

MINUTES
Lawrence-Douglas County Health Board
November 21, 2016

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, November 21, 2016. Chair Shannon Oury called the meeting to order at 5:03 p.m.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF AGENDA

David Ambler made a motion to approve the Agenda for November 21, 2016. Kevin Stuever provided the second and the motion passed.

REVIEW AND APPROVE MINUTES OF OCTOBER 17, 2016

Kevin Stuever made a motion that the Minutes of October 17, 2016, be approved. David Ambler provided the second and the motion passed.

REVIEW AND APPROVE OCTOBER MONTHLY FINANCIAL REPORT

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

NEW BUSINESS

Consider 2017 Budget

Dan Partridge, director, reported on the final revisions to the 2017 budget. On the expense side, Dan reported we reduced the gross salaries and wages by \$2,000 because we had overstated the full-time equivalent rate for the nurse to cross train with WIC. That \$2,000 was transferred to service and licensing contracts to provide additional money to purchase performance management software. Dan stated we also took \$10,000 from the budget as a transfer to the reserve fund and moved it to advertising.

Dan reported the Administrative Team met to review salary adjustments for 2017. Dan stated the administrative team reviewed each employees performance appraisal documentation using the frame that all employees are in the on-target cohort unless clear and compelling rationale could be agreed upon to place staff at either exceeds expectations or at-risk. The consensus arrived at was that three employees were at-risk and that 40 employees were on-target. \$33,729 was set aside for this portion of total adjustments. Additionally, it was decided that the remaining \$8,271 be used to advance employees who were in the lower half of their wage band and on-target with performance. The combination of these two criteria results in wage adjustments between 0 and 6.28 percent.

Consider Sunrise Project Contact Amendment

Chris Tilden, director of community health, stated originally last spring, the Health Board approved a contract between the Lawrence-Douglas County Health Department and the Sunrise Project in the amount of \$25,570 for the period of April 18, 2016, to January 30, 2017. Chris reported Douglas County is interested in extending the participation by Community Coordinators into the roll-out and implementation of the food plan in the spring of 2017. The Health Department received an additional \$8,000 in funding from the Kansas Health Foundation through the Healthy Communities Initiative to support this. Kevin Stuever made a motion to amend the agreement between the Lawrence-Douglas County Health Department and the Sunrise Project by extending the date through April 28, 2017 as well as the additional \$8,000 for funding support. David Ambler provided the second and the motion passed.

Third Quarter Scorecard

Mary Beverly, director of performance management, updated the Board on the third quarter scorecard. Mary reported 14 indicators either met or exceeded the target, five were within ten percent and four were greater than ten percent from meeting their target.

DIRECTOR'S REPORT

Progress on 2017 Performance Management Program

Dan Partridge, director, provided the Board with a performance management update. Dan stated all staff have been engaged in the process of revising our performance management system. Dan reported we have developed strategy maps for Community Health, Clinic, Regulatory Services, Administration and Case Management. Using these Strategy Maps we have also developed an agency-wide balanced scorecard. Dan stated we are in the process of developing performance metrics for all programs. By December 1, 2016, we will have completed data description forms for each program for each applicable domain. By January 1, 2017, we will implement the new performance management system. Dan stated the metrics will evolve with time and new metrics will be added as identified and developed. We are working with a consultant to identify options for visualizing performance management data for staff and the Board. Dan stated each program will meet at least monthly to review their performance and create a report for the Performance Management team. The Performance Management team will meet monthly to review metrics, receive reports and guide the quality improvement work for the program teams. Dan stated we will report to the Board on the balanced scorecard quarterly.

Local Public Health System Assessment

Vicki Collie-Akers, Ph.D., M.P.H., from the University of Kansas Work Group for Community Health and Development, reviewed the results of the Local Public Health System Assessment held on October 11, 2016. Vicki reported there were 57 participants and the groups ranged from four to 18. Vicki reviewed the Model Standards Summary and reported distribution of data of model standards optimal category was 76 to 100 percent, significant category was 51 to 75 percent, moderate category was 26-50 percent and minimal category was 1 to 25 percent. The ten essential services scores suggested the community rated us as three in optimal, four in significant and three in moderate. Vicki also reviewed

the summary of average essential service performance scores in 2011 and 2016. The scores in 2016 showed an overall improvement. She also reviewed a comparison of each essential service in 2011 and 2016.

Announcements

Dan Partridge, director, invited the Board to attend the Holiday Luncheon on December 13 from 12 to 1:30 pm in second floor meeting room C at the Community Health Facility building.

Dan Partridge, director, reported he has been invited to attend the NACCHO Performance Improvement Workgroup Meeting in Washington, D.C. on March 20-24, 2017.

Karrey Britt, communications coordinator, asked they Board if they would like to contribute a gift basket for the holiday raffle. Shannon Oury, chair, volunteered to put this basket together.

Other New Business

1. The next scheduled Health Board meeting will be Monday, December 19, 2016, at 5 p.m. in the first floor meeting room.

ADJOURNMENT

The Board meeting was adjourned at 6:07 p.m. on a motion by Sandy Praeger and a second by David Ambler.

Respectfully submitted,

Dan Partridge,
Secretary

Present: David Ambler
Shannon Oury
Sandy Praeger
Kevin Stuever
Ex Officio: Dan Partridge
Other: Mary Beverly
Karrey Britt
Kathy Colson
Jennie Henault
Colleen Hill
Charlotte Marthaler
Chris Tilden