

AITKIN-ITASCA-KOOCHICHING COMMUNITY HEALTH BOARD

Summary Minutes

Meeting Date: April 10, 2014

Meeting Site: Itasca Resource Center, Grand Rapids, MN

Introductions: The Board and others present provided self-introduction. New Board member Betsy Johnson from Itasca County and new staff in attendance, Kelly Chandler, Public Health Division Manager for Itasca County and Erin Melz, Public Health Supervisor for Aitkin County were introduced.

Election of Officers:

- This was the first meeting of the year and as such, elections were held. Officers elected: Chair: Brian McBride, Koochiching County; Vice Chair: Leo Trunt, Itasca County; Secretary: Phyllis Karsnia, Koochiching County; State CHS Advisory Comm. Rep.: Betsy Johnson, Itasca County; State CHS Advisory Comm. Alternate: Laurie Westerlund, Aitkin County.

Financial Information:

- Reviewed the CHS budget and financial reports and year end reports for expenditures for various grants. Grant expenditures were on target for the year, and all 2013 funds were fully expended.
- The 2014 federal rate for reimbursement for auto mileage has been revised to .56. The reimbursement for lunch was raised to \$11.00 by the Board fiscal agent. The Board approved this rate change for meals and mileage, retroactive to January 1, 2014 upon a motion by Leo Trunt, seconded by Laurie Westerlund; motion carried.
- The Board adopted the 2014 CHS Administration Budget upon a motion by Leo Trunt, seconded by Phyllis Karsnia; motion carried.
- The Board allocated \$2,990.37 of the 2013 Administration Budget balance to the Carryover Account upon a motion by Laurie Westerlund, seconded by Ihleen Williams; motion carried.

- **Administrative Information:**

- **Triad Update** - PH supervisors /directors, CHS Grants Manager and the MDH Public Health Nurse Consultant make up the Triad Group. Aitkin County Health and Human Services Director, Tom Burke has been participating in the Triad during the transition period while Aitkin County fills its Public Health Supervisor position. The group has been meeting every other week either by telephone conference or face-face. Areas the Triad have been working on include:
- **CHS Administrator Contract** – We have been discussing filling a contract position for the tri-County CHS Administrator and what the expected duties and funding for this position will entail. We will discuss this later in today’s agenda.
- **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. Our counties did really well with the validation process which provides a computer check of fiscal and statistical data entered in all reports. We only had one small error to correct and this was a credit to our three counties staff and the CHS Grants Manager.
- **Electronic Medical Records (CHAMPS)** – All 3 counties are now entering data on CHAMPS and continue to work together to coordinate the system. Most staff feel the system is working well and like the online charting capability.
- **Assessment Planning** – All counties have been actively involved in the community assessment of health needs. Koochiching County has completed its assessment; Aitkin County will conduct their assessment June 9, and Itasca is in the process of reviewing their data and preparing for completing the assessment. After these assessments are complete, the Triad has scheduled a meeting for June 25 where we will review the top 10 priorities identified in each county, and develop an action plan to submit to MDH.
- **Bylaws / Joint Powers Agreement-**
- The Bylaws were reviewed by the Board and approved upon a motion by Ihleen Williams, seconded by Phyllis Karsnia; motion carried.
- The Joint Powers Agreement was previously reviewed by the Board and has now been reviewed by each of the County Attorneys. Upon a motion by Laurie Westerlund, seconded by Ihleen Williams, the Board approved the Joint Powers Agreement; motion carried.
- **Joint Meeting between Aitkin-Itasca-Koochiching Community Health Board and Carlton-Cook-Lake-St. Louis Community Health Board** - The CCLS CHB has proposed a meeting between our two board to explore common areas of collaboration and coordination between our two boards. The Board discussed this and agreed it would be a good idea to have this meeting, however, the Koochiching County Public Health Director is retiring, and Koochiching County is looking at a Health and Human Services structure. It was suggested we wait until the new person is in place in Koochiching County and that Health and Human Services directors in each county be involved in these meetings. Chair McBride also requested that the Public Health Directors talk with the 4-county CHS Director and public health directors in those counties.

- **CHS Administrator Contract:**

- Board Members and staff reviewed options for funding and hiring a Contract CHS Administrator. It was noted that Susan Congrave, Public Health Director for Koochiching County, and current Interim CHS Administrator is retiring. This provides further need to reach a decision on filling this position. The Board discussed fiscal needs for hiring this contract position as well as some of the background of the function of the CHS Administrator and how we have filled this position previously. It was suggested that, once the position in Koochiching County is clarified, the three county Public Health Directors, Health and Human Services Directors and CHS Grants Manager, Karen Benson meet to discuss options to bring back to the Board. Eric Villeneuve, Health and Human Services Director for Itasca County requested that Karen Benson prepare a fiscal summary of how this position was funded in the past, and what current and future allocations will be needed. Upon a motion by Laurie Westerlund, seconded by Betsy Johnson; Susan Congrave was appointed as Interim CHS Administrator for the period following her April 30, 2014 retirement; motion carried. She will serve without compensation and be reimbursed for travel expenses. Betsy Johnson requested that a letter be written to those who had applied for this position to clarify the delay in filling this position and determine their interest in future consideration for the position.

- **Local Public Health Report:**

Kelly Chandler, Itasca County Public Health Division Manager, is the tri-county CHS Local Public Health Association representative. She reported that she had attended the LPHA Day on The Hill to support Local Public Health with state legislators. She said the recent LPHA meeting had included discussion of: building state and local partnerships in Environmental Health; the Local Public Health Act is being revised in this legislative session to clean up language changes to be consistent with current terminology; SHIP and CTG grants were discussed with funding being in question for the CTG program. Health concerns at the legislature include E-Cigarettes, Medical Marijuana and Newborn Blood Spots.

State CHS Advisory Committee (SCHSAC) Report:

Laurie Westerlund, Aitkin County Board Representative 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:

- Preparedness – The funding formula for next year's Preparedness grant is being revised. Current proposals provide an increase for our 3 counties, however, the formula proposed at this meeting did not pass due to concerns from counties which might see a cut in funding. A workgroup will rework the formula and present it at the next SCHSAC meeting.
- E-Cigarettes – legislation surrounding regulation of e-cigarettes was discussed.

Ihleen Williams made a motion to approve the SCHSAC Report; Phyllis Karsnia 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 June 12, 2014 in Grand Rapids.