

## AITKIN-ITASCA-KOOCHICHING COMMUNITY HEALTH BOARD

### Summary Minutes

**Meeting Date: December 11, 2014**

**Meeting Site: Itasca Resource Center, Grand Rapids, MN**

**Introductions:** The Board and others present provided self-introduction.

**Review and Approval of the Agenda:** Tom Burke, Aitkin County Health and Human Services Director requested the addition of a discussion regarding Fond du Lac if time permitted. With that addition, Leo Trunt made a motion to approve the agenda; seconded by Phyllis Karsnia; motion carried.

**Minutes of October Meeting:** Nancy Lee, Koochiching County Health and Human Services Public Health Supervisor noted that Page 5 of the October minutes, under the Itasca County report should be corrected to read *MN Choices*, rather than MNSure. With that correction, Betsy Johnson made a motion to approve the minutes; seconded by Phyllis Karsnia; motion carried.

### Financial Information:

- Karen Benson, Grants Manager reviewed the financial reports for various grants. Overall grants expenditures were on target for the year. The Administration report reflects expenditures through November, 2014 and it is anticipated we will have a carryover of \$35,700. She also noted that the 2013-14 SHIP Grant had been underexpended and we have received permission to carry the unexpended funds forward in the new grant cycle. Upon a motion from Leo Trunt, seconded by Phyllis Karsnia, the Financial Report was approved. Eric Villeneuve Itasca County Health and Human Services Director requested that the Approval of the Preliminary Budget be moved to the CHB Administration Subcommittee Report.

### Administrative Information:

- **Triad Update** - PH supervisors /manager and H&HS directors has been meeting frequently, as the Triad Group, often by conference call. This group has now broken out into a Subcommittee to propose a CHS administrative structure and to determine a transition plan to this structure which was requested of the subcommittee at the October Board meeting. This will be addressed later in the agenda in the subcommittee report.

- **Administrative Information (Continued):**

- **Electronic Medical Records (CHAMPS)** – The group is currently assessing some new features being offered but none of the counties are ready to move forward with this. Kelly Chandler Itasca County Health and Human Services Public Health Division Manager said there are some costs associated with the new features which will need to be considered.
- **MDH Deliverables Update** – Public Health Supervisors/Manager have been working on the MDH Deliverables. Items worked on have included the Community Health Improvement Plan, Strategic Plan and Quality Improvement Plan. Erin Melz, Aitkin County Health and Human Services Public Health Supervisor said the Board received a copy of the Quality Improvement Plan with the packet for today's meeting. Kelly Chandler, Itasca County Health and Human Services Public Health Supervisor said the Strategic Plan and Community Health Improvement Plan are being completed and put into final form for submission by March, 2015. The Community Health Improvement Plan and Strategic Plan will come before the Community Health Board for approval at the February 12, 2015 Community Health Board Meeting. Nancy Lee, Koochiching County Health and Human Services Public Health Supervisor, noted that this plan is specific for the Community Health Board, and not the individual counties. Ultimately the CHB group will need to have a QI process in which Board members will have an active part. Erin Melz added that all 3 of the plans will be authored and delivered at the CHB level. Upon a motion from Laurie Westerlund, seconded by Shara Pehl, the Quality Improvement Plan was approved. Board Chair, Brian McBride commended the 3 county Public Health Supervisors/Division Manager on their hard work on these Plans.

### **Local Public Health Report:**

Nancy Lee, Koochiching County Public Health Supervisor, attended the past meeting of the Local Public Health Association. Items addressed at the meeting included:

- **Passing the Gavel** – The new Chair of LPHA is Pete Giesen from Olmstead County. Chair Elect is Karen Moritz of Brown County; Treasurer is Bonnie Paulsen from the City of Bloomington; and Sue Yost of Freeborn County is Secretary.
- **Dues Increase** – There will be a dues increase of 3% for members for 2015.
- **LPHA Director** – Britta Orr, LPHA Director has resigned and taken a new job and LPHA is currently recruiting a director.
- **TANF Funding** – LPHA will be reviewing TANF Funding to determine where to retain the funds, either in the TANF Fund or General Fund.
- **2015 Legislative Platform** – LPHA is developing its platform for the 2015 legislative session.
- **Record Retention** – a plan is being developed to address record retention and advise members on retention schedules.

