

MINUTES
Lawrence-Douglas County Health Board
December 19, 2011

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, December 19, 2011. Chair Shirley Martin-Smith called the meeting to order at 5:00 p.m.

REVIEW AND APPROVE MINUTES OF OCTOBER 17, 2011

Gerald Pees moved that the Board Minutes of November 21, 2011 be approved. David Ambler provided the second and the motion passed.

REVIEW AND APPROVE NOVEMBER 2011 MONTHLY FINANCIAL REPORT

Jennie Henault, Director of Administrative Services, reviewed the November Monthly Financial Report. After discussion, David Ambler moved that the November 21, 2011 Monthly Financial Report be approved. Gerald Pees provided the second and the motion passed.

EXECUTIVE SESSION

At 5:03 p.m., David Ambler made a motion to adjourn into Executive Session for 15 minutes to discuss a personnel issue. Gerald Pees provided the second and the motion passed.

At 5:18 p.m., David Ambler made a motion to extend the Executive Session for ten minutes. Gerald Pees provided the second and the motion passed.

At 5:28 p.m., David Ambler made a motion to adjourn the Executive Session. Gerald Pees provided the second and the motion passed.

NEW BUSINESS

Board Letter of Recognition

The Board signed a Letter of Recognition congratulating Kelli Raney for 15 years of service.

Consider Transfer from Operating Fund to Funded Depreciation Fund

Jennie Henault, Director of Administrative Services, reviewed the 2012 year-end financial projection with the Board. Jennie projects that the total net income for 2011 will be \$220,742 before subtracting the 2012 budgeted cash balance forward of \$87,742. Jennie asked the Board for approval to transfer \$75,000 to Funded Depreciation and \$58,000 to the Board Designated Fund. David Ambler made a motion to approve the transfer of \$75,000 to Funded Depreciation and \$58,000 to the Board Designated Fund. Gerald Pees provided the second and the motion passed.

Consider 2012 Cost of Living and Merit Adjustments

Jennie Henault, Director of Administrative Services, recommended a 1% Cost of Living (COLA) which has been included in the budget for 2012. Jennie also recommended a 2% or 4% merit increase for staff who qualify. Gerald Pees made a motion to approve the 1% COLA and a 2% or 4% merit increase for staff who qualify. Amy Biel provided the second and the motion passed.

Board Evaluation Tool

Shirley Martin-Smith, Board chair, reviewed the updated Board Evaluation Tool and asked that staff email this to the Board to fill out and return by January 18, 2012.

Continue Discussion of Upcoming Board Appointments

Ray Davis expressed he is willing to serve a second term if re-appointed. Gerald Pees, whose term expires in March 2012, recommended a local physician that he is waiting to hear back from.

Evaluation of the Director

Dan Partridge asked staff to email the evaluation for the Director to the Board to fill out and return to Shirley Martin-Smith. The Board will discuss this evaluation in Executive Session at the January Board meeting.

DIRECTOR'S REPORT

1. Dan Partridge stated the Health Department hosted a Local Public Health System Assessment with the KU Work Group on December 9, 2011. The data from this assessment is in the hands of the KU Work Group to submit to the Centers for Disease Control and Prevention (CDC). Dan reviewed the Community Health Assessment Process Map with the Board. Comments from Board members who participated included Ray Davis thought people were confident and liked the idea of sending a questionnaire out to the public. David Ambler thought it went well, but would have liked to have known what agencies were in each group, perhaps have a list of names and the agency they were representing. For the afternoon session, David signed up to participate in the group Mobilize Community Partners, but due to the size of the group was asked to participate in Enforce Laws and Regulations. He did not know the technical aspects of enforcement and felt his contribution was limited.
2. Dan Partridge reported the Health Department, Bert Nash Mental Health Center and Visiting Nurses Association held a Legislative Forum on December 16, 2011, and asked the Board for their feedback. Board members thought it was worthwhile and should be held every year.
3. Dan Partridge reported LiveWell Lawrence has been awarded a \$23,525 planning grant through the Kansas Health Foundation's Access to Healthy Food Initiative. Dan stated Douglas County is one of only five communities in Kansas to receive this funding. The main goal of the Kansas Health Foundation's Access to Healthy Food Initiative is to help communities become more actively engaged in pursuing policies and practices that promote access to healthy foods to make it easier and more likely for Kansans to eat healthy food. Dan stated focus groups will be formed to look at what barriers to healthy food exist and research the best practices and policies that could help reduce those barriers. Grant funds will be managed by the Douglas County Community Foundation with work carried out by members of the grant's leadership team – Dan Partridge,

Susan Krumm, Marilyn Hull, Gene Meyer, Rick Doll, Bruce Passman, Mike Gaughan and Aron Cromwell.

4. Dan Partridge stated effective July 1, 2011, the State Fiscal Year 2012 Family Planning grant program increased by \$20,000, for a total of \$191,833. Dan also stated the Opt Out HIV Testing grant has been reduced by \$3,125.
5. Dan Partridge reviewed the 2011 City of Lawrence Flu Shot Clinic Survey. Dan reported that 85 percent of city employees stated they have attended other City of Lawrence flu shot clinics in the past, 69 percent thought the location for the drive-thru clinic was convenient and 93 percent reported they would like to use the drive-thru clinic format next year.
6. Dan Partridge updated the Board on the low hemoglobin trend. After doing research, Jennifer Church, WIC Coordinator, found the state isn't seeing any trend. Jennifer believes the most likely source of our trend is poor technique and has incorporated additional training to address this. It is also believed that a change in lancets may also improve testing accuracy and will purchase different lancets once the current supply is exhausted.
7. Dan Partridge presented the Health Board Meeting Calendar for 2012.

Other New Business

1. The next scheduled Health Board meeting will be held on January 23, 2011, at 5:00 p.m. in the first floor meeting room.

ADJOURNMENT

The Board meeting was adjourned at 6:20 p.m. on a motion by David Ambler and a second by Amy Biel.

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Respectfully submitted,

Dan Partridge,
Secretary

Present: David Ambler
Amy Biel
Ray Davis
Paul Liechti
Gerald Pees
Shirley Martin-Smith
Maley Wilkins
Ex Officio: Dan Partridge
Other: Jennie Henault
Colleen Hill
Lisa Horn
Charlotte Marthaler
Christine Metz