

MINUTES
Lawrence-Douglas County Health Board
July 15, 2013

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, July 15, 2013. Chair David Ambler called the meeting to order at 5:00 p.m.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF AGENDA

Shirley Martin-Smith made a motion to approve the Agenda for July 15, 2013. Maley Wilkins provided the second and the motion passed.

REVIEW AND APPROVE MINUTES OF JUNE 17, 2013

Maley Wilkins made a motion that the Minutes of June 17, 2013, be approved. Ray Davis provided the second and the motion passed.

REVIEW AND APPROVE JUNE MONTHLY FINANCIAL REPORT

Jennie Henault, Director of Administrative Services, reviewed the June Monthly Financial Report. After discussion, Shirley Martin-Smith moved that the June Monthly Financial Report be approved. Ray Davis provided the second and the motion passed.

NEW BUSINESS

Consider Revisions to the Strategic Plan

Dan Partridge stated the Board began a review of the Strategic Plan at the June Board meeting. Dan reviewed the proposed changes described in the marked up copy in the Board packet. In addition to these, Dan proposed the following revisions: remove Objective 1.1.2, to develop the internal capacity to utilize Geographic Information Systems (GIS) software to analyze, identify and communicate health concerns to policy makers. Dan stated we have not made much progress in this area and that perhaps we should remove it. Change Objective 2.1.2 from expanding the number of social media follows/subscribers to strengthen our brand identity within the community which leads to the question, "What is our promise to the public?" Branding is about identifying our commitment to the community and linking it to our logo. On Objective 2.2.4, serve as an organizational role model to the community for workplace/employee wellness, Dan suggested we expand this to all of the elements of the Community Health Plan. Carol Seager suggested making sure all goals were attainable. After discussion, Shirley Martin-Smith made a motion to accept the amendments to the Strategic Health Plan. Carol Seager provided the second and the motion passed.

Study Session Review

Dan Partridge asked the Board for their feedback from the Health Board Study Session held on June 28, 2013. Comments from the Board were positive and supportive of moving forward with the Human Resource Consultant, Kristin Scott's recommendations. Dan stated the Health Department will be going from performance reviews to a coaching process. Dan stated there will be three steps to the initial coaching process. The first step is for employee's to provide input on how they see themselves regarding accomplishments, disappointments and personal growth for the year. The second step is for the supervisor to take this information and provide written feedback to the employee related to their strengths/opportunities for growth/values and competencies and how to improve upon these. The third step is for the employee to write S.M.A.R.T. (specific, measurable, attainable, realistic and timely) goals. The supervisor sign's off on these goals. Dan distributed a tool given to staff for them to reflect on core values. Dan stated that salary is determined after the initial coaching process is completed by the management team of Dan Partridge, director; Charlotte Marthaler, assistant director; Jennie Henault, director of administrative services; Kim Ens, director of clinic services; and Chris Tilden, director of community

health. Wage increases will be effective January 1st. Dan reported there will be supervisory training on July 23rd and staff training on August 6 and August 13 with Kristin Scott. Dan reviewed the wage bands and stated bands have been expanded. Wage bands will be periodically adjusted. Dan also reported employees at the top of their wage band are eligible for a one-time wage adjustment. Their adjustment would be paid out bi-annually and would not affect their base salary. There was discussion regarding the pros and cons of a Cost of Living Adjustment (COLA). Dan reported there is \$65,000 currently earmarked in the 2014 budget for salary enhancements.

DIRECTOR'S REPORT

1. Charlotte Marthaler, assistant director, updated the Board on the 2012 Enforcement Activity Report that was presented at the June 2013 Board meeting. Charlotte reported the previous Communicable Disease page referenced only confirmed cases. This page has been updated to include confirmed, probable and suspect cases.
2. Charlotte Marthaler, assistant director, updated the Board on the accreditation application process. Charlotte stated we have a Letter of Support to the Public Health Accreditation Board (PHAB) from the Board. The Health Department will submit our Community Health Assessment, Strategic Plan and accreditation application. PHAB will review the application and if deemed complete, will contact us to schedule in-person training for the accreditation coordinator sometime in November, 2013.
3. Dan Partridge reported the city and the county tentatively approved the Health Department's request for additional funding. Dan also stated there will be a Kansas Association of Counties (KAC) workshop for all county commissioners on August 15 from 3-7 p.m. at the Holidome in Lawrence. This workshop is part of a grant from the Kansas Health Foundation to engage Boards of Health in the planning and implementation of a quality public health system in Douglas County. Dan invited the Board to attend.

Other New Business

1. The next scheduled Health Board meeting will be Monday, August 19, 2013, at 5 p.m. in the first floor meeting room.

ADJOURNMENT

The Board meeting was adjourned at 6:47 p.m. with a motion by Shirley Martin-Smith and a second provided by Kevin Stuever.

Respectfully submitted,

Dan Partridge,
Secretary

Present: David Ambler
Ray Davis
Carol Seager
Shirley Martin-Smith
Kevin Stuever
Maley Wilkins
Ex Officio: Dan Partridge
Others: Karrey Britt
Jennie Henault
Colleen Hill
Charlotte Marthaler