

MINUTES
Lawrence-Douglas County Health Board
June 17, 2013

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, June 17, 2013. Chair David Ambler called the meeting to order at 5:01 p.m.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF AGENDA

Dan Partridge requested to insert 7A under “New Business” to read, “Consider approval of a contract with the University of Kansas Center for Research, Inc.,” and move each of the line items down. Shirley Martin-Smith made a motion to approve the Agenda for May 20, 2013, and change 7A to read, “Consider approval of a contract with the University of Kansas Center for Research, Inc.,” and move each line item down. Maley Wilkins provided the second and the motion passed.

REVIEW AND APPROVE MINUTES OF MAY 20, 2013

Dan Partridge reported there was a correction made to the attendance page on the Minutes of May 20, 2013. Kim Ens was not present at the May 20, 2013, meeting and her name was taken off. Jennie Henault was present and her name was added. Shirley Martin-Smith made a motion that the Minutes of May 20, 2013, be approved. Paul Liechti provided the second and the motion passed.

REVIEW AND APPROVE MAY MONTHLY FINANCIAL REPORT

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

PROGRAM REPORT – COMMUNITY HEALTH PLAN, CHRIS TILDEN

Chris Tilden, Director of Community Health, provided an update on the progress around the Community Health Plan. Chris reported this plan now has a new name, “Roadmap to a Healthier Douglas County.” Chris stated there are flyers for four specific sectors: business, community organization, educator and health care provider. The one-page flyers contain a condensed version of the community health plan and action steps for these sectors to engage in the plan. Chris also reported a survey monkey was created for the Community Health Plan Steering Committee to provide an opportunity to rate and provide feedback for each bullet item for all sectors. At the Board’s request, Chris will forward this survey to the Board for their feedback. Chris stated there is a link on the Health Department’s website to pledge to support the community health plan. Chris reported members of the Community Health Plan Steering Committee signed a letter to the Board of County Commissioner’s (BOCC) requesting their acceptance of the Community Health Plan as a guiding document. David Ambler, Shirley Martin-Smith, Susan Johnson, Vicki Collie-Akers, Christina Holt, Chris Tilden and Dan Partridge will appear before the BOCC on Wednesday, June 19, 2013, to provide a brief presentation on the “Roadmap” and answer questions they may have.

NEW BUSINESS

Approval of Contract with the University of Kansas

Chris Tilden reported the Health Department received a grant from the National Association of County and City Health Officials (NACCHO) to carry out an assessment on how to improve physical activity among seniors in our community. It was decided not to bring on a staff person for that role since the grant expires September 29, 2013, but to contract with the University of Kansas Work Group to assist in the work. The contract is between the Lawrence-Douglas County Health Department and the University of Kansas Center for Research, Inc. The contract period is from June 1, 2013, to September 30, 2013,

in the amount of \$10,000. Chris stated he wanted to share the direction we were going with this grant and requested the Board authorize David Ambler to sign the contract once it is finalized. After discussion, Maley Wilkins made a motion to authorize David Ambler to sign the contract between the Lawrence-Douglas County Health Department and the University of Kansas Center for Research, Inc., in the amount of \$10,000 when it is finalized. Paul Liechti provided the second and the motion passed.

Accept 2012 Enforcement Activities Report

Charlotte Marthaler, Assistant Director, presented the 2012 Enforcement Activities Report. Charlotte reported this is part of the accreditation standards to show the Health Department communicates with regulated entities regarding our enforcement work. The Enforcement Activity Report is a summary of enforcement of public health laws occurring in Douglas County during 2012. The areas included in the report are Communicable Disease, Child Care Licensing and Environmental Health. After discussion, David Ambler recommended giving this report to the city and county. Shirley Martin-Smith made a motion to accept the 2012 Enforcement Activities Report. Ray Davis provided the second and the motion passed.

Revisions to the Strategic Plan

Dan Partridge reviewed revisions to the Strategic Plan. Dan stated the Health Department's goal is to look at the Strategic Plan every six months to see if revisions need to be made. Dan reported the organizational chart revisions will be in effect after all implementations are complete. As of June 1, 2013, the Clinic Office Supervisor reports to the Director of Administrative Services. Effective June 10, 2013, the WIC Supervisor reports to the Director of Clinic Services. Effective June 17, 2013, Project LIVELY staff reports to Case Management Supervisor. Environmental Health and Child Care Licensing will report to the Assistant Director, but the effective date is yet to be determined.

