



HARPER COUNTY

REQUEST FOR COUNTY BOARD ACTION

Items ***must*** be received in the Administrator's Office by ***12:00 Noon*** on the ***Thursday*** prior to the scheduled meeting to be considered.

Item #: _____
(Assigned by Administrator)

Meeting Date: April 26, 2016

Department: Public Health/Home Health

Item Requested: Attica Space Contract Renewal

Summary of the Issue: The agency utilizes space at the Attica Rural Health Clinic to provide public health services to the residents of Attica on a bi-monthly basis.

Background: The agency has contracted with Harper Hospital District #5 to rent space at the Attica location for a number of years.

Funding: Contract is the same as it has been in the past – no increase in fees.

Recommendation: Renew the contract to provide a site in Attica for public health services.

Information Items:

- Participation at the Health Fair
- Advisory Board Meeting Tuesday, April 26, 2016, at noon
- LEPC meeting Wednesday, Wednesday, April 27, 2016 at 3:00 pm
- Executive Board for SKCPH meeting Friday, May 6, 2016, at 9:00 am at the Barber County Health Department, 211 E. Kansas, Medicine Lodge, KS 67104
- Agency will provide adolescent immunizations at the Sports Physical clinic at Chaparral on Wednesday, May 11, 2016.
- Resource Directory update complete and in process of printing.
- Refrigerator thermometers and hearing machines – annual calibrations.
- Quarterly grant reports completed and submitted in April for: State Formula grant; Family Planning Grant; Immunization Action Plan grant; Maternal Child Health Grant; Ebola Grant; Public Health Emergency Preparedness grant.

ATTICA BUILDING SPACE CONTRACT

This Contract made effective this 17 day of May, 2016, by and between the Board of County Commissioners of Harper County, Kansas, acting as the Harper County Board of Health (thereafter called County), and Harper Hospital District # 5 (thereinafter called Hospital), Witnesseth:

Whereas the Hospital is responsible for space usage of the Attica Rural Health Clinic, 302 N. Botkin, Attica, KS 67009

Whereas, the County provides public health services in the Attica community on the first and third Tuesdays of the month from 9:30 a.m. – 11:30 a.m. and the County desires to contract with the Hospital to utilize such space, and

Whereas the parties have negotiated an agreement concerning their respective interests and wish to reduce their agreement to a written document reflecting their intentions,

Therefore, the parties mutually agree as follows:

1. **Offer/Acceptance.** The County hereby offers to contract with the Hospital for the Hospital to allow the County to utilize clinic space at the Attica Rural Health Clinic, 302 N. Botkin, Attica, KS 67009, to provide public health services on the first and third Tuesdays of the month from 9:30 a.m. – 11:30 a.m., and the Hospital accepts such offer. Clinic space is defined as the waiting area, one exam room and access to a restroom.
2. **Term.** The term of this contract is from June 1, 2016, through May 31, 2018. This contract shall automatically renew on a year-to-year basis, for up to two (2) successive years, unless a written termination notice is given to either party to the other at least 30 days prior to the end of the contract year. For purposes of this contract, the phrase, "contract year" shall mean the initial term of this contract or any renewal thereof. Under no circumstances shall this contract continue in force after May 31, 2018.
3. **Compensation.** For use of the clinic space (four hours a month), the County shall pay the Hospital a flat fee of \$75.00 per month. Payment shall be made by county warrant on the fourth Monday of each month.
4. **Hospital Services, Duties and Responsibilities.** For the compensation hereinabove set forth and during the term of this contract, Hospital shall make clinic space and services available to the County as are reasonably necessary to provide public health services to the Attica community.
5. **County Services, Duties and Responsibilities.** The County shall utilize the facilities as requested to provide public health services to the Attica Community and leave the facility in good condition at the end of each public health clinic.
6. **Liability Insurance.** Each party shall maintain such general and professional liability insurance as it deems appropriate or as required by law, to cover the acts

and omission of its own employees, neither party shall be responsible for the acts and omissions of the other party's employees.

7. **Records.** All records concerning Harper County Health Department patients shall belong to and remain the property of the Harper County Health Department.
8. **Notices.** Any notice required or permitted under this contract shall be in writing and sent by certified mail to the receiving party's last known address, and should be deemed given when mailed.
9. **Construction.** This contract shall be governed by the laws of the state of Kansas. Any waiver or any breach of this contract shall not operate or be construed as a waiver of any subsequent breach.
10. **Entire Agreement.** This contract constitutes the entire agreement between the parties and supersedes all previous communications, representations or agreements, either verbal or written, between the parties with respect to the subject matter hereof, and there shall be no amendment or modification of this contract, except in writing signed by the parties.
11. **Binding Effect/Assignability.** This contract shall be binding upon the parties, and their respective heirs, devisees, legatees, personal representatives and successors. This contract shall not be assignable.

In witness whereof, the parties have signed duplicate originals of this contract.

