

MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD

Meeting Location: Hutchinson March 10th, 2022 9 AM to 11 AM Agenda

- 1. Meeting called to order
- 2. Approval of the Agenda
- 3. Approval of January 13th, 2022 meeting minutes*
- 4. Fiscal Management
 - a. Approval of Expense Report Invoice payments*
 - i. January
 - ii. February
 - b. Approval of Financial Statements Fiscal Report*
 - i. January
 - ii. February
 - c. Approval of Grant Summary Report*
 - i. January
 - ii. February
- 5. Administrative Items
 - i. Approval of Strategic Plan*
 - ii. Executive Committee Update*
 - 1. Fiscal Update (Meeker)
 - iii. Joint Powers*
 - iv. Operating Procedures*
- 6. SCHSAC Update Commissioner Harder
 - a. Take Home Points*
- 7. Other Agenda Items
 - a. County Updates (Meeker, McLeod, Sibley)
 - b. CHS Update

Adjourn

*Attachments:

- January 13th, 2022 Meeting Minutes
- Invoice Payments
- Fiscal Reports
- Grant Summary Report
- Strategic Plan

- Executive Committee Meeting Minutes
- Joint Powers Agreement
- Operating Procedures
- SCHSAC Take Home Points

2022 Meeting Dates

May 12th July 14th September 8th November 10th

All meetings are 9-11 unless otherwise specified



MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD

Meeting Location: Zoom January 13th, 2022 9 AM to 11 AM Minutes

Attendance: Commissioner Harder, Commissioner Schmalz, Berit Spors, Brittany Becker, Kerry Ward, Jayme Krauth, Commissioner Oberg, Commissioner Bredeson, Julie Schrum, Diane Winter, Kiza Olson, Tera Pryzbilla, Klea Rhettmann, Rachel Fruhwirth, Commissioner Cohrs

- 1. Meeting called to order 9am.
- 2. Approval of the Agenda Kiza requested to rearrange the schedule of the agenda to prioritize staff. Commissioner Cohrs motioned, Commissioner Schmalz second. No discussion. Motion carries.
- 3. Approval of November 10th, 2021 meeting minutes Motion to approve by Commissioner Oberg. Second Commissioner Schmalz. No discussion. Motion carries.
- 4. Fiscal Management
 - a. Approval of Expense Report Invoice payments
 - i. November Motion to approve Commissioner Schmalz. Second Commissioner Cohrs. No discussion. Motion carries.
 - ii. December Motion to approve Commissioner Schmalz. Second Commissioner Cohrs. No discussion. Motion carries.
 - b. Approval of Financial Statements Fiscal Report
 - i. November Motion to approve Commissioner Cohrs. Second Commissioner Schmalz. No discussion. Motion carries.
 - ii. December Motion to approve Commissioner Schmalz. Second Commissioner Bredeson. No discussion. Motion carries.
 - c. Review Grant Summary Report
 - i. November & December

The board reviewed both the financial statements and the grant summary reports and have asked that Tera provide both documents for the board to approve.

- 5. Administrative Items
 - i. Community Health Improvement Plan (CHIP) Presented by Jayme Jayme provided the board with a presentation of the CHIP.
 - ii. Strategic Plan Presented by Kerry and Mary

Kerry and Mary provided the board with a presentation of the Strategic Plan.

- iii. Conflict of Interest
- iv. CHB 2022 Roster
- v. CHS Teams Schedule
- b. Finance Committee Update Moved Item
 - i. COVID 3 Funding

Administrator requested to take \$70,000 off the top to pay for staffing and updates to the CHS website. The remaining dollars will go to the counties by using the population formula. McLeod would get 279,509, Meeker 176,832, Sibley 114,085.

ii. Workforce Development (WFD) Grant

Kiza provided an overview of the workplan that was approved by MDH for this grant. The workplan included hiring for a .5FTE support staff/staff resiliency support, to increase the CHS administrator hours by 4 hours each week, and to cover the staff time for an hourly increase (7 hours a week) for a DP&C plus EP individual in McLeod. These adjustments will be for the duration of the grant, with the exception of the support staff which would then go down to 10 hours a week. Commissioner Schmalz motioned to move with the request as identified. Commissioner Oberg requested for clarification on the motion. Commissioner Schmalz clarified that it was as written above. Commissioner Cohrs to second. Commissioner Schmalz requested for roll call vote. Commissioner Bredeson wished to amend the motion to include the dates. Votes were 4 in favor, 1 opposed. Motion carries.

iii. Audit Update (bank information)

Kiza provided an update to the board on a recently opened savings account in the CHS name.

- 6. SCHSAC Update Commissioner Harder Commissioner Harder provided an update to the board.
- 7. Other Agenda Items
 - a. County Updates (Meeker, McLeod, Sibley)

Each county provided an update to the board.

b. CHS Update

Kiza provided an update to the board.

Adjourn Commissioner Cohrs motioned. Second Commissioner Bredeson. The time was 11:40am.

