

Lawrence-Douglas County Health Board

October 21, 2019

5:00 p.m.

Agenda:

Approximate time 1:25

1. Call to order, Steve Fawcett
2. Public Comment *remarks limited to 5 minutes*
5 minutes
3. Approval of agenda, Steve Fawcett
2 minutes
4. Approval of minutes of September 16, 2019 meeting, Steve Fawcett
3 minutes
5. Approval of September monthly financial report, Michele Hammann
5 minutes
6. New Business (*action needed*).
20 minutes
 - a. Consider banking proposals
 - b. Contract with KU Cofrin-Logan Center for Addiction Research and Treatment for data warehouse development
7. Study Session
40 minutes
 - a. Community senior care services
 - i. How can the community's system of care better organize to serve seniors?
 - ii. What is the role of the Health Department?
 - b. 2020 recommended budget
 - i. What adjustments to the budget would better advance our strategic priorities?
 - c. Branding public health
 - i. Which image and tag line best conveys the promise we make to the community.
8. Director's Report
15 minutes
 - a. Families First grant received
9. Adjournment

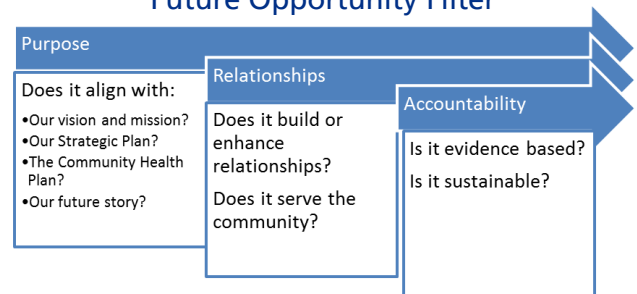
Next Regularly Scheduled Meeting Date

Board Meeting –Monday, November 18, 2019

Future Business

2020 budget

Future Opportunity Filter



Our mission is to advance policies, practices and programs that promote health for all, prevent disease and protect the environment

PROFESSIONALISM • INTEGRITY • COMPASSION • TEAMWORK

MINUTES
Lawrence-Douglas County Health Board
September 16, 2019

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Health Board was held Monday, September 16, 2019. Chair Steve Fawcett called the meeting to order at 5:01 p.m.

PUBLIC COMMENT

There was no public comment.

WELCOME NEW HEALTH BOARD MEMBER

Steve Fawcett, chair, welcomed new Health Board member, Diana Malott appointed by the University of Kansas Chancellor to fill the expired term of Dr. Doug Dechairo. Board members and staff introduced themselves.

APPROVAL OF AGENDA

Shanda Hurla made a motion to approve the Agenda for September 16, 2019. Vern Norwood provided the second and the motion passed.

REVIEW AND APPROVE MINUTES OF AUGUST 19, 2019

Vern Norwood made a motion that the Minutes of August 19, 2019, be approved. Verdell Taylor provided the second and the motion passed.

REVIEW AND APPROVE AUGUST MONTHLY FINANCIAL REPORT

Michele Hammann, chief strategy officer of Summers, Spencer & Company, P.A., reviewed the August Monthly Financial Report. After discussion, the Board decided to discontinue inclusion of the check registry with the financial report. Michael Williams moved that the August Monthly Financial Report be approved with the removal of the check registry in the financial report. Shanda Hurla provided the second and the motion passed.

NEW BUSINESS

Consider Changes to the Monthly Financial Report

Dan Partridge, director, reported receiving a request from city staff that the Health Department recognize the value of the Community Health Facility space we occupy. After discussion, by consensus the Board's direction is to continue using the reporting KMAAPG standards at this time.

Consider Transition to New Accounting Software in 2020

Dan Partridge, director, stated the Health Department's current accounting software is moving away from accounting to payroll as their focus.

Michele Hammann, chief strategy officer of Summers, Spencer & Company, P.A., (SS&C) presented an overview, implementation and pricing plan for Sage Intacct accounting software. Michele reported Intacct is not for profit focused, has capability of speaking with other software systems to allow for custom designed accounting system and is cloud based. Intacct has modules we can add to improve grant reporting and the cost to do this is low. Intacct is capable of running standard allocations, transaction allocations and dynamic allocations. Transaction allocation pricing is included as part of the core financials product and are configured and maintained in the general ledger. Dynamic allocations requires an additional subscription. There are two levels of pricing based upon the modules selected for use; 1) basic small business use, with the number of full users, review users and purchase order users would be approximately \$350 per month; 2) full business use, with the appropriate number of users, including dynamic allocations and enhanced grant tracking and billing would be \$1,750 per month and with only dynamic allocations it would be \$1,350 per month. Michele stated we can always upgrade at a later date to the full business use.

Michelle stated SS&C has been an Intacct Accounting Partner (IAP) for over seven years completing 30 plus implementations for their clients. An IAP with Intacct has access to the platform's monthly fees at decreased rate because their clients are outsourcing most of their accounting functions to SS&C. Michele reported the Health Department's dataset is on the SS&C dashboard with Intacct. If we chose to take all of our accounting processes in house or move to a different provider, that data and setup is ours and would be moved to that new provider or we could build our own dashboard. The fees will change, and in some cases, increase significantly. There is no cancellation fee with SS&C and they would help us with the transitions. Michele stated SS&C would like to do a Business Associate Agreement with the Health Department. After discussion, Vern Norwood made a motion to move forward with the Business Associate Agreement not to exceed the second tier. Michael Williams provided the second and the motion passed.

DIRECTORS REPORT

Review 2019 Employee Satisfaction Survey Responses

Dan Partridge, director, stated every year the Health Department conducts an employee survey in July. Dan reported 36 out of 39 employees participated in the survey, which consisted of 12 questions. The question that scored the highest at 3.6 on a scale of 0-4 was, "teammates share core values." The lowest scoring question at 2.4 was, "communication to understand what is going on." Staff want more clarity on communication. We want to do a better job communicating the decision-making process. Staff commented, "I wish I knew more about why/how decisions are made." Dan stated on, "my teammates have my back," five people moved from agree to strongly agree. For "at work, I clearly understand what is expected of me," three people moved down. Dan stated the Admin team reviewed the comments and the two top key words were communications and trust and this has been the primary focus of how to engage more effectively with staff.

Clinic supervisor Transition Planning

Dan Partridge, director, stated the revised wage band for 2020 includes a position for a clinic manager which would replace the clinic supervisor. This new position includes more duties to free up the clinic services director.

Receive Suicide Issue Brief

Dee Vernberg, analyst, presented the Douglas County Suicide Data Brief. Suicide is the leading cause of death for 18-44 years old in Douglas County. Douglas County suicide rates are higher than the U.S. rates. Dee also stated 78 percent of all firearm-related deaths are suicide. Dee reported younger people between the age of 10 and 19 are seen more frequently in the emergency department for suicide attempts and ideation than older people. Dee stated suicide with drug overdoses and alcohol poisonings have driven life expectancy down. Douglas County will be implementing Zero Suicide to prevent suicide in people accessing health care. After discussion, the Board asked that the report also include a call to action section.

City Commission Candidate Forum

Dan Partridge, director, distributed the comparative Property Tax Burdens for the Lawrence-Douglas County Health Department.