Harper County Board of County Commissioners
Harper County Board of Health

Date: _____

Carla Pence, Chair

Harper Hospital District #5

Date: _____

Sandra Owen, Interim CEO
Chief Financial Officer

Harper County Health Department/Harper County Home Health Agency
Advisory Board Meeting Agenda
Tuesday, April 26; Noon to 1:00 p.m.
HCHD Conference Room

- I. Introductions
- II. Review April 26, 2016 Agenda
- III. Review January 26, 2016 Minutes
- IV. 2016 Harper County Resource Guide
- V. Current Business:
 - a. Public Health Program updates
 - i. WIC
 - 1. Nutrition Service Plan – Encourage other business to develop lactation accommodation policies
 - 2. Clinic Action Plan – Think before you Drink display at clinic
 - ii. Family Planning
 - 1. Working on improving no show rates
 - iii. Immunizations
 - 1. Immunizations – will participate in clinic at Chaparral on May 11, 2016 for adolescent immunizations
 - iv. Maternal Child Health/Healthy Start Home Visitor Service
 - 1. Did not apply for SFY 2016-2017 grant
 - v. Disease Investigation/Animal Bites
 - 1. Several animal bites reported in past month – two tested positive for rabies (one calf/one skunk) – separate cases.
 - vi. Public Health Emergency Preparedness
 - 1. Completed regional Ebola Table top exercise 1/20/2016.
 - 2. Completed Functional exercise 2/11/2016.
 - 3. After Action Reports submitted – working on areas of improvement with Local Emergency Planning Committee (LEPC)
 - 4. Emergency Manager update
 - vii. Basic PH services – continue blood pressure clinics & basic services in office settings in all three communities.
 - viii. Environmental Services Update
 - 1. Environmental Service Technician update
 - 2. Health Department collects fees for services and makes deposits
 - b. In-Home Service Program Updates
 - i. HCBS
 - ii. SCA
 - iii. IIB
 - iv. Private Pay
 - c. Home Health Program Updates
 - i. Quality Assurance activities
 - ii. CMS Chart audits

- d. Purpose of Advisory Board
 - i. Review agency by-laws
 - ii. Advice on professional issues
 - iii. Evaluation of professional service program
 - iv. Assistance in maintaining liaison with other community groups
 - e. Personnel updates
 - i. Staffing updates
 - f. Budget information
- VI. Schedule next meeting: Tuesday, July 26, 2016 at noon.

Harper County LEPC Meeting
Local Emergency Planning Committee – LEPC
Wednesday, April 27, 2016
3:00 – 4:00 p.m.
Harper County Health Department Conference Room
Agenda

- I. Introductions**
- II. Review April 27, 2016 Agenda**
- III. Review January 27, 2016 Minutes**
- IV. Election of Officers for 2016 (Chair & Vice Chair) as per by-laws**
- V. LEPC Membership Update**
- VI. LEPC By-Laws Update**
- VII. Review Harper County EOP assignments & plan – EM**
- VIII. Update TEPW/Review TEPW progress**
 - a. Review current TEPW**
 - b. Active Shooter training/exercise with USD 361 – Doug Murphy**
 - c. EOC Activation -EM**
- IX. South Central Kansas Health Care Coalition activity update – Virginia**
- X. Regional Homeland Security Council Update - EM**
- XI. EOP/COOP/HMP (Emergency Operations Plan/Continuity of Operations Plan/Hazard Mitigation Planning)**
 - a. Review ESF roles and responsibilities –**
 - i. ESF – 8 – Review ESF8 Disaster Recovery Functional Exercise conducted February 11, 2016: Review AAR**
 1. Discuss ways to identify special needs at risk population and their transportation needs
 2. Discuss demobilization timeline and priorities during an event
 3. Identify ways to organize volunteers and/or extra staff for staff reduction/fatigue or next shift for long term operational periods.
 4. Provide information to Board of Health, Hospital Boards and other community partners about preparedness response plans and information sharing plans
 - ii. ESF – 8 Ebola TTX on Wednesday, January 20, 2016: Review AAR**
 1. Review entities who should be involved in JIS (Joint Information System)
 2. Pre-identify what information should be shared and who it should be shared with as suspect case evolves
 3. Review availability of and processes to obtain additional PPE/resources caches in an emergency
 4. Review Isolation and Quarantine options
 - iii. 2015-2016 PHEP Grant Requirements (Info. emailed 3/7/3016)**
 1. Review MFM SOG & training needs and gaps (BOLD)

2. Review Mass Care Resource Guide
 3. Review Responder Health & Safety (CHEMPACK/CESSL training and how to request/access for ESF8 -BOLD)
 - iv. ESF updates – EM
 - v. Agency COOP plan reviews for Kansas Planner Website
 - b. Hazard Mitigation Plan & EOP current & approved– EM
- XII. County Wide Action Areas**
- a. 911 Communications Update – EM/911
 - b. Increase Private Sector/Volunteer Involvement in LEPC –EM /911
- XIII. Set Next Meeting Wednesday, July 27, 2016 at 3:00 pm**
- XIV. Adjourn**

Southcentral Kansas Coalition for Public Health

Serving Barber, Comanche, Edwards, Harper, Kingman, Kiowa, and Pratt Counties

Working Together for Healthy People and Strong Communities

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Pratt, KS 67124
Phone: 620-672-4135
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Email: pchd@health.kscoxmail.com

President: Steve Garten
Vice President: John Steffen
Secretary: Tiffany Ailstock
Women's Health Coordinator: Cindy Chrisman-Smith
WIC Coordinator: Mitzi Hesser

Executive Board Meeting Agenda

Friday, May 6, 2016; 9:00 am – 11:00 am

Barber County Health Department, 211 E. Kansas, Medicine Lodge, KS 67104

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|---------------|---|--------------|
| 9:00 am | Call meeting to order; review /approve minutes from 2/5/2016 meeting; review approve 5/6/2016 agenda. | Steve Garten |
| 9:30 – 9:45 | FP report | Cindy |
| 9:45– 10:00 | WIC report | Mitzi |
| 10:00-10:15 | PHEP | Virginia |
| 10:15 – 10:30 | Tour of Barber County Facility | All |
| 10:30 – 11:00 | Breakout between Health Departments and Commissioners to network on current issues. Other board members welcome to join either group for discussion or leave if they need to. | |

Executive Board Meetings for 2016:

Friday, **February 5**, 2016 (Pratt)
Friday, **May 6**, 2016 (Barber)
Friday, **July 1**, 2016 (Pratt)
Friday, **October 7**, 2016 (Pratt)