

MINUTES
Lawrence-Douglas County Health Board
September 19, 2011

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, September 19, 2011. Chair Shirley Martin-Smith called the meeting to order at 5:15 p.m.

REVIEW AND APPROVE MINUTES OF AUGUST 15, 2011

David Ambler moved that the Board Minutes of August 15, 2011 be approved. Ray Davis provided the second and the motion passed.

REVIEW AND APPROVE AUGUST 2011 MONTHLY FINANCIAL REPORT

Dan Partridge, Director, reviewed the August Monthly Financial Report. After discussion, Paul Liechti moved that the August 15, 2011 Monthly Financial Report be approved. Maley Wilkins provided the second and the motion passed.

EXECUTIVE SESSION TO DISCUSS A PERSONNEL ISSUE

At 5:24 p.m., Paul Liechti made a motion to adjourn into Executive Session for 15 minutes for the purpose of discussing a personnel matter. David Ambler provided the second and the motion passed.

At 5:39 p.m., Paul Liechti made a motion to extend the Executive Session for 15 minutes. Ray Davis provided the second and the motion passed.

At 5:54 p.m., Paul Liechti made a motion to adjourn the Executive Session. Ray Davis provided the second and the motion passed.

STAFF REPORTS

Family Planning Program Statistics

Charlotte Marthaler, Assistant Director, provided the Board with an analysis of family planning revenues for the period January through May for each of the last five years. Family planning program statistics were used to examine trends in program encounters, client visits, number of procedures and types of services. She reported that program encounters and client visits have declined over the past five years with the largest decline recorded for the 20- to 24-year-old age group. When compared with established clients, the number of new family planning clients has declined in recent years. Other data showed that Douglas County has not had a corresponding decline in population for this age group nor is the county experiencing an increase in birth rates or teen pregnancy rates as family planning visits have decreased. A review of the source of payment and collection rates of selected services was also conducted. The Health Department's source of payment for the vast majority of family planning services is from the client rather than private insurance or Medicaid. Charlotte shared with the Board a list of services that generated the largest amount of total charges and for each service, the collection rate had declined between 2007 and 2011.

Family Planning Site Visit Response

Kim Ens, Director of Clinic Services, updated the Board on the family planning site visit on July 6, 2011. Kim reviewed the site visit findings including chart documentation issues, procedure and form revisions and the sliding fee schedule. Kim reported client contact information was not always updated at the client's last visit. She stated staff will do quarterly random audits to monitor this documentation. Client exam and registration forms have been revised to meet family planning and agency program guidelines. A protocol has been updated to incorporate the client registration process, sliding fee scale and the procedure for waiving fees. All family planning/STD services are now included on the sliding fee schedule.

Preparedness

Charlie Bryan, Community Health Planner, updated the Board on the community vaccination exercise on Saturday, October 8, 2011, at the University of Kansas Park and Ride lots at the corner of Iowa Street and Clinton Parkway. Charlie stated the clinic will begin at 9:00 am and end when all 500 doses of vaccine have been given. Charlie reported

we have more community partners involved this year than last year. He also stated last year the event was not publicized and this year we are advertising it.

NEW BUSINESS

Board Letter of Recognition

The Board signed a Letter of Recognition congratulating Kathy Colson for 15 years of service.

Consider Contact with KU Work Group for Community Health and Development for the Purpose of Conducting a Community Health Assessment

Dr. Vicki Collies-Akers, Associate Director of Health Promotion Research Work Group for Community Health and Development, presented a plan for the Health Department's Community Health Assessment (CHA). Vicki stated the KU Work Group met with the Health Department to determine the Health Department's needs and expectations for a CHA that complies with the Public Health Accreditation Board (PHAB) standards. Vicki reported the PHAB requirements indicate that selection of an assessment and planning process is required for compliance and the KU Work Group recommends a modified version of the MAPP process. She reviewed a crosswalk of PHAB Measures with Recommended Assessment Approaches. Dan Partridge stated the Health Department and the KU Work Group does not have a contract at this time, but requested Board approval to move forward with a contractual agreement to be presented for consideration at the October Board meeting. The Board agreed to this request.

