

Lawrence-Douglas County Health Board
 Monday, May 15, 2023
 5:00 p.m.

Community Health Facility, 200 Maine – Conference Room 1

Zoom link: <https://us02web.zoom.us/j/85709402707?pwd=aVE4TSdUUVVN3VONUxQT2VTM3B3UT09>

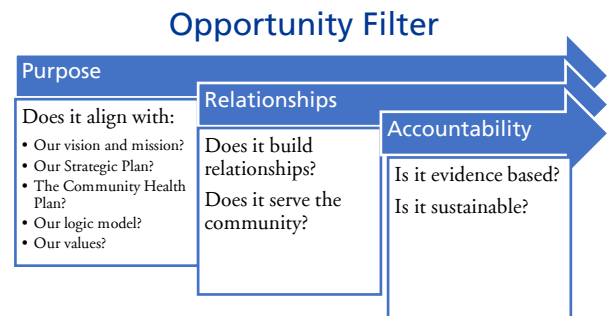
Agenda:

Approximate time 1:20

1. Call to order, Erika Dvorske
2. Introduction of Health Equity Advisory Board members present
2 minutes
3. Public Comment *remarks limited to 3 minutes*
3 minutes
4. Approval of agenda, Erika Dvorske
2 minutes
5. Approval of minutes of April 17, 2023 meeting, Erika Dvorske
3 minutes
6. Finance Report, Michele Hammann
10 minutes
7. Program Report – Prenatal care rotation program, Jen Bruns and Maria Ana Garza
15 minutes
8. Director Transition Committee Report, Erika Dvorske, Michael Williams, John Nalbandian, Sierra Two Bulls
15 minutes
9. New Business (*action needed*).
15 minutes
 - a. Appointment of Public Health Board By-Laws Review Committee, Erika Dvorske
 - b. Consider renewal of contract with Jayhawk Area Agency on Aging for elder case management services. Dan Partridge
10. Director’s Report
15 minutes
 - a. 2024 Budget request update
 - b. Staffing update
11. Adjournment

Next Regularly Scheduled Meeting Date
 Board Meeting – Tuesday, June 20, 2023

Future Business
 Community Health Assessment Status Report



MINUTES
Lawrence-Douglas County Public Health Board
April 17, 2023

CALL TO ORDER

The monthly meeting of the Lawrence-Douglas County Public Health Board was held Monday, April 17, 2023. Chair Verdell Taylor called the meeting to order at 5:01 p.m.

INTRODUCTION OF NEW HEALTH BOARD MEMBER

Dan Partridge, director, introduced new Health Board member, Kevin Coronado. Board members and staff introduced themselves.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF AGENDA

Shanda Hurla made a motion to approve the Agenda for April 17, 2023. Erica Hill provided the second and the motion carried unanimously 7-0.

REVIEW AND APPROVE MINUTES OF MARCH 20, 2023

Shanda Hurla made a motion that the Minutes of March 20, 2023, be approved. Erica Hill provided the second and the motion carried unanimously 7-0.

REVIEW AND APPROVE MARCH MONTHLY FINANCIAL REPORT

Michele Hammann, chief strategy officer of SSC CPA's + Advisors, presented the March Monthly Financial Report. Michael Williams moved that the March Monthly Financial Report be approved. Erika Dvorske provided the second and the motion carried unanimously 7-0.

PROGRAM REPORT, TOBACCO RETAIL LICENSING

Andrew Stull, environmental health supervisor, provided an update on tobacco retail licensing. Andrew reported that the City of Lawrence adopted Ordinance 9946 in November of 2022. This ordinance requires all tobacco retailers to be locally licensed through Lawrence-Douglas County Public Health (LDCPH). This prohibits tobacco retailers from selling tobacco products to those under the age of 21. Andrew stated all 73 tobacco retailers received a letter explaining they are now required to have a license to sell tobacco products. LDCPH staff will conduct compliance checks each year, which will begin in May 2023. We also hired an underage buyer to help conduct compliance checks. This underage buyer must be at least 18 but under the age of 21. Andrew stated LDCPH will report compliance findings to the City of Lawrence, Lawrence-Douglas County Health Board and other stakeholders.

DIRECTOR TRANSITION COMMITTEE REPORT

Erika Dvorske, vice chair, stated following the February Board meeting, Scion Executive Search firm was hired. The director position was posted on March 20th and active recruitment began. A target date of May 10 has been set for Scion to share top candidates with the transition committee. Erika stated interview questions and candidate screening criteria have been sent to the Health Board in advance of the initial interviews. The transition committee is in the process of identifying representatives of other stakeholder groups that should be involved in the final interviews and this list of organizational representation will be distributed to the Health Board. Erika stated the initial interviews will be virtual and invited the Health Board to participate. Final interviews will include the full Health Board with a target start date of July 5, 2023.

NEW BUSINESS

Consider Appointment of Interim Director

Verdell Taylor, chair, stated Dan Partridge's last day as director is June 15, 2023. Staff recommends Sonia Jordan, informatics director, be appointed as the interim director effective June 16, 2023. After discussion, Shanda Hurla made a motion to appoint Sonia Jordan as interim director effective June 16, 2023. Erica Hill provided the second and the motion carried unanimously 7-0.

Election of Officers

Verdell Taylor, chair, stated Health Board Officers are elected annually at the April Board meeting. Verdell Taylor presented the following slate of officers: Erika Dvorske, chair, Erica Hill, vice chair; and Michael Williams, Treasurer. After discussion, John Nalbandian made a motion to accept the slate of officers. Shanda Hurla provided the second and the motion carried unanimously 7-0. After the vote, Erika Dvorske assumed the role of chair.

