



# Public Health Advisory Council Meeting

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**MEETING MINUTES – January 25th, 2017 @ 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. Ginny called the meeting to order at 4:03 pm
- b. Call for other items to be added to the agenda
- c. No public comment.

2. Director's Report

- a. The Riley County Health Department has received a good selection of applications for the new health educator's position. The new Public Health Nurse that works in our MCH Program started at the first of the year. The Breastfeeding Peer Counselor will be starting soon.
- b. The Riley County Health Department is currently working on the Aid to Local grant due in March.
- c. We will be applying for the Greater Manhattan Community Foundation Grant that will help fund incentives for our "Becoming a Mom" Classes and incentives for the Breast Feeding Peer Counselor.
- d. Jennifer and Jan are working on a grant opportunity funded through the Caplan Foundation. This is to help support child care providers with quality improvement.
- e. KSU and Pawnee Mental Health are taking the lead to research a project on mental health. The Riley County Health Department will be assisting in this grant.
- f. Six Riley County Health Department Staff attended the Leadership Series in Wichita taught by Wichita State University.
- g. The Riley County Health Department Annual Report is currently being finalized.
- h. Karen mentioned that some families are having a difficult time finding child care providers and providers that are cost effective. Brevia responded by saying, due to the nature of our community, for every one day care that closes, another one or two opens. Brevia mentioned that there is illegal child care provider in our community. Brevia believes it's possible that illegal providers are unaware of licensing laws. Karen inquired about how much it cost to start a child care facility. Brevia does not believe the cost is a detouring factor to those interested to start a day care. Karen suggested as a community we can hold a meeting to discuss the need for those that can't afford child care. Brevia mentioned that the Health Department does provide scholarships for child care. Robbin agreed that some folks may not understand the difference between illegal and legal child care. Public education on child care regulations are important.
- i. Robbin stated that we have serious issue in this region with our health care backbone. We have to fix the health care infrastructure. With the new growth that will be happening in our community it will only get worse. Karen and Robbin discussed their thoughts regarding the Flint Hills Leaders Retreat 2017. The retreat mentioned items that most of the community is aware of, such as Fort Riley and KSU having a huge impact on this region.
- j. Strategic plan
  - i. Jennifer presented the Health Departments Strategic Plan to the PHAC via power point presentation. Some of pre-requisites for being accredited include the Community Health Assessment, the Community Health Improvement Plan, and organizational strategic plan, and a quality improvement plan. Regardless, of the intent to apply for accreditation, these items are key parts of a successful and strategic approach to public health!

- ii. Jennifer will present our strategic plan to the Board of Health on Monday, at 10:15. All are welcome to attend the meeting. Jennifer stated the Board of Health have participated in the process.
- iii. The Health Department has been working with Sarah Hartsig with the Kansas Health Institute to assist us with this process. The Leadership Team has been diligently been revising and making corrections. It is important that this strategic plan is measureable and meaningful.
- iv. We've identified four different priorities for our strategic plan structure based on our Vision/Mission, and Values. Those priorities each have goals, objectives, and an action plan.
- v. We received feedback from the PHAC, community partners, and RCHD Staff to help us determine what our Mission, Vision and Values should be.
- vi. The first priority is "Promote and Protect Health." The goal is to promote activity or collaborate within each of the Kansas Foundational areas of the Foundational Public Health Services Model which KDHE is currently revising. We will collaborate or referral those functions not offered within our department. Our goal is base our programs on evidence based practices. If we are facilitating a post-partum group we need evidence that this is helping the community.
- vii. Our next priority, is "Community Outreach and Engagement" with three goals. Our goal is to expand and strengthen relationships with community partners. We also want to develop strategies to improve communication with partners and the public. Our intent is to advocate and educate for health in all policies (HiAP) approach to decision-making. We currently have three key objectives for this priority. A key objective for this priority is to increase the public's participation with the Public Health Advisory Council Meetings.
- viii. Our third priority, is "Quality and Sustainability" which is key to Public Health Accreditation Board (PHAB). Our goal is to integrate continuous quality improvement into organizational practices, processes, programs, and interventions. At the end of the 3 years, we hope to obtain PHAB accreditation. This priority has three key objectives. We are currently working towards selecting a new electronic health record (EHR) and will be a pricey investment. There is a possibility we can join a group agreement with four other counties that are currently using our existing EHR. Another key objective the Health Department will participate in a site visit conducted by PHAB.
- ix. Our final priority is, "Skilled and Engaged Staff." Our goal is to recruit, hire, retain, and train a diverse and competent workforce and facilitate a workplace wellness for Health Department staff. One of our key objectives is to create and implement a workforce development plan for current and future Riley County Health Department employees. We also want to identify at least one risk factor for employee separation. Health Department Staff has completed one employee satisfaction survey with more to come bi-annually. This survey is to aid future employee retention. Our strategic plan also requires each staff member participate in at least 16 hours of approved job-related professional development. There are so many free webinars and trainings for staff to complete. Our next step, is to develop a wellness team to create, pilot, and evaluate a worksite wellness plan.
- x. Our connection with current efforts is our Workforce Development Plan, Community Health Improvement Plan, Employee Satisfaction Surveys, Quality Improvement Plan, Evidence-Based Programs, Internal and External Referral Process, and PHAB Accreditation.
- xi. Comments and questions from PHAC
  - A. Karen mentioned the public library has free webinars for folks to take.
  - B. Yvette stated that it's important to document everything your department is performing and have agendas and minutes in a centralized location.
  - C. Adam mentioned using our existing EHR may be less expensive in the long run then to purchase a new one that staff has to learn how to use. Jennifer states that our department is trying to do as many trainings as we can to make sure that an

EHR works before we purchase it. Adam suggested that we stick with what we know instead of reinventing the wheel. Robbin mentioned that Pawnee Mental Health is not using their EHR the way it should be utilized. They haven't kept up the changes of their system. Our department is currently weighing the EHR options. We've also been in contact with other counties to see how other EHR works for them. We are a part of an Insight user workgroup that discusses all EHRs. We want to make sure it's the right one.

3. Business.

a. Introductions

- i. Introductions for all new and existing PHAC members.

b. Schedule dates for 2017 Meetings

- i. Historically, the PHAC meets fourth Wednesday of every month. The PHAC is open to other schedules. The PHAC all agreed that the fourth Wednesday of the month will remain. November and December will be combined due to the holidays. Keep May on the calendar for now. It may need cancelled due to budget purposes.

c. Elect 2017 Chair and Co-Chair

- i. PHAC voted Adam Bowen as the Chair and Ginny as the Co-Chair

4. Other

- a. Deb Nuss mentioned there is an event on February 25<sup>th</sup> at the Harris Activity Center that will be hosting a Poverty Simulation. The intent is to help individuals and families understand the realities of living in poverty. Deb will email more information on this event to PHAC.
- b. Adam mentioned that the armory is still in need of overnight volunteers for the dental event.
- c. There is a Community Fair at the mall. Jennifer stated that our department attended last year but found that it wasn't productive. There are other ways we can impact the community.
- d. A PHAC member questioned Jennifer what impact will ACA have if it goes away. At this time, Jennifer is unsure of the affects. She stated it's important to focus on the community.

Meeting adjourned at 5:05 pm Ginny

**Next Meeting: February 22nd, 2017 @ 4:00pm**