Other New Business

1. The next scheduled Health Board meeting will be Monday, October 21, 2019, at 5 p.m. in the first-floor meeting room.

ADJOURNMENT

The Board meeting was adjourned at 6:59 p.m. on a motion by Diana Malott and a second by Vern Norwood.

Respectfully submitted,

Dan Partridge
Secretary

Present:	Steve Fawcett
	Shanda Hurla
	Diana Malott
	Vern Norwood
	Verdell Taylor
	Michael Williams
Other:	Charlie Bryan
	Linda Craig
	George Diepenbrock
	Michele Hammann
	Colleen Hill
	Sonia Jordan
	Beth Llewellyn
	Dee Vernberg

Lawrence-Douglas County Health Department

September 2019 Notes for Financial Reports

Income & Expense Statement

Revenues

- City & County Operating Revenue: The 2nd half of City funding was received in July and the 2nd half of County funding was received and deposited on 10/8/2019. Both City and County funding are on track with the year to date budgeted amounts.
- Contract Services: Payments are under budget for the month of September, in part due to coding deposits to "Other Revenues"
- Program Fees: On track with the year to date budgeted amounts
- Federal & State Grants: Both Federal and State grants are on track with year to date budgeted amounts

Expenses

- Gross Salaries and Wages / Payroll Taxes: Continue to trend less than budget totaling \$192k less year to date.
- Contractual Services: Over budget for the month of September and year to date, in part due to outsourcing of the payroll, accounts payable and financial statement functions and consulting agreement with SS&C.
- Pharmaceuticals: Over budget for the month of September due to flu season. Invoices for flu vaccines received. On track with year to date budget.

Balance Sheet

General/Operating

- Balance decreased in September by \$125,794 to \$1,361,040

Board Designated Reserve Fund

- Balance increased in September by \$114 due to recording interest

Kay Kent Public Health Service Award Fund

- Balance increased in September by \$5 due to recording interest

Funded Depreciation

- Balance increased in September by \$23 due to recording interest. No Capital purchases made.

Vendor payment and payroll lists are included for the month of September.

**LAWRENCE-DOUGLAS COUNTY HEALTH DEPARTMENT
BALANCE SHEET
AS OF 09/30/2019**

Assets

Current Assets

Operating Fund

Cash	\$	1,361,040
Petty cash / change fund		800
<i>Sub-total</i>		<u>1,361,840</u>

Board Designated Reserve Fund

Cash		551,702
Board Designated Reserve Fund Certificates of Deposit		1,213,489
<i>Sub-total</i>		<u>1,765,190</u>

Kay Kent Public Health Service Award Fund

Cash		27,275
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Funded Depreciation

Cash		<u>106,368</u>
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***Sub-total Current Assets* 3,260,673**

Property, Plant & Equipment

Fixed Assets		582,783
Less - Accumulated Depreciation		(350,264)

***Sub-total Prop., Plant & Equip.* 232,519**

Total Assets \$ 3,493,192

Liabilities and Net Assets

Net Assets

Operating Fund Balance	\$	1,419,542
Reserves/Restricted Fund Balances		2,073,675
Net Income (Loss)		<u>(25)</u>

Total Net Assets \$ 3,493,192

**2019 Funded
Depreciation Purchases**

**For the period ending
September 30, 2019**

Month	Purchased	Price
January	EMR Project Management Fee - Wyandotte	\$ 9,500
February	CDP Initial Phase Costs	5,933
March	Laser Logic	3,829
April	Scott Rice - Office Furniture	4,771
April	Mcubed Technologies - Computers and Scanners	52,982
May	Missouri Door Co - Auto. Hanicap Door Operators	8,201
May	Johnson Controls - Access Control	2,837
May	Custom Data - Project Kickoff and Travel	4,958
May	Qless - Support & Command	2,750
May	Mcubed Technologies - Barcode Scanner/Cradles	341
May	Mcubed Technologies - Label Printer/Printer Server	920
June	Custom Data - System Config/Data	14,874
June	Custom Data - Milestone 2	12,659
June	Custom Data - Data Extract & Delivery Auto	13,000
June	Custom Data - Training & Implementation	9,916
July	CDP - Reports Configuration Complete	4,958
August	Migali Scientific - Refridgerator	4,919
Year to Date Purchases		<u>\$ 157,349</u>

