

LIBERTY COMMUNITY HEALTH ACTION TEAM
BOARD MEETING
January 21, 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 – Treasure; Wellness Coordinator, Liberty Public Schools

I. CALL TO ORDER

Gary Zaborac called the meeting to order at 3:45 pm.

II. December 17th, 2015 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 \$14,801.00 for the month ending December 31, 2015. There were no deposits but a check was written for a total of \$5,199.00, which included the project coordinator's salary plus \$199.00 for training. Ending balance was \$12,301.00 which was transferred to Commerce Bank to open a new 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 Agenda for the next Stakeholders' meeting as well as finalization of Dr. Compton's schedule.

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

Nutrition team: 12345 Fit-tastic program is well known and established throughout the region. Strongly recommend promotion. Board agreed.

Physical activity team: no activity at this time

Communications team: Brochures are now available; "elevator speech" still being perfected; planning to meet with Dr. Compton, separately, when he is here next week. William Jewell College is still willing to assist with a video and/or additional communications pieces.

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V. OLD BUSINESS

- Gary developed a draft of an R.F.P. for members to review and provide final approval at next meeting.

- Janet reported that the Fiscal Policy is still a work in process but will need final approval from an accounting firm, once one is selected

VI. NEW BUSINESS

Gary reported that he is working with Stinz and Leonard Law Firm on developing contract language for the Clay County Public Health Center (C.C.P.H.C.) for “leasing” the L.C.H.A.T. Project Coordinator job responsibilities, now that Kate Lesnar is a full time employee of C.C.P.H.C.

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.

X. AGENDA ITEMS FOR NEXT MEETING

Next meeting is to be held on February 18, 2016, at the Clay County Public Health Department, at 3:30 pm.

Tentative agenda items include: Treasurers Report, Project Coordinator’s Report, R.F.P. approval, L.C.H.A.T. Project Coordinator contract and/or other items as identified.

XI. ADJOURNMENT

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