

MINUTES
Lawrence-Douglas County Health Board
November 21, 2011

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, November 21, 2011. Chair Shirley Martin-Smith called the meeting to order at 5:03 p.m.

REVIEW AND APPROVE MINUTES OF OCTOBER 17, 2011

Gerald Pees moved that the Board Minutes of October 17, 2011 be approved. Paul Liechti provided the second and the motion passed.

REVIEW AND APPROVE OCTOBER 2011 MONTHLY FINANCIAL REPORT

Jennie Henault, Director of Administrative Services, reviewed the October Monthly Financial Report. After discussion, Gerald Pees moved that the October 17, 2011 Monthly Financial Report be approved. Paul Liechti provided the second and the motion passed.

EXECUTIVE SESSION

At 5:08 p.m., Maley Wilkins made a motion to adjourn into Executive Session for 23 minutes to discuss a personnel issue. Gerald Pees provided the second and the motion passed.

At 5:31 p.m., Paul Liechti made a motion to adjourn the Executive Session. Maley Wilkins provided the second and the motion passed.

NEW BUSINESS

3rd Quarter Scorecard

Dan Partridge reviewed the 3rd Quarter Scorecard with the Board. Dan reported the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) percent of WIC women delivering an infant weighing less than 2500 grams was 9.5%. The target goal is $\leq 6\%$. Dan stated the sooner clients enroll in WIC, the better the outcomes for low birth weight. Dan reviewed WIC statistics on percent of low birth weight and percent of low hemoglobin. The low hemoglobin trend is on the rise therefore, Jennifer Church, WIC Coordinator, will benchmark our hemoglobin data against the state and work to identify the root cause. For Environmental Health, the percent of recreational water facilities closed was 11.2%. The target goal is $\leq 3\%$. Dan reported during the summer months there are a large number of swimming pools open and when it is hot, the chlorine evaporates quickly. When Environmental Health staff tested pools, the primary reason for closing pools was not having enough chlorine in the water. For Emergency Preparedness, percent of command staff contacted within 60 minutes of initiation of call down was 54%. The target goal is $\geq 95\%$. Dan stated this was the first use of the automated call down system and the first time volunteers were also included. Thirty employees (70%) and 40 volunteers (47%) were reached within 60 minutes of initiation of the call down. Dan reported the Operating Margin was 2.24. The target goal is ≥ 1.04 . Dan stated some of the reasons for the high margin include: \$40,000 in Medicaid funds and \$14,000 of insurance billed was collected in September that was older than 6 months that were not budgeted for. Also, state grant income is \$60,000 higher than budgeted for the quarter and payroll expenses and commodities are both under budget.

Performance Scorecard for 2012 Draft

Charlotte Marthaler, Assistant Director, presented the draft Performance Scorecard for 2012. Charlotte stated there are a multitude of systems used to collect program data. Charlotte reviewed the Performance and Outcome Measures Data Description Form and stated this form clearly defines what is being measured for each program. Directors and Coordinators also connect the program measures to the 10 Essential Services domains.

Charlotte reviewed the Program Summary. Each Program Summary sheet has a program description, program story, performance indicators with four or five measures, revenue and expenditure history and 2012 priority areas for improvement.

Charlotte reviewed the new proposed Performance Scorecard. Charlotte asked the Board if these measures were what the Board wants to see. After discussion and by consensus of the Board, the new proposed Performance Scorecard was approved.

Upcoming Board Appointments

Shirley Martin-Smith reported the second consecutive term for Gerald Pees, MD, will expire on March 31, 2012. Shirley also stated Ray Davis and Shirley Martin-Smith will be up for reappointment should they desire to serve a second term. Shirley expressed that she is willing to serve a second term. Dr. Pees stated that he believes a physician member is important and will continue to work on a recommendation.

DIRECTOR'S REPORT

1. Dan Partridge asked the Board if December 12th or December 19th would work better for the December Board meeting. He also stated the regularly scheduled meeting for January is the 16th which is Martin Luther King Jr. Day and asked if the Board could meet on January 23rd. It was decided staff would send an email to all Board members regarding these dates.
2. Dan Partridge updated the Board on the Community Health Assessment planning. Dan stated the Health Department will be hosting a Local Public Health System Assessment on Friday, December 9th from 8:30 a.m. to 3:00 p.m.
3. Dan Partridge presented the Determinants of Health video. After discussion the Board stated they liked the video and thought it would be good to use to promote the Health Department. The Board is also open to customizing the video for Douglas County.
4. Dan Partridge reported he met with Loring Henderson, Director of Lawrence Community Shelter, Nikki King, Director of Health Care Access, and Barbara Schnitker, Board member of the Lawrence Community Shelter, to discuss the possibility of setting aside space to allow for local health agencies to provide services such as immunizations and family planning. Loring Henderson said they were open to exploring the kinds of services that local health agencies would be able to provide on-site and will contact us when they are ready to discuss in more detail.

5. Dan Partridge updated the Board on the Air Quality Report. Dan stated the Air Quality Advisory Committee met last week and they suggested only minor changes to the report. Dan will email the updated report to the Board.
6. Dan Partridge presented the Complete Streets Policy. The Complete Streets workgroup met with Charles Soules, Public Works Director, and Scott McCoullough, Planning and Development Services Director, on November 18, 2011, to develop recommendations for the full committee. The recommendations were: 1) Clarify what maintenance is; 2) City will document exceptions and why they were made; 3) Develop performance measures to quantify how well Complete Streets is doing on the process; 4) Have public input during implementation phase. The full Lawrence Complete Street committee will meet on November 28, 2011, to finalize recommendations that will be given to the city.
7. Dan Partridge reviewed the potential State Agency reorganization. If implemented, Health Department programs that will be moving from the Kansas Department of Health and Environment (KDHE) to the Department for Children and Families are Child Care Licensing, Healthy Start Home Visitor Program and Teen Pregnancy Prevention. These changes will become effective July 1, 2012.
8. Dan Partridge updated the Board on the Legislative Forum with Bert Nash Mental Health Center, Visiting Nurses Association and the Health Department. The forum will be held on Friday, December 16th from 3:30 p.m. to 4:30 p.m. at the Community Health Facility second floor meeting rooms. Dan stated one of the topics for discussion is our opposition to a bill being championed by Kansans for Vaccine Rights that would make it easier for children to not be immunized.
9. Dan Partridge reported the Kansas Association of Counties have nominated him as Treasurer for the 2012 year and that he was elected President-Elect for the Kansas Association of Local Health Departments for 2012.
10. Dan Partridge updated the Board on the Advisory Council orientation. The council decided they would like to meet once a month rather than quarterly. The month of December they are having a pot luck dinner.
11. Dan Partridge invited the Board to the Holiday luncheon on Wednesday, December 14th from noon to 1:00 p.m. in the second floor meeting rooms.

Other New Business

1. The Board will determine when the next scheduled Health Board meeting will be held on either December 12 or December 19, 2011, at 5:00 p.m. in the first floor meeting room.

ADJOURNMENT

The Board meeting was adjourned at 6:40 p.m.

Respectfully submitted,

Dan Partridge,
Secretary

Present: Paul Liechti
Gerald Pees
Shirley Martin-Smith
Maley Wilkins

Ex Officio: Dan Partridge

Other: Colleen Hill
Lisa Horn
Charlotte Marthaler
Christine Metz