



# Public Health Advisory Council Meeting

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## MEETING MINUTES – May 3rd, 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. Adam called the meeting to order at 4:17 pm
  - b. Call for other items to be added to the agenda
  - c. No public comment.
2. Director's Report
  - a. RCHD Staffing
    - i. New Clerk: Danielle Kit started April 10<sup>th</sup>, 2017
    - ii. Tammy Drake Will be leaving her WIC Clerk position May 26<sup>th</sup>, 2017
    - iii. We are planning to make a conditional offer to an APRN. Jennifer states that there are other organizations hiring for this position which makes this process very competitive for us. Jennifer has been working with Human Resources to increase the pay scale for this position since we are unable to reimburse for student loans. There have been three total applications. We are hopeful the new APRN has a tentative start date mid-June.
  - b. Recent Contracts and Grant Applications
    - i. Monday, RCHD signed the contract with Fort Riley. This will allow WIC services to be house on Fort Riley. We are hopeful to set up the office in May with a tentative launch date in June.
    - ii. RCHD was awarded \$8,000 to support BaM and WIC Breastfeeding from the Greater Manhattan Community Foundation.
    - iii. RCHD sent in a letter of intent to apply for a grant through the Deihl Foundation. RCHD to is trying to collaborate with USD 383 to provide health services to the students and families in the Families in Transition Programs. Deb raised concerns about this letter of intent which was posted in the Mercury prior to submitting the letter to the Deihl Foundation. This made an uncomfortable situation for RCHD and the Deihl Foundation. Jennifer has explored various ways to prevent this from happening in the future.
    - iv. RCHD has submitted the Kansas Health Foundation Health Equity Grant.
    - v. Flint Hills Wellness Coalition is the primary applicant for the Blue Cross Blue Shield of Kansas Pathways Grant. RCHD will serve as the fiscal agent.
    - vi. RCHD has been invited to submit a full application from the Peine Foundation. This would help Raising Riley support quality improvement for child care providers.
  - c. PHAB Accreditation and Strategic Planning
    - i. The Quality Improvement Plan has been finalized.
    - ii. RCHD is working on exit interview and employee satisfaction surveys, Community Partner's Database, branding strategy, the Health Promotion and Communicable Disease Plan, the Workforce Development Plan, Community Health Improvement Plan with FHWC, and the Worksite Wellness Plan.
  - d. The 2018 budget summary request total revenue is \$4,376,056. We have \$515,284 which is a substantial amount in carry. Jennifer presented level funding with and without the COLA. There are a couple of different items on the budget. We've added \$250,000 in the General Fund to purchase a new electronic health record for patient records and billing. The current system will have limited support beginning

2019. We are exploring opportunities for a joint acquisition with other Kansas counties to reduce costs of an EMR. The end of 2018 we will be applying for Accreditation. The application fee is \$14,150 which has been added to the General Fund budget. In this budget, we are requesting three additional WIC staff for the Fort Riley WIC office. These positions will be funded by the State WIC office. Currently the Health Department consists of two child care licensing surveyors. We are also requesting an additional Child Care Licensing Surveyor due to new child care regulations, illegal child care and to assist with the large Riley County caseload of child care facilities. The State only gives us a certain amount for our grant and they expect the County to make up the difference. It is investment in the health and safety of children in Riley County. Starting May 12<sup>th</sup>, 2017, new child care licensing regulations will be increase staff time to train and educate providers. Riley County has 126 facilities for one surveyor and 65 facilities for Geary County surveyor. According to the National Association for Regulatory Administration the normal caseload for one child care surveyor is 50-60 facilities. We have illegal child care in our community and it's important to educate them and turn those into licensed providers. The Riley County surveyor receives an average of 14 illegal complaints annually with 50% of those substantiated. If this position were approved, the current Riley County Child Care Licensing Surveyor would be reclassified as a supervisor. Karen questioned if the County has any liability if something is missed since one surveyor has twice normal caseload. Jennifer will question Clancy and KDHE regarding the possible liability. The Immunization Grant decreased funding and was moved to the MCH Grant at the State level. Due to the decrease, we requested more money from the MCH Grant. Raising Riley is requesting a part time staff member to provide quality improvement to child care facilities if they receive the Peine Grant. The BoCC will look at the budget in more details on June 12<sup>th</sup>. The final approval will be by June 22. Gail asked if the Commission question the Family Planning budget. Jennifer stated that nothing was questioned.

- e. The May 24th PHAC Meeting, we will present the Employee Satisfaction results, BugaPolooza data, and budget meeting updates. PHAC are all welcome to attend the budget meeting.
- f. Tomorrow, May 4th, 2017, Brevia and Jennifer are meeting with Lyle Butler to discuss adding more child care centers.
- g. Andrew presented a summary of data from the Fake Patty's Day weekend that took place March 10<sup>th</sup> – 12<sup>th</sup>, 2017. Andrew collected this data from the Electronic Surveillance System for the Early Notification of Community-based Epidemics (ESSENCE). This is a web-based disease surveillance information system was developed to alert Health Authorities of infectious disease outbreaks, including possible bioterrorism attacks. This Federal system compiles data from emergency departments in eligible hospitals. All data is collected from ER records, including chief complaint, diagnosis code, and discharge codes and information. This program will allow us to compare data from year to year. One has the ability to track data in real time in this system. The alcohol numbers were not as high as expected this year which could be a result of the poor weather conditions.

### 3. Business

#### a. Drug Amnesty

- i. Karen spoke with Brad Schoen in regards to a drug amnesty day in our community. She also spoke with multiple DEA's to obtain the proper guidelines for the event. She mentioned holding the event in October which is in the month of National Take Back Day. Jennifer suggested we keep containers here at the Health Department for those that want to discard unused medications since we have a certain room that is under lock and key. Yvette explained that there is quite accountability and responsibility for taking on that effort. There are strict protocols that must be followed such as counting the pills that are being disposed. In the past, RCPD took unused medicines to the hospital or Jefferson Energy Center to be incinerated. Deb mentioned that some seniors are approached by unknown folks to see if they have medications they would want to donate and taken off their hands. There will be more information to come on this topic.

**Next Meeting: May 24th, 2017 @ 4:00pm**