



## DOUGLAS COUNTY ADMINISTRATOR

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**Sarah Plinsky**  
County Administrator

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### Memorandum

**Date:** November 6, 2019

**To:** Douglas County Board of County Commissioners

**From:** Sarah Plinsky, County Administrator

**Subject:** County Administrator's Weekly Report

### Schedule Items

- General Election Canvass
  - November 18 at 9:00AM in the County Commission Room

### Information Items

- Lawrence-Douglas County Health Board Packet – October. The Health Department has provided the health board packet for the October 21 meeting.\*
- Lawrence-Douglas County Housing Authority – October. The Housing Authority included the agenda for the October 28 meeting.\*
- Bert Nash Community Mental Health Center – September/October. Bert Nash has provided the Governing Board minutes for the September 24 meeting and the agenda for the October 29 meeting.\*
- Register of Deeds – October. The Register of Deeds has included the Commission Report, General Ledger, and Activity Report for October.\*
- Senior Resource Center – September. The SRC provided the minutes for the September board meeting.\*
- 2019-2020 Snow & Ice Control Manuals. Public Works has provided the 2019-2020 Snow & Ice Manuals, which are now available.
- Long Term Recovery Committee Update. Since the last LTRC update in September, those experiencing unmet disaster needs have been referred various community agencies to remedy those needs. During this process, we've helped over 20 Douglas County residents and collaborated with numerous organizations such as Catholic Charities, United Methodist Conference, and the Community Foundation. Residents were able to get new furniture through Nebraska Furniture Mart, get utility assistance, and other support and services.

### Open Appointments

- Douglas County Food Policy Council (Local food system/Ag Producer) - (2) positions open
- JAAA Advisory Council - (1) position open
- JAAA Board of Directors - (1) position open
- Lawrence-Douglas County Advocacy Council on Aging - (10) open positions
- Joint Economic Development Council – (2) positions open

- Public Building Commission – (1) position open

\*In an effort to be more sustainable, attachments are available on the Douglas County website or upon request in the County Administrator's office.

## 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

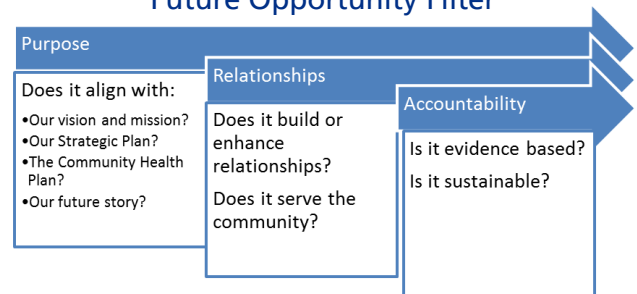
### Next Regularly Scheduled Meeting Date

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



LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING

October 28, 2019  
5:30 p.m.

AGENDA

Edgewood Homes  
Conference Room

1. Call of Roll
2. Approve Minutes of the September 23, 2019 Board of Commissioners Meeting
3. Receive Comments from Tenants and Public

NOTE: The Chair will take tenant and public comment on each agenda item following the staff report on the item. Tenants and public wishing to comment on a topic not included on the agenda may do so at this time.

All matters listed below on the Consent Agenda are considered under one motion and will be enacted by one motion. There will be no separate discussion on those items. If discussion is desired, that item will be removed from the Consent Agenda and considered separately.

4. CONSENT AGENDA

- A. Receive September 2019 Public Housing Financial Reports
- B. Receive September 2019 Clinton Place Financial Reports
- C. Receive September 2019 Section 8 Program Report
- D. Receive Lawrence Expanded Housing Third Quarter Financial Report
- E. Resolution 2019-24: Write-off Tenant Accounts Receivables (TAR) in the Amount of \$16,191.23
- F. Resolution 2019-25: Write-off Uncashed, Unclaimed Checks in the Amount of \$815.00
- G. Receive Positive Bright Start Annual Report
- H. Receive Quarterly Demographic Report
- I. Update on Agency Health Insurance

5. REGULAR AGENDA

- A. Receive Executive Director's Report
- B. Approve Submittal to HUD for Release of MTW Funds
- C. Receive Energy Performance Contract Year 7 Savings Report
- D. Discuss Executive Director Merit Pay

6. Calendar and Announcements

- Team Celebration lunch, October 28 from noon – 2:00 pm at the Union Pacific Depot
- Offices closed Monday, November 11 for Veteran's Day Holiday

7. Adjournment



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

Minutes

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September 16, 2019

|          |                    |
|----------|--------------------|
| 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 2<sup>nd</sup> half of City funding was received in July and the 2<sup>nd</sup> 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 |
|------|--------|

Funded Depreciation

|      |                |
|------|----------------|
| Cash | <u>106,368</u> |
|------|----------------|

***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)                 | (25)         |

**Total Net Assets                      \$ 3,493,192**

**2019 Funded  
Depreciation Purchases**

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

| <b>Month</b>                  | <b>Purchased</b>                                   | <b>Price</b>             |
|-------------------------------|----------------------------------------------------|--------------------------|
| 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                    |
| <b>Year to Date Purchases</b> |                                                    | <b><u>\$ 157,349</u></b> |

