

LIBERTY COMMUNITY HEALTH ACTION TEAM
BOARD MEETING
November 24, 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. October 19, 2015 MINUTES

The minutes were read, as submitted. Gary noted under the Project Coordinator's report, the sentence that indicated "we" had received a \$10,000.00 grant should be revised to, "The Clay County Public Health Center". The minutes were approved, by voice vote, with those revisions made.

III. TREASURERS REPORT

Rebecca Fisher reported a balance of \$19,801.00 for the month ending October 31, 2015. There were no deposits but a check was written for a total of \$2,500.00. Ending balance was \$17,301.00

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.

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

Kate made a presentation to the Hospital Foundation Board, as well as the Liberty Small Business Network.

A discussion regarding the brochure was held ~ members agreed with the changes that were suggested. However, before printing, we need to check with the designer. Diane will follow-up with Sam Cangelosi, at Liberty Hospital, and report back at the next meeting.

Kate is now the team lead for the Service Providers Team, but Julie Simpson and Ed Hughes also agreed to participate. Updates from the other teams were also provided.

V. OLD BUSINESS

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- 2016 – 2017 Budget – members agreed to utilize the template that was submitted for consideration of the Live Well grant and adjust it as needed.
- Project Coordinator’s legal status – Gary to report back at next meeting
- Performance appraisal evaluation tool – Diane to submit draft at next meeting
- Standard Operating Policies – Janet to report back at next meeting
- Selection of C.P.A./Accounting Firm – Gary to develop R.F.P. and report back at next meeting

VI. NEW BUSINESS

Rebecca Fisher reported that she had received a telephone call from the State of Missouri, requesting detailed information with regards to our budget. Specifically, information was needed in order to justify our sales tax exemption. After a lengthy discussion, members agreed that she should provide the same budget template submitted for consideration of the Live Well grant.

Information was reviewed from the C.D.C.’s Healthy Communities Program (H.C.P.), providing guidance to assist H.C.P. partners with developing high-level policies in order to achieve desired healthy behaviors/outcomes.

X. AGENDA ITEMS FOR NEXT MEETING

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

Tentative agenda items include: Treasurers Report, Project Coordinator’s Report, 2016 – 2017 Budget, Performance appraisal evaluation tool, Project Coordinator’s legal status, and other items as identified.

XI. ADJOURNMENT

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