Consider Approval of Revisions to the Board Designated Fund Policy

Dan Partridge presented a draft of the Board Designated Fund Policy with the revision "when the amount exceeds \$1,500 for an employee resignation or retirement." Dan Partridge requested the Board consider approving this revision. David Ambler made a motion to approve the revision to the Board Designated Fund Policy. Amy Biel provided the second and the motion passed.

Breastfeeding Peer Counselor Contract

Dan Partridge presented the Breastfeeding Peer Contract between the Kansas Department of Health and Environment (KDHE) and the Lawrence-Douglas County Health Department. The contract period is from October 1, 2011 through September 30, 2012 in the amount of \$17,509 plus re-allocated federal funds, if any may become available. Paul Liehti made a motion to authorize Shirley Martin-Smith, chair, to sign the Breastfeeding Peer Counselor Contract. Amy Biel provided the second and the motion passed.

Women, Infants and Children (WIC) Federal Fiscal Year (FFY) Contract

Dan Partridge presented the Women, Infants and Children (WIC) Federal Fiscal Year (FFY) 2012 Contract between the Kansas Department of Health and Environment (KDHE) and the Lawrence-Douglas County Health Department. The contract period is from October 1, 2011 through September 30, 2012 in the amount of up to \$281,356 plus any re-allocated federal funds that may become available. Paul Liehti made a motion to authorize Shirley Martin-Smith, chair, to sign the WIC FFY 2012 contract. Amy Biel provided the second and the motion passed.

Discussion of Health Department Strengths

Prior to the Board meeting, Dan Partridge sent all Board members a SWOT (strengths, weaknesses, opportunities, threats) tool to fill out and bring to the Board meeting. The Board discussed their responses for each quadrant of the SWOT tool. Staff will compile the information and distribute to the Board.

Board Evaluation Tool

Shirley Martin-Smith, chair, presented the revised Board Evaluation Tool and stated staff will email this tool to the Board and asked the Board to return to staff in time to compile the information for the October Board meeting.

DIRECTOR'S REPORT

1. Dan Partridge reported he would update the Board on the Strategic Plan at the October meeting.

2. Dan Partridge updated the Board on legislative outreach. Dan has approached Bert Nash Community Mental Health Center, Visiting Nurses Association and the three agencies have agreed to co-host a forum with State Legislators in late November or early December to focus on issues impacting each agency at the Community Health Facility.
3. Dan Partridge reviewed the Employee Survey with the Board. Under communication, staff are generally satisfied with the frequency and content of the information they receive. Under work environment, staff are generally satisfied with their work environment with job related stress and intra-department cohesion being the areas scoring lowest. In the area of supervision, more than 80 percent of staff rated their supervisor as good or very good with the area of “treats me with respect” receiving the highest marks while “dealing effectively with poor performance” received the lowest. Dan stated the supervisor’s role is very important for setting the tone in the department. Under resources and training, 75 to 85 percent of staff are very satisfied or satisfied with the level of resources, training and written guidelines provided. In overall job satisfaction, nearly eight in 10 staff reported that overall they were either “satisfied” or “very satisfied” with their job. Dan stated participation in the employee survey was up from last year.

As a follow-up to the survey results showing staff valued teamwork, communication and respect, Dan Partridge has made arrangements for Marvin Stottlemire to facilitate a staff training related to these areas on Wednesday, October 5, 2011, in the second floor meeting rooms AB.

Other New Business

1. The next scheduled Health Board meeting will be held on October 17, 2011, at 5:30 p.m. in the 1st floor meeting room.

ADJOURNMENT

The Board meeting was adjourned at 7:15 p.m. on a motion by David Ambler and a second by Ray Davis.

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Respectfully submitted,

Dan Partridge,
Secretary

Present: David Ambler
Amy Biel
Ray Davis
Paul Liechti
Shirley Martin-Smith
Maley Wilkins

Ex Officio: Dan Partridge
Other: Vicki Collie-Akers
Karrey Britt
Charlie Bryan
John Bullock
Kim Ens
Colleen Hill
Lisa Horn
Charlotte Marthaler