Lawrence-Douglas County Health DptNEWCOA

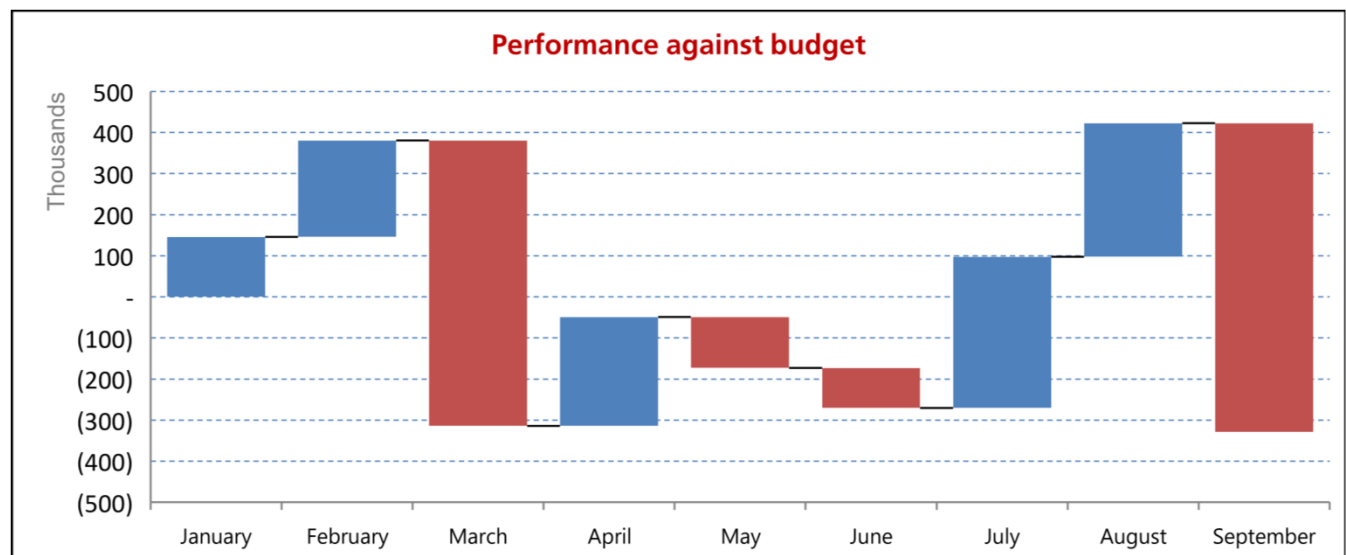
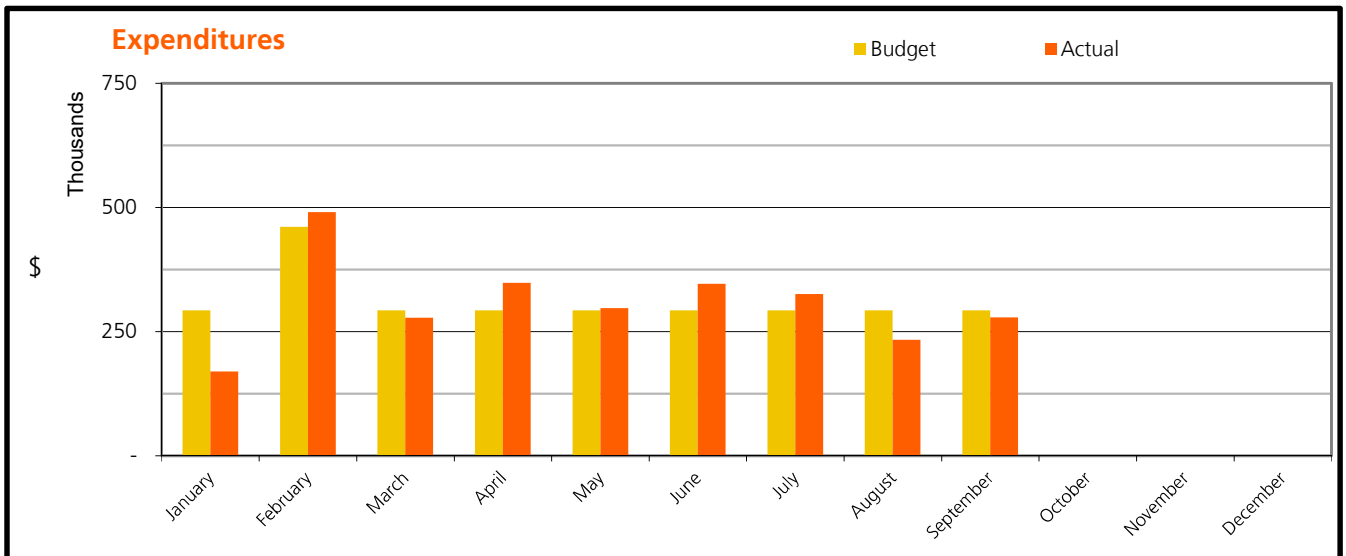
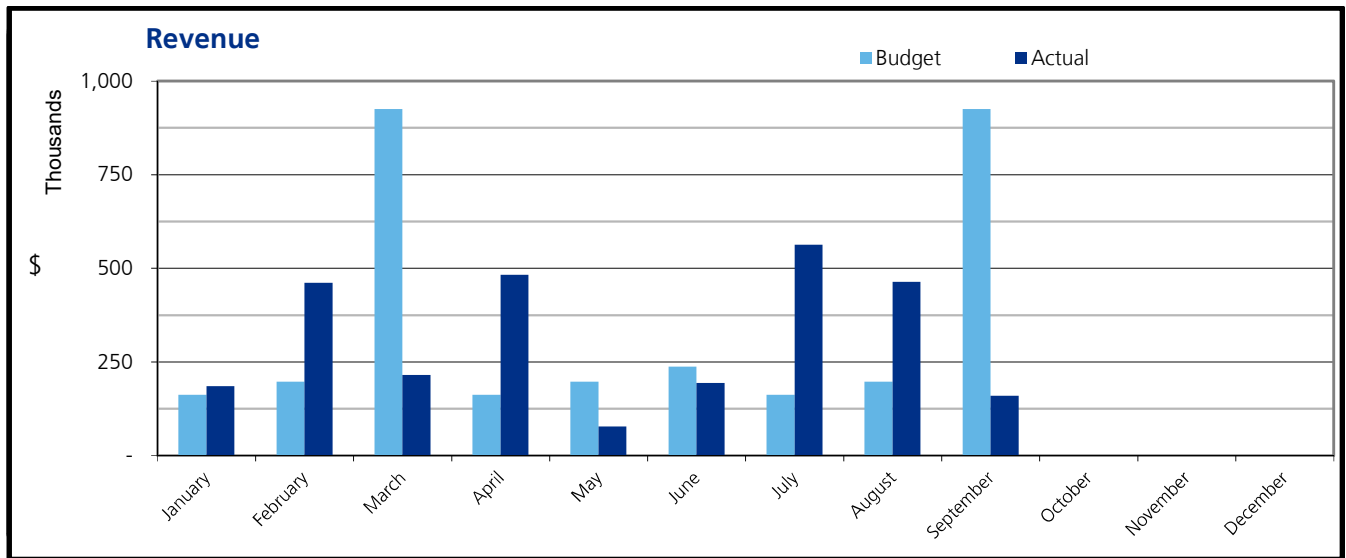
Income Statement SubType
(Original Budget to Actual Comparison)
For the period of 9/1/2019 Through 9/30/2019

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Revenues</u>							
City Operating	\$0.00	\$350,482.00	\$(350,482.00)	\$350,500.00	\$700,964.00	\$(350,464.00)	\$700,964.00
County Operating	0.00	412,058.00	(412,058.00)	824,116.00	824,116.00	0.00	\$824,116.00
Contract Services	342.25	2,945.17	(2,602.92)	90,349.01	132,166.53	(41,817.52)	\$176,222.04
Program Fees	39,761.77	38,499.99	1,261.78	347,259.73	346,499.91	759.82	\$461,999.88
Federal Grant	100,514.55	91,148.15	9,366.40	805,141.87	820,333.35	(15,191.48)	\$1,093,777.80
State Grant	18,252.22	29,245.09	(10,992.87)	254,060.44	263,205.81	(9,145.37)	\$350,941.08
Local/Private Grant	0.00	0.00	0.00	92,457.70	75,000.00	17,457.70	\$75,000.00
Interest	285.32	133.33	151.99	15,416.47	1,199.97	14,216.50	\$1,600.46
Other Revenue	0.00	0.00	0.00	122.12	0.00	122.12	\$0.00
Other Revenue	34.23	120.83	(86.60)	30,038.88	1,087.47	28,951.41	\$1,449.96
Net Revenues	\$159,190.34	\$924,632.56	\$(765,442.22)	\$2,809,462.22	\$3,164,573.04	\$(355,110.82)	\$3,686,071.22
<u>Program Expenses</u>							
Gross Salaries & Wages	\$163,653.49	\$183,026.76	\$19,373.27	\$1,455,128.60	\$1,647,240.84	\$192,112.24	\$2,196,321.12
Payroll Taxes (SS & MC)	11,735.09	14,001.58	2,266.49	104,330.20	126,014.22	21,684.02	\$168,018.96
Insurance - Health	757.54	0.00	(757.54)	203,603.44	177,061.08	(26,542.36)	\$177,061.08
KPERS	16,051.03	17,112.83	1,061.80	156,867.57	154,015.47	(2,852.10)	\$205,353.96
Insurance - Unemployment	161.41	896.83	735.42	2,283.54	8,071.47	5,787.93	\$10,761.96
Insurance - Work Comp	71.29	2,260.58	2,189.29	22,162.85	20,345.22	(1,817.63)	\$27,126.96
Insurance - Prof Liability	0.00	378.34	378.34	100.00	3,405.06	3,305.06	\$4,540.08
Contractual Service Expenditure	26,675.00	18,403.51	(8,271.49)	227,519.56	165,631.59	(61,887.97)	\$220,842.12
Employment Ads	16.64	35.00	18.36	1,410.97	315.00	(1,095.97)	\$420.00
Interpreters	576.67	820.83	244.16	5,975.07	7,387.47	1,412.40	\$9,849.96
Health Education/Promotion Advertis	577.55	833.33	255.78	10,146.61	7,499.97	(2,646.64)	\$9,999.96
Bank & Credit Card Fees	617.13	641.67	24.54	4,292.56	5,775.03	1,482.47	\$7,700.04
Commercial Travel	316.60	300.00	(16.60)	1,664.04	2,700.00	1,035.96	\$3,600.00
Meals	146.18	739.92	593.74	8,212.94	6,659.28	(1,553.66)	\$8,879.04
Lodging	0.00	822.41	822.41	8,678.08	7,401.69	(1,276.39)	\$9,868.92
Registration	1,144.00	1,397.59	253.59	21,062.00	12,578.31	(8,483.69)	\$16,771.08
Copying & Printing	37.50	834.33	796.83	2,829.36	7,508.97	4,679.61	\$10,011.96
Total Program Expenses	\$222,537.12	\$242,505.51	\$19,968.39	\$2,236,267.39	\$2,359,610.67	\$123,343.28	\$3,087,127.20
<u>General & Administrative Expenses</u>							
Capital Purchases	\$0.00	\$0.00	\$0.00	\$157,349.20	\$0.00	\$(157,349.20)	\$0.00
Phone & Communications	3,383.02	2,447.50	(935.52)	26,160.86	22,027.50	(4,133.36)	\$29,370.00
Postage & Delivery	480.36	797.50	317.14	6,100.25	7,177.50	1,077.25	\$9,570.00
Publications & Subscriptions	97.17	444.08	346.91	7,713.39	3,996.72	(3,716.67)	\$5,328.96
Repair & Maintenance	0.00	123.00	123.00	1,212.26	1,107.00	(105.26)	\$1,476.00
Service & Licensing Contracts	8,549.36	12,899.16	4,349.80	47,122.48	116,092.44	68,969.96	\$154,789.92

