

AITKIN-ITASCA-KOOCHICHING
COMMUNITY HEALTH BOARD

MEETING MINUTES
March 14, 2013

GRAND RAPIDS, MINNESOTA
ITASCA RESOURCE CENTER

MEMBERS PRESENT

Phyllis Karsnia
Brian McBride
Shara Pehl
Heather Schjenken
Leo Trunt
Laurie Westerlund
Ihleen Williams

OTHERS PRESENT

Tom Burke
Susan Congrave
Sue Erzar
Lester Kachinske

STAFF PRESENT

Cynthia Bennett
Karen Benson

CALL TO ORDER

The meeting was called to order at 10:05 a.m. by CHS Board Chair Brian McBride.

REVIEW AND APPROVAL OF THE AGENDA

L. Westerlund made a motion to approve the agenda; I. Williams seconded the motion; motion carried.

MINUTES OF THE DECEMBER, 2012 MEETING

L. Trunt made a motion to approve the minutes as mailed; P. Karsnia seconded the motion; motion carried.

ELECTION OF OFFICERS

Since this is the first meeting of 2013, the Community Health Board Bylaws call for the election of officers to serve in the positions of Chair, Vice-Chair and Secretary. The Board also needs to appoint a SCHSAC Representative and a SCHSAC Alternate.

L. Trunt nominated B. McBride for the position of Chairperson, P. Karsnia seconded the nomination; Further nominations were called for, with none forthcoming; L. Trunt moved that nominations cease and a white ballot be cast in favor of B. McBride as 2013 Chairperson of the CHS Board; I. Williams seconded the motion; motion carried.

ELECTION OF OFFICERS (CONTINUED)

Nominations were next solicited for Vice-Chair of the Community Health Board. L. Westerlund nominated L. Trunt for the position of Vice-Chair of the CHS Board, P. Karsnia seconded the nomination. Further nominations were called for three times; with none forthcoming, L. Westerlund moved that nominations cease and a white ballot be cast in favor of Leo Trunt for 2013 Vice-Chairperson of the CHS Board; P. Karsnia seconded the motion; motion carried.

Next, nominations for Secretary were sought. I. Williams nominated P. Karsnia for the position of 2013 Secretary of the Board, L. Westerlund seconded the nomination; Further nominations were called for three times; with none forthcoming, I. Williams moved that nominations cease and a white ballot be cast in favor of Phyllis Karsnia for 2013 Secretary of the CHS Board; P. Karsnia seconded the motion; motion carried.

Nominations were requested for the State CHS Advisory Committee Representative. I. Williams made a motion that Cynthia Bennett be appointed as our 2013 Representative to the State CHS Advisory Committee; L. Westerlund seconded the motion; I. Williams moved that nominations cease and a white ballot be cast in favor of Cynthia Bennett for 2013 State CHS Advisory Committee Representative ; L. Westerlund seconded the motion; motion carried.

Finally, nominations were requested for the State CHS Advisory Committee Alternate. L. Westerlund made a motion that L. Trunt be appointed as our 2013 Alternate to the State CHS Advisory Committee; P. Karsnia seconded the motion; I. Williams moved that nominations cease and a white ballot be cast in favor of L. Trunt for 2013 State CHS Advisory Committee Alternate; P. Karsnia seconded the motion; motion carried.

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 REPORTS

K. Benson presented the Financial Report which included:

CHS Administration Year End, 2012 – Expenditures in December, 2012 amounted to \$25,099.39, bringing year-to-date expenditures to 131,663.37 or 95.2% of the annual budget. With 100% of the year completed, we have a carryover of \$6,678.63, and as noted on the next page our 2011 carryover remains at \$8,342.78. This yields a combined carryover of \$15,021.41.

CHS Administration January, 2013 – Expenditures in January, 2013 amounted to \$7,577.46, bringing year-to-date expenditures to \$7,577.46 or 5.5% of the annual budget, with 8% of the year completed.

FINANCIAL REPORTS (CONTINUED)

Women, Infant, Children (WIC) Peer Breastfeeding Support Project Expenditure Report, 1st Quarter, October 1 – Dec. 31, 2012 – Presented By County: Aitkin - \$1,108, bringing year-to-date expenditures to \$1,108 or 19.3% of the budget; Itasca - \$1,400 bringing year-to-date expenditures to \$1,400 or 24.3% of the budget; Koochiching - \$1,400 bringing year-to-date expenditures to \$1,400 or 24.3% of the budget. This is what we expect to see with ¼ of the budget year completed.

Women, Infant, Children (WIC) Program Monthly Report, February, 2013 - expenses for the month of February amounted to \$25,308 bringing year-to-date expenditures to \$121,822 or 44.9% of the \$271,026 planning level for the period Oct. 2012 - Sept. 2013.

TANF Home Visiting Fourth Quarter, 2012 - expenditures in the fourth quarter of 2011 amounted to \$37,873.07 bringing year-to-date expenditures to \$121,926.00, or 100% of the 2012 budget.

Preparedness October – December, 2012 – expenditures for the period October –December, 2012 amounted to \$16,931.60 of the combined base amount and special project amount, or 27.1% of the combined budget amount.

