

## MEEKER- McLEOD-SIBLEY COMMUNITY HEALTH BOARD

HHW/Solid Waste Management

1065 5th Ave. SE  
Hutchinson, MN 55350

April 14<sup>th</sup>, 2016

### **REMINDER: GOVERNANCE MEETING 8:00 to 9:30**

#### **Community Health Services Board Meeting 9:30-11:30**

##### Agenda

1. Meeting called to order
2. Welcome and Introductions
3. Additions to the Agenda
4. Approval of January 14<sup>th</sup> 2016 meeting minutes
5. Fiscal Officers Report-Colleen Robeck
6. State Community Health Services Advisory Committee (SCHSAC) Report
7. May 3<sup>rd</sup> Video Conference Opportunity
8. Community Health Assessment Planning Update
9. Performance Management Dashboard Update
10. Accreditation Update– Kerry Ward – MMS CHS Accreditation Coordinator
11. Record Retention Policy
12. Healthy Equity Grant Application Update
13. CHS Emergency Preparedness Program Structural Challenges
14. Administrative Items
  - a. Approval of contracts
    - i. Family Planning Grant
    - ii. Child and Teen Check-up Grant
15. Governance Update and Discussion with Scott M. Lepak, Attorney at Law

Adjourn

#### 2016 Meeting Dates

July 14<sup>th</sup> 9-11

October 13<sup>th</sup> 9-11

Large Conference Room  
McLeod Solid Waste Bldg



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**Meeker McLeod Sibley**  
Community Health Services

# ***Meeker-McLeod-Sibley Community Health Services***

1805 Ford Avenue, Suite 200  
Glencoe, Minnesota 55336

Direct Line (507) 766-3531  
Fax Number (320) 864-1484

## **MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD Meeting Minutes**

**Thursday, January 14<sup>th</sup>, 2016**

**McLeod County Household Hazardous Waste Building, Hutchinson**

### **Board Members**

Beth Oberg.....present	Ron Shimanski.....present	Jim Swanson.....present
Bryan Larson.....present	Joe Nagel.....present	Bill Pinske.....present
Mike Huberty.....present	Sheldon Nies.....absent	Gary Kruggel.....present
Dale Fenrich.....present	Paul Wright.....present	Joy Cohrs.....present
Mike Housman.....present	Doug Krueger.....present	Bobbie Harder.....present

### **Staff Present**

Diane Winter.....present	Jennifer Hauser.....present	Allie Freidrichs.....present
Vicki Stock.....present	Rachel Fruhwirth.....absent	Colleen Robeck.....present

Guests: Dee Findley- MDH, Linda Bauck-Todd- MDH, Roxy Traxler-Sibley County Administrator, Paul Viring-Meeker County Administrator, Pat Melvin- McLeod County Administrator

1. Meeting called to order
2. Welcome and Introductions
3. Additions to the Agenda *Motioned by Dale Fenrich and Seconded by Mike Huberty*
4. Approval of October 15<sup>th</sup> 2015 meeting minutes *Motioned by Beth Oberg and Seconded by Mike Housman*
5. CHB Packets – Electronic versions will be sent out starting at the April 2016 meeting. Also packets will be housed on the CHS website to view.  
<https://mmspublichealth.org/welcome/community-health-board/>  
*Motioned by Dale Fenrich, Seconded by Bryan Larson*
6. Election of Officers: *Motioned by Mike Housman, Seconded by Bill Pinske*
  - a. 2016 Officers
    - Chair - Beth Oberg (Meeker)
    - Vice Chair – Bobbie Harder (Sibley)
    - Secretary – Doug Krueger(McLeod)
7. Fiscal Officers Report- Colleen Robeck *Motioned by Ron Shimanski, Seconded by Mike Huberty*
  - a. Account activity will also be placed on CHS website like the CHS Packets
  - b. See sheet that Colleen discussed
8. Appoint Fiscal Officer for 2016: *Motioned by Bill Pinske Seconded Ron Shimanski*
  - a. to approve Colleen Robeck as CHS Fiscal Officer
9. Approval of State Auditor Engagement Letter *Motioned by Mike Huberty, Seconded by Joy Cohrs*
  - a. Have Beth sign this.
10. State Community Health Services Advisory Committee (SCHSAC) Report
  - a. The SCHSAC talking points were not available to send out prior to the meeting. This group is working on developing state and local relationship for Human Services, Strategic Plan moving forward to have a better relationship between them and Public Health at the state and local levels.