Recognize Outgoing Chair

Dan Partridge, director, presented a small gift to Verdell Taylor in appreciation for serving as Health Board chair from 2022-2023.

Consider Approval of Strategic Plan

Dan Partridge, director, stated the Strategic Plan was presented at the March Board meeting. The Board provided feedback and we are now presenting the revised Strategic Plan. Dan stated two words were inserted into Strategic Objective 1 to read, "creating a positive and engaging work culture." After discussion, Verdell Taylor made a motion to approve the revised Strategic Plan as presented. Michael Williams provided the second and the motion carried unanimously 7-0.

Consider Revisions to Health Board By-Laws

Dan Partridge, director, reported the Board reviewed the draft By-Laws at the March Board meeting regarding the treasurer would authorize the release of checks rather than signing the checks, changing the executive committee composition to replace the treasurer with the past chair, and changing the name from Health Board to Public Health Board. The Board

discussed the public comment section may need updated also. After discussion, Shanda Hurla made a motion to approve the suggested changes to the By-Laws and also create a sub-committee to review Article 6, Section 7 on Open Meetings and anything else the committee would like to review in the By-Laws. Michael Williams provided the second and the motion carried unanimously 7-0.

DIRECTOR'S REPORT

Community Health Assessment Community Outreach

Vicki Collie-Akers, interim community health director, stated on Tuesday, April 18, 2023, we will be releasing the Community Health Assessment (CHA) to the public. We will be hosting four listening sessions from 6-7:30 pm: April 18th at the Lawrence Public Library, April 20th at the Eudora Community Center, April 24th at the Baldwin City Public Library, and May 2nd at The Holcolm Park Recreation Center. We will be discussing the 14 priority areas from the CHA and will have posters with QR Codes for taking surveys that answer 3 questions. On May 11, 2023, we will be hosting Dinner with Data for City/County Commissioners, Health Board, Healthy Equity Advisory Board, Community Health Plan Steering Committee and Ad Hoc community partners. We require registration for this event.

2024 Budget Update

Dan Partridge, director, stated the 2024 Budget Request in the amount of \$893,116 has been submitted to the County and we will be meeting with Sarah Plinsky, county administrator, on Wednesday, April 26th at 10 a.m. Dan has invited Sonia Jordan, director of informatics, and Erika Dvorske, Health Board chair, to attend. We are asking for level funding this year. This 2024 budget request will then go to the Board of County Commissioners for approval in June. Dan reported the 2024 City budget request is due this Friday.

Review of Public Health Week

Dan Partridge, director, stated National Public Health Week is the first week of April. Dan stated we started the week out by distributing a staff note and tumbler to all staff on Monday. Exemplar awards were given throughout the week to Veronica White for

Collaboration, Vicki Collie-Akers for Impact, Lisa Njoroge for Service, and Jen Bruns for Integrity. The Kay Kent Excellence in Public Health Service award went to Maria Ana Garza, rotation program coordinator. Also nominated for this award were Christine Ebert, WIC/Healthy Families manager, and Dee Kinard, senior analyst. The Health Champion awards went to Bill Woods, National Alliance on Mental Illness Douglas County, and Kevin Joles, Division Chief of Emergency Management Systems. City of Lawrence Parks and Recreation received the Healthier Together award. On Friday, staff enjoyed playing Jeopardy.

Announcement

Ericka Dvorske, chair, reminded the Board the next meeting will be Monday, May 15th and the meeting in June will be on Tuesday, June 20th. She also invited everyone to Dan Partridge's retirement party on June 15th from 4:30 p.m. to 6 p.m. at the Community Health Facility.

ADJOURNMENT

The Board meeting was adjourned at 6:26 p.m. on a motion by Michael Williams and a second by Verdell Taylor. The motion carried unanimously 7-0.

Respectfully submitted,

Dan Partridge
Secretary

Present: Kevin Coronado
Erika Dvorske
Erica Hill
Shanda Hurla
John Nalbandian
Graig Nickel
Verdell Taylor
Michael Williams
Ex Officio: Dan Partridge

Minutes
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Others: Vicki Collie-Akers
Traci Brown
Sierra Two Bulls
Chrisine Ebert
Michele Hammann
Colleen Hill
Austin Hornbostel
Stacey Rollins
Daniel Smith
Andrew Stull

Lawrence-Douglas County Public Health

April 2023 Notes for Financial Reports

Income & Expense Statement

Revenues

- County & City Operating: Both of the 1st payments of the City and County Operating funds have been received.
- Federal & State Grants: Total federal and state grants are above budget for the month of April and still over the budget by \$122k for the first four months. We are expecting Federal and State grant revenue to be at or slightly below budget for the year.
- Program Fees (Clinic): Clinic revenue was \$15k for April and \$19k had been budgeted for the month. For the first four months the revenue is on budget at \$78k. \$235k in clinic revenue was budgeted for 2023, based on an average of 275 visits per month. For April were 157, down from 244 in March. We anticipate being less than budget for the remainder of 2023 with the transition of family planning services which were about 15% of the volume of visits and the significant decrease in Covid vaccination activity.

Expenses

- Direct – Pharmaceuticals & Medical Supplies: These accounts were under budget by a total of \$14k for the month of April and now \$27k year to date. This is due to the timing of receipt of invoices, and we expect that May to be closer to budget.

