

**MINUTES**  
**Lawrence-Douglas County Health Board**  
**June 20, 2011**

**CALL TO ORDER**

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, June 20, 2011. Chair Shirley Martin-Smith called the meeting to order at 5:37 p.m.

**EXECUTIVE SESSION TO DISCUSS A PERSONNEL ISSUE WITH LEGAL COUNSEL EVAN ICE**

At 5:38 pm, David Ambler made a motion to adjourn into Executive Session for 30 minutes to discuss a personnel issue with legal counsel Evan Ice. Paul Liechti provided the second and the motion passed.

At 6:08 pm, Amy Biel made a motion to continue the Executive Session for an additional ten minutes. David Ambler provided the second and the motion passed.

At 6:18 pm, David Ambler made a motion to continue the Executive Session for an additional ten minutes. Amy Biel provided the second and the motion passed.

At 6:28 pm, Ray Davis made a motion to adjourn the Executive Session. Paul Liechti provided the second and the motion passed.

**REVIEW AND APPROVE MINUTES OF MAY 16, 2011**

Ray Davis moved that the Board Minutes of May 16, 2011 be approved. Paul Liechti provided the second and the motion passed.

## **REVIEW AND APPROVE MAY 2011 MONTHLY FINANCIAL REPORT**

Jennie Henault, Director of Administrative Services, reviewed the May 2011 Monthly Financial Report. After discussion, Paul Liechti moved that the May 16, 2011 Monthly Financial Report be approved. David Ambler provided the second and the motion passed.

## **BOARD PHOTOGRAPH**

The Board photograph was deferred to the July Health Board Retreat on July 8, 2011.

## **OLD BUSINESS**

### Board Evaluation Tool

Shirley Martin-Smith, chair, asked the Board for their input on the Board Evaluation Tool. David Ambler stated he would like to have narrative boxes to write in comments. Shirley stated she made various changes to the evaluation tool and will work with staff to make revisions.

## **NEW BUSINESS**

### Draft Advisory Council Charter

Dan Partridge reviewed the Advisory Council Formation with the Board. Dan stated the purpose of this charter is to provide recommendations to the Health Department and the Health Board to ensure that services address consumer needs and performance standards are met. Dan reviewed the structure section of the advisory council and stated the chair or his/her designee would report quarterly to the Health Board. The size of the Council will be no less than seven and no more than 12. Under the service section the Board requested changing "Council appointments are approved by the Director" to "Council appointments are approved by the Health Board." David Ambler suggested moving this from the service section to the structure section. Dan also stated the term of the chair would be to serve a two-year term and the initial term may be one year in length to provide for a staggering of terms. Council members would attend quarterly council meetings and attend an annual

retreat/orientation. Dan stated members of the council shall be clients who are receiving services from the Special Supplemental Nutrition Program for Women, Infants and Children (WIC), Family Planning or Healthy Families Douglas County. Dan also stated interested individuals may self-nominate and recommendations will be solicited. Carol Seager requested there be additional criteria for the selection process. Dan reported Health Department staff would work on a job description for this position.

#### Draft Purchase Policy

Dan Partridge reviewed the proposed Purchase Policy with the Board. Dan stated for the purchase of capital equipment or professional services of \$10,000 or more the Health Board would approve. For the purchase of capital equipment, professional services or goods and services between \$1,000 and \$10,000 the Director would approve. For purchases less than \$1,000 for goods and services not included within the appropriate program budget and budgeted goods and services greater than \$500 the Director, Assistant Director or Director of Administrative Services would approve. Dan stated appropriate budget is defined as program budget approved at the start of the calendar year as well as any additional program funds awarded through grants or contracts after January 1 or final approval of the department budget. If the purchase is less than \$500, program directors or coordinators would approve. Dan also stated all standing requisitions are approved by the Director. David Ambler made a motion to approve the proposed Purchase Policy. Amy Biel provided the second and the motion passed.

#### 1<sup>st</sup> Quarter Performance Scorecard

Dan Partridge reviewed the 1<sup>st</sup> Quarter Performance Scorecard with the Board. Dan stated some revisions for 2011 have been made to the Performance Scorecard. Dan reported the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) had no significant changes. Dan stated he is working with Project LIVELY to review their measures and targets. For example, the percent of clients contacted within three business days of referral could be changed to within two business days of referral. Staff is also reviewing the Project LIVELY surveys to improve the quality of feedback received. For Clinic Services, the primary immunization series previously consisted of five shots. The federal government has added varicella and Prevnar to the series, making it a total of seven shots. The target goal was revised from greater than or equal to 90 percent to greater than or equal to 84 percent to reflect the change from Healthy People 2010 to Healthy People 2020 which went from 90 percent to 80 percent. For Child Care Licensing, the calculation errors have been corrected

for all measures. The goal for rate of enforcement action taken in Douglas County (suspensions/fines/revocations) (# per 100) was .03. This goal has been reevaluated and is now less than or equal to 0.5 a quarter or two in a year. For Environmental Health, the percent of well samples testing positive for fecal coliform bacteria dropped from 20 percent during the last quarter of 2010 to five percent the first quarter of 2011. During the last quarter of 2010 more homes were in foreclosure and perhaps there is some correlation to how homeowners maintained their wells. For Administration, the percent of programs with total expenditures at or below the year-to-date budgeted amount was replaced with "operating margin." The target goal was set at greater than or equal to 1.04. The average number of pages per website visit was removed from the scorecard.

### **DIRECTOR'S REPORT**

1. Dan Partridge reported the Health Department applied for a grant from the National Association of County and City Health Officials (NACCHO). Dan stated there were 125 applications and 12 were selected. The Health Department was not chosen.
2. Dan Partridge reported the City of Lawrence conducted a Citizen Survey in the spring of 2011 to assess satisfaction with the quality of city services and gather input about priorities for the community. This survey was sent to 2,500 households in Lawrence. Dan shared this survey with the Board. The Board asked Dan to contact the City of Lawrence to inquire if future surveys could include questions related to Health Department services.
3. Dan Partridge reported the Horizon 2020 Comprehensive Land Use Plan will incorporate a chapter related to environmental and natural resources. Dan stated he provided testimony to the City Commission encouraging adoption and thanking the city for recognizing the connection between the environment and health.
4. Dan Partridge presented the Board with information regarding the Board Retreat scheduled for Friday, July 8, 2011. Dan asked the Board to review this information before the retreat.

**Other New Business**

1. The next scheduled Health Board meeting will be held on July 18, 2011 at 5:30 p.m.

**ADJOURNMENT**

The Board meeting was adjourned at 7:08 p.m. on a motion by Paul Liechti and a second by David Ambler.

Respectfully submitted,

Dan Partridge,  
Secretary

Present: David Ambler  
Amy Biel  
Ray Davis  
Paul Liechti  
Carol Seager  
Shirley Martin-Smith  
Ex Officio: Dan Partridge  
Other: Jennie Henault  
Colleen Hill  
Lisa Horn  
Charlotte Marthaler