

MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD OPERATING PROCEDURES

Membership: The Board shall consist of (15) Meeker, McLeod and Sibley County Commissioners.

Board members shall receive such per diem allowance and travel expense allowance as the Board may determine and which is consistent with Minnesota law.

Officers: There shall be a chairperson, vice-chairperson, and a secretary, each of whom shall be elected for a term of one (1) year, not to exceed two (2) consecutive terms.

The chairperson shall preside at all Board meetings. The chair shall provide an annual report of the actions and progress of the Board. The chair shall be responsible for representing official positions and statements formulated by the Board. The chair shall also perform all duties common to the office of chairperson and as the Board may designate.

The vice-chairperson shall assume the powers and duties of the chairperson during periods of his/her absence and shall perform such additional duties and functions as the Board may direct.

The secretary shall see that minutes of the meetings of the Board shall be kept, shall attend to the delivery of notices and agendas for all Board meetings, and shall perform such additional duties as the Board may direct.

The Joint Powers Board shall establish an Executive Committee that shall be comprised of the three officers of the Board; the Chair, the Vice Chair and the Secretary. The Executive Committee shall give guidance and direction to the CHS Administrator and Public Health Directors of Meeker, McLeod and Sibley Counties in the intervals between meetings of the Board, subject to the direction and control of the Joint Powers Board.

Voting and Quorum: Each Board member shall be entitled to one (1) vote on the Board. Votes shall be cast in person by the member. Voting shall be by voice vote, provided that upon the demand of any member present at the meeting, voting upon any question shall be by written ballot. A quorum shall consist of at least eight members, with a minimum of two from each county in attendance. All Board actions shall be determined by a majority of the votes cast at a meeting of the Board, with the opportunity for any County Board to veto the decision at their next scheduled meeting if less than three were in attendance.

Meetings: There shall be a minimum of three meetings per year on such dates and at such times and places as the Board shall determine. The first meeting of the year will be the annual meeting. Special meetings may be called by the chairperson or upon request of four or more Board members. Notice of meetings shall be mailed or delivered to each Board member at least seven (7) calendar days prior to the date of the meeting. Notices shall include an agenda. With the exception of cancellation due to weather conditions, the Chair may cancel a meeting due to an anticipated lack of quorum. This cancellation must be made at least seventy-two (72) hours in advance of the scheduled meeting time. All proceedings of the Board and any committee or subgroup of the Board shall be open to the public. All votes taken of members of the Board shall be recorded and shall become matters of public record. Provisions for emergency meetings shall be adopted. All meetings of the Board shall be conducted in a manner consistent with the Minnesota open meeting law, Minnesota Statutes 471.705.

Fiscal Management: All fiscal management services will be provided by McLeod County. All funds shall be held by the McLeod County Treasurer. The McLeod County Auditor-Treasurer will serve as the Fiscal Management Officer. Requests for reimbursement and claims will be submitted to the McLeod County Auditor on properly authenticated forms. Forms will be signed by the person authorized to do so in the County.

Public Input The member counties shall seek public input on public health matters relating to the development, maintenance, funding and evaluation of community health services as required by statute

Other Committees: The Board may establish such other committees as may be deemed necessary or appropriate.

Agents: The Board may appoint and authorize an agent to act on the Board's behalf and bind the Board for the following purposes:

- A. To serve as the Board's agent according to Minnesota Statutes 145A in communicating with the Commissioner of Health between board meetings, including receiving information from the Commissioner and disseminating information to the Commissioner on the Board's behalf.
- B. To sign and submit to the Commissioner the established local public health priorities and the mechanisms to address the priorities and achieve statewide outcomes within the limits of available funding according to Minnesota Statutes. 145A.
- C. To sign and submit to the Commissioner the Board's annual budget, revisions to the budget, and expenditure reports submitted according to Minnesota Statutes. 145A.
- D. To sign and execute, on behalf of the Board, contracts for funding under grants contracts administered by the Commissioner of Health or other entities as deemed appropriate by the Board.

Administrative and Program Management; The Community Health Board will appoint a Director and a Deputy Director. The Director and Deputy Director shall provide administrative and program management for the Community Health Board. Duties are listed in the CHS Director Job Description.–The Director and the Deputy Director may serve as the agents of the Board as stated above. Day to day operations of the Community Health Services will be the responsibility of the Management Team, whose membership is comprised of the CHS Director and the Public Health Director from each county.

County Public Health Director Role The public health director from each county will be responsible for implementation of Community Health Board contracts and programs in their individual county, with oversight and direction provided by the Community Health Services Director. Program/contract implementation issues that cannot be resolved by the CHS Management Team will be brought to the CHB Executive Committee for resolution. The Executive Committee may decide to bring issues to the full Board if this is deemed to be appropriate.

Legal Services: The McLeod County Attorney's Office will provide all legal representation and legal services to the Community Health Board.

Medical Consultant The Community Health Board shall appoint a medical consultant as provided by statute.

Operating Procedures These Operating Procedures will be reviewed yearly at the Annual meeting and such approval will be reflected in the Community Health Board Meeting Minutes.

Review

Revised 1-11-2007

Revised 7-22-2010

Revised 4-9-2014