**Lawrence-Douglas County Health DptNEWCOA**

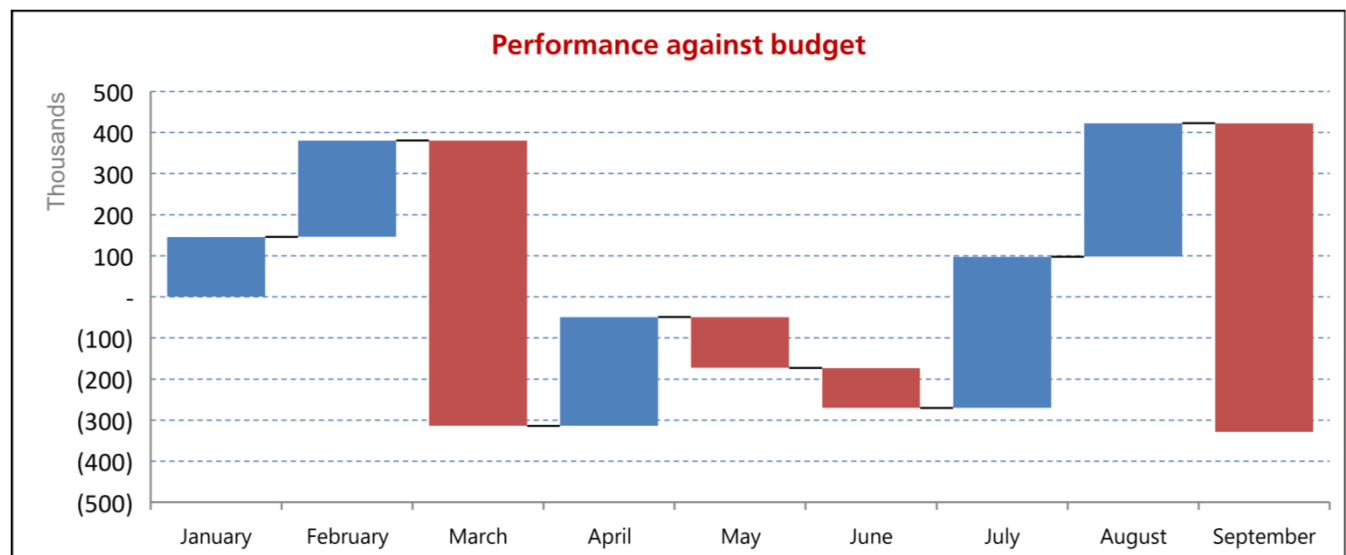
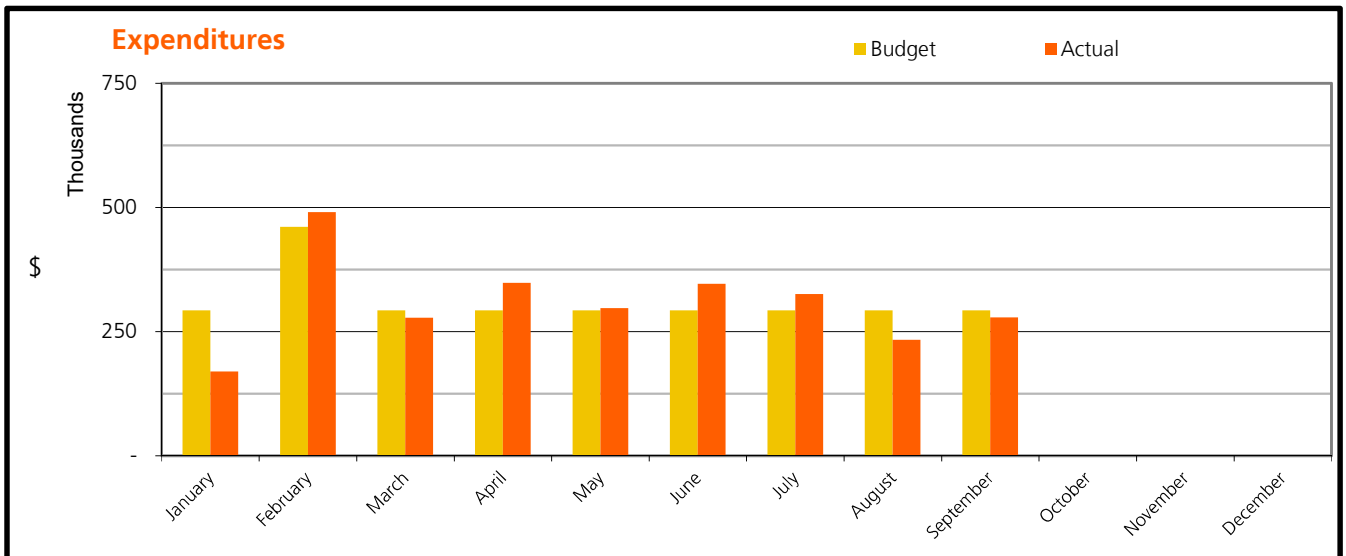
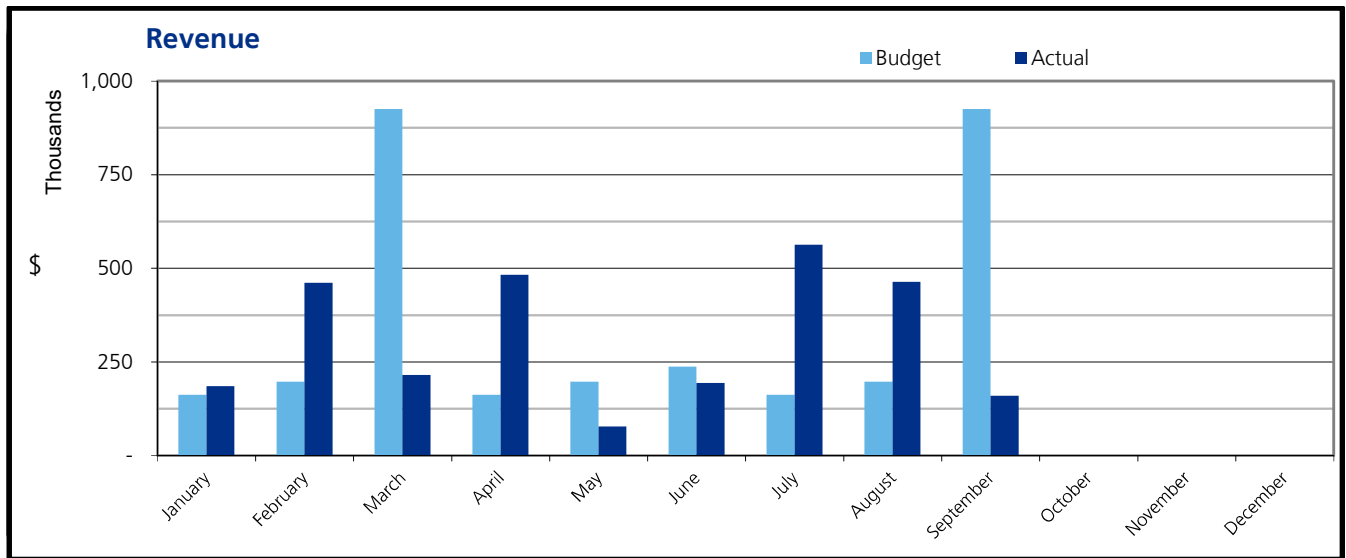
Income Statement SubType  
(Original Budget to Actual Comparison)  
For the period of 9/1/2019 Through 9/30/2019