Lawrence-Douglas County Health DptNEWCOA

Income Statement SubType
(Original Budget to Actual Comparison)
For the period of 9/1/2019 Through 9/30/2019

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Medical Fees	410.40	416.67	6.27	4,265.63	3,750.03	(515.60)	\$5,000.04
IT Consultation Fees	6,444.24	6,700.00	255.76	78,376.88	60,300.00	(18,076.88)	\$80,400.00
Legal Fees	0.00	291.66	291.66	3,570.47	2,624.94	(945.53)	\$3,499.92
Physician Fees	0.00	957.67	957.67	5,375.00	8,619.03	3,244.03	\$11,492.04
Dues	0.00	768.85	768.85	5,837.48	6,919.65	1,082.17	\$9,226.20
Business Administration Fees	0.00	62.50	62.50	150.00	562.50	412.50	\$750.00
Insurance - Non-Payroll Related	0.00	791.74	791.74	10,465.00	7,125.66	(3,339.34)	\$9,500.88
Laboratory	200.00	460.17	260.17	3,103.20	4,141.53	1,038.33	\$5,522.04
Mileage/Tolls/Parking	2,673.55	2,025.34	(648.21)	18,480.42	18,228.06	(252.36)	\$24,304.08
Miscellaneous	(74.36)	585.42	659.78	576.56	5,268.78	4,692.22	\$7,025.04
Medical Supplies	2,560.46	1,700.42	(860.04)	16,432.96	15,303.78	(1,129.18)	\$20,405.04
Pharmaceuticals	28,262.13	14,426.17	(13,835.96)	118,520.46	129,835.53	11,315.07	\$173,114.04
Office Supplies	1,060.01	1,305.25	245.24	10,526.91	11,747.25	1,220.34	\$15,663.00
Other Supplies	1,834.95	2,708.91	873.96	21,776.06	24,380.19	2,604.13	\$32,506.92
Total General & Administrative Expenses	\$55,881.29	\$49,912.01	\$(5,969.28)	\$543,115.47	\$449,208.09	\$(93,907.38)	\$598,944.12
Total Expenses	\$278,418.41	\$292,417.52	\$13,999.11	\$2,779,382.86	\$2,808,818.76	\$29,435.90	\$2,808,818.76
Income (Loss) from Operations	\$(119,228.07)	\$632,215.04	\$(751,443.11)	\$30,079.36	\$355,754.28	\$(325,674.92)	(\$0.10)
<u>Other Expense</u>							
Other Exp/Equipment	\$(487.00)	\$0.00	\$(487.00)	\$(30,104.12)	\$0.00	\$(30,104.12)	\$0.00
Total Other Expense	\$(487.00)	\$0.00	\$(487.00)	\$(30,104.12)	\$0.00	\$(30,104.12)	\$0.00
Net Income (Loss)	\$(119,715.07)	\$632,215.04	\$(751,930.11)	\$(24.76)	\$355,754.28	\$(355,779.04)	(\$0.10)



University of Kansas Laboratory Service Agreement

KU Contact/Project Leader Derek Reed Phone: 785.864.0504
 KU Department Name: Cofrin Logan Center for Addiction Research and Treatment
 Client/Company Name: Douglas County Health Department
 Billing Address: 200 Maine Street, Lawrence, KS 66044
 Client Contact Person: Sonia Jordan
 Client Telephone: 785.843.3060 Client Email: sjordan@idchealth.org
 Total cost (not to exceed) \$ 30,000.00

This Laboratory Service Agreement ("Agreement"), effective as of the last date of signature ("Effective Date"), is made and entered into by and between the University of Kansas ("University"), and **Douglas County Health Department** having its principal place of business at **200 Maine Street, Lawrence, KS 66044** ("Client").

WHEREAS, the University has developed research and analysis expertise and related technologies, equipment, or facilities in the area of addiction recovery and treatment; and

WHEREAS, Client desires specialized assistance requiring such expertise, as further specified in the Statement of Work ("SOW") attached hereto as Attachment A (work completed in accordance with the SOW, the "Lab Services"); and

WHEREAS, said Lab Services are available on a limited basis from the University; and

WHEREAS, the Lab Services contemplated by this Agreement are of mutual interest and benefit to the University and Client and will further the instructional, research, and public service mission of the University and may provide benefits for both University and Client through the advancement of knowledge;

NOW THEREFORE, the parties agree as follows:

Terms & Conditions

1. **DESCRIPTION OF WORK:** University will provide the Lab Services as specifically identified in the SOW. The Client will furnish the products or device to be tested. The University will follow the specifications or protocol as outlined in the SOW. All work carried out under this Agreement shall be subject to and contingent upon any required regulatory approvals. All changes in the SOW will be documented and approved by the parties prior to initiation. In the event of a conflict between the SOW and this Agreement, this Agreement shall control unless the SOW expressly states that it is intended to modify the terms of this Agreement.
2. **TERM:** The term of this Agreement shall be 09/01/19 to 8/31/2020.
3. **PROJECT LEADER:** Derek Reed (LSI) will be the University employee primarily responsible for completion of the Lab Services ("Project Leader"). In the event the Project Leader is for any reason unable to continue the work under the SOW, the parties may select a mutually acceptable substitute or terminate this Agreement.
4. **PAYMENT:** The fee(s) to be paid by Client are outlined in Attachment B. Payments will be invoiced in accordance with the Payment Schedule set forth in Attachment B. Payments will be due upon receipt of invoice with checks made payable and delivered to: KUCR, Attn: Cofrin Logan Center for Addiction Research & Treatment, 2385 Irving Hill Road, Lawrence, KS 66045. The University reserves the right to suspend services if invoices are not paid timely, in which event the University will not be liable for any resulting loss, damage or expense connected with such suspension. Client shall pay each invoice within thirty (30) days of receipt of invoice.
5. **EQUIPMENT, TOOLS, MATERIALS, and SUPPLIES:** All equipment, tools, materials, supplies or other property purchased by the University or acquired from a third party by the University for the conduct of the Lab Services will become the property of the University. For the avoidance of doubt, any Client materials provided by Client for the Lab Services, or materials or preparations containing Client materials, will remain the property of the Client.
6. **REPORTS:** Results and/or reports shall be provided to Client as outlined in the SOW.
7. **PUBLICATION:** The University may publish and/or present results of the Lab Services or new scientific information regarding the Lab Services. University will provide Client with copies of the proposed publication or presentation and Client will have thirty (30) days after receipt to review for Confidential Information as defined below, or patentable subject matter. The University will remove any Confidential Information and will upon Client's written request delay publication/presentation for a period not to exceed sixty (60) days to enable Client to obtain protection directed to patentable subject matter contained in the proposed publication or presentation.
8. **PATENTS AND INVENTIONS:**
 - a. **Intellectual Property.** Intellectual property that either party owned prior to execution of this Agreement or that either party develops independently of the SOW ("Background IP") is such party's separate property and is not affected by this Agreement. Neither party has any claims to or rights in the Background IP of the other party by virtue of this Agreement alone.
 - b. For purposes of this Agreement, "Invention" shall mean individually and collectively all inventions, improvements and/or discoveries, whether patentable or unpatentable, which result from the Lab Services and are conceived and reduced to practice by one or more of the parties to this Agreement during the term of the Agreement.
 - c. All Inventions will be promptly disclosed to Client. The University shall not obtain or attempt to obtain patent coverage on Client-provided materials or information, without the express written consent of Client. All Inventions, and patent applications or patents relating to an Invention, which name as an inventor at least one (1) employee or agent of the University shall be owned as follows:
 - i. Inventions which involve the use of, composition of, or improvement to Client-provided materials or information, or a derivative or analogue of thereof shall belong to Client; and

KUCR Cost Center Number: 2160500-725

KUCR Fee For Service Agreement (Laboratory) {L0055823.1}

- ii. Inventions which cover a scientific process, technique, procedure, medium, device or other process which is not unique to processing Client-provided materials or information or does not derive from the use-of, composition of or improvement to Client-provided materials or information shall be owned by the University. Following written notification by the University to Client of such an Invention, Client shall have an option to negotiate an exclusive license thereto in the manner set forth in subsection (d) below.
 - iii. Responsibility for filing patents and the associated costs will follow ownership.
 - d. Upon Client's written notice to exercise its option to negotiate an exclusive license, the parties agree to negotiate the terms of the license in good faith. In the event a license is not executed within six (6) months from the exercise of the option, or the option is not exercised within the ninety (90)-day time period, the University shall be free to license the Invention to others at the University's sole discretion with no further obligation to the Client.
9. **NON-EXCLUSIVE:** This Agreement is non-exclusive and nothing in the Agreement shall be construed to limit the freedom of University personnel, whether paid under this Agreement or not, to engage in similar inquiries or work independently or under other grants, contracts or agreements with parties other than Client.
10. **DISCLAIMER OF WARRANTY:** KUCR disclaims all warranties including all implied warranties of merchantability and fitness for a particular purpose. Neither KUCR nor University shall not be liable to Client for any direct, indirect, consequential, special, punitive or other damages arising from or related to this Agreement.
11. **INDEMNIFICATION:** Client shall indemnify and hold harmless KUCR, the University, the Kansas Board of Regents, and their officers, agents and employees including Project Leader from any and all liability, loss, damage, or injuries as the result of claims, demands, costs or judgments against them, including attorney fees, arising out of or in connection with the Lab Services, or the use, design, manufacture, or distribution of the system, process, or product that is the subject matter of this Agreement and the Lab Services.
12. **CLIENT'S CONFIDENTIAL INFORMATION:** "Confidential Information" is defined as business information, strategies, technical data, information, trade secrets and/or other proprietary information of the Client relating to the product or process that is a part of the SOW that is not disclosed to the public in the ordinary course of business and is marked as "Confidential Information." University will not use said Confidential Information, except for the purpose of performing the Lab Services, and will not disclose to third parties said Confidential Information except upon written permission of the Client or where otherwise required by law. Client is and shall remain the owner of said Confidential Information and upon completion of the SOW, University will return Confidential Information to Client, except that University may retain one copy thereof for archival purposes. The provisions relating to confidentiality will remain in effect for three (3) years from the date of termination of this Agreement. The University's confidentiality and non-use obligations shall not extend to any information: which is required by law to be disclosed; which is in or comes into the public domain from a source other than the University; which was independently known to or developed by the University without use of or reference to the Confidential Information; which was already possessed by the University at the time of disclosure; and/or which came from a third party source not under obligation to the Client to maintain confidentiality thereof.
13. **INDEPENDENT CONTRACTOR:** For the purposes of this Agreement, the Client and University are independent contractors and neither is an employee of the other. Nothing contained herein shall be construed or implied to create any agency or partnership between the parties and neither party is authorized to act as agent for the other for any purpose.
14. **PUBLICITY:** Neither party will use the name of the other party in any publicity, advertising or news release without the prior written approval of the other party. Client will not state or imply that University has endorsed or approved any products or process.
15. **TERMINATION:** This Agreement may be terminated in whole or in part for any reason by either University or Client upon fifteen (15) days' written notice to the other party. If Client terminates this Agreement, Client shall, within thirty (30) days after the effective date of said termination, pay to University: (i) the amount due at the time of termination for Lab Services actually performed prior to termination, provided that University shall cease providing services immediately upon receipt of notice of termination from Client; and (ii) costs incurred by University specifically to perform the Lab Services that are committed, cannot be canceled, or are properly documented and cannot be salvaged or offset, if any, provided that University shall use commercially reasonable efforts to minimize such costs.
16. **EXPORT CONTROL:** University does not accept responsibility for export-controlled materials or technical information under this Agreement. Client warrants that materials and technical information provided to the University do not require a license under U.S. export control laws and regulations.
17. **FORCE MAJEURE:** Neither party shall be liable to the other for failure to perform any of its respective obligations imposed by this Agreement provided such failure is occasioned by fire, flood, explosion, lightning, windstorm, earthquake, subsidence of soil, governmental interference, civil commotion, riot, war, terrorism, strikes, labor disturbance, or any other cause beyond its reasonable control.
18. **GOVERNING LAW:** This Agreement shall be interpreted in accordance with, and governed by, the laws of the State of Kansas. The forum for any proceeding or suit arising from or incident to this Agreement shall be located in the State of Kansas.
19. **SEVERABILITY:** If any clause, provision or section of this Agreement is held to be illegal or invalid by any court, the invalidity of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections hereof and this Agreement shall be construed and enforced as if such illegal or invalid clause, provision or section had not been contained herein.
20. **GENERAL:** This Agreement contains the entire agreement between the parties with respect to the subject hereof. If Client issues a purchase order to initiate the work, the terms of this Agreement supersede the terms of the purchase order. Modifications to the terms of the Agreement are not valid unless made in writing and signed by authorized representatives of each party. This Agreement may not be assigned by either party in whole or in part without the prior written permission of the other party. Any purported assignment without such permission will be null and void.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives, effective as of the Effective Date noted above.