Statewide Health Improvement Grant (SHIP), February, 2013 - expenses for the month of February amounted to \$8,002.85 bringing year-to-date expenditures to \$119,702.95 or 70% of the \$171,000 allocated to our three counties through the CHB. This is an 18 month grant and with 75.0% of the grant cycle completed, this grant is slightly underexpended.

Following the report, I. Williams asked if we have a record of expenditures under the WIC program for groceries in stores in our counties? S. Erzar said we have reported on these funds in the past and could certainly add that to a future agenda, it is a substantial amount in each county. L. Kachinske said we might want to look back at the past 3 years to see if there is a trend.

I. Williams made a motion to approve the Financial Report; H. Schjenken seconded the motion; motion carried.

K. Benson next presented information about a change in the Federal Mileage Reimbursement rate. 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.

ADMINISTRATION UPDATE

Cynthia Bennett noted this was her first meeting as CHS Administrator. The Administrator position is rotated between the Public Health Directors/Supervisors of our three counties every three years. She presented the Administration Update, which included information about:

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)/ CHAMPS – 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. S. Erzar said that this has been a good process. Staff will do their nurses notes on the computer which is a standardization of nursing practice. C. Bennett noted that the three counties are trying to have the same definitions across counties since all of our MDH reports will go into the system as one CHS.

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. S. Congrave noted that Koochiching has been working closely with their hospital as they complete their assessment and it has been a good process. C. Bennett said all three counties have worked with the hospitals on the hospital assessment, but that process is on a quicker timeline for the hospitals due date, than the Public Health Assessment due date. Hospitals and Public Health Departments are sharing data developed in the separate assessments. S. Erzar said that is the case in Itasca County as well and Public Health is participating in the hospital assessment and Grand Itasca Hospital has used some of the public health data collected regionally by the Community Health Boards. L. Kachinske said this is a nice linkage between Public Health and hospitals. H. Schjenken commented that she has seen area hospitals collaborating on grant development with the school district to look at assessments.

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. C. Bennett asked if L. Kachinske could speak to this issue since he was on the Blueprint Committee which addressed the Assurances language. L. Kachinske said that he feels this language addresses the issue of governance structure not the administration of programs within counties. He said it relates to governance of the CHB should one county withdraw from the CHB structure. T. Burke asked if our CHB could put in a recommendation that MDH insert a “governance qualifier” to clarify the wording of what a major change entails.

ADMINISTRATION UPDATE (CONTINUED)

Assurances and Agreements (continued) - 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. S. Congrave noted that she sees in this assurances document that MDH is reminding CHB's that they are there as a resource.

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, and a positive assessment was given. 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, retroactive to January 1, 2013, with a continued contribution to deferred compensation, motion carried.

LOCAL PUBLIC HEALTH ASSOCIATION (LPHA) REPORT

Sue Erzar presented the LPHA report with information including:

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

B. McBride asked if we had received any information regarding federal sequestration and its impact on counties and public health? T. Burke said there could be some possible impact on health programs and there could be cuts to prevention programs. L. Kachinske said he was not aware of any specifics related to sequestration impacts at this time. C. Bennett noted that at the SCHSAC meeting it was noted that 50% of MDH funds have a federal funding component.

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.

State CHS Advisory Committee (SCHSAC) Report (continued):

- **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.
- **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. T. Burke asked how this group will relate to the group formed by DHS? C. Bennett said, as she understands it, they are part of the same group.
- **EPA Presentation** – the EPA presented information regarding no burn resolutions in counties.

(L. Kachinske left the meeting at this time.)

L. Westerlund made a motion to approve the SCHSAC Report; H. Schjenken seconded the motion; motion carried.

PUBLIC HEALTH REPORTS

Koochiching County

Susan Congrave presented the report for Koochiching County with information including:

PPMRS – Koochiching County staff have been busy completing the PPMRS reporting to MDH.

Staff – A Health Educator has been hired by Koochiching County Health Department.

(H. Schjenken left the meeting at this time.)

Home Care – At the end of this month, Koochiching County Health Department will no longer staff Home Care. 6 current clients are being discharged to private providers.

Itasca County

Sue Erzar presented the report for Itasca County which included information about:

Staff – Itasca County is down one person since October and a new staff nurse will begin this month. It is expected that there will be two openings in the next few months.

MN Choice – Discussions have begun regarding the beginning of this program.

CHAMPS/ PPMRS - Much public health staff time has been devoted to training for CHAMPS and

completing the PPMRS report to MDH.
PUBLIC HEALTH REPORTS (CONTINUED)

Itasca County (Continued)

Child Care Consultant Grant – Itasca County Public Health has applied for a Child Care Consultant Grant which would provide \$20,000 per year for three years.

Aitkin County

C. Bennett provided the report for Aitkin County which included information about:

CHAMPS/ PPMRS - She said Aitkin County has also devoted much public health staff time to training for CHAMPS and completing the PPMRS report to MDH.

Staffing – Aitkin County is anticipating some retirements and staff shifts in Public Health.

NEXT MEETING

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

OTHER

There was no other business to come before the Board.

ADJOURNMENT

L. Westerlund made a motion to adjourn the meeting at 11:40 a.m.; I. Williams seconded the motion; motion carried.

Respectfully Submitted,

Karen Benson
Staff Secretary

Phyllis Karsnia
CHS Board Secretary