

# 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: March 18, 2019**

**Department: Public Health**

**Item Requested: In-Home Service Policy & Procedure Manual annual update**

Summary of the Issue: The Harper County In-Home Service Program Policy and Procedure Manual shall be reviewed and approved annually by the Harper County Board of Health/Harper County Board of County Commissioners.

Background: Agency services are provided based on federal, state and local guidelines. The Harper County Health Department Administrator maintains and updates the policy and procedure manuals on a routine basis. Information on changes and updates in the policy and procedure manuals are presented annually for review and approval by the Harper County Board of County Commissioners.

Funding: This is an ongoing requirement for programs and services provided by the Harper County Health Department. Primary cost for completing manual updates is time spent by Administrator on keeping policies and procedures up to date to maintain compliance with service program guidelines.

Recommendation: Approve policy and procedure updates completed in the time period of March 19, 2018 through March 15, 2019 for the In-Home service programs.

Summary of the Issue: Travel requests for Kansas Governor's Public Health Conference – requirement of Family Planning Grant; KALHD Regional Meeting; Public Health Regional Meeting; and Billing Meetings.

Background: Request for approval to attend required training.

Funding: Funding source listed on travel request forms.

Recommendation: Approve trainings as requested.