▼ Direct						
Contractual Service Expenditure	38,093	34,533	3,560	175,536	138,133	37,403
Laboratory	1,058	3,050	(1,992)	4,034	12,199	(8,165)
Medical Supplies	0	3,861	(3,861)	4,293	15,444	(11,150)
Pharmaceuticals	707	10,567	(9,860)	26,335	42,268	(15,934)
Total Direct	39,858	52,011	(12,153)	210,198	208,044	2,154

- Personnel – Salaries & Wages: This account was under budget by \$56k due to open positions. The 2023 budget includes average FTE of 40.3 and for April it was at 29.4. See staffing reporting with summary of new hires and open positions.
- Professional Fees – Service Contracts: This account included in April the annual fee for our HR/Payroll software of \$10k.
- G&A – Insurance: This account included in April the annual premium for professional liability insurance for \$21k.
- G&A – Other Expenses: This account represents grant funded expenses tracked as other supplies and registration to conventions, seminars and continuing education events. The most significant expense was \$16k to Mcubed Technologies for the grant funded acquisition of Surface Pros as part of the standard replacement cycles.

Balance Sheet

- Our current cash balance increased to \$3.3M in regular operating funds. The reserves have not been accessed and total \$2.4M. Total cash is \$6.0M as of the end of the month.

Audit Updates

- FY 2021 grant audit in wrap up
- FY 2022 grant audit to start in June
- FY 2022 regular financial audit in process

Lawrence-Douglas County Public Health
Revenues and Expenditures - Budget vs Actual
As of April 30, 2023

	Month Ending 04/30/2023			Year To Date 04/30/2023			Year Ending 12/31/2023
	Actual	2023 Budget	Budget Diff	Actual	2023 Budget	Budget Diff	2023 Budget
Revenues over Expenditures							
Revenues							
Grant Revenues							
Grant Revenue - Governmental							
City Operating	409,500	0	409,500	409,500	409,500	0	819,000
County Operating	0	0	0	431,558	431,559	(1)	893,116
Federal Grant	145,795	94,993	50,803	464,101	379,971	84,130	1,139,910
State Grant	86,560	47,896	38,662	229,958	191,587	38,371	574,756
Total Grant Revenue - Governmental	<u>641,855</u>	<u>142,889</u>	<u>498,965</u>	<u>1,535,117</u>	<u>1,412,617</u>	<u>122,500</u>	<u>3,426,782</u>
Total Grant Revenues	641,855	142,889	498,965	1,535,117	1,412,617	122,500	3,426,782
Program Service Revenue							
Program Revenue	31,902	36,055	(4,152)	209,319	223,794	(14,475)	745,964
Total Program Service Revenue	<u>31,902</u>	<u>36,055</u>	<u>(4,152)</u>	<u>209,319</u>	<u>223,794</u>	<u>(14,475)</u>	<u>745,964</u>
Other Revenue	18	167	(148)	514	667	(152)	2,000
Total Revenues	<u>673,775</u>	<u>179,111</u>	<u>494,665</u>	<u>1,744,950</u>	<u>1,637,078</u>	<u>107,873</u>	<u>4,174,746</u>
Expenditures							
Direct	39,858	52,011	(12,153)	210,198	208,044	2,154	624,135
Personnel							
Salary and Wages	136,548	192,562	(56,013)	599,951	770,245	(170,294)	2,310,731
PR Taxes	19,181	36,282	(17,102)	328,300	368,858	(40,557)	659,123
Total Personnel	<u>155,729</u>	<u>228,844</u>	<u>(73,115)</u>	<u>928,251</u>	<u>1,139,103</u>	<u>(210,851)</u>	<u>2,969,854</u>
Professional Fees	26,485	25,620	865	128,408	102,478	25,930	307,429
General and Administrative Expenses							
Advertising and Promotion	3,617	508	3,109	6,021	2,032	3,988	6,100
Credit Card and Other Service Charges	596	576	20	2,703	2,304	399	6,907
Due and Subscriptions	0	1,000	(999)	4,227	3,998	229	12,000
Insurance	21,437	3,718	17,718	21,436	14,873	6,564	44,614
Meals	922	774	148	4,349	3,098	1,251	9,300
Office Supplies	712	961	(249)	1,733	3,845	(2,113)	11,537
Other Expenses	22,019	6,451	15,569	55,472	25,800	29,673	77,418
Printing and Publications	1,240	1,303	(64)	3,421	5,211	(1,790)	15,636
Postage and Delivery	63	709	(647)	225	2,836	(2,612)	8,514
Repairs and Maintenance	0	286	(286)	815	1,145	(330)	3,439
Telecommunication	5,055	3,646	1,411	15,218	14,582	636	43,738
Travel Expenses	1,431	2,845	(1,415)	5,499	11,381	(5,881)	34,125
Total General and Administrative Expenses	<u>57,092</u>	<u>22,777</u>	<u>34,315</u>	<u>121,119</u>	<u>91,105</u>	<u>30,014</u>	<u>273,328</u>
Total Expenditures	<u>279,164</u>	<u>329,252</u>	<u>(50,088)</u>	<u>1,387,976</u>	<u>1,540,730</u>	<u>(152,753)</u>	<u>4,174,746</u>
Total Revenues over Expenditures	<u>394,611</u>	<u>(150,141)</u>	<u>544,752</u>	<u>356,974</u>	<u>96,348</u>	<u>260,626</u>	<u>0</u>

Lawrence-Douglas County Public Health
 Balance Sheet by Fund
 As of April 30, 2023
 Cash Basis

