



CLAY COUNTY

PUBLIC HEALTH CENTER



800 Haines Drive
Liberty, MO 64068
p. 816-595-4200
clayhealth.com

**MINUTES OF THE REGULAR MONTHLY
MEETING OF THE BOARD OF TRUSTEES OF THE
CLAY COUNTY PUBLIC HEALTH CENTER
800 HAINES DRIVE
LIBERTY, MO 64068
JANUARY 16TH, 2020
6:00 P.M.**

Present: Board of Trustees Members: Kathy Ellermeier,
Patrick Avila, Courtney Cole, Dr. Daniel Purdom

Via Teleconference: Board of Trustees Member: Pat Dixon

Present: CCPHC Staff Members: Gary E. Zaborac, Darrell Meinke,
Jami Hrenchir, Nicole Reynolds

1. CALL TO ORDER

Kathy Ellermeier, Vice Chair, called the Clay County Public Health Center's Regular Monthly Meeting of the Board of Trustees to order at 6:00 p.m.

2. PUBLIC COMMENTS

No public comments

3. MONTHLY BOARD EDUCATION SESSIONS –

NOTE: Board of Trustees member, Patrick Avila, entered the meeting at 6:08 p.m.

A. Employee Performance Management System update – Jami Hrenchir (Attachment #1)

Highlights:

- Updated performance evaluation management system in 2019 as part of strategic plan. Currently, rolling new system out.
- Impacts of performance management include: pay for performance (not just cost of living), system provides better awareness of learning and development needs, important for retention and accountability, succession planning and is a real-time continuous process that will be housed in ADP which is the same system used for CCPHC payroll.
- Goals of new performance management system are:
 - focus on skills/knowledge,

Our Mission

The mission of the Clay County Public Health Center is to deliver the essential public health services of prevention, promotion and protection to the communities of Clay County.



CLAY COUNTY

PUBLIC HEALTH CENTER



800 Haines Drive
Liberty, MO 64068
p. 816-595-4200
clayhealth.com

- increase pay-for-performance component,
- use of technology to move to continuous performance management,
- increase performance and development,
- improve management of goals,
- increase employee empowerment,
- develop managers,
- consistency of rating,
- perception of performance management as beneficial.
- Enhanced components: updated work behavior section, points for skills and knowledge, progress on goals, improved collaboration and emphasis on learning and development.
- Components of form: skills and knowledge (20%), competencies (60%), progress on goals (20%)

Patrick Avila asked if there's an anticipated distribution of employees receiving high performance merit increase. Ms. Hrenchir replied yes, and it is budgeted for. Mr. Avila further wanted to know if there are descriptions built in to the new performance management system to assist employee understanding. Ms. Hrenchir said there is.

CCPHC Director of Public Health Gary E. Zaborac commended Ms. Hrenchir on a tremendous job in developing the new system.

Mr. Avila then asked about the calibration process. Ms. Hrenchir and Mr. Zaborac explained that for the first couple of times through the system, those nominated as a top performer 5% merit increase will go through a calibration review by the senior leadership team.

Dr. Purdom wanted to know what the impact on time for managers would look like and how that would impact their other responsibilities. Ms. Hrenchir said yes, there would be impact on time but the timeline for this process gives managers extra time to work on. She hopes the time spent will be a valuable investment of time.

Dr. Purdom then wanted to know how, since this type of system is used in many industries, CCPHC will keep strategic plan in mind. Ms. Hrenchir said goals are to be developed with the strategic plan initiatives being incorporated.

Pat Dixon said she appreciated the hard work and excellent product that Ms. Hrenchir has constructed for CCPHC employees. Ms. Dixon wanted to know where the employee falls in to the time frame. Ms. Hrenchir said they will be involved all along the process.

Our Mission

The mission of the Clay County Public Health Center is to deliver the essential public health services of prevention, promotion and protection to the communities of Clay County.



CLAY COUNTY

PUBLIC HEALTH CENTER



800 Haines Drive
Liberty, MO 64068
p. 816-595-4200
clayhealth.com

4. A. TREASURER'S REPORT – DECEMBER 2019 FINANCIAL STATEMENT (Attachment #2)

Patrick Avila, Treasurer, presented the report. All looks good regarding the financial statement for the period ending December 31st, 2019. Balance sheet all lines up. Statement of Revenues and Expenditures looks good overall as does the reconciled cash accounts. Dr. Purdom made a motion to approve the December 2019 Treasurer's Report as presented and printed. Seconded by Courtney Cole. All ayes. Motion carried.

4. B. TREASURER'S REPORT – DECEMBER 2019 SCHEDULE OF INVESTMENTS (Attachment #2)

Patrick Avila noted 6 redeemed investments that need approval. Pat Dixon made a motion to approve the December 2019 Schedule of Investments as presented and printed. Seconded by Dr. Purdom. All ayes. Motion carried.

5. CONSENT AGENDA

- A. Bills Payable for the month of December 2019 (Attachment #2)**
- B. Minutes of the December 18th, 2019 Regular Monthly Board of Trustees Meeting (Attachment #3)**

Pat Dixon made a motion to approve the Consent Agenda as presented and printed. Seconded by Courtney Cole. All ayes. Motion carried.

6. NEW BUSINESS

A. Review of CCPHC Strategic Plan 4th quarter Progress Report (Attachment #4)

Gary E. Zaborac presented the report. Informed the Board that CCPHC progress looks good for the 2019 year. Overall, we are on target moving forward. Mentioned this tracking is also a part of PHAB requirements.