Dan stated the Lawrence-Douglas County Health Department story was revised to add the new mission statement, LiveWell and Academic Health Department. The old mission language was removed. Dan reported a new page was added with the Health Department's vision, mission and core values as a way to guide us.

On the Public Health System SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis page, some of the weaknesses are now strengths such as we now have a

Communications Plan and we are well-positioned for accreditation. We have also implemented electronic medical records software.

On the Priority Goals page, “working with the community,” we are moving from developing plans to implementing plans. On “working with policymakers,” we just made the language simpler. “Working within the department,” changed this to read, “to support one another in achieving our mission.”

On the Objectives and Strategies page, our goal is to frame the language to better withstand the test of time. Under “Community,” Objective 1 used to relate to reducing the Years of Potential Life Lost (YPLL) and now it reads, “By 2018, collaborate in the adoption of at least one strategy for each of the five Community Health Plan elements. Strategy 1.1 now reads, “Improve our ability to monitor the health status of the community and Strategy 1.2 reads, “Improve our ability to inform, educate and empower community partners.”

“Under Policymakers,” Objective 2 replaced adopting a policy for Complete Streets and it now reads, “By December 2015, establish ongoing mechanisms to assist policymakers consider health and health equity as they develop, implement and evaluate public policy. Strategy 2.1 now reads, “Deliver timely, accurate and concise information that provides the public health perspectives to relevant issues of the day. Strategy 2.2 now reads, “Communicate to the public the important role of public policy in improving health. These strategies relate back to essential public health services authored by the Institute of Medicine.

Under “Department,” Objective 3 related to submitting the Health Department’s application to the Public Health Accreditation Board (PHAB), now reads, “By December 2014, establish ongoing mechanisms to support agency mission through culture change. Strategy 3.1 now reads, “Incorporate agency vision, mission and values within the Health Department. Strategy 3.2 now reads, “Assist staff at all levels to embrace Department core values.

Dan also inserted Ideas/Opportunities Filter and asked the Board if this added value. Dan reviewed the new action steps dated June 17, 2013, and asked the Board to review these and let him know if we should raise the priority level on any of them. Dan stated some of these action steps were victim of higher priorities. After discussion, David Ambler suggested keeping the July Health Board Agenda light so the Board can focus on a discussion of the Strategic Plan. The Board agreed.

Schedule Board Study Session

After discussion, the Board decided Friday, June 28, 2013, from 11-2 p.m. would work best for the Board Study Session to be held at the Health Department in the first floor meeting room.

DIRECTOR'S REPORT

1. Dan Partridge updated the Board on the Community Health Facility security improvements. Dan stated on June 7, 2013, the City, County and representatives from several departments from the Community Health Facility met to discuss the building improvements for the facility. Dan reported there have been upgrades already implemented such as windows in stairwell doors, peepholes and new signage. The cost of mechanical upgrades for the server room at the Health Department was moved to the maintenance budget. The city and county will need to budget appropriate funding in the 2014 budget.
2. Dan Partridge updated the Board on the City Commission Study Session on June 4, 2013. Dan reported there was discussion of 911 and the Health Department being consolidated.
3. Dan Partridge reported at the May Community Health Improvement Partnership (CHIP) meeting, there was a discussion regarding future direction and the role of CHIP in community health improvement.
4. Dan Partridge reported the City Commissioners are scheduled to approve a new ordinance that would allow City Hall to create rules to exterminate bedbugs. This new city ordinance will give city staff the authority to dictate how property owners handle bedbug extermination. The city has asked us to modify our role to one of public education only.
5. Dan Partridge updated the Board on state grant funding. Dan reported we have been given preliminary notice on most state grants, but nothing has been finalized yet. We applied for an additional \$30,000 for the CDRR grant and have tentatively been awarded the full amount. We have not been notified on Child Care Licensing, Family Planning and WIC which are our three largest grants.

Other New Business

1. The next scheduled Health Board meeting will be Monday, July 15, 2013, at 5 p.m. in the first floor meeting room.

ADJOURNMENT

The Board meeting was adjourned at 6:40 p.m. with a motion by Shirley Martin-Smith and a second provided by Paul Liechti.

Respectfully submitted,

Dan Partridge,
Secretary

Present: David Ambler
Ray Davis
Joe Gillespie
Paul Liechti
Shirley Martin-Smith
Kevin Stuever
Maley Wilkins
Ex Officio: Dan Partridge
Others: Karrey Britt
Jennie Henault
Colleen Hill
Charlotte Marthaler
Chris Tilden