|                                              | Current Period |              |                | Year To Date   |                |                | Annual Budget  |
|----------------------------------------------|----------------|--------------|----------------|----------------|----------------|----------------|----------------|
|                                              | Actual         | Budget       | Variance       | Actual         | Budget         | Variance       |                |
| <b>Revenues</b>                              |                |              |                |                |                |                |                |
| 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 |
| <b>Program Expenses</b>                      |                |              |                |                |                |                |                |
| 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 |
| <b>General &amp; Administrative Expenses</b> |                |              |                |                |                |                |                |
| 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           |
| <b>Total General &amp; Administrative Expenses</b> | <b>\$55,881.29</b>    | <b>\$49,912.01</b>  | <b>\$(5,969.28)</b>   | <b>\$543,115.47</b>   | <b>\$449,208.09</b>   | <b>\$(93,907.38)</b>  | <b>\$598,944.12</b>   |
| <b>Total Expenses</b>                              | <b>\$278,418.41</b>   | <b>\$292,417.52</b> | <b>\$13,999.11</b>    | <b>\$2,779,382.86</b> | <b>\$2,808,818.76</b> | <b>\$29,435.90</b>    | <b>\$2,808,818.76</b> |
| <b>Income (Loss) from Operations</b>               | <b>\$(119,228.07)</b> | <b>\$632,215.04</b> | <b>\$(751,443.11)</b> | <b>\$30,079.36</b>    | <b>\$355,754.28</b>   | <b>\$(325,674.92)</b> | <b>(\$0.10)</b>       |
| <b>Other Expense</b>                               |                       |                     |                       |                       |                       |                       |                       |
| Other Exp/Equipment                                | \$(487.00)            | \$0.00              | \$(487.00)            | \$(30,104.12)         | \$0.00                | \$(30,104.12)         | \$0.00                |
| <b>Total Other Expense</b>                         | <b>\$(487.00)</b>     | <b>\$0.00</b>       | <b>\$(487.00)</b>     | <b>\$(30,104.12)</b>  | <b>\$0.00</b>         | <b>\$(30,104.12)</b>  | <b>\$0.00</b>         |
| <b>Net Income (Loss)</b>                           | <b>\$(119,715.07)</b> | <b>\$632,215.04</b> | <b>\$(751,930.11)</b> | <b>\$(24.76)</b>      | <b>\$355,754.28</b>   | <b>\$(355,779.04)</b> | <b>(\$0.10)</b>       |



## 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.

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For CLIENT:

For University of Kansas:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Gina M. Cregg \_\_\_\_\_ Date \_\_\_\_\_  
Executive Director, Office of Research

**Read and Acknowledged:**

 \_\_\_\_\_ 9.27.19

Name Derek Reed \_\_\_\_\_ Date \_\_\_\_\_  
Associate Professor

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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 |

|                    |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                             |  |  |
|--------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--|--|
| LMHH               | NO but no time limit | <p>1) Inpatient: we provide discharge planning, including connecting patients to resources (MOW, transportation), and making dc arrangements (home health, etc). We complete healthcare DPOAs.</p> <p>2) Outpatients: Healthcare DPOAs. Connect patients with resources including medication assistance programs, assist with placement if patient needs a higher level of care within the community. Patient must be affiliated with an LMH primary or specialty clinic to receive outpatient social work assistance.</p> <p>3) Outpatients with two or more chronic diseases. For patients with two or more chronic diseases. Will provide monthly health coaching. Works with patients on setting goals and troubleshooting barriers. Must be affiliated with an LMH primary clinic to receive outpatient care management services.</p> | <p>SW</p> <p>SW</p> <p>RN Care Mgr. #14</p> |  |  |
| Trinity            | Yes                  | Some in home                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | MSW or RN                                   |  |  |
| LMHH/KU Law School | NO                   | Medical-Legal Partner: We have a medical-legal partnership with KU. We have an attorney/instructor from KU law school who works with any LMH inpatient or outpatient on any legal issues that might negatively impact their                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                             |  |  |