Dr. Purdom asked about the key performance indicator that is showing at risk regarding heart disease and addressing root causes. Darrell Meinke, CCPHC Deputy Director, said the indicator was written with a combination of considerations in mind including health outcomes and PHAB requirements.

Patrick Avila commented that the progress notes do not speak to what is being done regarding heart disease. Mr. Zaborac said it is part of the NHA Chronic Disease Task Forces he works with and it will be a part of the CHIP Strategic Plan once it is completed.

Our Mission

The mission of the Clay County Public Health Center is to deliver the essential public health services of prevention, promotion and protection to the communities of Clay County.



CLAY COUNTY

PUBLIC HEALTH CENTER



800 Haines Drive
Liberty, MO 64068
p. 816-595-4200
clayhealth.com

B. Review of 2019 CCPHC BOT Board Action Analysis Report (Attachment #5)

Darrell Meinke presented the report. Stated this is a tool used across the country, tracking motions/actions of Boards of Trustees. This is a summary of CCPHC Board of Trustees meetings for the year 2019. It is meant to engage the entire Board to not only see work they've done but where they'd like to improve. This is an exhaustive look that provides valuable trend data.

Courtney Cole made a motion to place the 2019 CCPHC BOT Board Action Analysis Report on file. Seconded by Patrick Avila. All ayes. Motion Carried.

C. Review of DPH 2020 Goals (Attachment #6)

Gary E. Zaborac presented his 2020 goals. Pat Dixon said by sharing these goals, she was hoping for any feedback her fellow board members may have. She also feels knowledge of Mr. Zaborac's goals now will be beneficial when evaluation time comes at the end of the year. Patrick Avila felt the goals looked good, and inquired in to a mid-year check-in. Kathy Ellermeier appreciated the community engagement piece of Mr. Zaborac's 2020 goals and thought a mid-year check-in was a good idea as well.

Patrick Avila had a follow-up question on the new performance management system for CCPHC staff, he wondered if the system was the same for all employees. Mr. Meinke stated that there are two different versions, one for management and one for non-management employees.

7. MANAGEMENT MONTHLY REPORTS - DARRELL MEINKE (Attachment #7)

Highlights:

- The Education Committee met on December 6th to plan for the first all day staff training to occur in February at an offsite location. The focus will be evidence-based decision making in public health and will incorporate an awareness of Public Health 3.0, Chief Health Strategist and health equity concepts.
- Safety Committee finalized annual updates to Bloodborne Pathogen Manual and released it to staff.
- Noted CCPHC incident reports are down in 2019 from previous years.
- With a fully staffed Environmental Health Program, he expects numbers to continue to trend up.
- Kim Mawby (the current Immunizations Program Manager) has accepted the Community Health Program Manager position.
- As the fall 2019 semester ended, an online survey was sent to all 19 schools that we have served via immunization clinics. Some of the

Our Mission

The mission of the Clay County Public Health Center is to deliver the essential public health services of prevention, promotion and protection to the communities of Clay County.



CLAY COUNTY

PUBLIC HEALTH CENTER



800 Haines Drive
Liberty, MO 64068
p. 816-595-4200
clayhealth.com

highest marks came from the ranking of the school nurse's overall experience with 75% of the respondents providing an Excellent rating and the other 25% ranking their experience as Very Good.

- Did not see a big change in STD clinic 2019 data regarding gonorrhea and chlamydia in relation to the previous 2 years.

Patrick Avila asked Mr. Meinke what we were doing to address STD trends in Clay County. Mr. Zaborac said CCPHC has been working to get information in to schools and area detention centers among other initiatives.

8. DIRECTOR OF PUBLIC HEALTH REPORT – GARY E. ZABORAC (Attachment #8)

Highlights:

- Referenced the CCPHC 2019-2020 Influenza Weekly Report for the Epidemiological Week 1 (December 29th, 2019– January 4th, 2020). **(Attachment #9)** Noting influenza cases continue to rise with Influenza B being the highest number of reported cases.
- Each NHA Task Force has had 2 meetings to work on the new CHIP and are on target for a February 28th completion date.
- Recently served on a NRCC Leadership class health panel and presented on both the progress of the NHA over the last 12 months and also as his role as Director of Public Health for CCPHC.
- Reminded Dr. Purdom, Patrick Avila and Courtney Cole their MEC filing is due February 4th, 2020.
- Discussed coming winter storm and the likelihood of needing to close CCPHC.

9. BOARD OF TRUSTEES' COMMENTS

None

10. ADJOURN

Courtney Cole made a motion to adjourn at 7:50 p.m. Pat Dixon seconded. All ayes. Motion carried. Meeting adjourned at 7:50 p.m.

Our Mission

The mission of the Clay County Public Health Center is to deliver the essential public health services of prevention, promotion and protection to the communities of Clay County.



CLAY COUNTY

PUBLIC HEALTH CENTER



800 Haines Drive
Liberty, MO 64068
p. 816-595-4200
clayhealth.com

K Ellermeier

**Kathy Ellermeier, Vice Chair
Clay County Public Health Center
Board of Trustees**

2-20-2020

Date

Courtney Cole

**Courtney Cole, Secretary
Clay County Public Health Center
Board of Trustees**

2/20/20

Date

Submitted by: Nicole Reynolds, Administrative Specialist

All Referenced Attachments are Available for Review Upon Request to Gary E. Zaborac,
Director of Public Health of the Clay County Public Health Center,
Located at 800 Haines Drive, Liberty, MO 64068

Our Mission

The mission of the Clay County Public Health Center is to deliver the essential public health services of prevention, promotion and protection to the communities of Clay County.