

AITKIN-ITASCA-KOOCHICHING COMMUNITY HEALTH BOARD

Summary Minutes

Meeting Date: April 9, 2015

Meeting Site: Itasca Resource Center, Grand Rapids, MN

Introductions: The Board and others present provided self-introduction. It was noted that Board member Betsy Johnson was absent due to a work commitment.

Review and Approval of the Agenda: Karen Benson requested adding discussion of a SHIP 4 Letter of Support under Administration Update. With this addition, Leo Trunt made a motion to approve the agenda; seconded by Ihleen Williams; motion carried.

Minutes of February Meeting: Laurie Westerlund made a motion to approve the minutes; seconded by Phyllis Karsnia; motion carried.

Administration Update: Kelly Chandler, CHS Administrator, provided an update on Community Health Board Administration, with information including:

- **CHAMPS** – This is the electronic recordkeeping system being utilized by all 3 counties. There will be a webinar at the end of the month which all 3 counties are planning to attend. Itasca County is working on integrating the Healthy Families America charting with Pathways in the CHAMPS system. Aitkin County is exploring additional technology and Erin Melz, Aitkin County Public Health Supervisor is meeting with Kathy Ryan, Aitkin County Fiscal Supervisor to set up billing through the CHAMPS system. Nancy Lee, Koochiching County Public Health Supervisor said they are looking at improving efficiency with family health charting (part of QI project) and pathways. MDH is presenting webinar information on how the Family Home Visiting information gathered on CHAMPS will be automatically linked to the MEDSS System.
- **PPMRS (Local Public Health Planning and Performance Measurement Reporting System)** - This annual report is completed by March 31 of each year. There is an extensive Narrative Component detailing the accomplishments of the areas of public health, which each Public Health Supervisor/Division Manger completed and the compiled report was completed at the Community Health Board office. The Fiscal Year End report is also entered by Fiscal Staff in each county with the combined report prepared and entered at the Community Health Board office. These reports go through a validation process by MDH and corrections must be completed by March 31. Our report had some minor corrections needed and we have successfully completed this report.

Administration Update (Continued):

- **Legislative Visit** – Local Public Health Association Day on the Hill was held recently. This is an opportunity for Public Health Staff to connect with their area legislators. Kelly Chandler, CHS Administrator and Itasca County Public Health Division Manager and Erin Melz, Aitkin County Public Health Supervisor were able to attend this event. They were able to meet with Senators Saxhaug and Ruud and Representatives Anzelc and Lueck.
- **Statewide Health Improvement Program (SHIP) 4 Letter of Support** – The Aitkin-Itasca-Koochiching Community Health Board was asked to provide a letter of support for the joint application for continued funding for the SHIP program which operates in our three counties through a collaborative agreement with the four county CHB of Carlton, Cook, Lake and St. Louis. Kelly revised a letter drafted by the quad county CHB supporting our joint application for SHIP 4 with the Quad counties, and asked that the Board Chair sign this letter on behalf of our CHB. Upon a motion from Laurie Westerlund, seconded by Ihleen Williams, the Board approved submitting a letter of support, signed by the Board Chair in support of this collaborative grant application; motion carried.

Local Public Health Report:

Kelly Chandler, CHS Administrator, and Itasca County Public Health Division Manager is the tri-county CHS Local Public Health Association representative. She provided a report on the past meeting with information including:

- **Local Public Health Grant Restoration** – An LPHA priority is LPHG restoration to restore what was cut in 2003. There was a 30 percent cut to Local Public Health in 2003. The Governor wrote 10% increase into his budget for counties outside the metro, while the Senate and House both have authors who wrote in full restoration of the Local Public Health Grant funds. Some concern that other areas of budget are getting more traction at the Governor's office, so LPHA is trying to bring forth the message that this is a small request compared to some of the other budget requests, and would restore funding.
- **Home visiting reimbursement** – this reimbursement is currently approximately \$60 per visit for MCH home visits for Mom and baby. There is a proposal to increase reimbursement to \$140 per visit but there has been a change to the language which would require that it be part of Healthy Families America or Nurse Family Partnership which would be a barrier to many counties, because these programs have many costs and client number requirements. Kelly sent an email to the LPHA Legislative Committee, voicing her disappointment in the language change, but supporting the increased reimbursement for home visits.

Tom Burke discussed looking at H&HS organizations modeling using some of the funds which will become available in various funding proposals, to meet the requirements, and get the Public Health discussion into the Social Services discussion so that responsibilities can be spread out with limited staff available.

Local Public Health Report (continued):

- **WIC-** Currently, at the federal level, families have automatically qualified for WIC if they qualified for programs such as free and reduced lunch or MA (there are more). The federal proposal now would require that WIC staff to process pay stubs or other financial information for clients which would increase WIC administration time and WIC numbers might go down. So LPHA has sent letters asking that this change not be passed.
- **Federal Public Health Grants** - Senator Franken had sent a letter in support of federal PH block grants and LPHA will send a letter as well.
- **Statewide Health Improvement Program (SHIP) funding** – We are watching the budgeting process for these funds. House Republicans may zero out the line item for SHIP. We have not seen that happen yet and the Governor’s budget had still included this, but we are continuing to watch this.