|       |    |                                                                                                                                                                                       |
|-------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       |    | 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<br>Actual   | 2019<br>Budget   | 2020<br>Budget   | % Change<br>from 2019 | \$ Change<br>from 2019 | 2020 Budget Note                                                          |
|--------------------------------------------|------------------|------------------|------------------|-----------------------|------------------------|---------------------------------------------------------------------------|
| <b>City</b>                                |                  |                  |                  |                       |                        |                                                                           |
| 5010 City Operating                        | 671,401          | 700,964          | 769,000          | 10%                   | 68,036                 | Increased to fund 2019 and 2020 Health Insurance costs                    |
| <b>County</b>                              |                  |                  |                  |                       |                        |                                                                           |
| 5020 County Operating                      | 824,116          | 824,116          | 824,116          | 0%                    | -                      | Supplemental request not funded                                           |
| <b>Operating</b>                           |                  |                  |                  |                       |                        |                                                                           |
| 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                 |                                                                           |
| <b>Grant</b>                               |                  |                  |                  |                       |                        |                                                                           |
| 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)               |                                                                           |
| <b>Other</b>                               |                  |                  |                  |                       |                        |                                                                           |
| 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)                  |                                                                           |
| <b>Total Revenue</b>                       | <b>3,567,121</b> | <b>3,686,071</b> | <b>3,784,635</b> | <b>3%</b>             | <b>98,564</b>          |                                                                           |
| <b>Expense</b>                             |                  |                  |                  |                       |                        |                                                                           |
| <b>Payroll</b>                             |                  |                  |                  |                       |                        |                                                                           |
| 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                |                                                                           |
| <b>Contractual Service</b>                 |                  |                  |                  |                       |                        |                                                                           |
| 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 <sub>2016-2018</sub> * 1.05                                           |
| 6311 Postage & Delivery                    | 7,233            | 9,570            | 8,621            | -10%                  | (950)                  | Avg <sub>2017-2018</sub> * 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 <sub>2016-2018</sub> * 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 <sub>2016-2018</sub> * 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 <sub>2016-2018</sub> * 0.95 New printer with lower maintenance costs  |
| 6360 Insurance - Non-Payroll Related       | 9,377            | 9,501            | 9,175            | -3%                   | (326)                  | Avg <sub>2015-2018</sub> * 1.0                                            |
| 6370 Laboratory                            | 3,063            | 5,522            | 4,818            | -13%                  | (705)                  | Avg <sub>2016-2018</sub> * 0.9 Fewer Pap Smears and chest x-rays          |
| 6380 Mileage/ Tolls/ Parking               | 24,619           | 24,304           | 29,234           | 20%                   | 4,931                  | Avg <sub>2016-2018</sub> *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)               |                                                                           |
| <b>Commodities</b>                         |                  |                  |                  |                       |                        |                                                                           |
| 6410 Medical Supplies                      | 22,430           | 20,405           | 20,867           | 2%                    | 463                    | Avg <sub>2016-2018</sub> * 1.05                                           |
| 6420 Pharmaceuticals                       | 109,656          | 173,114          | 149,235          | -14%                  | (23,879)               | Avg <sub>2016-2018</sub> * 1.03                                           |
| 6430 Office Supplies                       | 21,681           | 15,663           | 20,109           | 28%                   | 4,446                  | Avg <sub>2016-2018</sub> * 1.03                                           |
| 6440 Other Supplies                        | 23,805           | 32,507           | 24,803           | -24%                  | (7,704)                | Avg <sub>2016-2018</sub> * 1.0                                            |
| Total Commodities                          | 177,572          | 241,689          | 215,015          | -11%                  | (26,674)               |                                                                           |
| <b>Other</b>                               |                  |                  |                  |                       |                        |                                                                           |
| 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           | -                | -                |                       | -                      |                                                                           |
| <b>Total Expense</b>                       | <b>3,585,009</b> | <b>3,686,071</b> | <b>3,784,635</b> | <b>3%</b>             | <b>98,564</b>          |                                                                           |
| <b>Net Income</b>                          | <b>(17,887)</b>  | <b>-</b>         | <b>0</b>         |                       |                        |                                                                           |

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





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

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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



**Governing Board  
September 24, 2019**

**Present:**

Brad Burnside, Chair  
Patrick Schmitz, CEO  
Lucia Orth, Treasurer  
Tina Rosenthal  
Gene Bauer

Martha Gage  
Gene Dorsey  
Jane Fevurly  
Steve Splichal  
Kristen Kuhn

**Absent:**

Barbara Ballard  
Matt/Kathy Brown  
Ken McGovern

**Staff Present:**

Jared Auten, Crisis Therapist  
Alix Hook, Executive Assistant  
Nicole Rials, Urgent Care Director

Mike Meigs, Finance Director  
Scott Criqui, HR Director  
Brenda Cherpitel, Development Director

I. **Order:** Brad Burnside called the meeting to order at 7:32am.

**II. Consent Agenda**

Brad Burnside asked for a motion to approve the consent agenda, which consisted of the August 2019 Governing Board Meeting Minutes and CEO Report; so moved by Tina Rosenthal; seconded by Jane Fevurly; approved by all.

**III. Mission Moment with Jared Auten, Crisis Therapist**

Jared Auten, a Crisis Therapist, attended the Board meeting to share a recent client story and his experience working with high risk clients. A client was recently in the LMH ED after attempting suicide, and the hospital was recommending inpatient treatment. The client was initially agreeable to this, but the next morning, was having second thoughts. Jared met with him to discuss his options and what support structures could immediately be set up in his life if he were to not go to Stormont Vail. For Crisis Therapists, these conversations typically develop into a formal safety plan. Components include strategies to stay safe, directly involving all available family and friend supports, and writing it all down to increase the likelihood of the plan being followed. In this situation, after 3-4 hours of safety planning with Jared, the client was able to be diverted away from inpatient care and engaged in outpatient services at Bert Nash, with the intake being performed by Jared himself. While inpatient care is the right choice for some situations, a diversion is usually considered a win for Crisis Therapists. Jared stated that this is a typical day in the life of a Crisis Therapist, and it highlights the strength of our partnerships in the community.

