

LIBERTY COMMUNITY HEALTH ACTION TEAM
BOARD MEETING
December 17, 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 3:30 pm.

II. November 24th, 2015 MINUTES

The minutes were read, as submitted. The minutes were approved, by voice vote, with those revisions made.

III. TREASURERS REPORT

Rebecca Fisher reported a beginning balance of \$17,301.00 for the month ending November 30, 2015. There were no deposits but a check was written for a total of \$2,500.00. Ending balance was \$14,801.00.

Janet reported that she will provide Kate Lesnar with a check so that she can open a checking account, with Commerce Bank and dissolve the funds being held in the city of Liberty account.

IV. PROJECT COORDINATOR'S REPORT

Kate Lesnar provide a written report identifying specific details with regards to updates of the program, stakeholders, meetings, as well as several issues/concerns and other notes for the Board.

There was a brief discussion regarding the YANS data ~ we are still waiting on the finalized updated results.

Kate inquired if we could use the stakeholder's meeting to review research questions for the HIA. The Board agreed that individuals should be provided with a one page summary and then have further discussion, in small groups.

Kate provided an update on the status of each of the teams. All appear to be progressing nicely.

V. OLD BUSINESS

- 2016 – 2017 Budget – members agreed to utilize the same figures as last year as well as working with a cash fund from each of the four partners. Following a brief discussion, everyone agreed to add legal fees to the

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budget, as well funding for a professional display to be utilized for community events.

- Rebecca reported that she has sent the 2015 budget to the IRS and they are now requesting information for 2016, which she is working on.
- Project Coordinator's legal status – Gary reported that, based upon review by legal, the Project Coordinator's contractual agreement needs to be revised. But, he also stated we could continue with the “status quo” until that has been accomplished.
- Performance appraisal evaluation tool – Diane submitted a sample of a very simply performance appraisal tool. Based upon further discussion, members agreed that the Project Coordinator's legal status should be clarified before developing any further tools.
- Standard Operating Policies – Janet submitted an initial draft of a Fiscal Policy for L.C.H.A.T. to report back at next meeting
- Selection of C.P.A./Accounting Firm – Gary to develop a draft R.F.P. template and report back at next meeting

VI. NEW BUSINESS

Rebecca Fisher reported that she will be going on a leave of absence, in January. There was a brief discussion regarding the Treasurer's responsibilities and designating someone on the Board, to act on her behalf, until she returned. Janet Bartnik volunteered to fill in, temporarily.

A tentative agenda was developed for the next stakeholder's meeting: YANS data, year 3 report from GP Red, task force reports, “call to action”, HIA focus groups, and other items as identified.

X. AGENDA ITEMS FOR NEXT MEETING

Next meeting is to be held on January 21, 2016, at the Clay County Public Health Department, at 3:30 pm.

Tentative agenda items include: Treasurers Report, Project Coordinator's Report, selection of C.P.A./Accounting firm, Fiscal Policy, and other items as identified.

XI ADJOURNMENT

There was no further business; the meeting was adjourned at 4:30 pm