

AITKIN-ITASCA-KOOCHICHING COMMUNITY HEALTH BOARD

Summary Minutes

Meeting Date: Thursday, October 10, 2013

**Meeting Site: Koochiching County Forestland Annex,
International Falls, MN**

Introductions and Welcome:

The Board met at the Koochiching County site. Board Chair, Brian McBride thanked members for traveling to International Falls for this meeting.

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 met during the afternoon and evening of October 9th to begin discussions of some immediate changes in our CHS structure due to the resignation of current CHS Administrator and Aitkin Public Health Supervisor, Cynthia Bennett which is effective October 17th; and the retirement of Itasca Public Health Division Mgr. and Triad member Sue Erzar, effective January 17th, 2014. Later in the agenda, the Board will hear suggested measures to fill the functions of both of these positions within our CHS Board structure.
- **CHAMPS Update/ Business Associate Agreement** - CHAMPS is the electronic medical records system which is now operational in all three counties. Board authorization to enter into the Business Associate Agreement with CHAMPS was requested. This agreement meets HIPPA requirements and deals with safeguarding information within the system. L. Westerlund made a motion to authorize the CHS administrator to sign this agreement; L. Trunt seconded the motion; motion carried.

• **Administrative Information (continued) :**

- **Community Assessment Update** – This process is part of a planning process which is due to the Minnesota Department of Health by 2015. The tri-county CHS Board has completed various components of the plan and is currently conducting the community assessment portions in each county. Koochiching County has completed its data review and held a community meeting to receive input on their health priorities. Aitkin and Itasca counties are currently in the process of completing their community priority portions of the assessment.
- **SHIP/CTG Update** – At our last meeting, Sue Erzar discussed a need for someone to hold the contract for the Itasca County SHIP Coordinator, since this position is contracted externally in Itasca County. The Board directed Sue Erzar to review options. She contacted the Itasca YMCA and they are willing to hold the contract. The contract will be with the Aitkin-Itasca-Koochiching Community Health Board, as a sub-contract of the 7 county SHIP grant.
- **Preparedness Update** - All 3 counties submitted their annual reports for the 2012-2013 grant year. The state Preparedness staff reviewed the performance of the 3 counties and are very pleased with the work in all three counties. Particular note was paid to the value of preparedness planning with all community partners in each county, and especially in Aitkin County during the flood situation.
- **Community Health Conference** – The annual Community Health Conference was held September 25-27, 2013. Members and staff discussed highlights of the conference. One of the presenters at this year's conference was Susan Congrave, Public Health Director for Koochiching County. She presented information regarding their recently completed Community Assessment Process and their work with the local hospital during this process.
- **Community Health Board Fiscal Audit** – Karen Benson, Grants Manager for the CHB reported on the recently completed annual financial audit for 2012. All of our records were in order and there were no Findings of Questioned Costs.
- **Community Health Board Member Appointments** - Itasca County Board appointments are due for renewal to 3 year terms of membership. All current appointees are eligible for reappointment and may reapply to Itasca County.
- **Master Grant Contract** – Community Health Boards enter into a three year master grant contract agreement which allows Boards to enter into all other local public health grant fund and special project grant fund agreements. This contract is due for renewal in 2014. L. Westerlund made a motion to authorize signature of the MDH Master Grant Contract; I. Williams seconded the motion; motion carried.

• **Administrative Information (continued) :**

- **CHS Administrator Resignation and Replacement** – The Board had received a letter of resignation from current CHS Administrator, Cynthia Bennett. Cynthia has resigned her position as Public Health Supervisor in Aitkin County and therefore is no longer able to serve as CHS Administrator. Board Chair Brian McBride acknowledged the letter and noted that he had personally appreciated the work done by Ms. Bennett on behalf of the Board. It was also noted that Sue Erzar, Public Health Division Manager in Itasca County will be retiring in January, 2014. Since our Community Health Board structure rotates the CHS Administrator position between the 3 County Public Health Supervisors/Directors, we will have to explore interim and long term replacement strategies for these positions. The Triad met and developed suggestions for a starting point of discussion. The Board discussed this extensively and following discussion, P. Karsnia, made a motion that the Koochiching County Board be requested, by written resolution, to allow Susan Congrave, Koochiching County Health Director to perform the duties and responsibilities of CHS Administrator for an interim period of 6 months while future options are explored. Until such time as this is in place, Brian McBride, CHS Board Chair would retain signing authority for the Board; L. Westerlund seconded the motion; motion carried.
 - **SCHSAC Representative** – Cynthia Bennett has been appointed as SCHSAC representative for the Community Health Board for the 2013 calendar year. Due to her resignation, she is unable to continue in this position. Laurie Westerlund is Alternate for this committee and will serve as Representative until the end of the year. The Community Health Board will need to appoint a new representative in 2014.

• **Joint Powers Agreement**

The review and suggested changes have been completed. I. Williams made a motion to approve the review and changes to the Joint Powers Agreement and direct public health directors/supervisors to request approval by their respective board and county attorney; L. Trunt seconded the motion; motion carried.

Local Public Health Report

Sue Erzar, Itasca County Public Health Division Manager, is the tri-county CHS Local Public Health Association representative. The association conducted a meeting in conjunction with the Community Health Conference in September. Sue Erzar was unable to attend this meeting. She noted that during the meeting they conducted a workshop on strategic planning in difficult situations. This will be available online at the LPHA website.

State CHS Advisory Committee (SCHSAC) Report

Cynthia Bennett, Aitkin County Public Health Supervisor is the Tri-County CHS State CHS Advisory Committee Representative. The last meeting of the SCHSAC group took place during the Community Health Conference in September. She has not received the minutes of that meeting. When they are available, she will forward them to Karen Benson for distribution to the Board.

October 15, 2013

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 December 12, 2013 in Grand Rapids.