The Board asked Jared about the risk of suicide in keeping a potentially suicidal client out of inpatient services, and Jared said, "I can't hold the belief that I have power over that." The Board was astounded by the responsibility Crisis Therapists have in those situations. Jared shared that the circumstances that make inpatient care valuable—medication, therapy, and safety—can be created here. The Board also asked about what problems Bert Nash is facing, which started a conversation about client transportation. They discussed the possibility of a relationship with a company like Uber and the potential of county-run medical transportation in the future. Another question came up about HIPAA and high risk clients, and Jared responded that it's always better to get in trouble getting



Agenda  
Governing Board  
October 29, 2019 7:30am  
Bert Nash Boardroom

- I. Call to Order
- II. Consent Agenda
  - a. September 2019 Governing Board Meeting Minutes
  - b. CEO Report & Data
  - c. Title VI Plan
- III. Mission Moment: Julia Gaughan, Prevention & Education Manager
- IV. Business Items
- V. Reports
  - a. Brad Burnside, Chair
  - b. Patrick Schmitz, CEO
    - i. Tier II Funding
  - c. Mike Meigs, Finance Director
    - i. September 2019 Financials
  - d. Brenda Cherpitel, Development Director
    - i. Building Bert Nash Update
  - e. Marsha Page-White, Adult Services Director
- VI. Other
  - a. November/December Governing Board meeting schedule
- VII. Adjourn

support for a client than to miss getting support, and Crisis Therapists strive to act in a way that balances and values both autonomy and safety.

#### **IV. Business Items**

#### **V. Reports**

##### **a. Brad Burnside, Chair**

Brad Burnside had no reports to discuss.

##### **b. Patrick Schmitz**

Patrick began by taking a moment to check in with all Board members present about how they were handling the recent news of Teresa Treanor's suicide. They discussed how the news affected them and ways to memorialize Teresa.

From the CEO Report, Patrick highlighted the Groundbreaking Ceremony for Transitions and Tier III housing on October 30 at 12pm and asked Board members to attend if possible. He also shared that the Center's implementation plan for OCI codes was approved yesterday, and we plan to start billing them in November. The OCI billing codes move away from billing to each individual contact between a client and a provider and towards a day-long code that covers all community-based services. We will still bill therapy and psychiatry separately.

##### **c. Mike Meigs, Finance Director (handouts)**

August was overall positive financially. Billable hours weren't as high due partially to staff using vacation time prior to the start of the school year, but the second half of August was better than the first. We budgeted for a profit of \$17.5k, and our actual profit was \$43k. August saw the highest bill rate per hour so far this year. There was a decrease in discounted services and contractual adjustments from July to August. At this point, YTD we budgeted for a loss, but we're currently in the black. Our fee revenue per business day for August 2019 is almost equal to 2018. Key indicators—accounts receivable 1.16 2019 vs 0.94 2018. We currently have 2.4 months of operating cash reserves, which is down from last month, but Mike believes it should increase back to 2.8 or 2.9 months in September.

Brad Burnside asked for a motion to approve the August 2019 Financials; so moved by Lucia Orth; seconded by Tina Rosenthal; approved by all.

##### **d. Brenda Cherpitel, Development Director**

Brenda shared that we have exceeded our goal on Breakfast sponsorships, and we are at \$45k of our \$50k goal for the Leadership Challenge Gift. We achieved our annual goal for point of entry events, although the number was less than last year. We are currently short of our goal for Celebrate Bert Nash society members hosting tours (5 CBNS have hosted vs. goal of 14). At this point, we have had 134 guests brought in by ambassadors, and our goal is 230. There are still 5 tours scheduled in 2019 and we'll continue to work on the goals.

Emily is busy preparing for the Celebrate Bert Nash Breakfast. A potential pitch person has been identified. We currently have 18 table captains but are looking for 20-24, and any suggestions are welcome. The fundraising goal for the Breakfast is

\$100k. Following the Breakfast, we will host a Giving Thanks Call session on Friday, November 15, which is a thank you from Board members to those who donated at the Breakfast. Please let Emily know if you can participate.

The Celebrate Bert Nash Society members-only event has been scheduled for the evening of Monday, October 28 at the Cider Gallery. Brenda is anticipating 50-70 people attending. Patrick will provide a 30-minute update and answer questions. Board members are invited attend. The CBNS members-only Discover Bert Nash tours have been postponed until 2020 after the tours are revised to focus on new needs. The Board shared feedback about DBN tour attendees feeling rushed and having no time for questions during tours, which Brenda said she may discuss with the Pipeline team. The model calls for feedback to be gathered during outreach calls after the tour rather than during it or immediately afterwards. Brenda stated that we need to grow our Cultivation team and asked for Board members to consider joining.

**e. Nicole Rials, Urgent Care Programs Director**

Nicole Rials updated the Board on the new structure of Urgent Care Programs, including the remerging of Access and Admissions. They are currently working on handoffs between services and strengthening our relationship with LMH Health. Nicole is meeting weekly with representatives from the county and LMH. The ED is typically liability-driven, and clients who are at risk can find it difficult to leave. Nicole would like for Bert Nash staff to be involved with relevant ED patients before a situation becomes involuntary. Research shows that if people have the right natural supports, they can be okay after a crisis without inpatient care. Nicole has also been focusing on conversations about clinician self care and how we can help employees identify what they need, and how to minimize psychological and physical stress of employees here and at the Crisis Center. Other important components of Urgent Care right now are planning for mobile crisis services and the KSHOP program.

The Board asked Nicole about the Center's current needs, and she stated a big need is relieving pressure and stress from staff and teams with additional coverage, as well as ongoing messaging of support so staff know they have a broader team supporting them. Doing this work long term requires a strong work/life balance.

**VI. Other**

**VII. Adjourn:**

Brad Burnside asked for a motion to adjourn; so moved by Gene Dorsey; seconded by Gene Bauer; approved by all. The meeting adjourned at 9:05am.

The next Governing Board meeting is October 29, 2019 at 7:30am in the boardroom.