	Operating	Funded Depreciation	All Funds		All Funds
	Actual	Actual	Reserve	Kay Kent	All Funds
	Actual	Actual	Actual	Actual	Actual
Assets					
Current Assets					
Cash and Cash Equivalents	3,355,448	254,920	2,365,933	31,009	6,007,309
Total Current Assets	<u>3,355,448</u>	<u>254,920</u>	<u>2,365,933</u>	<u>31,009</u>	<u>6,007,309</u>
Total Assets	<u>3,355,448</u>	<u>254,920</u>	<u>2,365,933</u>	<u>31,009</u>	<u>6,007,309</u>
Liabilities and Net Assets					
Liabilities					
Short-term Liabilities	8,949	0	0	0	8,949
Long Term Liabilities	136,457	0	0	0	136,457
Total Liabilities	<u>145,406</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>145,406</u>
Net Assets					
Net Assets	2,852,302	254,862	2,365,918	31,508	5,504,590
Change In Net Assets	357,740	58	15	(499)	357,313
Total Net Assets	<u>3,210,042</u>	<u>254,920</u>	<u>2,365,933</u>	<u>31,009</u>	<u>5,861,903</u>
Total Liabilities and Net Assets	<u>3,355,448</u>	<u>254,920</u>	<u>2,365,933</u>	<u>31,009</u>	<u>6,007,309</u>

These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them.

MI APOYO PRENATAL

MariaAna Garza &
Jennifer Bruns

HISTORY OF PRENATAL ROTATION PROGRAM

SOBRA coverage can only be applied after delivery to cover physician and hospital labor and delivery costs.

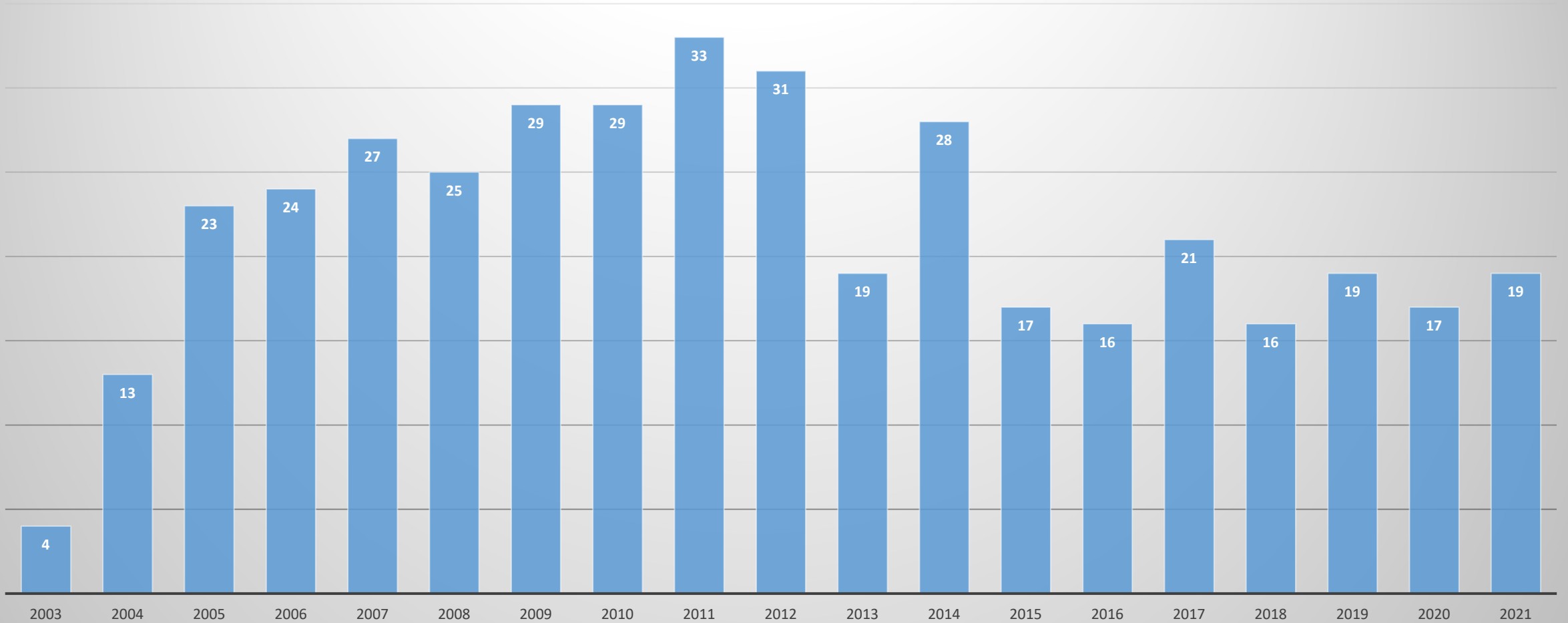
Without access to affordable prenatal care, non-citizen, noninsured women were without prenatal care.

Informal agreement established in 2002

Physicians accept patients meeting the criteria on a rotating basis into their private practices.

OVER THE YEARS

Number of Rotation clients



CBCAP GRANT: COMMUNITY-BASED CHILD ABUSE PREVENTION

- 3-year grant through Children's Cabinet, October 2021-September 2024
- \$519,405 over 3 years with 10% match
- Outcomes
 - Cultivating Strong Families
 - Creating safe, stable, nurturing relationships
 - Increasing protective factors for families
 - Fostering effective engagement for those with lived experience
 - Cultivating Strong Communities
 - Fostering community engagement and strengthening networks of support
- Utilize Cultural Humility and Healing- Centered Engagement

PRIMARY GOALS

1. Families receive Care Coordination services= 15
2. Families complete Comenzando Bien prenatal classes= 10
3. Families enrolled in Healthy Families home visiting= 10
4. Families receive Peer Support through Peer Fellows program= 6

