



Public Health Advisory Council Meeting

MEETING MINUTES – June 27th, 2018 @ 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 4:04 pm
- b. Call for other items to be added to the agenda
 - i. Leslie Campbell requested that we add and updated patient education hand out to the PHAC agenda. See below.
- c. No public comment.

2. Director's Report

a. Grants

- i. March of Dimes – Under Review - \$20,000 to support BaM
 - A. Will not receive full funding
- ii. Peine Foundation –submitted full application – If awarded \$100,000, this would support the RR QI project to improve local licensed day cares. We should notified by the first of July if we were approved this grant.
- iii. Konza United Way Making A Difference Mini-Grants
 - A. \$2,000 to support immunizations for uninsured adults
 - B. Fiscal agent for Flint Hills Wellness Coalition
- iv. Kansas Children's Cabinet and Trust Fund Community-Based Child Abuse Prevention Grant: ~\$100,000, due July 13th - This would be a collaboration with Pawnee Mental Health. A match is required for this grant but we don't know where that money would be coming from.
- v. KDHE: Aid to Local Grants (% change)
 - A. State Formula - \$49, 748 (-2.5%) – This is a decrease from last year.
 - B. Chronic Disease Risk Reduction - \$30,000 - We got half of what we requested.
 - C. PHEP – not available yet - Hopefully, we will be notified this week of the grant.
 - D. Family Planning - \$113,618 (0.48%) – There was a slight increase this year.
 - E. MCH - \$115,771 (4%) - Previously included IAP –This grant included immunizations last year.
 - F. The Aid to Local Grant is a universal contract that encompasses all of these individual grants. This will be sent to the State once it has been signed.
- vi. CCL - \$121,619 (9%)
 - A. This includes funds for Clay County Contract.
- vii. Immunization Action Plan - \$7060

b. Hiring and Staffing

- i. Daniel Perez, MCH Supervisor –He will be going paternity week in a week half. Daniel's last day is August 10th.
- ii. Breva Spencer selected for MCH Supervisor - In July she will split her duties in CCL and MCH and will be full time after Daniels departure.

- iii. Heather Ritchey selected for CCL Supervisor
- iv. Meredith Blizard, CCL Surveyor, separated employment
 - A. 2 CCL Surveyor positions open
- v. Mary Bell, WIC Clerk, separated employment
 - A. 1 open WIC Clerk position
- vi. Sarah Boxberger, nurse, separating employment in July
 - A. 1 clinic nurse position open
- vii. Julie Hettinger, Health Educator and AC, separating employment in September
 - A. 1 HE/AC position open
- viii. .5 FTE CDRR Coordinator position open
- ix. 1 FTE Early Childhood Facilitator position open
- c. 2018 Riley County Budget Calendar
 - i. June 11-June 21 – Budget meetings with BOCC
 - ii. June 21 – BOCC approved county budget
 - A. COLA
 - B. Level HD funding and use of carryover
 - C. Strategic planning costs for additional positions
 - iii. July 9 – Budget Public Hearing
 - iv. August/October – Adopted final budget due
- d. Accreditation/Strategic Planning
 - i. Complete all PHAB prerequisites
 - ii. Submit Application
 - iii. Attend e-PHAB training
 - iv. 1 year to upload documentation
 - A. Goal: March 2019
 - v. Mock site visit
 - vi. 2 Day site visit – October 2019
 - A. Sessions to review each domain
 - B. Meetings with staff, community partners, Board of Health and You!
 - vii. Decision by December 2019
 - viii. Quarterly meetings with Environmental Health
 - A. Sent out letters to school districts about school inspections
 - ix. QI projects beginning!
 - x. Implementing IRIS to track referrals
 - xi. Developed workforce development plan and internship procedure
- e. The Kansas Public Health Workforce Assessment Results
 - i. Statewide project to provide an overall competency assessment of public health staff based at the state and LHDs
 - ii. Provides direct feedback about training interests and needs.
 - iii. Based on the Council on Linkages Core Competencies for Public Health Professionals
 - iv. Assesses the workforce across eight domains
 - v. **Non-Supervisory Staff**
 - A. Areas of highest proficiency: cultural competency skills and leadership and systems thinking
 - B. Areas of lowest proficiency: Financial planning and management and Analytical and Assessment
 - vi. **Supervisory Staff**