**Kay Pesnell**

Register of Deeds

1100 Massachusetts St., Lawrence, KS 66044

(785) 832-5282

**Daily Group Activity**

From 10/01/2019 to 10/31/2019

All Users

**RECORDING FEES & TAXES**

| Fee Code                                     | Description                            | # of Filings | Indebtedness (\$)       | Filing Fees (\$)    |
|----------------------------------------------|----------------------------------------|--------------|-------------------------|---------------------|
| <b>RECORDING FEES:</b>                       |                                        |              |                         |                     |
| <b>Fee Code Group: RECORDING FEES</b>        |                                        |              |                         |                     |
| AF.EI                                        | Affidavit Equitable Interest           | 1            |                         | \$18.00             |
| AF.MS                                        | Affidavit                              | 18           |                         | \$395.00            |
| AF.NON                                       | OGL-Affid Non-Production               | 1            |                         | \$32.00             |
| AG                                           | Agreement                              | 9            |                         | \$974.00            |
| AM.U                                         | UCC-Amendment                          | 3            |                         | \$45.00             |
| AR                                           | Assign. of Rents                       | 23           |                         | \$2,206.00          |
| AS.MO                                        | Mortgage Assignment                    | 20           |                         | \$360.00            |
| AS.MS                                        | Miscellaneous Assignment               | 1            |                         | \$144.00            |
| D.1                                          | Deed                                   | 300          |                         | \$8,690.00          |
| D.TOD                                        | Deed-Transfer on Death                 | 29           |                         | \$620.00            |
| DC                                           | Death Certificate                      | 15           |                         | \$494.00            |
| DL                                           | Declarations/Covenants                 | 5            |                         | \$1,280.00          |
| ES                                           | Esmt-Easement                          | 35           |                         | \$1,222.00          |
| LE                                           | Lease                                  | 2            |                         | \$148.00            |
| LN                                           | Lien                                   | 1            | \$1,776.00              | \$18.00             |
| ME                                           | Memo                                   | 1            |                         | \$18.00             |
| MM                                           | Mortgage-Modification                  | 8            | \$2,990,502.27          | \$480.00            |
| MO                                           | Mortgage                               | 414          | \$189,085,057.76        | \$73,357.00         |
| MS                                           | Miscellaneous                          | 3            |                         | \$96.00             |
| PL.1                                         | Plats                                  | 1            |                         | \$64.00             |
| PL.BS                                        | Plat - Survey                          | 4            |                         | \$160.00            |
| PL.CV                                        | Plat-Certificate of Survey             | 2            |                         | \$192.00            |
| PL.LS                                        | Plat-Lot Split                         | 1            |                         | \$32.00             |
| POA                                          | Power of Attorney                      | 7            |                         | \$686.00            |
| PR.MO                                        | Mortgage Partial Release               | 6            |                         | \$102.00            |
| REV                                          | Revocation                             | 1            |                         | \$18.00             |
| RI                                           | Rider                                  | 1            |                         | \$32.00             |
| RS.AR                                        | Assign of Rents Release                | 14           |                         | \$350.00            |
| RS.FL                                        | Tax-Release Federal Tax Lien           | 5            |                         | \$160.00            |
| RS.MO                                        | Mortgage Release                       | 417          |                         | \$7,391.00          |
| RS.MOAR                                      | Mortgage & Assignment of Rents Release | 9            |                         | \$362.00            |
| RS.MS                                        | Miscellaneous Release                  | 6            |                         | \$150.00            |
| RS.SL                                        | Tax-Discharge State Tax Lien           | 4            |                         | \$260.00            |
| RS.U                                         | UCC-2 Termination                      | 4            |                         | \$60.00             |
| SU                                           | Subordination                          | 5            |                         | \$174.00            |
| TR63                                         | TR-63                                  | 1            |                         | \$46.00             |
| U.1                                          | UCC-1 Original Filing                  | 10           |                         | \$150.00            |
| U.CON                                        | UCC-2 Continuation                     | 2            |                         | \$30.00             |
| U.FL                                         | Tax-Federal Tax Lien                   | 6            |                         | \$192.00            |
| <b>Fee Code Group Total:</b>                 |                                        | <b>1,395</b> | <b>\$192,077,336.03</b> | <b>\$101,208.00</b> |
| <b>Fee Code Group: CLERK TECHNOLOGY FUND</b> |                                        |              |                         |                     |
| Clerk Tech Fund                              | Clerk Tech Fund                        | 1,337        |                         | \$3,515.00          |
| <b>Fee Code Group Total:</b>                 |                                        | <b>1,337</b> |                         | <b>\$3,515.00</b>   |
| <b>Fee Code Group: ROD TECH FEE</b>          |                                        |              |                         |                     |
| ROD Tech Fund                                | ROD Tech Fund                          | 1,337        |                         | \$14,060.00         |
| <b>Fee Code Group Total:</b>                 |                                        | <b>1,337</b> |                         | <b>\$14,060.00</b>  |

**Kay Pesnell**

Register of Deeds

1100 Massachusetts St., Lawrence, KS 66044

(785) 832-5282

**Daily Group Activity**

From 10/01/2019 to 10/31/2019

All Users

| Fee Code | Description | # of Filings | Indebtedness (\$) | Filing Fees (\$) |
|----------|-------------|--------------|-------------------|------------------|
|----------|-------------|--------------|-------------------|------------------|

**Fee Code Group: TREASURER TECHNOLOGY FUND**

|                  |                     |       |  |            |
|------------------|---------------------|-------|--|------------|
| Treasurer Tech F | Treasurer Tech Fund | 1,337 |  | \$3,515.00 |
|------------------|---------------------|-------|--|------------|

|                              |  |              |  |                   |
|------------------------------|--|--------------|--|-------------------|
| <b>Fee Code Group Total:</b> |  | <b>1,337</b> |  | <b>\$3,515.00</b> |
|------------------------------|--|--------------|--|-------------------|

**RECORDING FEES Totals:****\$122,298.00**

Recording Fees:

\$101,208.00

Special Fund Fees:

CLERK TECHNOLOGY FUND \$3,515.00

ROD TECH FEE \$14,060.00

TREASURER TECHNOLOGY FUND \$3,515.00

Special Fund Fees Total: \$21,090.00

:

**Fee Code Group:****Fee Code Group Total:****Fee Code Group Total:****Totals:**

Recording Fees:

Special Fund Fees:

**RECORDING FEES & TAXES Totals:****1,395****\$192,077,336.03****\$122,298.00****SERVICE FEES**

| Service Code               | Description           | Quantity | Service Fee (\$)  |
|----------------------------|-----------------------|----------|-------------------|
| CERTIFY                    | CERTIFY               | 1        | \$26.00           |
| COMPACT DISK MEDIA         | COMPACT DISK MEDIA    | 1        | \$4.00            |
| CopyFee                    | COPIES                | 205      | \$826.00          |
| CORPORATE FEE              | CORPORATE FEE         | 1        | \$600.00          |
| IMAGES                     | IMAGE VIA EFT OR DISC | 2        | \$122.90          |
| OVERPAYMENTFEE             | OVERPAYMENTFEE        | 2        | \$5.00            |
| PLAT COPIES                | PLAT COPY             | 20       | \$170.00          |
| REPORTS                    | WEEKLY REPORTS        | 4        | \$20.00           |
| webcopyfee2                | Web Copy Fee 2        | 14       | \$14.00           |
| <b>Service Fees Total:</b> |                       |          | <b>\$1,787.90</b> |

**Voids**

| Transaction #      | Void Date          | Void Amount (\$)  |
|--------------------|--------------------|-------------------|
| 847787             | 10/8/2019 3:06 PM  | (\$93.00)         |
| 847828             | 10/9/2019 11:29 AM | (\$174.00)        |
| 848666             | 10/30/2019 8:14 AM | (\$20.00)         |
| <b>Void Total:</b> |                    | <b>(\$287.00)</b> |

**Total Recording & Service Fees:****\$124,085.90**

Total Recording &amp; Service Fees [Less Document &amp; Special Fees]:

\$102,995.90

Total Special Fund Fees:

\$21,090.00

**Kay Pesnell**

Register of Deeds

1100 Massachusetts St., Lawrence, KS 66044

(785) 832-5282

**Daily Group Activity**

From 10/01/2019 to 10/31/2019

All Users

**Activity Deposits**

|                                   |                     |
|-----------------------------------|---------------------|
| CASH [+]                          | \$541.00            |
| CREDIT CARD [+]                   | \$2,149.50          |
| ESCROW ACCOUNT [+]                | \$2,013.45          |
| ELECTRONIC TRANSFER [+]           | \$111,371.00        |
| CHECK [+]                         | \$8,010.95          |
| <b>CASH DRAWER DEPOSIT TOTAL</b>  | <b>\$8,551.95</b>   |
| <b>CREDIT CARD TOTAL</b>          | <b>\$2,149.50</b>   |
| <b>ESCROW ACCOUNT TOTAL</b>       | <b>\$2,013.45</b>   |
| <b>IRS [ACH] TOTAL</b>            | <b>\$352.00</b>     |
| <b>ELECTRONIC RECORDING TOTAL</b> | <b>\$111,019.00</b> |
| <b>Activity Deposit Total:</b>    | <b>\$124,085.90</b> |



## DOUGLAS COUNTY REGISTER OF DEEDS

1100 Massachusetts St.  
P.O. Box 747  
Lawrence, KS 66044  
(785) 832-5282 Fax (785) 330-2807  
www.douglascountyks.org

**Kay Pesnell**  
Registrar

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TO: DOUGLAS COUNTY COMMISSIONERS

FROM: KAY PESNELL, REGISTER OF DEEDS

DATE: November 01, 2019

SUBJECT: DEPOSITS FOR THE MONTH OF: **OCTOBER, 2019**  
TOTAL DEPOSITED WITH THE TREASURER: **\$122,072.45**  
TOTAL COLLECTED: **\$124,085.90**  
(includes escrow transfers): **\$2,013.45**

The following is a copy of the receipts for all fees collected and paid to the Douglas County Treasurer.

Below is an itemized account of each fund for the month:

|                                            |                     |
|--------------------------------------------|---------------------|
| Recording & Service Fees:                  | <b>\$110,025.90</b> |
| Mortgage Registration Tax:                 | <b>\$0.00</b>       |
| Heritage Trust Fund:                       | <b>\$0.00</b>       |
| <b>\$7,030.00</b> Transferred to Recording |                     |
| TOTAL Technology Fees:                     | <b>\$21,090.00</b>  |
| <hr/>                                      |                     |
| Break Down by Department:                  |                     |
| a. ROD Tech                                | <b>\$14,060.00</b>  |
| b. Clerk Tech                              | <b>\$3,515.00</b>   |
| c. Treasurer Tech                          | <b>\$3,515.00</b>   |