GRANT OUTCOMES

	Care Coordination	Comenzando Bien	Healthy Families	Peer Supports
Y1 Q1 <i>(Oct.- Dec. 2021)</i>	28	-	8	-
Y1 Q2 <i>(Jan.-March 2022)</i>	16	-	8	-
Y1 Q3 <i>(April- June 2022)</i>	22	-	8	-
Y1 Q4 <i>(July- Sept. 2022)</i>	24	-	9	-
Y2 Q1 <i>(Oct.- Dec. 2022)</i>	21	-	8	-
Y2 Q2 <i>(Jan.- March 2023)</i>	32	-	8	-

MEET OUR TEAM



MariaAna Garza, Mi Apoyo Prenatal
Coordinator

Aida Hernandez Fernandez, Parent
Educator & Interpreter

Edith Martinez- Lopez, Bilingual Home
Visitor

Jennifer Bruns, Human Services Supervisor

MI APOYO PRENATAL COMPONENTS



ENROLLMENT

- No access to insurance coverage
- Meets income standards for KanCare, yet ineligible due to citizenship



ACCESS TO OB CARE

- Lawrence OBGYN Specialists= 6
- Lawrence Family Practice= 3



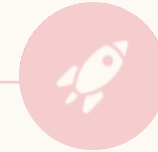
SOBRA & MEDICAID

- Elevate Patient Financial Solutions
- Initiate application at LMH after delivery



COMENZANDO BIEN

- March of Dimes and KDHE prenatal curriculum
- 6 sessions
- Small group setting



CARE COORDINATION

- Monthly contact until 2 months postpartum
- Referrals to Community Resources
- Home Visiting

Success Story

A client in her third trimester of pregnancy was referred to our program by a family member. She was new to our community, had no prenatal care, and was contemplating adoption. Mi Apoyo Prenatal enrollment gave her access to prenatal care at Lawrence Family Practice. Our staff worked closely with the client's medical team to offer supports and provide wrap-around services, including adoption counseling. A healthy baby was born at term. Mom and baby went home together and continue to receive services from Healthy Families.

AREAS OF FOCUS

NEEDS ADDRESSING IN COMMUNITY

- Healthy Birth Outcomes
- Improved Maternal Health
- Improving access to care
- Support to navigate our healthcare system
- Health Equity

GAPS STILL EXIST

- Access to Care is still a barrier
- Affordable Care is still a barrier
- Costly Specialty Care for some clients
- Currently not serving Students or those with a Visa
- MOUS with medical partners have not been established

HOW WE GET THERE



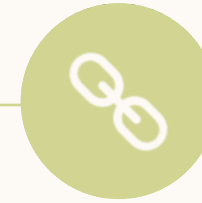
COLLABORATION

- Expand referral sources
- Partner with other counties/ hospitals
- Recruitment and Participation in HEAB



PROGRAM GROWTH

- Launch of Comenzando Bien prenatal classes
- Increase staffing and funding to serve the need



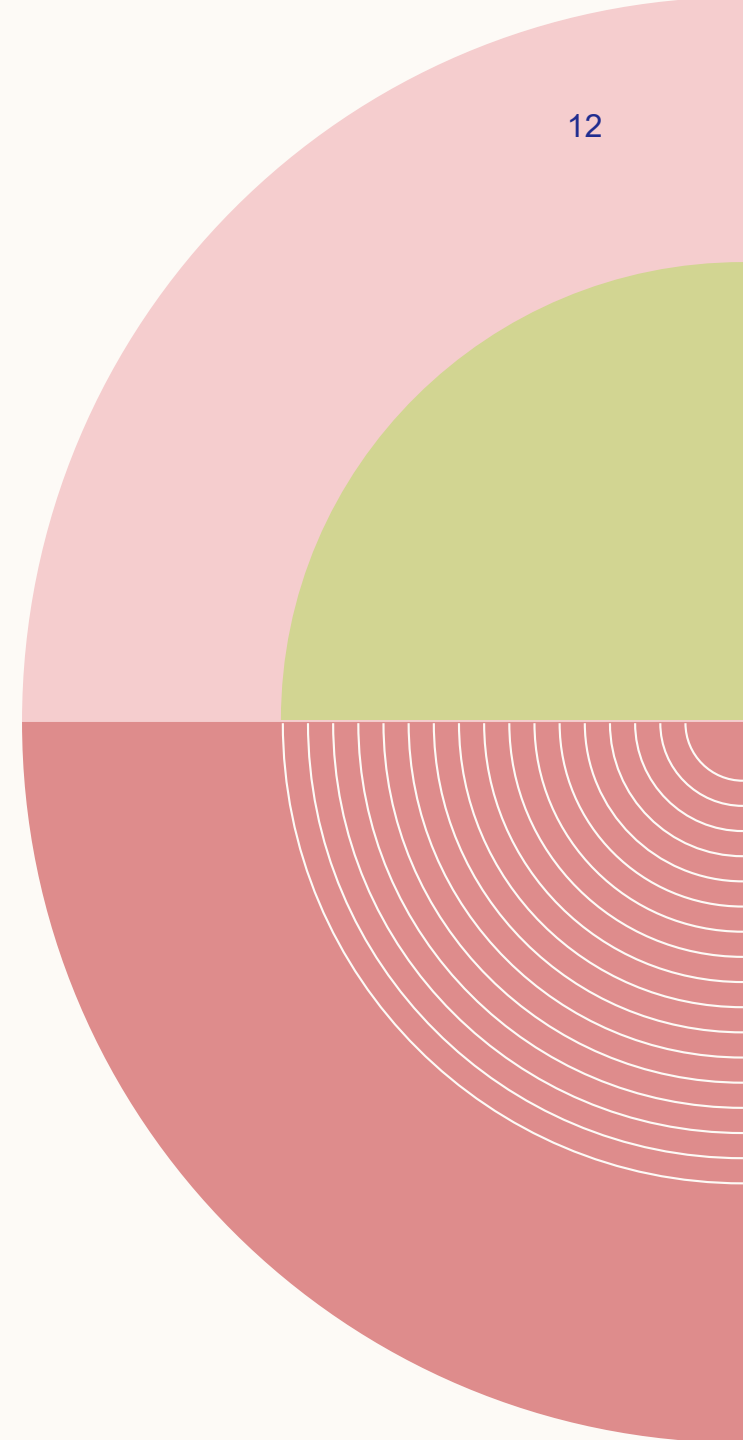
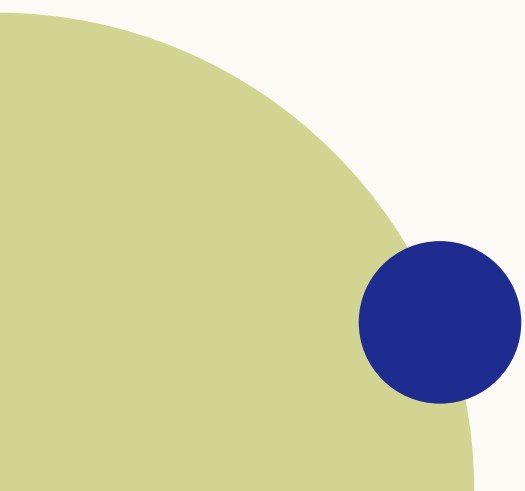
PEER SUPPORTS