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11. Appoint SCHSAC Representative and Alternate *Motioned by Mike Housman, Seconded by Doug Krueger*
  - a. Dale Fenrich appointed as representative
  - b. Allie appointed as alternate representative
12. Appoint CHB Representative to the Healthy Community leadership Team (HCLT) *Motioned by Mike Housman, Seconded by Dale Fenrich*
  - a. Beth Oberg appointed as representative
13. Appoint Legal Representative for MMS CHB *Motioned by Ron Shimanski, Seconded by Joe Nagel*
  - a. Mike Junge appointed as Legal Representative
14. Conflict of Interest Policy to be completed and signed (enclosed)
  - a. We need to address #5 of this policy for 2017
  - b. Collecting sheets from all 15 commissioners
  - c. Share with Colleen
15. Request of approval of Authorized Agent, CHS Director, Deputy Director *Motioned by Mike Housman, Seconded by Ron Shimanski*
  - a. Fix dates
  - b. Have Beth sign
16. Review and Discuss Performance Management progress reports
  - a. Discuss goals, data, and progress in programs
  - b. Discuss on Healthy Homes asking if we are working with Building inspectors etc.
17. Accreditation Update PowerPoint – Kerry Ward – MMS CHS Accreditation Coordinator  
Kerry shared where MMS CHS is in the process of accreditation, the importance of accreditation and the importance of commissioner representation at the governing entity meeting during the site visit and answered questions the board had. See power point for additional information.
18. Authorities, Duties, and Responsibilities of a Community Health Service – Dee Finley- MDH, Linda Bauck-Todd MDH
  - a. Review of Local Public Health Act Summary of 145A
    - i. See summary attachment from MDH
      1. Discusses powers and duties
      2. Local Ordinances
      3. Commissioner Power and Duties
      4. Delegation of Powers and Duties
      5. Assessment of Costs, Tax Levy
      6. Local Public Health Grant
  - b. Discuss from CHB regarding how MDH works with local CHS/Public Health when there are issues at the local level.
  - c. Kerry Ward to send out the link for the NACCHO video of public health.
    - i. <http://www.youtube.com/watch?v=sr8O90gr-7E&sns=em>
19. Recommendation from the Integration Subcommittee Meeting – meeting minutes attached
  - a. Executive Subcommittee recommended that the CHS hire a consultant
    - i. Allie presented a phased approach regarding moving forward



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- ii. County Administrators were asked their opinion – they liked the MCIT consultant's recommendation of an attorney to move forward on looking at delegation agreement and Joint Powers Agreement
    - iii. Consider approval for a consultant
    - iv. Discuss on what MDH approves- they look at Delegation agreements not joint powers agreements
  - b. Proposal was brought forward to move forward on Phase one- governance for foundation of CHS (from framework for exploration of option)
    - i. Max fee \$5000 of this to review governing entity paperwork-*Motioned by Bill Pinske and Seconded Ron Shimanski- motion carries.*
20. Review and Approval of the CHS Budget *Motioned by Jim Swenson and seconded by Joy Cohrs*
- a. CHS /Vendors column
    - i. *Mike Housman asked that this column be split out and show. Colleen and Allie with discuss*
21. Administrative Items
- a) Approval of contracts
    - a. Approval of contract with Rhonda Buerkle from 1-1-16 to 12-31-16 at a rate of \$42/hour for various hours for Community Health Assessment and Community Health Improvement Plan. Approximately 10hrs/wk. Mileage will be reimbursed at the federal mileage rate.
      - i. *Motioned by Ron Shimanski and seconded by Bryan Larson*
    - b. Administrative approval of CHS employees raises and insurance changes
      - i. Evaluations of staff can be emailed out to additional board members, They will not be shared publicly.
      - ii. *Motioned by Ron Shimanski and seconded Bryan Larson*

*10:30 to 12:30: Presentation (open to County Staff) by Janet Yeats, Director of Program, The Hoarding Project Chair, MN Hoarding Task Force*

Adjourn JN PW

**Attachments:**

- October 2015 Meeting minutes
- Conflict of Interest Statement
- Authorized Agent Resolution
- Performance Management Update
- Authorities, Duties, and Responsibilities Handout
- Integration Subcommittee Meeting Minutes
- CHS Budget for 2016

**2016 Meeting Dates**  
January 14<sup>th</sup> 9-11 at North  
Complex Glencoe  
April 14<sup>th</sup> 9-11:  
July 14<sup>th</sup> 9-11  
October 13th 9-11  
Large Conference Room  
McLeod Solid Waste Bldg

