



# Public Health Advisory Council Meeting

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**MEETING MINUTES – December 7th, 2016 @ 4:00pm**

Health Department Board Room, 2<sup>nd</sup> floor  
2030 Tecumseh Road  
Manhattan, KS 66502

In attendance: *Please see attached sign in sheet.*

1. Welcome and Sign In

- a. Adam called the meeting to order at 4:08 p
- b. Call for other items to be added to the agenda
  - i. Karen stated that Via Christi was unable to attend today's meeting. She will attempt to have them present at our January PHAC Meeting.
  - ii. Adam reminded folks about the free dental services that will take place at the old "Ray's Apple Market" building downtown January 27<sup>th</sup> and 28<sup>th</sup>. The free dental services include cleanings and fillings.
- c. No public comment.

2. Director's Report

- a. New positions
  - i. Heather Ritchey, was employed by RCHD from 2009-2012 and has rejoined our team.
  - ii. She is an additional Child Care Licensing Surveyor that will be working on the Geary County Child Care Licensing Contract.
- b. New hire
  - i. We offered the MCH position to a nurse coming to us from Via Christi.
  - ii. We are currently interviewing for the BFPC position.
  - iii. Jessica Fiscus, our Health Educator sent in her resignation. Her last day at the Health Department will be December 23<sup>rd</sup>, 2016. She's taken a position at Wichita State University working in accreditation. We will be hiring for her position.
- c. The Leadership and Special Coordinators Team have been working diligently on Strategic Planning. They have completed goals and objectives. The team is hard at work deciding who is responsible for implementing these goals and action plans. Jennifer thanked her team for all their dedication and hard work through this process.
- d. The Health Department will be selecting a new electronic health record for 2017. The existing one is outdated and does not fit the needs of what our department is trying to accomplish. We need it be compatible to State programs such as Catalyst, DAISEY, Web IZ among other systems. We've narrowed the new EMR to Patagonia and Nightingale.
- e. The Health Department, Fort Riley Public Health, and the Irwin Army Community Hospital CEO have been working on ways to offer WIC services in the hospital. Jennifer states that KDHE and Fort Riley have been very supportive through this process. Clancy is currently reviewing an MOU to make this service materialize on Fort Riley. RCHD Staff must have a security clearance to have access to Fort Riley. Additional staff will need to be hired to fill some roles in the Fort Riley clinic. We are hoping to open this in March.
- f. Jennifer states that our department will be applying for some grants. We will be partnering with KSU on a CDC Grant. We are also applying for a Carolyn Peine and the Greater Manhattan Community Foundation Grants.
- g. Karen asked about the increase of mumps cases in Missouri. Andrew states that folks should have two vaccines in their life. If you have one shot, you must get a booster. Even with the immunization, there is

still a chance you can get sick. Andrew questioned if those positive mumps cases had one immunization instead of two. He also stated that some colleges are not following proper guidelines for immunizations.

- h. Jennifer states that we gave 357 flu shots at Okt-FLU-ber Fest. This is an increase by 50 from last year. We received good feedback from participation surveys that was completed by event participants. The data from the surveys showed that advertising with the newspaper was not a good use of money. Most event participants was notified through social media and the distribution of flyers. The money spent in advertising through the newspaper can be utilized in another means for next year.

- i.

### 3. Business

- a. Not discussed

### 4. Employee Satisfaction Surveys – Jessica Fiscus and Taylor Falk

- a. Taylor is currently an Emporia State University student that has been doing an internship here at the Health Department. Her focus has been creating and analyzing Employee Satisfaction Surveys for our department. Taylor presented a power point showing the data collected from the surveys.
- b. This is our departments first Employee Satisfaction Survey with more to come in the future.
- c. Out of the total number of staff, 31 took the survey. Some staff had the opportunity to skip questions. We hope to changes this for future surveys.
- d. Overall, the data reflects that RCHD Staff is satisfied with the Health Department.
- e. Portions of the survey also breaks down by the department.
- f. Taylor stated that a comment bar should be added in the extended sick section for future surveys.
- g. The majority of our staff agreed that our department should have a Wellness Team. According to the survey, the top three items this team should focus on is stress management, healthy eating, and weight management.
- h. The survey revealed that our department needs to improve on communication and flexibility.
- i. Our department needs to review the break time policy. It needs to be clarified with staff.
- j. Yvette inquired how staff uses their break time. She questioned those who take breaks, use them to smoke. She mentioned a company that requested their employees utilize their breaks in a healthy manner. Their staff had a decrease in BMI by 30% and a decrease in doctors' visits. This made a healthier work and personal environment.
- k. Robbin adds that staff with direct contact with the public are less likely to take breaks then support staff. The survey needs to ask if the staff member has direct or non-direct contact with the public. Taylor stated that 10 people skipped the break question.
- l. Adam asked if employee breaks are not including lunch. Jessica answered that staff breaks are in addition to lunch. Jessica stated there is seems to be some confusion regarding staff breaks. It was the understanding of some staff that breaks are a privilege not a right.
- m. Anna promotes nutrition for breaks.
- n. Karen states the City promotes exercise for breaks and non-smokers will pay less in insurance.
- o. Ginny said as a county we need to have a wellness committee.
- p. Ginny mentioned a free Worksite Wellness Training in April for staff. The training will offer a session on stress and healthy eating/ beverages. This covers two topics our staff recognized as areas of improvement.
- q. Ginny asked if RCHD employees were able to take more frequent small breaks instead of a 15 minutes block. She stated that staff breaks may look different for each individual. Jennifer requested from Ginny, the specific wording in regards to the frequency of breaks.
- r. Ginny consistently adds break time into her staffs' evaluations annually. She emphasizes the daily value of walking breaks and mental health breaks.
- s. Karen mentioned some staff should have the standing desks. Some RCHD staff already utilize this tool in their offices.

### 5. Confirm open spots on the Council and notification of the BoCC

- a. Jennifer will present to the Commission who is filling whose position on the Council. If a Council Member leaves their seat/term, then an applicant will replace them to complete the partial term. If a Council Members term ends, and they do not re-apply for the seat then, a new applicant will serve the full term. Karen recommended that Via Christi Hospital should have representation on the Council. Unfortunately, the Council has not received an application from Via Christi Hospital. An applicant from Lafene could suffice for the health care seat.
  - b. Yvette wanted clarification regarding her seat on the Council, due to her retirement from Fort Riley. Ginny still prefers having a connection to Fort Riley Public Health.
  - c. The 4 applications will be accepted for the vacant positions. Another application has been received but will be held until the next term.
  - d. BoCC confirmed they do not want to take on more than 10 PHAC Members.
  - e. The chart resolution states some possible areas the PHAC should fill such as veterinarian and hospital.
6. Meeting dates and times for 2017
    - a. Ginny states the new PHAC schedule is open for discussion. Ginny requests members think about a flexible schedule. The Council will meet in January and readdress a new schedule.

Meeting adjourned at 5:05 pm

**Next Meeting: January 25<sup>th</sup>, 2016 @ 4:00pm**