

MINUTES
Lawrence-Douglas County Health Board
August 19, 2013

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, August 19, 2013. Chair David Ambler called the meeting to order at 5 p.m.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF AGENDA

Shirley Martin-Smith made a motion to approve the Agenda for August 19, 2013. Paul Liechti provided the second and the motion passed.

REVIEW AND APPROVE MINUTES OF JULY 15, 2013

Carol Seager made a motion that the Minutes of July 15, 2013, be approved. Shirley Martin-Smith provided the second and the motion passed.

REVIEW AND APPROVE JULY MONTHLY FINANCIAL REPORT

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

NEW BUSINESS

Letters of Recognition

The Board signed Letters of Recognition congratulating Shirley Grubbs for 25 years of service and Myrna Hartford for five years of service.

Second Quarter Scorecard

Vince Romero, analyst, reviewed the second quarter scorecard. Vince reported with Child Care Licensing, the percent of surveys completed before due date went from 51 percent in Q1 to 97 percent in Q2. This is perhaps due to staff becoming more familiar with technical changes (iPad, printers etc.) and also the way we report inspection findings on our survey documentation software. For Healthy Families Douglas County, the percent of families meeting goals on time went from 73 percent in Q1 to 86 percent in Q2. The goal is ≥ 75 percent. Staff have made progress in tracking, communicating and creating goals. For Administration, accounts receivable aging percentage over 90 days is at 69 percent. The goal is ≤ 64 percent. There was a methodology change in how we collect the data from Insight and KIPHS. Vince reported we revised the number in Q1, which was originally 77 percent, because of this change in collecting data. For Community Health, the number of pageviews to the Community Health data page on the Health Department website went from 202 in Q1 to 290 in Q2. The goal is ≥ 248 . Vince stated this increase in activity was due to the posting of the Community Health Plan.

Employee Wage Bands

Dan Partridge updated the Board on wage bands. Dan stated after reviewing job descriptions, it became obvious that some positions were doing the same kind of role and should be in the same wage band. Therefore, care/case managers were in the H5 wage band and now moved to H6. Nurse case managers were in the H7 wage band and were moved to the H6 wage band. Dan reported he is working on a policy regarding making adjustments to the wage bands and will bring this to the September Board meeting for approval. After discussion, Shirley Martin-Smith made a motion to approve the wage bands. Carol Seager provided the second and the motion passed.

DIRECTOR'S REPORT

1. Dan Partridge updated the Board on insurance billing. Dan reported the Lawrence Journal World recently did a story on Medicare billing at the Health Department. Dan stated in February Medicare de-activated our account because they classified us as an infrequent biller. The Health Department did not receive a notice of this and in April discovered we lost that validation piece. We submitted our application in April and are waiting for the federal government to process our application so we can start billing again. Dan reported we now have a billing team in place to provide layers of oversight and management. Jennie Henault, Director of Administrative Services, reviewed a screen shot of recent claims processed from Insight to Medicaid, private insurance and client self-pay. Dr. Stuever asked about outstanding receivables by payer type. Jennie will update the board on this via email.
2. Dan Partridge reviewed the 2013 Employee Survey. Dan reported nine of 10 employees are committed to our values, like their supervisor and are happy. On the question, "Rank the following nine factors as it relates to your work satisfaction with 1 being the most influential and 9 being the least influential," staff ranked "Relationships with your customers/clients" as the highest. For some, Work Environment has multiple meanings which confound the results. On the Values page, staff ranked themselves highest, then peers and leadership was ranked lowest. On Work Environment, "I perform my job to the best of my abilities," was ranked highest and "Information relevant to my job is communicated to me in a clear and timely manner," was ranked lowest. On the Team page, "My team treats the public with respect," ranked highest and "My team collaborates effectively with other areas of the Department," ranked lowest. On the Supervision page, "My supervisor treats me with respect," ranked highest and "My supervisor deals effectively with poor performance," ranked lowest. In the comments section under "What changes would allow you to improve your work performance?" staff training and reduced workload ranked highest. Dan stated we need to look at clinic hours. On "What are the things that matter most to you about your current job?" Doing a good job, teamwork and training ranked highest. Dan stated overall the comments were positive.
3. Dan Partridge updated the Board on the Kansas Association of Counties (KAC) meeting on August 15, 2013, at the Holidome in Lawrence to discuss the roles of Health Boards and Boards of County Commissioners. Dan reported David Ambler and Maley Wilkins attended along with Health Board members from approximately 15 other counties. Dan

stated Craig Weinaug, County Administrator, attended this meeting as well. David Ambler and Maley Wilkins shared their takeaways from the meeting.

4. Dan Partridge updated the Board on the Public Health Accreditation Board (PHAB) training on August 13-14, 2013, in Alexandria, VA. Dan stated he and Charlotte Marthaler, assistant director and accreditation coordinator, attended the training and came away with improved understanding and confidence regarding our next steps in the accreditation process.
5. Dan Partridge updated the Board on 2014 budget adjustments. Dan reported on the revenue side we had a decrease in health insurance by (\$15,561) and an increase in Healthy Families Douglas County Medicaid Match by \$42,502. Dan stated there were adjustments to grant revenues of \$69,371. As part of the new Healthy Communities Initiative grant, the Douglas County Community Foundation will be providing a cash match of \$12,500. Adjustments were made to cash balance forward of (\$137,875), making total adjustments to revenue (\$29,064). On the expense side, we eliminated the senior office assistant position and added a temporary health promotion specialist, increased worker's compensation premium, reduced health and unemployment insurance premium totaling (\$17,463). Dan stated adjustments were made to contractual services totaling (\$10,601) and adjustments to commodities totaling (\$1,000). Total adjustments to expense was (\$29,064).
6. Dan Partridge updated the Board on the National Association of County and City Health Officials (NACCHO) 2013 Annual Conference. Dan reported Chris Tilden, director of Community Health, Vince Romero, analyst, Karen Flanders, Child Care Licensing coordinator, and Dan attended. Dan stated Child Care Licensing was selected as a model practice by NACCHO on *Developing Tools for Improving Compliance with Child Care Licensing Regulations*.

Other New Business

1. The next scheduled Health Board meeting will be Monday, September 16, 2013, at 5 p.m. in the first floor meeting room.

ADJOURNMENT

The Board meeting was adjourned at 6:28 p.m. with a motion by Shirley Martin-Smith and a second provided by Carol Seager.

Respectfully submitted,

Dan Partridge,
Secretary

Present:	David Ambler
	Joe Gillespie
	Paul Liechti
	Carol Seager
	Shirley Martin-Smith
	Kevin Stuever
	Maley Wilkins
Ex Officio:	Dan Partridge
Others:	Jennie Henault
	Colleen Hill
	Charlotte Marthaler
	Vince Romero