

**MINUTES**  
**Lawrence-Douglas County Health Board**  
**September 16, 2013**

**CALL TO ORDER**

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, September 16, 2013. Chair David Ambler called the meeting to order at 5:06 p.m.

**PUBLIC COMMENT**

David Ambler, chair, introduced Lawrence Journal-World reporter Giles Bruce. Health Board members and Health Department staff introduced themselves.

**APPROVAL OF AGENDA**

Shirley Martin-Smith made a motion to approve the Agenda for September 16, 2013. Paul Liechti provided the second and the motion passed.

**REVIEW AND APPROVE MINUTES OF AUGUST 19, 2013**

Shirley Martin-Smith made a motion that the Minutes of August 19, 2013, be approved. Paul Liechti provided the second and the motion passed.

**REVIEW AND APPROVE AUGUST MONTHLY FINANCIAL REPORT**

Dan Partridge, director, reviewed the August Monthly Financial Report. After discussion, Paul Liechti moved that the August Monthly Financial Report be approved. Kevin Stuever provided the second and the motion passed.

## **NEW BUSINESS**

### Consider Policy Regarding Employee Compensation

Dan Partridge presented a draft of the Employee Compensation policy. Dan stated that this policy defines the role of the Board as: 1) to annually set the level of funds dedicated to adjustments to employee compensation, and 2) to set the Cost of Living Adjustment (COLA). Within the pool of funds dedicated for staff salary, adjustments would first be used for the COLA for the year. The remaining funds would then be used for merit increases. Dan reported current employees receiving a merit adjustment at the top of their wage band would be given a lump sum payment paid bi-annually in January and July. Employees who are not at the top of their wage band shall have their salary adjusted effective January 1. After discussion, Shirley Martin-Smith made a motion to approve the Employee Compensation policy. Ray Davis provided the second and the motion passed.

David Ambler, chair, reported he and Maley Wilkins, vice chair, discussed the pool of money and how it is calculated. It was decided to pull Dan Partridge, director, out of this pool and calculate his merit separately.

### Consider Procedure for Evaluation of the Director

Dan Partridge reviewed the process for annually evaluating the performance of the director. Dan stated he met with David Ambler, chair, and Maley Wilkins, vice chair, and it was preliminarily decided to revise the evaluation form by adding the Department core values as elements to evaluate. Dan stated David and Maley prefer to keep the timeline for Dan's review in January as in the past rather than evaluate him when staff is evaluated. David Ambler stated he would like to see the Board pay more attention to the comments section on the evaluation form. Dan presented his old job description and his new job description. Dan asked for approval of his new job description. Paul Liechti made a motion to authorize David Ambler, chair, to sign the new job description for Dan Partridge. Ray Davis provided the second and the motion passed.

### Consider Contract with Kansas Department of Health and Environment (KDHE) to Continue WIC Services

Dan Partridge presented a contract between the Kansas Department of Health and Environment and Special Supplemental Nutrition Program for Women, Infants and

Children (WIC) local agency. The contract period is from October 1, 2013, through September 30, 2014, in the amount up to \$276,122 for WIC and \$20,678 for Breastfeeding Peer Counselor Program. This amount may be adjusted upwards should reallocated Federal Nutrition Services Administrative Funds become available. Paul Liechti made a motion to authorize David Ambler, chair, to sign the WIC contract. Shirley Martin-Smith provided the second and the motion passed.

### **DIRECTOR'S REPORT**

1. Dan Partridge updated the Board on the Performance Appraisal System (PAS). Dan reported there are three steps to the PAS and staff has completed Step 1 on Performance Coaching. Once staff completed Step 1, they met with their supervisor to discuss it. Supervisors said the feedback they received from staff was very positive. Next is Step 2 where the supervisor provides feedback to the staff on their performance. Dan stated on September 23, 2013, the Administrative team will meet to review all Step 2 forms to ensure they are consistent and meet the intent of the process. On September 24, 2013, supervisors will begin to review their Step 2 forms with staff and will complete this process by October 1, 2013. Step 3 is staff complete a draft of their goals. On October 10, 2013, the Administrative team will review all Step 3 staff goals. On October 11, 2013, supervisors will begin meeting with staff to finalize their goals.
2. Dan Partridge reviewed the Accounts Receivable analysis. The analysis shows the Health Department is writing off 93 percent of the initial charge for Family Planning. Dan stated the total overall collection rate is 74 percent with self-pay showing the highest collection rate and private insurance the lowest.
3. Dan Partridge updated the Board on the Insurance Billing and Coding grant from the Kansas Foundation for Medical Care. Dan reported Teri Davis, financial specialist, will participate in the online billing and coding training for approximately 15 months.
4. Dan Partridge reported that he has signed a partnership agreement with Kansas Health Information Network (KHIN). KHIN is a health information exchange that allows Health Departments access to participating providers at no cost. A future step would be work with our electronic medical records vendor, Netsmart, to bi-directionally communicate with other participating providers. The cost from Netsmart to the Health Department is estimated at \$17,000 for the first year and \$5,000 per year thereafter.

5. Dan Partridge reported the League of Kansas Municipalities has invited him to present a roundtable session on Sunday, October 13, 2013, from 2:30-5 p.m. to discuss the Community Health Plan and process.
6. Dan Partridge stated LiveWell Lawrence is celebrating five years at Abe and Jake's Landing on October 15, 2013, from 4:30-6:30 p.m.
7. Dan Partridge stated he and Vicki Collie-Akers, Ph.D. met to discuss the Academic Health Department. Dan asked the Board if they would be willing to have a Board Study Session focusing on their vision of the Academic Health Department. The Board agreed.

**Other New Business**

1. The next scheduled Health Board meeting will be Monday, October 21, 2013, at 5 p.m. in the first floor meeting room.

**ADJOURNMENT**

The Board meeting was adjourned at 6:09 p.m. with a motion by Ray Davis 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  
Ex Officio: Dan Partridge  
Others: Karrey Britt  
Giles Bruce  
Kathy Colson  
Colleen Hill  
Charlotte Marthaler