- Explore working with Douglas County Peer Fellows Program
- Opportunities amongst class participants

THANK YOU

mgarza@ldchealth.org

jbruns@ldchealth.org



CONTRACTOR AGREEMENT FOR PROJECT LIVELY

This AGREEMENT ("Agreement") is entered into as of 7/1/2023 by and between the Lawrence-Douglas County Public Health Department ("LDCPH") and Jayhawk Area Agency on Aging ("JAAA").

WHEREAS, assuring that the health care needs of Douglas County older adults are met is part of the mission of LDCPH; and,

WHEREAS, the mission and services of JAAA are focused on assuring optimal outcomes for older adults; and,

WHEREAS, LDCPH and JAAA mutually agree that senior care services can be more efficiently and sustainably provided by entering into this agreement;

NOW, THEREFORE, INCONSIDERATION of the representations, covenants and agreements contained in this Agreement, the parties agree as follows:

I. RESPONSIBILITIES OF JAAA

- a. JAAA will be responsible for and will manage all functions and activities as specified in Attachment A (hereafter referred to as "Services").
- b. JAAA will represent the interests of the Senior Service Management Collaborative for the purposes of providing the Services.
- c. The parties acknowledge that JAAA will perform its Services hereunder as an independent contractor. All employees of JAAA who provide services will be employed by JAAA. JAAA will have the sole authority to hire, assign, promote, demote and terminate such employees.
- d. JAAA will provide general business supplies and office equipment necessary to provide Services.
- e. JAAA will designate an individual responsible for performance requirements under this Agreement, as well as with all communications with LDCPH.
- f. JAAA will afford LDCPH complete access to all JAAA records related to Services.
- g. JAAA will maintain compliance with all local, state, and Federal laws, regulations, and requirements applicable to operating a central business office, including, but not limited to compliance with the Health Insurance Portability and Accountability Act, commonly known as HIPAA.
- h. JAAA shall provide project reports on a quarterly basis to assess progress related

to individuals served and services/referrals provided.

II. TERM

- a. This Agreement shall remain in effect for a period commencing July 1, 2023 (the "Service Date") and ending June 30, 2024 (the "End Date"). Any continuation of services beyond the Initial End Date shall require a mutually agreed upon revised Scope of Work.
- b. In the event of the termination of this Agreement by either party, JAAA shall be entitled to receive the fees and compensation as set forth in paragraph III based on all work performed up to and including the date of termination.

III. Payment of Funds.

LDCPH will disburse funds on a monthly basis, following the receipt of an invoice for the month prior. Total amount of project not to exceed \$65,000 annually, to cover the cost of a Project LIVELY case manager and annual space rental at the Senior Center.

Invoice(s) should be submitted to:
Accounts Payable
Lawrence - Douglas County Public Health Department
200 Maine, Suite. B
Lawrence, KS 66044

IV. General Conditions.

a) General Compliance

LDCPH will comply with all other applicable Federal, state and local laws, regulations, and policies governing the funds provided under this contract.

b) "Independent Contractor"

Nothing contained in this Agreement is intended to or shall be construed in any manner as creating or establishing a partnership, joint venture, or relationship of employer/employee between the parties. JAAA shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement.

c) Liability

JAAA agrees to accept the responsibility for injury or damage to any person or persons or property that arise solely out of JAAA's negligent acts or omissions in connection with this project. JAAA further agrees that LDCPH shall not be liable for damages arising solely from injuries or damages sustained by any person or persons or property resulting from the negligent performance or omission by JAAA of this Agreement.

d) Workers' Compensation

JAAA will maintain Workers' Compensation Insurance coverage for all of its employees involved in the performance of this Agreement.

e) Insurance & Bonding

JAAA will carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage. JAAA will also maintain liability insurance at levels reasonably acceptable to LDCPH. JAAA shall, upon request by LDCPH, furnish proof of any insurance required by this Agreement.

t) Recognition

JAAA shall provide recognition of the role of LDCPH in providing services through this Agreement.

g) Amendments

LDCPH may, in its discretion, amend this Agreement to conform with Federal, state, or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in changing the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both JAAA and LDCPH.

h) Suspension or Termination

LDCPH may suspend or terminate this Agreement if JAAA fails to comply with any terms of this Agreement, which include (but are not limited to) the following:

1. Failure to comply with any of the rules, regulations or provisions related to funding sources, or such statutes, regulations, executive orders and policies or directives as may become applicable at any time;
2. Failure, for any reason, of JAAA to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission by JAAA of reports that are incorrect or incomplete in any material respect.