## **State CHS Advisory Committee (SCHSAC) Report:**

Betsy Johnson, Itasca County Board Representative is the Tri-County CHS State CHS Advisory Committee Representative. She presented the report of the past meeting including:

- **MDH Budget and Policy** – 2015 budget and policy requests have been developed and have gone to the MN Office of Management and Budget. These requests seem to align to fund the Legislative Priorities which have been developed. It is encouraging that the recent state budget forecast has a surplus.
- **Medical Cannabis** – there is a great deal of attention being paid to the development of systems to implement last years legislation allowing use of cannabis for medical purposes. The focus is now on assessing the benefit of cannabis as a drug.
- **E Cigarettes** – usage of e cigarettes has increased particularly among the youth population. There was much discussion at the Community Health Board meeting related to this issue because counties are being asked to look at this issue and discuss whether local ordinances should be changed regarding e cigarettes. Upon a motion from Phyllis Karsnia, seconded by Laurie Westerlund, the SCHSAC Report was approved.

## **Public Health Reports:**

- Reports were presented by Public health staff from each county.

## **Personnel Committee:**

The Community Health Board members met prior to today's meeting to conduct the performance evaluation of the Grants Manager. Upon a motion by Leo Trunt; seconded by Phyllis Karsnia, the committee recommended a positive performance review and a 2% salary increase retroactive to January 1, 2014; and an additional 2% increase commencing January 1, 2015. It was requested that Kelly Chandler, CHS Administrator, draft a letter to Terry Herrick, Itasca County Payroll/Benefits noting this action for salary change; motion carried.

Upon a motion by Betsy Johnson; seconded by Shara Pehl; it was requested that Personnel records related to Community Health Board employees, be gathered and retained in a central secure site; motion carried.

## **CHB Administration Subcommittee Report:**

Eric Villeneuve, Itasca County Health and Human Services Director presented the Subcommittee report. The Community Health Board Administrator, PH Supervisors /Division Manager, H&HS Directors, MDH NE District Consultant Janelle Schroeder, and Community Health Board Member Laurie Westerlund have been meeting as the CHB Administration Subcommittee. Eric said the group had met and had frequent discussions to develop a job description for a Community Health Administrator and develop a budget proposal for 2015 to support hiring this position. In their discussions, they identified that it would be best to hire an employee rather than a contract position because there is lack of oversight with a contract position. He said the budget supports a separation account for the current employee and advertising, recruiting and hiring a Community Health Administrator by June, 2015. The Board and H&HS staff discussed this proposal.

## **CHB Administration Subcommittee Report (Continued):**

Upon a motion from Leo Trunt, seconded by Laurie Westerlund, the 2015 Preliminary Budget was approved. Following further discussion, Board was asked to review and provide input on the Community Health Board Job Description to Kelly Chandler by January 15, 2015. Upon a motion from Betsy Johnson, seconded by Phyllis Karsnia, it was requested that the Subcommittee provide comparable salary structures for Community Health Board Administrators, for other like sized Community Health Boards, at the February 12, 2015 Board Meeting; motion carried

### **Next Meeting & Calendar for 2015 Meetings:**

The next meeting of the Community Health Board will be February 12, 2015 in Grand Rapids. Upon a motion from Leo Trunt, seconded by Betsy Johnson, The Board set the following dates for its meetings in 2015: **February 12, 2015, April 9, 2015, June 11, 2015, August 13, 2015, October 8, 2015, December 10, 2015;** motion carried.

### **Other:**

The discussion regarding Fond Du Lac was deferred to the February Meeting.

### **Adjournment:**

Upon a motion from Leo Trunt, seconded by Laurie Westerlund, the Board meeting was adjourned at 12:20 p.m..

Following the meeting, the CHB Administration Subcommittee met and agreed to have Betsy Johnson serve as the Board Representative in place of Laurie Westerlund.