For CLIENT:

For University of Kansas:

Signature _____ Date _____

Typed Name: _____

Title: _____

Gina M. Cregg _____ Date _____
Executive Director, Office of Research

Read and Acknowledged:

 _____ Date 9.27.19

Name Derek Reed _____ Date _____
Associate Professor

ATTACHMENT A
STATEMENT OF WORK (SOW)

- Support IRB application and approval process.
- Support KU staff in the IT development of the data warehouse and provide technical support to partners.
- Support the Health Department in project management
 - Pilot project completion
 - Timeline development
 - Data use agreement(s)
 - Participate and support data analytics workgroup (e.g. data dictionary)

ATTACHMENT B
PAYMENT SCHEDULE

1. Total Project Cost: \$30,000.00. Invoices to be sent upon execution of agreement and upon final delivery of project deliverables.

Vulnerable Seniors Service Management Collaborative

Background:

In August of 2019 LDCHD invited a group of organizations that are involved with coordination of services for vulnerable adults to come together and explore two issues:

1. The current state of coordination of services for vulnerable seniors
 - 1.1. An understanding of what Project Lively uniquely or distinctively brings to the case management and/or care coordination of vulnerable persons over age 60 who do not reside in a nursing home
 - 1.2. An understanding of how organizations have changed their care coordination since June without PL staff
2. Define a system of care coordination/case management that improves effectiveness under current state of resources and positions for improved case making to increase resources.

This was necessary given the challenges over the last 2 years to maintain a stable Project Lively staff, develop clarity of LDHCD role in the larger context of senior services coordination, and manage without clear program policies and procedures given the regulatory and funding environment.

Invited Organizations with “P” indicating active participation:

- LDCHD – Director of Clinic Services (Director of Community Health for facilitation & planning support)
- Senior Resources Center (P)
- LMHH – Manager for Coordinated Care (P)
- VNA – (P)
- JAAA – (P)
- EMS – (P)
- Adult Protective Services
- Bert Nash
- Trinity In- Home Care

Consulting Organizations: Medical-Legal Partnership, Heartland RADAC, Sarah Landry w/KUMC

Dependence on Project Lively

This was an interesting conversation augmented by an advance email survey with several themes that provide an overall understanding of PL contribution to what is consensually seen as a collectively understaffed.

- Case management for the most complex cases
- LMHH case managers have used for post hospitalization care coordination
- People who do not meet eligibility criteria of their organizations; e.g. Medicaid

- For JAAA they provide more direct touch intense assistance than the wide comprehensive services they manage to
- In home visits.

When asked what the impact was of not having access to PL staff for 2 months there was no clear statement of ("our waiting lists got longer) but JAAA had gotten busier and thought eventually it could impact their response time. LMHH has not relied upon PL in 2019 with only one person available, with the advent of their Medical-Legal clinic with KU Law School, and the expansion of SW care coordination for hospital outpatients.

Focusing Definitions

Care Coordination – working with a person to get them into some services. More an advising or consultative role (less time intense) – clearing house.

Case Management – Physical presence and walking with client to provide assessment, monitoring, planning, advocacy and linking of the consumer with rehabilitation and support services.

Agreements and Criteria for System Improvement

Reviewed and Updated the CC/CM Organization Survey to clearly understand the roles and capacity in our current Douglas County service area. To date APS has not participated so an understanding of how much CC/CM is provided through their services as in a point role is not included. Attached.

1. Agreements were set:

- a. Both Care Coordination and Case Management is necessary to serve vulnerable seniors
- b. CC and CM need to be available in the home.
- c. Given current resource levels tiering around priorities for service access will be necessary.
- d. Reviewed models research. Most were oriented to a hospital discharge relationship but the one most like our goal is Coordinated Transition Care.

Key Criteria to shape a shared system model:

- Build Out a Preferred Model that includes In Home Care and provide a tighter coordination of both Care Coordination and Case Management in Douglas County.
- Renewal of individual eligibility should be more than 90 days and preferably on an annual basis.
- LDCHD to serve as a source of funding to maintain casement management resource levels but do so through a performance contract and providing collaborative leadership as a partner looking at population health for seniors instead of an employer of only one or two staff.

Key Operation Principles for Our Model:

- Model is designed for Seniors as the organizing demographic and not a single need or diagnosis.
- Identify a neutral intake party to emphasize neutrality and overcome high “non consent” rates with those with behavioral health associated chronic conditions e.g. avoid association with billing and medical services delivery
- Organization(s) with the least restrictive eligibility criteria; e.g. LOS or clinical conditions
- LDCHD funds are restricted to Douglas County. This would make it very difficult as an intake restriction for LMHH
- Leverage partners’ shared place and widest range of services and referral management.
- **Emerging model structure:** Place at EMS/SRC building to strengthen relationship through first responder relationships and seniors at large with CC/CM professional managed through JAAA to build from the most comprehensive service coordination for seniors’ organization. JAAA is the most comprehensive CC/CM service organization and has 501 © 3 status.

Next Steps

1. Linda will get a sub-team meeting to refine a model that incorporates a CC/CM funded by the LDCHD and expands the depth of JAAA.
2. Subsequently a meeting of all collaborators will be set to continue to include shared learning about the CC/CM resources available to strengthen resource coordination, identification of redundancy and/or individuals falling into eligibility gaps, and identification of priority subpopulations.
 - 2.1. Continue to expand understanding of the Medical-Legal partnership, the breadth of RADAC care coordination eligibility, and engage APS new leaders. .

Agency Depth of Engagement with Seniors Care Management needs

Care Coordination – working with a person to get them into some services. More an advising or consultative role (less time intense) – clearing house.

Case Management – Physical presence and walking with client to provide assessment, monitoring, planning, advocacy and linking of the consumer with rehabilitation and support services.