This Agreement may also be terminated for convenience by JAAA, in whole or in part, by setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. If, in the case of a partial termination, LDCPH determines that the remaining portion of the award will not accomplish the purpose for which the award was made, LDCPH may terminate the award in its entirety.

i) Financial Management

JAAA agrees to adhere to customary accounting principles and procedures, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred that are pertinent to the activities to be funded under this Agreement.

j) Authority

JAAA represents and warrants that the person signing below has authority to bind the Subrecipient and that all necessary approvals for Contractor to enter into this Agreement have been obtained.

k) Integration: No Reliance: No Modification.

This Agreement constitutes the entire understanding of and between the parties with respect to the subject matter hereof. This Agreement supersedes and replaces any prior agreements or understandings, whether written or oral, express or implied, between the parties with respect to the subject matter of this Agreement. Each party acknowledges and agrees that it is entering into this Agreement of its own free will and accord, and that it has not relied on any other party to this Agreement or on any promises, representations, or statements by any other party not expressly set forth in this Agreement and its exhibit. Any modification of this Agreement shall be specifically set forth in a writing which is executed by the party to be bound.

l) No Third-Party Beneficiaries.

This Agreement is made on behalf of and for the benefit of the named parties only and nothing in this Agreement shall create or confer any rights, benefits, remedies, or entitlements in favor of or inuring to the benefit of any person or legal entity not a party to this Agreement.

m) Choice of Law; Venue.

This Agreement is governed by Kansas law. Any dispute arising under this Agreement shall be decided in the District Court of Douglas County, Kansas, and in no other forum or venue. The parties consent to jurisdiction and venue in that forum.

LAWRENCE-DOUGLAS COUNTY
PUBLIC HEALTH DEPARTMENT

JAYHAWK AREA AGENCY ON AGING,
INC.

Signature

Dan Partridge
Printed Name

Director
Title

Signature

Susan Harris
Printed Name

Executive Director, Jayhawk Area Agency on Aging
Title

Attachment A

Project Lively Case Manager Scope of Service Definitions, Policies and Procedures

Definitions of qualification for service

- 60+
- Douglas County

At least one of the following:

- Struggling to maintain in home due to age-related issue(s)
- At least 1 inappropriate use of EMS as determined by EMS Division Chief
- Referral from another social service agency

Examples of reasons for referral include but are not limited to:

- o Unsafe housing
- o No natural supports
- o Using 911 for lift (more than 1x/yr), nutrition, ADLs
- o Difficulty with verbal communication a barrier to services
- o Cognitive decline without other supports
- o Physical decline without other supports
- o Crisis is beyond behavioral health diagnosis/ noncompliance for med (those are referred to Bert Nash case management)
- o Needs helping hand to reach stability goals
- o In-patient at LMH without discharge plan (social situation, housing, unsafe at home anymore)
- o Without "other" resources

Case load management

- Case number maximum- to be evaluated with supervisor to assure appropriate time management within the work week
- Tiered case load
 - o Tier 1: Time sensitive, acute issues. Ex. actively in crisis, no natural supports, unsafe in home/homeless/about to become homeless, significant and sudden decline in health/cognition
 - o Tier 2: health care inconsistent, home needs modification, needs to pursue alternate housing (but current housing is stable)
 - o Tier 3: has accessed other community supports, in a relationship-building phase with other supports, housing is stabilizing, estimated to graduate from program within 3 months
- Graduate clients out of program due to:
 - o Move into supportive housing/facility
 - o Successful use of other community services
 - o Transferred to other JAAA care coordination program

- o Goals have been met
- Clients could go inactive, but to become active again must either be at a Tier 1 or Tier 2
- Monthly review with a supervisor
- Expectation for initial follow up contact after referral is initial intake phone call within 24 hours (next business day). Initial face to face with three business days, either in-person or video conferencing. If referral is declined by client or because outside of scope of service, notification to referring agency within 24 hours of determination.

Community Partner Relationships

- Host multi-disciplinary community partner meetings
- Single point of contact for community partners to contact with a referral
- Community partners are committed to respecting the boundaries and case limitations
- Project Lively will hold community partners equally accountable for shared strategic goals for individual clients
- Documentation of referrals which are determined to be out of scope of service will include narrative for future program evolution, evaluation OR to identification of other community gaps
- When appropriate, collaborate with EMS for access home together
- Use of referral software to ensure prompt and accurate communication between partner agencies, as needed

Boundaries, Supervision and Support

- Expected to maintain work hours between Monday-Friday 8-5 (with an hour lunch)
- Scope of service does not include mental health/ behavioral health services, medication management, direct transportation, financial assistance, or other services outside of professional qualifications.
- Supervisor/ community partners are expected to support the need to turn away referrals if case load is at max or if referral is not appropriate
- Alternate referral sources should be used whenever possible

Job Title: Project Lively Case Manager Case
Department: Management/ADRC
Reports To: Case Management Supervisor/ADRC Supervisor
FLSA Status: Non Exempt
Prepared By: Susan Harris
Prepared Date: May 26, 2021
Approved By: Susan Harris
Approved Date: May X, 2023

SIGNATURE & DATE

Summary: Assist older adults age 60+ in Douglas County maintain their freedom to live as independently as possible by providing case management services for optimum customer satisfaction. Provide information, education, and support to older adults, who seek assistance in making self-determined, informed choices about their short and long-term care needs, completing referrals to community service providers as necessary. Completion of functional assessments for HCBS Medicaid waivers, PACE, and Nursing Facility placement.