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Doug Krueger, Secretary

**MEEKER - MCLEOD - SIBLEY COMMUNITY HEALTH SERVICES  
2016 STATEMENT OF RECEIPTS AND DISBURSEMENTS**

Grant Programs	Balance Forward as of 1/1/2016	2016 Receipts			2016 Disbursements					Balance on Hand as of 3/31/2016
		Grant Dollars	Other Dollars	Total Revenue	Vendors	Meeker County	McLeod County	Sibley County	Total Expenses	
849 Immunization Grant	0.00	440.00	0.00	440.00	0.00	0.00	440.00	0.00	440.00	0.00
851 PHEP Ebola Grant	(375.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(375.00)
852 Project Harmony	(27,174.79)	0.00	0.00	0.00	16,434.60	0.00	0.00	0.00	16,434.60	(43,609.39)
853 Local Public Health Grant	165,256.80	22,231.79	1,115.09	23,346.88	47,780.99	5,690.25	6,304.72	5,057.32	64,833.28	123,770.40
854 WIC	0.00	167,941.00	0.00	167,941.00	0.00	51,545.15	85,938.25	28,957.60	166,441.00	1,500.00
856 FPSP	(3,383.55)	19,497.83	0.00	19,497.83	3,073.32	6,924.22	6,830.96	2,359.10	19,187.60	(3,073.32)
857 Healthy Homes	0.00	9,840.97	0.00	9,840.97	0.00	4,432.00	3,880.22	1,528.75	9,840.97	0.00
858 Early Hearing Detection & Intervention	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
859 Healthy Communities Activities	20,717.70	0.00	4,500.00	4,500.00	74.00	0.00	0.00	0.00	74.00	25,143.70
862 SHIP	(11,093.54)	59,293.57	0.00	59,293.57	5,204.83	19,987.71	5,368.80	20,177.77	50,739.11	(2,539.08)
866 Emergency Preparedness	0.00	32,248.24	0.00	32,248.24	0.00	8,846.00	11,721.72	11,680.52	32,248.24	0.00
872 Child & Teen Checkups (C&TC)	(1,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,000.00)
<b>Total</b>	142,947.62	311,493.40	5,615.09	317,108.49	72,567.74	97,425.33	120,484.67	69,761.06	360,238.80	99,817.31

WIC - Women Infants Children Grant

FPSP - Family Planning Special Project

SHIP - Statewide Health Improvement Program



# Flint: Could it Happen Here?

Annual Interactive Video Conference for All Local Elected Officials  
Tuesday, May 3, 2016 12:00 – 1:30 PM

## ABOUT THIS VIDEOCONFERENCE

All Elected Officials: RSVP to CHS Administrator/Public Health Director by April 25.

Local elected officials are invited to participate in a discussion about their role in protecting the water and health of their communities by joining this interactive video conference led by Commissioner of Health, Edward Ehlinger, and State Community Health Services Advisory Committee (SCHSAC) Chair Doug Huebsch, Otter Tail County Commissioner.

## FEATURED PRESENTATION

The tragic exposure to lead in drinking water in Flint, Michigan, has dominated recent news headlines. Could that happen here in Minnesota? How does the Safe Drinking Water Act protect against lead? What strategies does the Minnesota Department of Health (MDH) use to safeguard against lead? On the ground, from a local water utility's perspective, what steps are taken to prevent exposure now and reduce the potential for lead exposure in the future?

Anna Schliep, MDH, and Jim Bode, St. Paul Regional Water Services, will present and answer questions.



## HOW TO PARTICIPATE

SCHSAC Members, along with CHS Administrators and Public Health Directors, host this event at local interactive video conference sites around the state. You can also participate from the Freeman Building, St. Paul. RSVP by April 25 to your CHS Administrator or Public Health Director.

