

# AITKIN-ITASCA-KOOCHICHING COMMUNITY HEALTH BOARD

## Summary Minutes

**Meeting Date: March 14, 2013**

**Meeting Site: Itasca Resource Center, Grand Rapids, MN**

### **Election of Officers:**

- This was the first meeting of the year. Officers elected: Chair: Brian McBride, Koochiching County; Vice Chair: Leo Trunt, Itasca County; Secretary: Phyllis Karsnia, Koochiching County; State CHS Advisory Comm. Rep.: Cynthia Bennett, Aitkin County; State CHS Advisory Comm. Alternate: Laurie Westerlund, Aitkin County.

### **Bylaws / Joint Powers Agreement:**

- The Bylaws were reviewed by the Board and approved upon a motion by Laurie Westerlund, seconded by Leo Trunt.
- The Joint Powers Agreement is under review by each of the County Attorneys. We expect the review to be completed by the April meeting.

### **Financial Information:**

- Reviewed the CHS budget and financial reports for various grants. Grants expenditures were on target for the year.
- The 2013 federal rate for reimbursement for auto mileage has been revised to .565. The Board approved this rate change retroactive to January 1, 2013 upon a motion by Leo Trunt, seconded by Phyllis Karsnia.

- **Administrative Information:**

- **Triad Update** - PH supervisors /directors, CHS Grants Manager and the MDH Public Health Nurse Consultant make up the Triad Group. The group has been meeting at least monthly and sometimes more frequently either by telephone conference or face-face. Areas the Triad has been working on include:
- **2013-14 PPMRS** - The group has been busy with our year end reporting which combines and reports statistical and fiscal data for 2013 in all public health program areas. This is submitted as a combined 3 county report to MDH, and is due March 31.
- **Electronic Medical Records (EMR)** – All 3 counties are required to have EMR capabilities by 2015. We are currently implementing the CHAMPS system in all 3 counties. Staff in each county are training on the new system every other Monday. We have standardized codes across all 3 counties.

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- **Administrative Information (continued):**

- **Assessment Planning** – All counties have been actively involved in the community assessment of health needs. Data Indicators were developed by the Triad, and we now have a report of these indicators which will be reviewed by Public Health Staff in each county and then input will be gathered from the community.
- **Assurances and Agreements** – Tom Burke, Health and Human Services Director for Aitkin County had asked that the Board review the Assurances and Agreements Document signed annually by the Community Health Board. Concerns had been raised that there is language in the agreement which would create restrictions for county boards who choose to reorganize their structure. The Board discussed this issue and reviewed the language, and upon a motion from Phyllis Karsnia, seconded by Ihleen Williams, the Board will send a letter to the State CHS Advisory Committee requesting further definition of the language in this document. Tom Burke and Cynthia Bennett will work on a draft of this letter.
- **2013 Budget** – Approval was deferred until the April meeting to allow review and revision of carryover allocation and line item needs.
- **Personnel** - Sue Erzar as past CHS Administrator and Cynthia Bennett as incoming CHS Administrator met with Grants Manager, Karen Benson to conduct her 2012 performance evaluation. Goals and objectives were reviewed. Following the evaluation, upon a motion by Laurie Westerlund, seconded by Heather Schjenken the Board approved a 2.25% increase for the Grants Manager for the 2013 year.

- **Local Public Health Report:**

Sue Erzar, Itasca County Public Health Division Manager, is the tri-county CHS Local Public Health Association representative. She shared a document detailing the 2013 Legislative Priorities for Public Health. She said this document does a good job of detailing the delivery of public health services through the Local Public Health Grant. It also illustrated the impact of public health on counties and their 6 areas of public health responsibility. The third sheet had a bar chart illustrating an investment disconnect. It showed what influences our health status, versus where we spend health dollars. These documents are available at [www.lpha.mn.org](http://www.lpha.mn.org)

### **State CHS Advisory Committee (SCHSAC) Report:**

Cynthia Bennett, Aitkin County Public Health Supervisor is the Tri-County CHS State CHS Advisory Committee Representative. She attended the past meeting and provided an update of that meeting. Information shared included:

- **Commissioner of Health** – Ed Ehlinger, has been acting Commissioner of Health for the past 2 years and was recently confirmed by the Legislature.
- **Newborn Screenings** – have gone to an opt in policy regarding parents choosing to participate in screenings.
- **Silica Sand Mining** - health impact of Silica Sand Mining was discussed
- **Reports and 2013 SCHSAC Workplan**– Cynthia Bennett will provide copies of various reports provided at the meeting.

- **State CHS Advisory Committee (SCHSAC) Report (continued):**
- **Health Insurance Exchange** – Creation of the Exchange is currently before the Legislature. The exchange will require a board. SCHSAC is looking at the appointment process for the Board.
- **EPA Presentation** – the EPA presented information regarding no burn resolutions in counties.

### **Public Health Reports:**

- Reports were presented by Public health staff from each county.

### **Next Meeting & Future Meeting Dates:**

- The next meeting of the Community Health Board will be April 11, 2013 in Grand Rapids.