Organization	In-Home	<i>Care Coordination</i>		<i>Case Management</i>	
		Describe eligibility criteria and breadth	FTEs/License	Describe eligibility criteria and breadth	FTEs/License
VNA	Yes if skilled care needed	Eligibility: a recognized “episode of care.” One of our professional field staff, typically an RN or PT, is assigned to oversee the patient’s care plan. Others on the care team provide varying degrees of care coordination, e.g. social work. All disciplines are responsible to coordinate care with a patient’s physician and any other resources with which they are connected or need connection.	RN, PT, SW	During a recognized “episode of care.” One of our professional field staff, typically an RN or PT, is assigned to oversee the patient’s care plan. Limited to 60 days	RN or PT
Bert Nash	NO			Eligibility: Diagnosed SPMI: consists of helping our clients build skills, connect with resources, manage medical issues, building overall wellness, etc. Many seniors seeking services are not SPMI and Medicare does not cover case management.	MSW
JAAA	Yes	Over time Relationship becomes less resource intense.	Human Serv Degree	More intense needs at beginning of the relationship. No time limit but Annual Assessment required.	Human Serv Degree

		health. She will assist with financial DPOAs, eviction/housing issues, collections, secondary Medicaid coverage, disability, etc. There are income guidelines, but they are generous.
SRC	NO	Only phone information referral
RADAC		
APS		

Revenue	2018 Actual	2019 Budget	2020 Budget	% Change from 2019	\$ Change from 2019	2020 Budget Note
City						
5010 City Operating	671,401	700,964	769,000	10%	68,036	Increased to fund 2019 and 2020 Health Insurance costs
County						
5020 County Operating	824,116	824,116	824,116	0%	-	Supplemental request not funded
Operating						
5110 Contract Services	165,357	176,222	195,130	11%	18,908	Increased medicaid match drawdown
5120 Program Fees	376,106	462,000	512,582	11%	50,582	Projecting higher revenue with RCM from CDP
Total Operating	541,463	638,222	707,712	11%	69,490	
Grant						
5171 Federal	1,043,294	1,093,778	1,057,330	-3%	(36,448)	WIC grant \$52,575 less than FFY19
5172 State	341,575	350,941	348,677	-1%	(2,264)	
5173 Local/Private	113,761	75,000	75,000	0%	-	3rd year of 3 year KHF grant
Total Grant	1,498,629	1,519,719	1,481,007	-3%	(38,712)	
Other						
5190 Interest	1,879	1,600	1,800	13%	200	
5701 Other	29,633	1,450	1,000	-31%	(450)	
Total Other	31,512	3,050	2,800	-8%	(250)	
Total Revenue	3,567,121	3,686,071	3,784,635	3%	98,564	
Expense						
Payroll						
6010 Gross Salaries & Wages	2,182,837	2,196,321	2,304,851	5%	108,530	\$36K Wage Band + \$42K 2% COLA - 1 PL position + Analyst
6200 Payroll Taxes (SS & MC)	160,913	168,019	176,321	5%	8,302	
6201 Health Insurance (City's 40% portion)	163,451	177,061	221,464	25%	44,403	10% increase for 2020 plus additional to catch up for 2019
6202 KPERS	201,031	205,354	225,790	10%	20,436	
6203 Insurance - Unemployment	3,140	10,762	8,297	-23%	(2,465)	
6204 Insurance - Work Comp	24,017	27,127	22,774	-16%	(4,353)	
Total Payroll	2,735,389	2,784,644	2,959,497	6%	174,853	
Contractual Service						
6205 Insurance - Prof. Liability	6,093	4,540	5,900	30%	1,360	
6300 Contractual Service Expenditure	241,734	220,842	196,600	-11%	(24,242)	Adds RCM & accounting contracts, cuts LCS Fatherhood contr
6301 Phone & Communications	43,112	29,370	34,670	18%	5,300	2018A includes \$10K upgrade, 2020 cell phone stipend \$30/m
6302 Employment Ads	10,378	420	331	-21%	(89)	2018A includes one time Adecco services
6310 Interpreters	7,032	9,850	8,895	-10%	(955)	Avg ₂₀₁₆₋₂₀₁₈ * 1.05
6311 Postage & Delivery	7,233	9,570	8,621	-10%	(950)	Avg ₂₀₁₇₋₂₀₁₈ * 1.05
6312 Publications & Subscriptions	3,716	5,329	3,716	-30%	(1,613)	Adjusted back to 2018A level
6313 Repair & Maintenance	776	1,476	1,315	-11%	(161)	Avg ₂₀₁₆₋₂₀₁₈ * 1.0
6314 Service & Licensing Contracts	90,256	154,790	123,995	-20%	(30,795)	EMR fees and 3rd party billing contract
6315 Medical Fees	5,292	5,000	5,000	0%	-	Pharmacy Consultant + Medical waste disposal
6316 Network Consultant Fees	89,473	80,400	87,600	9%	7,200	Reduction from 2018A to reflect progress in reducing monthly
6317 Legal Fees	7,466	3,500	3,500	0%	-	Kresge grant incurred legal costs in 2018
6318 Physician Fees	11,795	11,492	11,732	2%	241	Avg ₂₀₁₆₋₂₀₁₈ * 1.0
6319 Dues	4,605	9,226	8,476	-8%	(750)	
6320 Advertising		Discontinued	Discontinued			
6321 Business Administration Fees	150	750	750	0%	-	
6322 Health Education/Promotion/Advertisin	14,738	10,000	6,500	-35%	(3,500)	Reduced to fund other areas
6323 HR Consultant	-	-	-		-	
6330 Bank & Credit Card Fees	5,566	7,700	6,000	-22%	(1,700)	Adjusted to more closely align with 2018A
6340 Continuing Education / Meetings		Discontinued	Discontinued			
6341 Commercial Travel	12,276	3,600	5,600	56%	2,000	2018A included significant expense related to Kresge
6342 Meals	10,985	8,879	10,800	22%	1,921	2018A rounded down
6343 Lodging	20,738	9,869	9,900	0%	31	2018A included significant expense related to Kresge
6344 Registration	18,492	16,771	17,736	6%	965	2018A adjusted down to account for fewer KLC trainings
6350 Copying & Printing	2,361	10,012	6,036	-40%	(3,976)	Avg ₂₀₁₆₋₂₀₁₈ * 0.95 New printer with lower maintenance costs
6360 Insurance - Non-Payroll Related	9,377	9,501	9,175	-3%	(326)	Avg ₂₀₁₅₋₂₀₁₈ * 1.0
6370 Laboratory	3,063	5,522	4,818	-13%	(705)	Avg ₂₀₁₆₋₂₀₁₈ * 0.9 Fewer Pap Smears and chest x-rays
6380 Mileage/ Tolls/ Parking	24,619	24,304	29,234	20%	4,931	Avg ₂₀₁₆₋₂₀₁₈ *1.1 to increase rate from \$0.50 to \$0.55/mile
6390 Miscellaneous	3,937	7,025	3,225	-54%	(3,800)	Focusing on reducing use of Miscellaneous
Total Contractual Service	655,263	659,738	610,123	-8%	(49,615)	
Commodities						
6410 Medical Supplies	22,430	20,405	20,867	2%	463	Avg ₂₀₁₆₋₂₀₁₈ * 1.05
6420 Pharmaceuticals	109,656	173,114	149,235	-14%	(23,879)	Avg ₂₀₁₆₋₂₀₁₈ * 1.03
6430 Office Supplies	21,681	15,663	20,109	28%	4,446	Avg ₂₀₁₆₋₂₀₁₈ * 1.03
6440 Other Supplies	23,805	32,507	24,803	-24%	(7,704)	Avg ₂₀₁₆₋₂₀₁₈ * 1.0
Total Commodities	177,572	241,689	215,015	-11%	(26,674)	
Other						
6500 Other Expenses	6,786	-	-		-	
6222 Capital Equipment	-	-	-		-	
To Funded Depreciation	-	-	-		-	
To Board Designated Fund	-	-	-		-	
To Kay Kent Recognition Fund	10,000	-	-		-	
Total Other	16,786	-	-		-	
Total Expense	3,585,009	3,686,071	3,784,635	3%	98,564	
Net Income	(17,887)	-	0			

1 - 60% of local tax funding when factoring in Douglas County health insurance contribution not reflected in this budget.

