfinished Business” and under “At-Will Employment Language” to read, “Karen Shumate provided the second and the motion passed with Alan Cowles dissenting.”

**FINANCIAL REPORTS**

The January 2008 Financial Reports were presented in the new format that was previously approved. After discussion, Gerald Pees made a motion to approve the 2008 Monthly Financial Reports. Alan Cowles provided the second and the motion passed.

## **UNFINISHED BUSINESS**

There was no unfinished business.

## **NEW BUSINESS**

### **Revisions to *Douglas County Sanitary Code***

Richard Ziesenis, Director of Environmental Health, presented the Health Board with an Executive Summary for 2008 Sanitary Code Revisions. Richard reported the primary purpose of revising the Douglas County Sanitary Code is in response to the enactment of the new Lawrence-Douglas County Subdivision Regulations. The proposed revisions enable the Douglas County Sanitary Code to be in compliance and be consistent with the new subdivision regulations.

Richard stated that revisions have been divided into three separate categories:

- 1) Revisions related to being in compliance with the new Lawrence-Douglas County Subdivision Regulations;
- 2) Revisions related to being in compliance with the Kansas Department of Health and Environment (KDHE) (Bulletin 4-2) regulations which have been in effect since 2002; and,
- 3) Revisions related to technical, editorial, and clarification revisions being requested by the Environment Health staff to enable our code to be more comprehensive and more explicit.

After discussion, it was decided the Board would further review the details of the Douglas County Sanitary Code revisions and this item would go on the Agenda for March 2008.

### **Employee Manual Revisions**

Dan Partridge reviewed the proposed changes to the Employee Manual with the Board. Dan stated these revisions were discussed with the Directors and Coordinators at a meeting on February 7, 2008. The primary goals of these changes are to simplify the calculation and tracking of benefit leave time for staff and to more clearly define how exempt and non-exempt employees accrue and use benefit time in accordance with the Fair Labor Standards

Act (FLSA). Gerald Pees made a motion to approve the proposed changes to the Employee Manual. Karen Shumate provided the second and the motion passed.

### **Health Board Member Replacement**

Health Board members are limited to serving two three-year terms. Carl McElwee's second term expires on March 31, 2008. Board recommendations of possible appointees will be forwarded to the County Commission for their consideration.

### **National Association of County and City Health Officials Grant Letter of Support**

Dan Partridge reviewed a Letter of Support from the Health Board to the National Association of County and City Health Officials (NACCHO) regarding accreditation. NACCHO is offering a \$15,000 grant to each local health department that is selected. The Health Department would conduct a self-assessment using the Operational Definition Prototype Metrics Assessment Tool and then provide feedback to NACCHO. We would also be responsible for analyzing the results of the assessment, identifying at least one priority area and implementing a quality improvement process to address the priority area. The deadline for applications is March 3, 2008. Gerald Pees made a motion to approve the Letter of Support to NACCHO. Alan Cowles provided the second and the motion passed.

### **DIRECTOR'S REPORT**

1. As part of the Strategic Plan, Dan Partridge updated the Board on the Food Service program. Dan reported that the Senate Agriculture Committee is currently deliberating Senate Bill 584. This bill would move inspection of food establishments from the Kansas Department of Health and Environment to the Kansas Department of Agriculture. Dan attended the first hearing on February 13, 2008. The next hearing will be February 19, 2008. We are currently interviewing candidates for the Environmental Health Specialist position.
2. Dan Partridge provided the Board with an update on the Kay Kent Excellence in Public Health Service Award. The final recommendations will be presented to the Health Board at the March 2008 Health Board meeting.

3. Lisa Horn, Communications Coordinator, presented commercials from the “Talk to the Fifth Guy” ad campaign that will be airing on Sunflower Broadband from now until the end of March.
4. Jennie Henault, Director of Administrative Services, presented new bank account signature cards for Operating, Board Designated Reserve, Kay Kent Excellence in Public Health Service Award and Funded Depreciation.
5. Dan Partridge reported Ginger Salmans has been promoted from Clinic/Office Assistant to Child Care Licensing Surveyor effective February 25, 2008. Jaclyn Gifford has been promoted from Secretary I to Information Technology Specialist effective March 1, 2008. Nicole Reynolds, Accountant, has submitted her resignation effective February 20, 2008. We will bring in a temporary person to help until the Accountant position is filled. We are currently interviewing for Clinic/Office Assistant, Secretary I and Accountant positions.
6. Review of 2008 Performance Goals was deferred until the March 2008 meeting.

#### **OTHER NEW BUSINESS**

1. The Board signed a Letter of Recognition for Kim Ens congratulating her on 15 years of service.
2. The next regularly scheduled Health Board meeting will be Monday, March 17, 2008.

#### **ADJOURNMENT**

The meeting was adjourned on a motion by Gerald Pees and a second by Karen Shumate.

Respectfully submitted,

Dan Partridge,  
Secretary

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Present: Donna Bell  
Alan Cowles  
Carl McElwee  
Gerald Pees  
Karen Shumate  
Ex Officio: Dan Partridge  
Other: Jennie Henault  
Colleen Hill  
Lisa Horn  
Charlotte Marthaler  
Richard Ziesenis