Essential Duties/Responsibilities/Accountabilities: Duties and responsibilities as required by business necessity may be added, deleted or changed at any time at the discretion of management either formally or informally via verbal or written communication. Scheduling, shift assessments, and work location may be changed at any time, as required by business necessity.

Essential Job Functions

- Provide case management services in Douglas County for Project Lively program
- Maintain a weighted tiered case load of vulnerable older adults based on a mix of high, medium and low acuity needs.
- Screen individuals referred to Project Lively to determine program eligibility and interest in services.
- Complete client assessments and other documents as required by state regulations and agency policy.
- Interview clients and family to determine needs and resources using information regarding medical, social, financial, and psychological factors that contribute to clients functioning.
- Identify needs and develop service plan. Evaluate changes in needs on a continuous basis and adjust service plan as necessary.
- Provide home visits on a regular basis to monitor client status and service delivery.
- Arrange and coordinate delivery of service with community agencies. Act as advocate or liaison between client and other service providers. Assist older adults in overcoming barriers to accessing services.
- Establish a trusting relationship with clients.
- Provide functional eligibility determinations for Douglas County residents as needed to include HCBS Frail Elderly, HCBS Physical Disability, HCBS Brain Injury, PACE (Program for All-Inclusive Care for the Elderly); and nursing facility placements.
- Complete training on topics related to enhancing skills related to Information and Referral including knowledge of community resources and skills to enhance work with individuals.
- Complete all state required education and maintain 15 CEU hours annually.
- Attendance at case manager meetings and staff meetings
- Work time is to be tracked using a daily unit sheet in 15-minute increments, not to exceed 40 hours a week.

Desired Behaviors

Good Communication Skills: Provides positive input and suggests solutions; able to take and give constructive criticism; empathetic listener; questions and comments appropriately; able to communicate in an age-effective, culturally appropriate manner.

Good Attitude: Empowering; approachable; proud to work at JAM-has a sense of why we are here; motivated; willing to learn new skills and participate in a learning organization; has awareness of others' jobs and agency challenges; supportive of others, i.e., staff, providers, clients; loyal; adaptable: flexible, accepts changes, open to new ideas.

Good Work Ethic: Takes initiative; is prepared; accountable and responsible; respectful of office environment and resources; advocates for clients and the agency.

Professional: Holds confidences, is honest and truthful; appropriately decisive; provides work accurately and legibly; provides excellent customer service; professional appearance; well mannered: courteous, polite, respectful, welcoming; respects personal and professional boundaries, trustworthy; considerate of others and the workspace; consistent and realistic expectations; consistent implementation of and adherence to policies, procedures, requests, etc.

Good People Skills: Appropriate sense of humor; collaborative and team member; fair; tactful; sensitive to our clients and their issues. Accepting of respectful of diversity at the workplace and with clients

Supervisory Responsibilities: None.

Competency

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Bachelor's degree required in Social Work, Human services/social services arena, license preferred.
- Experience in gerontology and/or community work.
- Knowledge of the aging process, family dynamics and family systems
- Knowledge of range of social services available in Douglas County
- Excellent customer service skills
- Must respect and respond to diverse and individual needs.
- Extreme attention to details

- Effective communicator (verbal, written and body language)
 - Listening skills and ability to interpret a variety of communications
 - Presentation skills
 - Interpret a variety of instructions either written, oral, diagram, schedule or electronic formats
- Work independently and be self-motivated
- Meet deadlines and work under pressure with little or no supervision
- Prioritize and manage work effectively and efficiently to accomplish tasks while multi-tasking and delivering friendly service
- Creativity and innovation at the functional level
- Problem analysis and resolution at the functional level
- Ability to problem solve rationally and with common sense (sound judgment)
- Software knowledge of programs utilized (e.g. Microsoft Suite products, Adobo products, video conferencing, proprietary software and others- required)
- Knowledge of general office equipment (copier, scanner, fax, etc.)
- Have and maintain a valid driver's license

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers, professionals, employees of organizations, members of civic organizations, and other groups.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized solutions.

Computer Skills: Microsoft Office (Outlook, Word, Excel, Access, Power Point), Internet, Basic Data Entry. Ability to quickly learn proprietary databases.

Certificates, Licenses, Registrations: AIRS Certification preferred, current driver's license, reliable auto, auto insurance.

Other Skills and Abilities: Ability to initiate work on own with little direction. Ability to work within a team. Excellent people skills and the ability to work with all types of individuals. Knowledge of social services and long-term care services available

Other Qualifications

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to stoop, kneel, crouch or crawl. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance. The employee must occasionally lift and/or *move* up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perceptions and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Staffing Report May 2023

of posted positions on 1/1/2023

- 8

of posted positions filled from 1/1/2023 to 5/5/2023

- 10

of posted positions closed without being filled during 2023

- 3

Office Assistant-Temp closed and replaced with Office Assistant-Bilingual position which was filled.

Clinic Outreach Coordinator, CDBG grant supported.

COVID Clinic Support closed on 1/23/2023 without hiring additional staff into the role.

of positions that remain open as of May 8, 2023.

- 2

Registered Dietitian

Public Health Nurse

Job Titles filled during 2023.

- Healthy Families Home Visitor (2)
- Human Services Program Assistant
- Office Assistant – Bilingual
- Breastfeeding Peer Counselor
- Community Health Coordinator
- Nurse Supervisor
- Quality Improvement Coordinator
- Senior Analyst
- Clinic Manager