BUDGETING TOWARDS STRATEGIC PRIORITIES

1

Provide data (internally and externally) to support decision making

- \$75,870 included for personnel costs associated with hiring second Senior Analyst
- Wage band revisions include a new position of Senior Analyst

2

Support adoption by public and private entities of policies aligned with the Douglas County Community Health Plan

- \$10,000 to increase Academic Health Department funding for coalition and data support
- \$17,753 to establish a living wage for Health Department staff
- \$15,000 for paid internship to support CHP mobilization and engagement
- \$10,000 in contingent support for LiveWell Douglas County Exec. Director

3

Deliver our services, and address system gaps, to improve outcomes for those experiencing the greatest health inequity

- \$32,504 to fund continuation of Revenue Cycle Management with CDP
- Shifted \$45,097 from Nurse PRN budget to create 0.5 FTE Disease Investigation position.

4

Understand community barriers to good health and catalyze solutions

- \$30,000 to continue support of Data Warehouse through contract with KU Cofrin-Logan Center for Addiction Research and Treatment
- \$13,500 to continue/increase funding for mySidewalk to add health equity report data to the Healthier Together platform
- \$10,000 for contracts with community members supporting improving employment opportunities for minority populations.

5

Build an infrastructure that supports work force development and effective systems for improvement

- \$60,000 to contract for accounting services
- \$9,225 to transition accounting systems

TO: Lawrence-Douglas County Health Board
CC: Dan Partridge

RE: Logo and Branding Update for Study Session

Oct. 17, 2019

During the August board meeting discussion on the recent BRFSS survey data focusing on the public perception of the Health Department, we asked for the Board's input and preference on a slogan or tagline between "Health for All" and "Healthier Together." The direction at that meeting was to pursue "Health for All" as the main department's tagline as the administration team and communications officer pursued working on an updated logo image and branding materials for the Health Department.

In the past two months, we have worked with Lawrence graphic artist Janella Williams of 3 Clever Broads to develop options for a logo that would seek to convey to the public our Public Health 3.0 mission and focus on pursuing health equity.

At this point we are seeking input from stakeholders on these options, and we would like to start with the Board of Health on these two options. Our goal would be to unveil the new logo to the public in January along with the rollout of our refreshed website design.

The first option incorporates the tagline "Expanding Health for All," and the second focuses on "Healthier Together." During this process with input from Janella, she had suggested we shy away from only using "Health for All" as a tagline in a logo due to a copyright. Given that background, we also decided to pursue an option with "Healthier Together," which is the tagline in our current logo. However, there is no copyright for "Expanding Health for All."

We would welcome your feedback on your preference of the images and any thoughts about the colors used, font and any other input you have about these designs.

George Diepenbrock
Communications Officer

FONT: FM BOLYER SANS PRO 900 AND 400



LOGO COLOR PALETTE



FONT: INTRO BLACK, SEMI BOLD OBLIQUE AND LIGHT OBLIQUE



Lawrence / Douglas County

PUBLIC HEALTH

Healthier Together



Lawrence / Douglas County

PUBLIC HEALTH

Healthier Together

LOGO COLOR PALETTE





Janella Williams | Graphic Designer | Founder
janella@3cleverbroads.com | 785-218-8544
913 N Field Stone Dr. | Lawrence, KS 66049

9/30/19

Service Provider:
Janella Williams
3 Clever Broads
913 N Fieldstone Drive
Lawrence, KS 66049

Client:
George Diepenbrock
gdiepenbrock@ldchealth.org
Communications Officer
Lawrence-Douglas County Health Department
200 Maine, Suite B
Lawrence, KS 66044
785-843-3060

This is a letter agreement for professional services. If these provisions are agreeable to you, please sign and date and return.

Terms and Conditions

Services: Service Provider will layout and design the following project/publication:

- Logo design for Lawrence Douglas County Public Health
- Logo and color palette Standards Guide

Payment: The price for the project shall be \$800.00. The price shall be paid as follows: Half of the price (\$400.00) is due upon signing of this agreement and the remaining half is due when Service Provider delivers a final proof. Service Provider will invoice Client for amounts owed. Client will pay invoices within 30 days of issuance. Invoices not paid within 30 days will accrue a late fee of \$300 for each additional 30 days for which payment has not been received.

Early Termination: If Client cancels the project after this agreement is signed but before the project is complete, Service Provider is entitled to the first half payment as liquidated damages. Service Provider may terminate this agreement upon 30 days prior written notice to Client.

Expenses: Client shall reimburse Service Provider for its reasonable preapproved expenses (and associated sales or similar taxes) in completing this project.

Client Intellectual Property: Service Provider may use the final work of the project in its portfolio of sample work and on its website.

Recordkeeping: Service Provider shall maintain records of the final works of the project for a period of two (2) years after completion of the project. Service Provider shall not be responsible for maintaining record of intermediate or unused work product after the project is completed.

Default: Client shall pay for any collection or legal fees caused by its breach of this Agreement.

Limitation of Liability: The total liability of Service Provider and its members, officers, employees, and contractors, and anyone claiming by, through, or under Client, for any claims, losses, costs, or damages (including attorneys' fees and costs) arising out of, resulting from, or in any way related to this project or Agreement from any cause or causes, including but not limited to negligence or recklessness, shall not exceed the total compensation received by Service Provider under this Agreement.

Successors and Assigns: This Agreement binds and benefits the parties and their respective successors and assigns.

Entire Agreement: This Agreement states the final and exclusive agreement between Client and Service Provider and supersedes all prior negotiations and agreements.

Amendment: This Agreement may be amended only by an agreement in writing signed by Client and Service Provider.

Governing Law: All matters arising under or relating to this Agreement are to be governed by and construed in accordance with the laws of Kansas, without regard to conflict of laws principles that would require the application of any other law.

Severability: If any provision of this Agreement is illegal or unenforceable, that provision is severed from this Agreement, the other provisions remain in force, and, to the extent possible, the severed provision is deemed replaced by a provision that is legal and enforceable and that comes closest to expressing the intent of the severed provision.

Waiver: A party's failure or delay in exercising any right under this Agreement does not constitute a waiver of that right or any other right. No single or partial exercise of any right under this Agreement precludes any other or further exercise of that right.

Counterparts: This Agreement may be executed in one or more counterparts, each of which is an original, and all of which constitute only one agreement between Client and Service Provider

COMPANY:

SERVICE PROVIDER:
3 CLEVER BROADS, LLC

By: 
Janella L. Williams, Founder

ACKNOWLEDGED AND ACCEPTED
BY CLIENT:

By: 
Name: George Diepenbrock

Title: Communications Officer

Date: 9/30/2019