- **Local Elected Officials:** RSVP by April 25 to your CHS administrator or public health director
- **CHS Administrators and PHN Directors:** Register your location to participate in this videoconference and host participants: [www.health.state.mn.us/divs/opi/cd/training/phupdate/](http://www.health.state.mn.us/divs/opi/cd/training/phupdate/)

## QUESTIONS

**Becky Buhler, SCHSAC Coordinator**

MDH Health Partnerships Division, Public Health Practice Section

[becky.buhler@state.mn.us](mailto:becky.buhler@state.mn.us)

651-201-5795

## MORE INFORMATION

Visit: MDH: SCHSAC Videoconference online: [www.health.state.mn.us/divs/opi/cd/training/phupdate/](http://www.health.state.mn.us/divs/opi/cd/training/phupdate/)

**Goal:** Obesity Prevention (what we care about)

**Division Supervisors:** Jane Doe  
**Supervisors Email:** [Jane.Doe @co.USA.mn.us](mailto:Jane.Doe@co.USA.mn.us)  
**Report Date:** Friday, April 01, 2016

**How** Pilot referral process between health care and community educ. org. by April 1, 2016.  
**Objectives**  
(Where do we want to be?)

**KEY:**  
Q1= April - June  
Q2= July - Sept  
Q3= Sept - Dec  
Q4= Jan - April

- 200 vouchers will be issued from health care clinics to interested participants between now and April 2016
- 100 vouchers will be redeemed at community education organization between now and April 1, 2016
- Evaluation surveys will be given to 100% of participants who redeem their vouchers at community education organizations between now and April 1, 2016
- 50% of completed surveys will be returned to the community education organization between now and April 1, 2016.
- 50% of completed survey results indicate that participants started to eat healthier or started being physically active between now and April 1, 2016.

How will we know?

Key Performance Measures	Q1	Q2	Q3	Q4	FY 2015-2016	Annual Target	Status	Performance Narrative
# of vouchers issued	42	59	63			200	+	164 vouchers issued to date - on track to meet target
# vouchers redeemed	21	32	40			100	+	93 vouchers redeemed to date - on track to meet target
% of surveys given to participants	100%	100%	100%			100%	+	On track to meet target
% surveys completed	29%	53%	45%			50%	Monitor Closely	42% overall rate - Check with organizations, incentives possible?
% survey results indicated that participants started to eat healthier or started being physically active	2%	25%	23%			50%	Action needed	17% overall rate - Is the target unrealistic, check with organizations, what is feedback from customer, would in-person meeting make a difference, ask subject matter experts...

**Goal:**

WIC is a nutrition and breastfeeding program that helps young families eat well and be healthy. (what we care about)

**Program Team Lead:**  
**Team Lead Email Email:**  
**Report Date:**

Jessica Remington  
[jessica.remington@co.mcleod.mn.us](mailto:jessica.remington@co.mcleod.mn.us)

**How Objectives**

(Where do we want to be?)

Increase 3 month breastfeeding rates of WIC moms to 50% by Jan 1, 2017

**KEY:**

Q1= Jan. to March  
Q2= April to June  
Q3= July to Sept.  
Q4= Oct. to Dec.

How will we know?

Key Performance Measures	Q1	Q2	Q3	Q4	FY 2015-2016	Annual Target	Status	Performance Narrative
% of WIC mothers breastfeeding at 3 months postpartum							+	
							+	
							+	
							Monitor Closely	
							Action needed	





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## MMS CHS SITE VISIT REPORT OVERVIEW

### **Overall Strengths:**

1. MMS does a good job of disseminating information about Public Health and its benefits to the community.
2. MMS has developed strong partnerships within the community that promotes collaboration and support of the public health system.
3. It is evident that MMS has a strong, visionary leadership and the passion for public health. The drive to step forward and be a leader in the state is commendable.
4. The 3 counties work together well. It is evident that there is a team atmosphere and everyone works for the benefit of the community.
5. MMS has a strong preparedness infrastructure that provides benefits to the Department and the community beyond public health preparedness.

### **Three most serious challenges or opportunities for improvement:**

1. There is an opportunity for better documentation. More detailed minutes, including dates, will provide better evidence of discussions and actions that have taken place.
2. For services that are not provided by the Department or there is not direct control over, there needs to be evidence of communication with the entity and a role at the local level.
3. All staff would benefit from being educated and having input on all plans such as CHA/CHIP and strategic plan as well as knowledge of how the plans connect to each other. These plans should be the driving force of how MMS operates.
4. The collection and analysis of primary data is limited in depth. It lacks a functional system.
5. There is an opportunity to engage the Community Health Board and expand their role in the development of plans, policies, and agency decisions.

### **Overall impression of the department as a functioning health department:**

The three health departments have solidified their relationship together to function as a unified staff. In addition, MMS is viewed as a model for the state of Minnesota in establishing multi-county jurisdictions. MMS has done a great job putting aside jurisdictional differences to improve the health of the community. Their relationships with community partners to leverage external resources help to further its mission into the community.