

LIBERTY COMMUNITY HEALTH ACTION TEAM
BOARD MEETING
September 17th, 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. August 20th, 2015 MINUTES

The minutes were read, as submitted. Minor corrections were made as follows:

Under New Business:

1. The sentence: “Ms. Bartnik made a motion to accept the minutes as written. Ms. Fisher seconded the motion. Roll call of yes votes: Ms. Barnik, Ms. Fisher and Mr. Zaborac. No votes: none. Motion was unanimously carried” was stricken from the record and replaced with: “Motion carried by voice vote”.
2. “Stinson, Packer and Morrison” was replaced with “Stinson, Leonard and Street” legal firm.

The minutes were approved, by voice vote, with the corrections noted above.

III. TREASURERS REPORT

Rebecca Fisher reported a balance of \$22,301.00 for the month ending August 31, 2015. There were no deposits but checks were written for a total of \$2,699.00.

There was a discussion held regarding the variations in the fiscal years of each of the contributing business partners. It was agreed that information regarding contributions will be entered into the ledger, at the time they are made. This way, the Treasurer will be able to more accurately report a running total.

There was also a discussion with regards to Bank statements. Currently, the bank statements are provided by the City of Liberty. Everyone agreed that, once L.C.H.A.T. establishes its own bank account, the bank statements from that institution will be entered into the records.

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 format of the monthly report. Members agreed it should mirror the Treasurer’s report.

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V. OLD BUSINESS

- L.C.H.A.T. Community Input Survey – Concerns were expressed regarding the emphasis on cultural diversity towards the end of the survey report. However, members agreed to publish it as is, along with the C.C.P.H.D. Community Needs Assessment.
- Project Coordinator position legal status – deferred to next meeting.
- Public Relations/Marketing volunteer – Jen Houston has graciously agreed to assist with the communications plan.
- Performance appraisal evaluation tool – Diane Kipping volunteered to develop a form.
- Standard Operating Policies – deferred to the next meeting.

VI. NEW BUSINESS

There was a lengthy discussion regarding the Logic Model example submitted, in comparison to the L.C.H.A.T. SMART Goals and Strategies. Based on that discussion, the Board members felt that the participants at the Stakeholders meeting on Tuesday may benefit from utilizing the Logic Model, as a roadmap, to further define the action plan.

A discussion was held regarding membership in the MO CAN coalition. Members agreed the goals and objectives in in line with L.C.H.A.T.'s ~ mentoring, peer networks; evidence based best practices, etc. They felt it would be worthwhile to join the coalition.

The content from the Healthy Schools meeting was deferred, as well as some kind of press release.

X. AGENDA ITEMS FOR NEXT MEETING

Next meeting is to be held on October 19th, 2015, at the Clay County Public Health Department, at 3:30 pm.

Tentative agenda items include: Treasurers Report, Project Coordinator's Report, Performance appraisal evaluation tool, Standard Operating Policies, Healthy Schools meeting report and other items as identified.

XI ADJOURNMENT

There was no further business; the meeting was adjourned at 4:47 pm