**Amount of deposit paid through credit card or electronic transfer: \$113,520.50**

**Kay Pesnell**

Register of Deeds

1100 Massachusetts St., Lawrence, KS 66044

(785) 832-5282

**General Ledger Report**

From 10/01/2019 to 10/31/2019

ALL USERS

| <b>Tender</b>       | <b>GL</b>       | <b>Account Name</b>      | <b>Amount</b>       |
|---------------------|-----------------|--------------------------|---------------------|
| CASH AND CHECKS     | 100-00000-42400 | RECORDING FEE            | \$6,967.00          |
|                     | 100-00000-42400 | SERVICE FEES             | \$192.95            |
|                     | 603-00000-42100 | CLERKTECH                | \$232.00            |
|                     | 603-00000-42400 | RODTECH                  | \$928.00            |
|                     | 603-00000-42550 | TREASURERTECH            | \$232.00            |
| <b>Total:</b>       |                 |                          | <b>\$8,551.95</b>   |
| CREDITONLINE        | 100-00000-42050 | ANNUAL WEB SUBSCRIPTIONS | \$600.00            |
|                     | 100-00000-42400 | RECORDING FEE            | \$923.00            |
|                     | 100-00000-42400 | SERVICE FEES             | \$476.50            |
|                     | 603-00000-42100 | CLERKTECH                | \$25.00             |
|                     | 603-00000-42400 | RODTECH                  | \$100.00            |
|                     | 603-00000-42550 | TREASURERTECH            | \$25.00             |
| <b>Total:</b>       |                 |                          | <b>\$2,149.50</b>   |
| ERECORDACH          | 100-00000-42400 | RECORDING FEE            | \$91,675.00         |
|                     | 603-00000-42100 | CLERKTECH                | \$3,224.00          |
|                     | 603-00000-42400 | RODTECH                  | \$12,896.00         |
|                     | 603-00000-42550 | TREASURERTECH            | \$3,224.00          |
| <b>Total:</b>       |                 |                          | <b>\$111,019.00</b> |
| ESCROW              | 100-00000-42400 | RECORDING FEE            | \$1,291.00          |
|                     | 100-00000-42400 | SERVICE FEES             | \$518.45            |
|                     | 603-00000-42100 | CLERKTECH                | \$34.00             |
|                     | 603-00000-42400 | RODTECH                  | \$136.00            |
|                     | 603-00000-42550 | TREASURERTECH            | \$34.00             |
| <b>Total:</b>       |                 |                          | <b>\$2,013.45</b>   |
| IRS AGENT           | 100-00000-42400 | RECORDING FEE            | \$352.00            |
| <b>Total:</b>       |                 |                          | <b>\$352.00</b>     |
| TOTALS              | 100-00000-42050 | ANNUAL WEB SUBSCRIPTIONS | \$600.00            |
|                     | 100-00000-42400 | RECORDING FEE            | \$101,208.00        |
|                     | 100-00000-42400 | SERVICE FEES             | \$1,187.90          |
|                     | 603-00000-42100 | CLERKTECH                | \$3,515.00          |
|                     | 603-00000-42400 | RODTECH                  | \$14,060.00         |
|                     | 603-00000-42550 | TREASURERTECH            | \$3,515.00          |
| <b>Grand Total:</b> |                 |                          | <b>\$124,085.90</b> |



**Senior Resource Center for Douglas County, Inc.  
Board Meeting Minutes  
September 24, 2019**

Present: Carol Bowen, Kay Brada, Sally Brandt, Mary Kay Digby, Steve Evans, Ernesto Hodison, Doni Mooberry, Janet Prestoy, Sarah Randolph, John White, Megan Poindexter

Not Attending: Eileen Cain

Staff present for celebration: Heidi Briery, Johnetta Brown, Jerry Guffey, Charlene Haines, Janet Ikenberry, Stefanie Macfarlane, Michelle Meier

Janet Prestoy called the meeting to order at 4: 40PM.

Janet began the meeting by congratulating Megan, the SRC staff, and the SRC Board for the success of the three events that were held to celebrate the return to 745 Vermont St. She also commended the staff for all the good work they continued to provide to the seniors of DGCO over the last three years, while in less than ideal environs. Various people also shared their appreciation and complements for the hard work that it took from everyone to provide the excellent homecoming activities.

Ernesto moved and it was seconded to accept the July Board meeting minutes. The motion was passed unanimously. Sally moved and it was seconded to accept the August Board meeting notes. The motion was passed unanimously.

Doni presented the August Financial statements and explained some line items including the reason for vehicle expenses, that August was a 3 payroll month, and that non-government grants would be increasing. Mary Kay asked about the Maud Barrett trust and Doni explained that she will be asking for new permission for how the money will be used from the Executor of the Trust. Mary Kay and Janet asked that the finance committee validate the investment income from the DCCF to June 30. Kay moved and it was seconded to accept the August financials. The motion was passed unanimously.

Ernesto moved and it was seconded to accept the July Financial statements. The motion was passed unanimously.

Doni reminded the Board that we had a clean audit and that we needed to approve the audit. Ernesto moved and it was seconded that we approve the 2018 audit. The motion passed unanimously.

Megan handed out a calendar of activities showing activities in October at 745 Vermont St. Many of them are recurring activities and everyone is pleased at how often the spaces in the

building will be in use. There was a discussion about the security of the building and Megan explained that she and the staff are working to create a process that will keep everyone safe plus ensure that all visitors will have a positive experience at SRC. Currently we are asking all visitors to sign in and sign out as they use the space for activities. There is construction still happening between the Fire Department and SRC so it is important that visitors understand we are concerned about safety.

Megan updated us on the United Way grant for giving seniors access to community activities such as fitness and concerts. She will be asking for new guidelines as to how this grant can be used to help seniors.

Megan clarified the Veteran's office use of the building. SRC has the lease for the space with the City of Lawrence. She will be working on a terms of occupancy for the Veteran's office.

SRC will have two seniors who are employed by the SER (Senior Employment Re-entry) program to work part-time helping out the staff. They have not started their positions yet.

Old Business: Mary Kay updated the Board about filling vacant Board Director positions in 2020. We have 5 qualified candidates and 4 openings. The Governance committee will meet on October 9 and put together the slate for approval by the Board at the October Board meeting. The Board will receive a brief bio of each candidate prior to the October meeting.

New Business: Megan and the Board spent the final minutes of the meeting to discuss the lessons learned from the three events that had been held for Homecoming. Each of the Homecoming events brought in community members, and more continue to stop by the building each day "to look around". Everyone agreed that the renovations have made our space an excellent resource for the Douglas County community.

Janet adjourned the meeting at 6:05pm.

Respectively submitted,  
Mary Kay Digby