MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH BOARD Meeting Minutes
Thursday, March 14, 2019
9 AM to 11 AM
McLeod County Solid Waste Large Room, Hutchinson

Board Members
Beth Oberg.........present Joe Tacheny.........absent Ron Shimanski.......present
Joe Nagel...........absent Bill Pinske...........present Bobbie Harder...........present
Mike Housman......present Doug Krueger...........absent Joy Cohrs..........absent

Staff Present
Diane Winter........present Amanda Maresh.......present Mary Bachman............present
John Gliszcinski...present Rachel Fruhwirth.....present Rose Anderson......present
Brett Nelson.........present

Guests: Dee Finley, MDH Community Health Division and Linda Bauck-Todd, PH Nurse Consultant

1. Meeting called to order by Mike Housman at 9:10 a.m.

2. Welcome and Introductions

3. Additions to Agenda – None

4. Approval of February 15th
Motion by Beth Oberg to approve the February 15, 2019 meeting minutes and seconded by Bill Pinske. Motion carried.

5. Dee Finley, MDH Community Health Division and Linda Bauck-Todd, Public Health Nurse Consultant presented on the Role of the Community Health Board.
Handouts were distributed: Governance and Organizational Structures in Minnesota's Community Health Boards (3/2019), Community Health Services Administrators (Qualifications and Expectations), and Minnesota Local Public Health Act (Summary of MN Statute 145A). Handouts are attached.
Lengthy discussion followed explaining in detail the structure and relationship between the MN Department of Health and community health boards, options available and other factors to consider, along with possible scenarios, for filling the CHS director position. Ultimately, it will be the board’s decision on how they wish to proceed.

6. Administrative Items
a. Motion by Ron Shimanski and seconded by Bill Pinske to approve Consideration of Resolution 2019-4* for designation of Interim Administrator and agent of the board*. Roll call vote taken – all voted yes. Motion carried. Resolution adopted.

b. Additional TANF funding made available by MDH to be used exclusively for family health nurse training by June 30, 2019 approximately $30,000 was awarded bringing grant total to $220,009. Motion by Ron Shimanski and seconded by Beth Oberg to approve amendment to the TANF agreement July 1, 2017-June 30, 2019 increasing the contract award amount to $220,009. Motion carried.

7. Fiscal Management
a. Approval of Expenses: February 2019
Motion by Beth Oberg and seconded by Bill Pinske to approve February 2019 expenses. Motion carried.
8. Executive Committee Update
Breastfeeding Peers: Diane Winter will reach out to Doherty for details on 5% wage determination/COLA questions.

9. Administrative Functions Update
The focus continues to be on MDH reports matching our workbooks. Separation of duties and communication has improved flow, creating a much smoother process. CDS agrees.

10. CHS Administration Transition
   a. CHS Personnel Policies: When working on options for future direction during the interim process for CHS staff, focus has been on personnel policies and performance evaluations. There is a need to identify discrepancies and inconsistencies to develop policies that adequately evaluate the performance of our employees to provide increases according to our compensation plan, as well as clarify hiring and employment end processes. When policy clarifications are completed locally, will ask CDS to do an overview.
   b. Performance Evaluation Process: Search continues to identify a performance evaluation tool. CHS employees do not have access to county systems where performance evaluations are located. The question was asked if networking could be developed to rectify. Diane Winter will look into options.

11. Affirm 2019 Meeting Dates, Format and Locations:
    April 11, 2019 Board Meeting has been scheduled to be held at Meeker County Family Services Building in Litchfield, Room 200. May 9, 2019 meeting is scheduled at McLeod County Solid Waste Large Room in Hutchinson. At this point, meeting venue will be scheduled on a monthly basis.

    Brett gave a very informative presentation on statistics, cost, who’s targeted, marketing tactics, and availability of tobacco and vaping products. Multiple physical examples of apparatus used were explained and available to examine.
    Tobacco 21 is a growing topic that proposes raising the legal minimum sales age for all tobacco products to age 21. 23 Minnesota cities and counties have incorporated Tobacco 21.

13. Adjourn
    Motion by Ron Shimanski and seconded by Bill Pinske to adjourn at 11:25 a.m. Motion carried.
Attachments:

- February 15, 2019 Minutes
- Handouts:
  - Governance and Organizational Structures in Minnesota's Community Health Boards
  - Considerations for the Role of CHS Administrator
  - Minnesota Local Public Health Act
- Resolution 2019-4, Agent of the Board
- 12.31.18 - 2019 Statement of Receipts and Disbursements
- 01.31.19 - 2019 Statement of Receipts and Disbursements

Ron Shimanski, MMS CHS Board Secretary

2019 Board Meeting Dates
April 11th - FSB/Litchfield
May 9th - HHW/Hutchinson
June 13th
July 11th
August 8th
September 12th
October 10th
November 14th
December 12th

Meetings will be from 9 AM to 11 AM unless otherwise stated.