

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: July 18, 2016

Department: Public Health/Home Health

Item Requested: HCHD/HCHHA Policy & Procedure Annual Review

Summary of the Issue: Annual review of HCHD/HCHHA Policy & Procedure manual is due this month.

Background: Administrator makes updates to the agency policy & procedure manuals when there are program changes, personnel changes, and any other significant changes in the policies/procedures that guide agency service delivery. The Harper County Board of County Commissioners/Harper County Board of Health review the changes annually. Generally, the agency manual update list for routine updates that are made during the year, is reviewed by the commissioners and if they desire to have access to the full policy and procedure manual it is available at the Harper County Health Department/Harper County Home Health Agency administrator's office. When there is a major change in a policy/procedure, the health administrator will review that at the regular commission meeting during the year, when the change is being considered and approval obtained prior to implementation.

Funding: This is an ongoing function of the administrative duties and included in administrator salary.

Recommendation: Approve the changes listed as part of the annual review process.

Other Items for Discussion:

- SCA cuts for SFY 2017, trying to determine how to minimize the impact on clients we serve.
- Advisory Board Meeting scheduled for Monday, July 25, 2016, from noon – 1:00 pm at the Harper County Health Department.
- Local Emergency Planning Committee meeting scheduled for Wednesday, July 27, 2016, from 3-4 pm at the Harper County Health Department.
- 19 County Regional PH meeting in Hutchinson on Wednesday, August 3, 2016.
- Southcentral Kansas Coalition for Public Health (SKCPH) regular meeting scheduled for Friday, August 5, 2016.
- USD 361 Crisis Meeting scheduled for Monday, August 8, 2016, at Chaparral High school beginning at 9:00 am.
- Fair booth and breastfeeding station for Harper County Fair August 10 through August 13, 2016.
- Personnel updates