

LIBERTY COMMUNITY HEALTH ACTION TEAM  
BOARD MEETING  
February 18, 2016  
Minutes

Present: Janet Bartnik – Chairperson Pro Tem; Director of Parks and Recreation  
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

Excused: Rebecca Fisher – Treasurer; Wellness Coordinator, Liberty Public Schools

I. CALL TO ORDER

Gary Zaborac called the meeting to order at 3:42 pm.

II. January 18, 2016 MINUTES

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

III. TREASURERS REPORT

Janet Bartnik reported a beginning balance of \$12,301.00 for the month ending January, 2016. There were no deposits but a check was written for a total of \$2,500.00, which included the project coordinator's salary plus. Ending balance was \$9,801.00.

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.

Kate indicated presentations went well with both the Rotary and East Clay rotary. There was a brief discussion regarding whether or not to have Kate join the Chamber of Commerce. Gary indicated he will invite her as a guest and then she can join activities via that route.

Kate provided an update on the status of each of the teams.

Nutrition team: 12345 Fit-tastic program has been approved by Liberty Public Schools superintendent and a plan is being developed on how to distribute the information throughout the schools. Information was also sent to the Community Input Team for suggestions.

Physical activity team: no activity at this time

Communications team: Aaron Smullin is now the team lead. Goals and objectives have been established. Board members to review e-mail list of stakeholders and revise for active members only. Board members also agreed only Kate should be providing power point presentation.

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V. OLD BUSINESS

- Gary reported that he will send out approved RFP to select C.P.A./Accounting Firms for the Board's review.
  
- Gary also provided the final draft of the Employee Leasing Agreement between the Clay County Public Health Center and L.C.H.A.T. for the Program Coordinator position.

VI. NEW BUSINESS

Janet Bartnik provided a final draft of the 2016 L.C.H.A.T. Support Agreement for each of the four partners' business to approve. Each partner representative indicated they would bring the documentation to their respective organizations, for approval and return to the next board meeting with signed agreements.

A Student Internship Application form was distributed by Kate, for review. Members agreed to table discussion on the issue, until the next meeting.

X. AGENDA ITEMS FOR NEXT MEETING

**Next meeting is to be held on March 17, 2016, at the Clay County Public Health Department, at 3:30 pm.**

Tentative agenda items include: Treasurers Report, Project Coordinator's Report, review of R.F.P.s submitted, 2016 L.C.H.A.T. Support Agreements, Student Internship Application, and/or other items as identified.

XI. ADJOURNMENT

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