MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD Meeting Minutes
Thursday, April 14th, 2016
McLeod County Household Hazardous Waste Building, Hutchinson

Board Members
Beth Oberg.......... present     Ron Shimanski.......... present     Jim Swanson.......... present
Bryan Larson.......... present     Joe Nagel............. absent     Bill Pinske.......... present
Mike Huberty.......... present     Sheldon Nies........ absent     Gary Kruggel.......... present
Dale Fenrich.......... present     Paul Wright........... absent     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.... present     Colleen Robeck......... present

Guests: Linda Bauck-Todd- MDH, Roxy Traxler-Sibley 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_____

4. Governance Update and Discussion with Scott M. Lepak, Attorney at Law
   Scott was introduced and overview of role was provided. A brief recap of the previous Governance Committee meeting was provided. Scott reviewed an amended JPA draft. Specific items of change include: 6 member board (2 from each member- with an alternate from each county), rotating with equal terms. Other issues that will need to be addressed by Governance Committee:
   - In-kind Processes
   - Budget Structure
   - By-Laws
   - Delegation Agreement Structure

5. Approval of January 14th 2016 meeting minutes Motioned by Ron Shimanski and Seconded by Mike Huberty
   - #8 Change Fiscal Officer to Cindy Schulz

6. Fiscal Officers Report-Colleen Robeck TANF money coming to paid out for 4th quarter, Ebola grant invoice being processed, Project Harmony invoice required budget revisions required, SHIP monies will be paid out for February. Project Harmony numbers are at capacity and questions were discussed regarding budget payments
   Motioned by Bryan Larson and Seconded by Ron Shimanski

7. State Community Health Services Advisory Committee (SCHSAC) Report
   Allie provided a brief update of the SCHSAC meeting summary. SCHSAC has several workgroups addressing a variety of issues including Climate Change and the impact and role for local public health departments. Another Ad-Hoc workgroup will be formed to discuss the role of regional consultants such as epidemiologists and public health nurse consultant. The regional consultants have critical to local health departments and are seen as an extension of our capacity.
8. **May 3rd Video Conference Opportunity** Each Director has reserved a site for Commissioners and staff to attend to learn more about Flint MI and water safety.

9. **Community Health Assessment Planning Update**
   It has been three years since our last assessment and are working on plans for 2016 CHA. We will be working collaboratively with our 4 local hospitals. We currently have local data that have been collected thru the Community Health Behavior Survey, Community Health Opinion Survey and local focus groups. We will be sending out invitations to key stakeholders June 2nd, 2016 is our Community Health Assessment Session at the Hutchinson Event Center and it is from 9am to Noon.

10. **Performance Management Dashboard Update - Allie Freidrichs and Kerry Ward**
    Staff continue to need performance management training. MDH will be out June 27th to complete a training. A new dashboard form will rolled out and then implemented with each program.

11. **Accreditation Update - Kerry Ward – MMS CHS Accreditation Coordinator**
    Received an action plan. This means we need to address certain items before accreditation is received. Action plan is due August 23rd 2016.

12. **Record Retention Policy**
    Work group from LPHA created a record retention protocol. MMS CHS would like to work create a work group to draft a policy once the LPHA template is approved. LPHA template needs to be approved by MN Historical Society (3 months out for decision). MMS CHS will wait until the state makes a decision on this template before moving forward.

13. **Health Equity Grant Application Update**
    Healthy Communities has applied for a Health Equity grant through Blue Cross Blue Shield. Minnesota River Area Agency on Aging is the fiscal agent and the holder of the grant application and they would use MMS CHS to do the contract work. Discussion of what health equity is, how a community health worker could help families who in the minorities, low economic status etc. to have health equity and get health care services as needed.

14. **CHS Emergency Preparedness Program Structural Challenges**
    Staffing changes for Emergency Preparedness program has created a need to re-evaluate how EM grant and services are delivered. With funding constraints and staffing challenges it was determined three a three county EP coordinator could best serve our needs. Discussion items regarding FT status, budget issues and contract vs hiring were addressed. Motion by Mike Housman to further evaluate contract vs employee status and then hire. Any budget overages will be covered by the local public health grant. Seconded by Brian Larson, motion passed.

15. **Administrative Items**
   a. Approval of contracts
      i. Family Planning Grant
      ii. Child and Teen Check-up Grant
      iii. Doherty Contract for Peer Breastfeeding Contract
      iv. Medical Reserve Corp Contract
      v. Board Ratification of PH Doc

   Motion by Mike Housman to approve contracts, seconded by Jim Swanson, motion passed.
   Motion to adjourn by Brian Larson, seconded by Gary Krueger, motion passed.

   [Signature]

   Doug Krueger, Secretary