

**MINUTES**  
**Lawrence-Douglas County Health Board**  
**September 21, 2015**

**CALL TO ORDER**

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, September 21, 2015. Chair Doug Dechairo called the meeting to order at 5:02 p.m.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF AGENDA**

Maley Wilkins made a motion to approve the Agenda for September 21, 2015. Kevin Stuever provided the second and the motion passed.

**REVIEW AND APPROVE MINUTES OF AUGUST 17, 2015**

Shannon Oury made a motion that the Minutes of August 17, 2015, be approved. Judy Brynds provided the second and the motion passed.

**REVIEW AND APPROVE AUGUST MONTHLY FINANCIAL REPORT**

Jennie Henault, director of administrative services, reviewed the August Monthly Financial Report. After discussion, Kevin Stuever moved that the August Monthly Financial Report be approved. Judy Brynds provided the second and the motion passed.

## **NEW BUSINESS**

### Letter of Recognition for Trish Unruh's Retirement

The Board signed a Letter of Recognition congratulating Trish Unruh on her retirement on September 3, 2015, after 12 years of service to the Health Department and the community.

### Letter of Recognition for Maria Ana Garza

The Board signed a Letter of Recognition congratulating Maria Ana Garza for ten years of service.

### Receive 2014 Financial Audit

Shelly Hammond, Allen, Gibbs and Houlik, LLC, reviewed the results of the 2014 Audit Findings. Shelly reported the Health Department is considered a subcomponent of Douglas County for audit purposes. Shelly stated no significant or unusual transactions were identified during the audit. Shelly reviewed the findings related to the Health Department. The Health Department had one significant deficiency noted in regards to internal control. Health Department staff met with the auditors to look at process improvements. Staff will be implementing process improvements to address issues of concern and report back to the Board at the October Board meeting.

### Receive Report on Analysis of Family Planning Program

Dee Vernberg, analyst, and Margaret Gathunguri, environmental health specialist, provided results of their analysis of 2014 family planning data. Dee stated the Health Department provides comprehensive reproductive health services for all, including contraception counseling and services, breast and pelvic exams, sexually transmitted disease, diagnosis and treatment, as well as counseling on smoking cessation, nutrition, exercise, hypertension and pregnancy. Dee reported a key program component is to provide care to low income people under 100 percent of the federal poverty level. Dee stated there were 2,446 clients served in 2014 and 85.3 percent have a Douglas County address, most were female, and 79 percent were white. Two-thirds of the patients were under 30 years old.

Margaret Gathunguri, environmental health specialist, explained how she used Geographic Information System (GIS) mapping techniques to understand spatial patterns associated with

attributes of family planning clients and rates of poverty. Margaret stated the objectives are to understand the spatial distribution of poverty among family planning clients in comparison to distribution of poverty in the county population. Margaret reported she used census data and poverty measures to predict where we should expect the majority of our clients to reside. Federal poverty level is defined as an income for a family of four at \$23,550 and \$11,490 for an individual. Margaret reviewed maps showing distribution of family planning clients in Douglas County with incomes below 100 percent of the poverty level, 100-250 percent of the poverty level and those with income greater than 250 percent of the poverty level.

#### Consider Contract for Office 365 Migration

Jennie Henault, director of administrative services, reviewed the proposal from SHI to move from Microsoft desktop products to Office 365. The migration to Office 365 would be a one-time cost of \$28,785. Jennie reported that transitioning to Office 365 would reduce our monthly payment to ISG by \$1,000. Jennie reported we would also save \$1,500 per year for antivirus software. Our current software assurance contract with SHI is \$7,600 a year. Moving to Office 365 would reduce this cost by \$461 per year to \$7,139. After discussion, the Board requested Jennie bring to the October Board meeting feedback from SHI clients that have converted.

#### Review 2016 Budget

Dan Partridge, director, reviewed the following adjustments to the 2016 budget. 1) A change in how health insurance costs are reported to align with the County budget. To do this we will report only direct revenue received from the County and report as expense only the 40 percent City of Lawrence share of health insurance expenses that is paid to Douglas County; 2) Payroll adjustments due to staff turnover; 3) Increases in revenue projections combined these adjustments create a \$154,000 surplus for 2016. Dan reviewed a draft job description for a director of performance management. This position would help with quality improvement, performance management and human resources. After discussion, the Board approved this position.

## **DIRECTOR'S REPORT**

### Communications Report

Karrey Britt, communications coordinator, updated the Board on Health Department media activities. Karrey reported there will be a workshop on "Tools for Better Health" at the Lawrence Public Library on Tuesdays, September 22-November 3, 3 p.m. to 5:30 p.m., Room C and on Thursday at Holcom Recreation Center October 8-November 19, 6 p.m. to 8:30 p.m. The workshops are free. These are for any adult who has ongoing chronic health conditions and will help them get the support they need. To enroll, visit the City of Lawrence Parks and Recreation website.

Karrey reported the official launch of the "Fuel Good" campaign will be October 1 at the Sports Pavilion from 4:30 p.m. to 6 p.m. Coach Bill Self will appear in a video and photos promoting the initiative.

Karrey stated "Walk to School Day" is October 7. Parents are encouraged to walk or bike with their kids to school. KISS FM will be airing live at Liberty Memorial Central Middle School that day.

Enrollment is open for the Lawrence-Douglas County Health Department's fall "Kids Need to Know" Family-Based Sexuality Education Courses. This is for kids in fifth, sixth and seventh grades and meets for two hours once a week for five weeks. The cost is \$50 per family.

Karrey is also promoting that flu vaccination is available at the Health Department.

### Staff Training

Dan Partridge, director, stated the Health Department will have an all staff training facilitated by PolicyLink on November 17 and then a-half day training on November 18 for community partners. PolicyLink is one of the approved technical assistance vendors approved by the Centers for Disease Control and Prevention (CDC) for Partnerships to Improve Community Health (PICH) grantees.

**Other New Business**

1. The next scheduled Health Board meeting will be Monday, October 19, 2015, at 5 p.m. in the first floor meeting room.

**ADJOURNMENT**

The Board meeting was adjourned at 6:38 p.m. on a motion by Maley Wilkins and a second by Shannon Oury.

Respectfully submitted,

Dan Partridge,  
Secretary

Present: Judy Brynds  
Doug Dechairo  
Shannon Oury  
Sandy Praeger  
Kevin Stuever  
Maley Wilkins  
Ex Officio: Dan Partridge  
Other: Karrey Britt  
Kathy Colson  
Kim Ens  
Margaret Gathunguri  
Shelly Hammond  
Jennie Henault  
Colleen Hill  
Charlotte Marthaler  
Vince Romero  
Dee Vernberg