- A. Areas of highest proficiency: Policy Development/Program Planning, Leadership and Systems Thinking, Cultural Competency, and Community Dimensions of Practice
 - B. Areas of lowest proficiency: Public Health Sciences and Financial Planning and Management Skills
 - vii. Training needs and wants: social determinants of health, leadership, community engagement, HIPAA, customer service, workplace conducts-interacting with others
 - f. Community Health Improvement Plan (CHIP) Updates
 - i. Access and Coordination of Services Workgroup
 - A. Konza hiring intake coordinator to assist with Community Care Team. The start date for this position will be in August.
 - ii. Transportation Workgroup
 - A. Successful Final Friday Rides
 - B. Bike MHK is looking to work with upcoming cycle events.
 - C. Samantha new Bike/Ped Coordinator at the City. – She is currently working on projects.
 - D. Community survey from the City regarding what the community bike/ped needs
 - iii. Mental Health Workgroup
 - A. \$725,000 from the state to start Regional Crisis Stabilization Center – Pawnee Mental Health acquired funding from the State and are still finalizing contracts.
 - B. Lost Path Grant through the state that covered a person who worked with homeless population
 - C. Received level funding from County Commission.
 - iv. Health Equity
 - A. Manhattan Day Northview Block Party featured in the Mercury
 - B. Collected data about what the community wants
 - v. Nutrition Workgroup
 - A. Accepting applications for the Joint City County Food and Farm Council. This Council was approved with by the City.
 - B. First meeting in August
 - C. Data collection this summer: focus groups, dot surveys
 - vi. Child Care Workgroup
 - A. Priority Strategy 1: Incentivize child care providers to provide care (especially for infants) – Deb and Jenn met about hiring an organization to provide an in depth analysis of supply, demand, and location of child care facility data in Riley County. However, the organization wanted \$24,000 for this request. The Health Department doesn't have the means to pay for this service. We are going to do this ourselves with the help of Riley County GIS.
 - B. Priority Strategy 2: Work with large business to provide childcare for employees/public
 - C. Priority Strategy 3: Increase capacity of current child care providers
 - D. Child Care Aware Mapping the Gap
 - E. Large group meeting is July 24th , 4-5pm
3. Old Business:
- a. Tobacco Workgroup
 - i. The smoking ban which ban smoking in all work and public places will expire this year. There are items in our local ordinance that is more restricting in then the State ordinance. As a community, we need to determine if we like the State or the local? The City is recommends adding language to make the ordinance clearer and to help with reinforcement. The city passed an

e-cigarette ordinance. It is the hope that these two can be combined. The biggest area of concern tobacco shops. Should be exempt from the ordinance? The current ordinance does not allow smokers to smoke in tobacco shops however, the State ordinance is okay with this practice. Prohibit vapor shops? Deb reports in the 10 years the ordinance has been in place there has been no citations issued. The City is working on additional no smoking signage for the public parks. KSU is now smoke free as of June 1st. This includes e-cigarettes and cigarettes. Not chewing tobacco. The State ordinance allow 20% of hotel rooms to be smoking rooms. Our ordinance does not allow smoking in hotels. There was a concern about hookah smoke ventilating through the walls in local shops. Lori said that everyone has to make a living. People aren't going to stop smoking. Deb said that the current ordinance hasn't hurt the local tobacco shops. The City ordinance supports the public health intent. At the time, people thought businesses would close as a result of the smoking ban but there was no effect on local businesses. There will be one more meeting to discuss this matter. This will be discussed at a future PHAC Meeting.

b. Other Updates

i. EMR RFP Process

- A. Multi-county group (Lawrence Douglas, Johnson, Riley, Shawnee, Wyandotte)
- B. Received 8 proposals
- C. Completed 3 demos
- D. Reference calls
- E. 4 counties (including RC) voted for CDP, 1 voted for Patagonia
- F. These are being reviewed by Clancy and Kevin. Implementation of the new EHR will be July 19' and will take 6-8 months.

ii. Contracts review

- A. Separate contracts for each county
- B. Same base contract

c. Performance Management Updates

i. Strategic Plan

- A. Road Map
- B. Includes FPHS, QI, and PHAB

ii. Foundational Public Health Services

- A. Basic core package of services
- B. "What" we provide

iii. Performance Management

- A. How will know we are successful

iv. QI

- A. Plan for how we will improve
- B. Informed by PM

v. PHAB

- A. "How" we provide FPHS services
- B. Includes SP, QI, and PM

vi. Systematic process by which an organization involves its employees in improving the effectiveness of the organization and achieving the organization's mission and strategic goals.

vii. PHAB Requirement: Use a performance management system to monitor achievement of organizational objectives

viii. Measure: the specific quantitative representation of a capacity, process, or outcome deemed relevant to the assessment of performance

ix. Performance Standard: a generally accepted, objective standard of measurement such as a rule or guideline against which an organization's level of performance can be compared.

