

AITKIN-ITASCA-KOOCHICHING COMMUNITY HEALTH BOARD

Summary Minutes

Meeting Date: Thursday, August 8, 2013

Meeting Site: Blandin Foundation, Grand Rapids, MN

Financial Information:

- Reviewed the financial reports for various grants. Grants expenditures were on target for the year.

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 this provides the opportunity to evaluate our processes and discuss future possibilities. The Triad last met in Duluth, in July, to work on the Community Health Assessment Plan. This is the assessment of our 3 counties with final deliverables due to MDH in Feb. 2015. At the July meeting we looked at the assessment pieces we have completed and what we need to do in the next year. Cynthia Bennett provided a manual which detailed the steps and helped the group visualize the process and the work completed. All 3 counties have reviewed their community assessment data with staff, and are now beginning community meetings to gain input related to community health needs. In addition the supervisors/director are working on completing the strategic plan, and then will complete the quality improvement plan that is required as part of the comprehensive community assessment.
- **Electronic Medical Records (EMR) CHAMP** - All 3 counties have now begun implementing this system effective July 1, 2013. The 3 counties have worked together to develop the same pathways for consistency between the counties. The system seems to be going well and staff are working well together to implement a new system.
- **Preparedness Update / Summit held** - Preparedness staff from each county attended a statewide summit held to introduce changes in the grant requirements and allow staff from each region to meet together to discuss areas which could more effectively be implemented on a regional level. It was reported that the federal government has changed the reporting and responsibilities. It appears that the grant requirements have increased while the funding has decreased.
- **Community Health Conference** – The annual Community Health Conference is scheduled for September 25-27, 2013. Board members are encouraged to attend. Reservation materials were provided at the Board meeting. L. Trunt made a motion to authorize the Community Health Board to pay expenses for Board members wishing to attend the Community Health Conference; H. Schjenken seconded the motion; motion carried.

- **Administrative Information (continued) :**
- **SHIP/CTG Update** – We have been able to bridge the money from the past grant cycle so will not have to stop activities and then resume. This period will go from July-September, 2013. The new grant cycle will begin October 1, 2013. Sue Erzar discussed a need for someone to hold the contract for the Itasca County SHIP Coordinator. When the SHIP grant was first started, Itasca County did not have an in-house staff person to take on the SHIP position. Itasca County SHIP was contracted with an external person. This contract was held by a program called Generations, which was contracting positions for the 7 county regional SHIP grant. This agency will not be able to continue to hold this contract in the new grant cycle. The Board discussed options for this position and a motion was made by L. Westerlund, to direct Itasca County to research working with the Itasca YMCA to explore contract options and develop a contract if needed. The motion was seconded by I. Williams, motion carried. B. McBride suggested the contract be reviewed by the County Attorney.
- **County Health Rankings** – At our last Board meeting, members were given copies of the County Health Rankings document which was developed by the Robert Wood Johnson Foundation. It was requested that we review this document at the August meeting. This document ranks various criteria which impact health such as behaviors, clinical care, physical environment, socio-economic factors. It provides these rankings for all counties in each state. We have received these rankings over the past few years, and we are able to look at some trends, but the Board was reminded that this type of ranking is a snapshot in time of these criteria and it is most useful as a reference for conversation regarding health trends. This document is also available online at www.countyhealthrankings.org.

Joint Powers Agreement

We are waiting for completion of the review by all county attorneys and will bring the Joint Powers Agreement back to the Community Health Board for review when this is completed.

Local Public Health Report

Sue Erzar, Itasca County Public Health Division Manager, is the tri-county CHS Local Public Health Association representative. The association does not meet in July, however Sue will participate in a workgroup meeting in August which will be reviewing the state Public Health Statute which has been in effect since 1986.

State CHS Advisory Committee (SCHSAC) Report

Cynthia Bennett, Aitkin County Public Health Supervisor is the Tri-County CHS State CHS Advisory Committee Representative. Cynthia had provided a written report of the June Advisory Committee. There was no meeting in July. She noted that there was lots of excitement regarding legislative success in maintaining grant funding, especially for the Local Public Health Grant and SHIP.

State CHS Advisory Committee (SCHSAC) Report (continued)

The Advisory Committee also worked on reviewing the Local Public Health Act. One area reviewed was the requirements for a CHS Administrator. It was suggested that the group meet with county representatives so that there is input from more than local public health staff. It was also noted that there will be conference call regarding the Health Exchange. These are open to anyone wishing to listen in. DHS and MDH will hire staff under a grant to work on the Exchange. Following the report, P. Karsnia made a motion to approve the report; I. Williams seconded the motion; motion carried.

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 October 10, 2013 in International Falls.