



Public Health Advisory Council Meeting

MEETING MINUTES – May 24th, 2017 @ 4:00pm

Health Department Board Room, 2nd 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 pm
 - b. Call for other items to be added to the agenda
 - c. No public comment.
2. Director's Report
 - a. Grants
 - i. Kansas Health Foundation – under review
 - ii. Blue Cross Blue Shield Pathways – under review
 - iii. Deihl Fund (GMCF) – under reviewed
 - iv. Peine Foundation – due June 1
 - v. ECBG Block grant – Received level funding
 - vi. KDHE Aid to Local Grants (PHEP)
 - vii. Riley County: \$53,674.00 (approx. 7% increase in funding)
 - viii. Wildcat Region: \$26,212.00 (approx. 9% decrease in funding)
 - b. BOCC Budget Meeting
 - i. COLA and Step Increases were approved
 - ii. Additional personnel requests were tabled
 - iii. June 12 - June 22 Budget and Planning Committee and Commission budget work sessions.
 - A. Department Heads review final proposed budgets with Commission
 - iv. Robbin asked when the family planning grant will be approved. Shelley said it is usually by the end of June.
 - c. APRN
 - i. BOCC approved restructure of the APRN position to Grade FF of the Professional Pay Scale with a minimum salary of \$83,128.
 - ii. BOCC approved the addition of a Physician's Assistant to the Professional Pay Scale as a Grade CC with a minimum salary of \$69,748.
 - iii. This position has been reposted by Human Resources.
 - d. PHAB Accreditation Update
 - i. Completed/Ongoing
 - A. Employee Satisfaction Survey
 - B. Employee Exit Interviews
 - C. Community Partners Database
 - ii. In Progress
 - A. Branding Strategy
 - (1) Robbin questioned who we are using to assist with our Branding Strategy. Julie stated that we have currently have an internal team. This team must recognize County guidelines when using the County logo. This team has multiple items to address such as signage.
 - B. Health Promotion and Disease Prevention Plan

- C. CHIP
- D. Accreditation team meetings start in July
- e. Child Care in Manhattan
 - i. Initial meeting with Lyle Butler to discuss child care in Manhattan.
 - A. Availability of child care in Manhattan is limited, particularly for infants
 - B. Wait list times and maps
 - (1) Julie stated that there are long wait lists for day cares and are limited in how many children they can take. Robbin questioned if there was a day care cooperative. When families take turns in providing care for their children. Julie mentioned that would be an excellent question for Breva. Breva was not present at the PHAC Meeting.
 - ii. Strategies
 - A. Recruit corporate centers
 - B. Encourage businesses to open centers on site
 - iii. Child Care Licensing Intern researched wait times and corporate centers such as La Petite.
 - iv. Sent information to Lyle Butler
 - v. Next Steps
 - A. Attend Workforce Advisory Board meeting in June
 - B. Meeting with local Human Resource Professionals
- f. Employee satisfaction survey is completed by staff every 6 months.
 - i. This is linked to our Strategic Plan “Skilled and Engaged Staff.
 - A. The goal:
 - (1) Recruit, hire, retain and train a diverse and competent workforce.
 - B. The objective:
 - (1) By June 2018, identify at least one reason or risk factor for employee separation to aid in future employee retention efforts.
 - C. The action:
 - (1) Revise and implement bi-annual employee satisfaction survey to include questions regarding employee retention.
 - (2) Use data from exit interviews and employee satisfaction surveys to identify internal risk factors.
 - D. The goal:
 - (1) Support and facilitate workplace wellness for Riley County Health Department Employees.
 - E. The objective:
 - (1) By April 2018, create and pilot and evaluate a worksite wellness plan for RCHD Staff
 - F. The action:
 - (1) Include worksite wellness questions on bi-annual employee survey
 - (2) Create a Worksite Wellness Plan
 - ii. RCHD developed the baseline employee satisfaction survey which was taken by staff in the Fall of 2016.
 - iii. In the Spring 2017, the Health Educator and the Health Department Director revised survey based on 2016 feedback. This was reviewed by the Leadership Team. The online survey (Survey Monkey) was available to staff for two weeks, April 20th-May 5th. A total of 38 employees and interns completed the survey.
 - A. Spring 2017 survey results: Strengths
 - (1) Communication within programs is effective: 100% Strongly Agreed (SA) or Agreed (A) “the communication between myself and other

staff members in my program is effective “97.2% SA or A “The goals of my program are clearly defined”

- (2) Recent projects, policies, and plans are moving the health department forward in a positive direction: 97.2% SA or A.
- (3) 94.4% were Satisfied or Very Satisfied with RCHD

B. Spring 2017 survey results: Improvement

- (1) Communication with direct supervisors: 77.78% SA or A communication between myself and my direct supervisor is effective. 52.8% said they are **not** interested in giving additional anonymous feedback about supervisors.
- (2) Collaboration between programs: 66.67% SA or A “Collaboration between my program and other RCHD programs is effective.”
- (3) Addressing Poor Performance: 62.9% SA or A, “in my program poor performance is effectively addressed”
- (4) Recognizing Outstanding Performance: 58.33% SA or A “in my program outstanding performance is recognizing in a meaningful way”

C. An action item is to have all staff identify and prioritize ways to improve our communication during the May 25th All Staff Meeting.

- (1) Personal strategies to communicate/collaborate
- (2) Strategies for direct supervisors can communicate/collaborate
- (3) Strategies communicate/collaborate across programs
- (4) Meaningful ways to recognize outstanding performance

D. County-Wide Policies

- (1) The medical insurance provided meets my needs: 87.9% Agree or Strongly Agree
- (2) Retirement plan meets my anticipated needs: 85.7% Agree or Strongly Agree
- (3) Earned Time off policy meets my needs: 48.6% Agree or Strongly Agree
- (4) Extended Sick Leave (ESL) policy meets my needs: 94.% Disagree or Strongly Disagree
- (5) Action Steps
 - a) The results have already been shared with Human Resources and the REACH Committee. Jennifer will share these results at the next department head meeting. Changing County Policies will likely take county-wide support from department heads.

E. Worksite Wellness Results

- (1) 66.7% utilize their 15 minute break by doing Personal business, socializing, and walking. Some staff feel their schedules can be prohibitive.
- (2) Nursing mothers utilize rest breaks.
- (3) Some staff suggested incentives for Worksite Wellness could be the cost of health insurance or days/time off. Some felt like there was no incentive needed.
- (4) Worksite wellness policy support
 - a) 60% of staff support healthy food options at meetings
 - b) 60% of staff support walking meetings
 - c) 71.4% of staff support infants at Work

d) 85.7% of staff would like to have an establishment of wellness or relaxation room

g. BugaPolooza 2017

- i. This event was scheduled during “National Public Health Week” in the City Park. There were 14 partner organizations with more than 1,000 pages of educational information. 236 raffle tickets were distributed and 75 surveys administered. For those that completed a survey, received mosquito kit.
 - A. 81.33% of families felt they were informed about bug bite prevention due to BugaPolooza.
 - B. 78.67% felt more prepared to prevent bug bites that may spread disease.
 - C. 68% of families state they will wear protective clothing to prevent mosquito/tick bites.
 - D. 86.6% of families said they will use insect repellent.
- ii. Ellyn said she would be happy to help with this event next year. She also suggested having more bugs to display at the event. Children love bugs!

Meeting adjourned at 4:43 pm Adam

Next Meeting: June 28th, 2017 @ 4:00pm