

LIBERTY COMMUNITY HEALTH ACTION TEAM  
BOARD MEETING  
August 20, 2015  
Minutes

Present: Janet Bartnik – Chairperson Pro Tem; Director of Parks and Recreation  
Rebecca Fisher – Treasurer; Wellness Coordinator, Liberty Public Schools  
Diane Kipping – Secretary; Manager, Employee Health, Liberty Hospital  
Kate Lesnar – L.C.H.A.T. Project Coordinator  
Gary Zaborac – Chairperson; Director of Clay County Public Health

I. CALL TO ORDER

Gary Zaborac called the meeting to order at 8:30 am

II. August 6, 2015 MINUTES

The minutes were read, as submitted. A Ms. Bartnik made a motion to accept the minutes as written. Ms. Fisher seconded the motion. The motion was carried by voice vote.

III. BANKING ISSUES

Janet Bartnik reported that the city cannot issue a debit card to the Project Coordinator, since she is not a city employee. Everyone agreed that, per the discussion from the last meeting, the Coordinator will purchase her own supplies and then submit the receipts to Janet. Rebecca Fisher will set up a Google account to establish a budget spreadsheet that will help track expenses, etc. Ms. Fisher will validate the account information and provide a monthly report, to the Board.

IV. TREASURERS REPORT

Rebecca Fisher reported that \$1,250.00 was withdrawn from the budget, as payroll for the Project Coordinator.

V. PROJECT COORDINATOR'S REPORT

Kate Lesnar reported that she has been reviewing files to get up to speed on the current status of the organization. She indicated that she has met with all the Team Leaders, from all of the task forces and is scheduled to meet with the Food Service Director, of Liberty Public Schools.

There was a brief discussion regarding communication of the Project Coordinator's activities, on a weekly basis. Ms. Fisher indicated she had a template that Ms. Lesnar could use to provide information to the Board.

VI. NEW BUSINESS

There was a discussion regarding a conference that is being held, in Overland Park, regarding Building a Healthier Environment. The cost of the conference is \$200.00. Everyone agreed it would be beneficial for Ms. Lesnar to attend the outdoor summit.

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Mr. Zaborac reported that he had had some discussions with legal counsel regarding the employment status of the Project Coordinator position. It was his understanding that the Board may need to consider whether to continue to identify the position as an “Independent Contractor” or whether it should be a position that requires and/or is eligible for a Form 990. Mr. Zaborac indicated he will continue to discuss the issue with Stinson, Leonard and Street legal firm.

William Jewell College Communications class has offered to assist us with our Communications Plan. Ms. Lesnar indicated she is scheduled to meet with the instructor and students on September 8. After a brief discussion, members agreed it would be beneficial to invite them to the L.C.H.A.T. stakeholders meeting on September 23, 2015 at 1:30 pm.

There was further discussion regarding assistance from professional individuals within the community, to also assist with “framing the message” of L.C.H.A.T. Everyone agreed they would reach out to their contacts and report back at the next meeting, on who would be available/willing to volunteer assistance.

X. AGENDA ITEMS FOR NEXT MEETING

**Next meeting is to be held on September 17, 2015, at the Clay County Public Health Department, at 3:30 pm.**

Tentative agenda items include: L.C.H.A.T. Project Coordinator position status, Public Relations/Marketing volunteer, Development of performance appraisal evaluation tool, and/or standard operating policies; .

XI ADJOURNMENT

There was no further business; the meeting was adjourned at 9:30 am.