x. Baseline: 2017 starting point for the measure

- d. PHAB Accreditation
 - i. Measure: Number of PHAB Prerequisites Completed - We have completed all 8 prerequisites.
 - ii. Measure: Number of PHAB documents uploads – We have 209 PHAB documents to upload.
- e. Next Steps and Opportunities
 - i. All of Domain 4 uploaded (except 1 document)
 - A. Sample review by our Accreditation Specialist – She will provide feedback on after she has reviewed our upload.
 - ii. Process for uploading
 - A. Document selection by domain expert
 - B. Complete documentation checklist - Non-domain expert
 - iii. Review by Accreditation Coordinator
 - iv. Review by HD Director
 - v. Upload!
 - vi. Repeat 209 times!
- f. Child Care Licensing
 - i. Measure: number of abuse, injuries, or deaths that occur in a child care setting
 - ii. Child Care Licensing reports of injury, abuse, and neglect
 - A. Riley County had 2 reports in 2016 and none in 2017
 - B. Geary County had zero reported in 2017.
 - C. These meet the performance standards of 1 or fewer reports of injury, abuse, or death in a child care setting.
- g. Raising Riley
 - i. Measure: the percentage of children screened by the Raising Riley program who score above the State of Kansas Ages and Stages Questionnaire (ASQ-3) cut off scores* - We met this measure April 18.
- h. WIC
 - i. Measure: percentage of WIC mothers breastfeeding to six months.
 - ii. The data of the measure has been going up and down. The breastfeeding counselor is trying to determine why the data is inconsistent.
 - iii. We gave a tour, of the Health Department, to a representative from Roger Marshall’s office in DC that works on health policies.
- i. Next Steps and Opportunities
 - i. Continue to increase the number of direct contacts with the WIC Breastfeeding Peer Counselor (BFPC)
 - A. Review BFPC data
 - ii. All RDs now have Certified Lactation Counselor Certification
 - iii. Working to implement breastfeeding room at IACH
- j. Maternal and Child Health
 - i. Measure: the percentage of mothers enrolled in Becoming a Mom who began prenatal care during their first trimester – The numbers decreased slightly from June and December 95% - 93%. This is an MCH QI project.
- k. Next Steps and Opportunities
 - i. Performance measure met, but declined
 - ii. Quality Improvement Project
 - A. Texts for appointment reminders and follow-up on referrals
 - B. Serves as cue to action for clients to receive services
- l. Public Health Emergency Preparedness
 - i. Measure: the percentage of staff who have completed each required Incident Command System (ICS) training course this number will go down with new staff.

- m. Public Health Clinic
 - i. Measure: percentage of young adults (18-26) clients who have been immunized against the Human Papilloma Virus (HPV) – WE have a long way to go to meet this goal.
 - ii. Measure: percentage of infants (0-2) fully immunized – We have decreased a little from last year. We are working the 1200 mark. As a Health Department, we have make progress on these 2 measures. This will get all staff involved. Each programs will need to determine how they can make progress on this measure. This will also allow for collaboration and communication.
 - iii. Measure: Number of immunizations administered
 - n. Next Steps and Opportunities
 - i. All programs can impact immunization rates
 - ii. Complete a Team Challenge Analysis to identify barriers to progress
 - iii. Start action planning
 - o. Brochure Feedback
 - i. We don't have money to hire a graphic designer to update our brochure. Everyone will use a "template" to add in their programs information. We want to make sure that the brochure is culturally competent. This brochure will also be offered in Spanish. We can connect with KSU to see if a student can translate into other languages. This brochure was done in Publisher because we wanted staff to have access to edit to meet their program's needs. The brochure was presented to folks attending the Becoming a Mom classes. Most participants like the pic of the buildings. They did suggest that we add specifics on how one qualifies for WIC. Julie states that our intent was to give our new brochure a warm feeling.
 - A. Robert thinks it looks good.
4. New Business
- a. Leslie presented a new educational handout to the PHAC. She made changes based on the suggestions that were offered by the PHAC. The RN's will be providing this hand out to the patients. The handout provides evidence based websites such as the CDC and HHS, to provide links on date rape, transgender, human trafficking, and suicide...etc. This handout will be helpful for the RN's to give to patient if there is a concern. Deb mentioned that some of the government websites have changed slightly as a result of the new administration. She wanted to make certain the patient was not getting bias information. Andrew said he was recently on the CDC website and there was still relevant information. Ana thought the handout is concise and likes the link to websites. If anyone knows of any good websites to add to the handout, please let Leslie know. Robert thought this looks good.
5. Other

Meeting adjourned at 4:53 pm Robert

Next Meeting: July 25th, 2018 @ 4:53pm