State CHS Advisory Committee (SCHSAC) Report:

- Betsy Johnson, Itasca County Board Representative is the Tri-County CHS State CHS Advisory Committee Representative. Betsy had an excused absence from the Board meeting today, and submitted a written report. Upon a motion from Ihleen Williams, seconded by Phyllis Karsnia, the Board accepted the minutes and notes of the SCHSAC meeting submitted by Betsy Johnson; motion carried.

Public Health Reports:

- Reports were provided from each county Public Health Supervisor/Division Manager.

Financial Information:

- Karen Benson, Grants Manager reviewed the financial reports for various grants. Overall grants expenditures were on target for the year. She noted that she and fiscal staff in each county will be busy with many quarterly reports due by the end of April. She also shared the PPMRS 2014 Expenditure Report which details the funds expended in the three counties during the past year in promotion of Public Health. State and Federal Grants provided to our three counties totaled \$1,112,342.
- Karen Benson next presented information on a request for authorization to pay per diem and mileage expenditures for Board members participating in the Hiring Committee meeting in Grand Rapids on March 30, 2015. Upon a motion from Laurie Westerlund, seconded by Phyllis Karsnia, authorization to pay per diem and mileage reimbursement to Board members participating in the Hiring Committee meeting was granted; motion carried.

Upon a motion from Leo Trunt, seconded by Ihleen Williams, the Financial Report was approved; motion carried.

Review Bylaws, Joint Powers Agreement, Personnel Policies and Discuss Medical Consultant Contract:

- **Joint Powers/ Bylaws** - Upon a request from the Board at the February 2015 Board meeting, Eric Villeneuve, Itasca County Health and Human Services Director, drafted revisions to the Bylaws and Joint Powers Agreement of the Aitkin-Itasca-Koochiching Community Health Board. He has now submitted these changes to the county attorneys for review, and received comments from the Aitkin County Attorney and the Koochiching County Attorney suggesting small changes. It is expected that the Itasca County Attorney review will be presented at the June Board meeting.
- **Itasca County Representative to CHS Board** – Eric Villeneuve noted that Itasca County Health and Human Services requested that the Itasca County Board post for a Board member position to complete the unexpired term of one representative. This has been posted by Itasca County and applications will close on April 24.
- **Personnel Policies** - Because the Board is in the process of hiring a new administrator, review of the Personnel Policies was deferred until after this process is completed. It was noted it will be necessary to have these in place prior to the hiring of a new administrator.

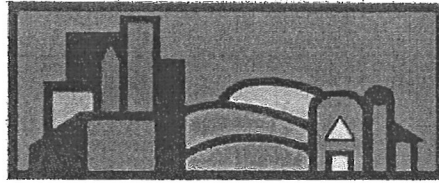
Next Meeting:

The next meeting of the Community Health Board will be June 11, 2015, at 10:00 a.m. in Grand Rapids.

Other: There was no other business to come before the Board.

Adjournment:

Upon a motion from Ihleen Williams, seconded by Phyllis Karsnia, the Board meeting was adjourned at 11:50 a.m..



STATE COMMUNITY HEALTH SERVICES ADVISORY COMMITTEE
Friday, March 20, 2015 9 am-12 pm via video conference

AIK CHB representative Betsy Johnson attended at the MDH Bemidji District Office
Brief report:

1. Karen Ahman (Polk-Norman-Mahnomen CHB) led her first meeting as chair
2. Lowell Johnson (Washington CHB) described the Research to Action Network: Primary care and public health working together at the local level ; stay current with research and evidence-based practice. Representatives from SCHSAC, LPHA, U of M SPH and MDH form the network.
3. Deb Burns presented the SCHSAC 2014 annual report and the 2015 workplan (tied to the SCHSAC strategic plan)
4. A local/small group discussion was held to discuss recent successes, challenges and statewide issues. Mental health and appropriate care was widely discussed.
5. Commissioner's remarks:
 - a. SHIP is the our greatest public health intervention and is the backbone organization to build upon
 - b. Paid leave is a top concern as it really does improve health
 - c. MN's Health Equity report won the National Association of State Legislators award as the most influential document of 2014
 - d. Dr. Ehlinger will be the president of the Association of State and Territorial Health Officers (ASTHO) next year; his challenge project is Advancing Health Equity
 - e. MDH has hired a Mental Health planner who comes from DHS – Children's Mental Health Services
 - f. MN is applying to be the regional center (national Region 5) for ebola response – carries over into other mass incident/quarantine scenarios
 - g. Hennepin County has a mental health-criminal justice initiative that may have applicability throughout the state
 - h. E-cigarettes – recommend take action at the local level; an IOM report shows a 25% reduction in tobacco use if the legal age to purchase is raised to 21.
6. Upcoming events:
 - a. April 16 "State of Public Health" address by the commissioner
 - b. April 21 12-1:30 pm video conference "Be a Public Health Policy Maker" recommended for all local elected officials (contact Kelly, Erin, or Nancy for site registration information. (flyer attached)
 - c. June 18 orientation for all new local public health leaders