



**AITKIN-ITASCA-KOOCHICHING  
COMMUNITY HEALTH BOARD**  
**Itasca Resource Center / 1209 SE 2<sup>nd</sup> Avenue**  
**Grand Rapids, Minnesota 55744**  
**Telephone: 1-218-327-5525**

October 10, 2014

J. Mark Wedel, Chair  
 Aitkin County Board of Commissioners  
 217 2<sup>nd</sup> Street NW  
 Aitkin, MN 56431

Dear Mr. Wedel:

Terms of membership for Aitkin County's representatives on the Aitkin-Itasca-Koochiching Community Health Board expire effective December 31, 2014. Current representatives are Laurie Westerlund and Ihleen Williams. Both Ms. Westerlund and Ms. Williams are eligible to be reappointed to the Community Health Board.

It would be appreciated if you could bring this matter to the attention of the Aitkin County Board of Commissioners. The County Board of Commissioners has the authority and responsibility for appointing Aitkin County members of the CHS Board. Terms of membership are for a period of three years.

The organizational structure of the CHS Board requires that one of your two representatives be a county commissioner. The other individual may be a health provider or community representative.

For your reference, I have attached a description of the CHS Board Member Responsibilities. Please call me at 218-327-6144, if you have any questions.

Sincerely,

*Kelly Chandler*  
 Kelly Chandler  
 CHS Administrator

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enc.

cc: ✓ Tom Burke  
 Erin Melz  
 Laurie Westerlund  
 Ihleen Williams

OCT 14 2014



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## **DESCRIPTION OF COMMUNITY HEALTH SERVICES BOARD MEMBER RESPONSIBILITIES**

### **Basic Responsibilities**

- Attend and actively participate in regular CHS Board meetings (6-7 per year).
- Prepare for CHS Board meetings by reading materials related to the meeting including minutes and background information.
- Communicate Board activities to other groups which the member represents (e.g., county board, health related task force or employment).
- Read and be familiar with the CHS Board Bylaws.

### **Optional Responsibilities**

- Participate as a member of CHS Board committees and task forces.
- Serve as a Board officer.
- Serve as State CHS Advisory Committee representative.
- Attend county health board meetings.