MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD Meeting Minutes  
Thursday, January 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............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 Freidichs.........present  
Vicki Stock.........present  Rachel Fruhwirth........absent  Colleen Robeck.........present

Guests: Dee Findley- MDH, Linda Bauck-Todd- MDH, Roxy Traxler-Sibley County Administrator, Paul Vining-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 15th 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://mnsppublichealth.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.
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=sr8O90qr-7E&sns=em](http://www.youtube.com/watch?v=sr8O90qr-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
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 10 hrs/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 by 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 14th 9-11 at North Complex Glencoe
April 14th 9-11:
July 14th 9-11
October 13th 9-11
Large Conference Room
McLeod Solid Waste Bldg

Doug Krueger, Secretary