MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH BOARD Meeting Minutes  
Thursday, January 12th, 2017  
McLeod County Household Hazardous Waste Building, Hutchinson

**Board Members**  
Beth Oberg............present  
Joe Nagel............present  
Mike Housman........present  

Joe Tacheny..........absent  
Bill Pinski..........absent  
Doug Krueger........absent  

Ron Shimanski........present  
Bobbie Harder........present  
Joy Cohrs...........present  

**Staff Present**  
Diane Winter.........present  
Vicki Stock.........present  
Kerry Ward............present  

Jennifer Hauser........present  
Rachel Fruhwirth.....present  
Allie Freidrichs.......present  
Colleen Robeck........present  

**Guests:** Dee Finley, MDH, Scott Lepak - Attorney at Law, Linda Bauck-Todd - MDH

1. Meeting called to order

2. Welcome and Introductions

3. Additions to the Agenda  
   Recognition was given to Vicki Stock who will be retiring Jan 27th after 39 years of service at Sibley County.

4. Approval of October 2016 meeting minutes  
   Motion by Joe Nagel to approve the minutes of the regular meeting on October 13, 2016  
   seconded by Ron Shimanski, motion carried

5. Election of Officers  
   Discuss was held that those serving would move up in ranking to fill the positions the executive positions in 2017, with a Meeker Commissioner to be appointed for Secretary  
   Motion made by Ron Shimanski to appoint Bobbie Harder as Chair, Joe Nagel as Vice Chair and Mike Housman as Secretary, seconded by Joe Nagel, motion carried

   a. Current 2016 Officers  
      - Chair - Beth Oberg (Meeker)  
      - Vice Chair – Bobbie Harder (Sibley)  
      - Secretary – Joe Nagel (McLeod)

   b. 2017 Officers Chair  
      - Bobbie Harder (Sibley)  
      - Vice Chair – Joe Nagel (McLeod)  
      - Secretary – Mike Housman (Meeker)

6. Appoint Fiscal Officer for 2017  
   Motion made by Beth Oberg to appoint McLeod County Auditor/Treasurer as the fiscal officer for MMS CHS, seconded by Ron Shimanski, motion carried.
7. **Appoint SCHSAC Representative and Alternate**
   Motion by Beth Oberg to appoint Bobbie Harder as the SCHSAC representative and Allie Freidrichs as the alternate, seconded by Joe Nagel, motion carried.

8. **Appoint CHB Representative to the Healthy Community leadership Team (HCLT)**
   Beth Oberg currently serves in this role and is willing to continue. Motion by Mike Housman to appoint Beth Oberg as CHB representative to the HCLT, seconded by Joe Nagel, motion carried.

9. **Appoint Legal Representative for MMS CHB**
   McLeod County Attorney Mike Junge has served in this role in the past and is willing to continue. Motion by Beth Oberg to appoint McLeod County Attorney Mike Junge as CHB Legal Representative, seconded by Ron Shimanski, motion carried.

10. **Conflict of Interest Policy to be completed and signed (enclosed)**
    Forms were collected from those present. Kerry Ward CHB Recorder will follow-up with and collect those not present.

11. **Request of approval of Authorized Agent, CHS Director, Deputy Director**
    Motioned by Mike Housman to approve the Authorized Agent as Allie Freidrichs and Deputy Authorized Agent as Diane Winter, seconded by Beth Oberg, motion carried.

12. **Statute 145A Presentation -Dee Finley- MDH**
    Dee Findley from the Minnesota Department of Health provided a presentation on the roles and responsibilities of a CHB under Minnesota Statute 145A. Highlights include requirements of the establishment, powers and duties, Local Public Health Grant, and benefits of 145A. See attached PowerPoint and Statue 145A handout.

13. **Update on Delegation Discussion – Scott M. Lepak, Attorney at Law**
    Scott Lepak provided an oral and written update on recent meetings and next steps. Scott and an associate Dave, met with each individual County Commissioners and County Department Heads providing support to the CHS (IT, HR, A/T). He also held meetings with staff from each of the individual counties. From these meetings he has gathered a wealth of information that will be needed to create, review and revise legal documents supporting how the CHS functions. He referenced his written report highlighting his observations and recommendations. The delegation agreements need to address and account for services each of the counties are providing for the CHS.

    **Next steps** will be for the CHB to discuss points of commonality between the providing of public health services via the CHS and potentially explore the option of integration. If there are areas where integration makes sense to all involved, this could be incorporated into a delegation agreement and thus put the CHS in conformity with the newer requirements of state law. Scott will work thru this in order to bring decision points and bring back to board. Specific service delivery will need more discussion. An additional board meeting has been suggested in order to continue this process in a timely manner. A motion made by Ron Shimanski to schedule a CHB meeting on Feb.23rd from 9-11 at McLeod County HHW-large conf. room, seconded by Beth Oberg, motion passed.
14. Fiscal Officers Report-Colleen Robeck* -
Fiscal report was presented and Colleen answered questions regarding Ebola, Healthy Community Coalition, Project Harmony and Local Public Health Grant. Request was made to have report in accrual format to show revenues and expenditures differently. Colleen will run this report and add to fiscal report. Motion was made by Joy Cohrs to approve the fiscal officers report, seconded by Ron Shimanski, motion carried.

15. Review and Approval of the CHS Budget* -
Summary CHS budget and Allocation breakdown of LPH grant, which includes MCH and TANF were presented. Motion made by Mike Housman to approve the summary budget using the numbers for option #2 in the allocation budget, seconded by Joe Nagel. Discussion was held on the differences between counties in salary increases and performance pay and how that relates to CHS employees. Two options of salary increases- 2% or 3% were presented. Motioned made by Beth Oberg to adopt a 2.5% salary increase for employees and to adopt the McLeod County health insurance increases, seconded by Mike Housman, motion carried.

16. Administrative Items Motioned by JN to approved CTC contract seconded by RS. Motioned by MH and Seconded by BO to approve the PHEP contract.

17. LPHA Priorities- Legislative Update* -
Handout of LPHA top three priorities were shared. Discussed the importance of local public health funding and the increase needed to reduce the burden on county tax levies. LPHA will also be addressing the need to increase the medical assistant reimbursement rate for home visits, which is poorly reimbursed vs the cost. Lastly,
LPHA will work on efforts to maintain SHIP funding. If SHIP funding ceases, the work still needs to continue regardless of funding because it’s the work of the MMS Community Health Improvement Plan, which is a state mandate. Dental issues, including access was discussed. Although dental is not specifically on the top three priorities, it is still included in the LPHA platform and bills to increase access or services would be supported by LPHA.

18. Propose a February 2017 CHB mtg- see above

Motion to adjourn by Mike Housman, seconded by Joe Nagel, motion carried

Attachments:
- October 2016 Meeting minutes
- Conflict of Interest Statement
- LPHA Priorities
- CHB Fiscal Report
- CHS Proposed Budget
- Statue 145 A handout
- Statue 145 A ppt

<table>
<thead>
<tr>
<th>2017 Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 23rd 9-11</td>
</tr>
<tr>
<td>April 13th 9-11</td>
</tr>
<tr>
<td>July 13th 9-11</td>
</tr>
<tr>
<td>October 12th 9-11</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Large Conference Room</td>
</tr>
<tr>
<td>McLeod Solid Waste Bldg</td>
</tr>
</tbody>
</table>

[Signature]
Mike Housman, Secretary