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	Vendor Name	Vendor Address	Vendor City	Vendor	Vendor Zip-Code		Payment Amount	Invoice #	Grant/Program Number	Account Class	Object Number	Account	Reason for Payment
5-Jan	5-Jan Meeker County Public Health	114 N Holcombe Ave, Suite 250	Litchfield	Σ	55355	v	1,640.00	Dec-21	100	Local Public Health Grant	6265	Professional Services	Professional Services
5-lan	Minnesota Counties	100 Empire Dr, Suite 100	St Paul	Z	55103	S	1,534.00	WCAUDIT1111	100	Local Public Health Grant	6350	Other Charges & Services	WC Audit
S-Jan		100 Empire Dr, Suite 100	St Paul	Z	55103	υ,	8,960.00	19146\$	100	Local Public Health Grant	6350	Other Charges & Services	PC & WC Renewal
5-Jan	5-Jan Reliance Standard Life Ins Co	PO Box 82510	Lincoln	N H	68501-2510	s	(197.09)	9-08507-0001					Dental, Life & Disability
5-Jan	Vivid Image, Inc	897 Highway 15 S Hutchinson	Hutchinson	M	55350	\$ 1	\$ 11,000.00	18668	622	PW Health Equity Grant	6350	Other Charges & Services	Other Charges & Services

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		1002 Soluntions										
6-Jan	Peopleready Inc	Center	Chicago	=	60677-1000	\$ 200.82	27113629	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
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6-Jan	Peopleready Inc	Center	Chicago	_	60677-1000	\$ 161.70	27113630	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
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6-Jan	Peopleready Inc	Center	Chicago	=	60677-1000	\$ 65.33	27113632	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll

Reason for Payment **Audit Services Professional Services** Account Object Number 6265 Local Public Health Grant Account Class Grant/Program Number 100 Invoice # 71441 8,837.00 Payment Amount ÷ Vendor Zip-Code 55103 Vendor State NΜ Vendor City St. Paul Auditor, Suite 500, 525 Park Street Vendor Address

10-Jan Minnesota State Auditor

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		1002 Soluntions											
13-Jan	Peopleready Inc	Center	Chicago	۳	60677-1000 \$	\$ 207.67	27127836	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll	
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13-Jan	Peopleready Inc	Center	Chicago	7	60677-1000	\$ 280.91	27127837	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll	

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	Vendor Name	Vendor Address	Vendor City	Vendor State	Vendor State Vendor Zip-Code	Payment Amount	Invoice #	Grant/Program Number	Account Class	Object Number	Account	Reason for Payment
		1002 Soluntions										
20-Jan	Peopleready Inc	Center	Chicago	1	60677-1000 \$	\$ 246.95	27141515	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
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20-Jan	Peopleready Inc	Center	Chicago	1	60677-1000 \$	\$ 307.04	27141516	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll

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	Object Number	6265
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	Payment Amount	\$ 1.747.20
	Vendor Zip-Code	55355
	Vendor State	z S
	Vendor City	Litchfield
	Vendor Address	820 Siblev Ave N
January 21, 2022	Vendor Name	Conway, Deuth &
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Online Auto-Pay Date

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Grant/Program	Number Object Number	225	502	230	234									
	Account	Health & Life Ins-County Share	Emergency Preparedness Health & Life Ins-County Share	Health & Life Ins-County Share	Health & Life Ins-County Share						-			
	Account Class	WIC-Admin	Emergency Preparedness	SHIP-Community	WIC Peer Grant						05			
	Invoice #	110203495												iii
	Payment Amount	\$ 453.99	\$ 934.38			\$ 2,258.58								
	Vendor Zip-Code					TOTAL								
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Reason for Payment	WIC Peer Cell phones	cell phone, air card	cell phone, air card	cell phone, air card	cell phone	cell phone										
Object Number	6203	6203	6203	6203	6203	6203										
Grant/Program Number	234	100	502	225	230	100							_			
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Account Class	WIC Peer Grant	Local Public Health Grant	Emergency Preparedness	WIC-Admin	SHIP-Community	Local Public Health Grant			9 0							
Invoice #	9896219329	2				8 8										
Payment Amount	\$ 254.72	\$ 91.38	\$ 91.38	\$ 89.89	\$ 51.37	\$ 61.11	\$ 639.85									
Vendor Zip-Code Payment Amount				- 11		-	TOTAL									
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Reason for Payment WIC Peer Payroll WIC Peer Payroll Professional Services Professional Services Account Object Number 6265 6265 WIC Peer Grant WIC Peer Grant Account Class Grant/Program Number 234 234 27156088 27156089 Invoice # 213.29 235.18 Payment Amount 60677-1000 \$ \$ 0001-1000 Vendor State Vendor Zip-Code Vendor City Chicago Chicago 1002 Soluntions 1002 Soluntions Vendor Address Center January 27, 2022 Peopleready Inc Peopleready Inc Vendor Name 27-Jan 27-Jan

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2018 CHS Remittal Invoice Workbook.xlsx Printed 1/27/2022

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES 114 N Holcombe Ave, Suite 250, Litchfield MN 55355

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2-Feb	Julie Kloeckl	Glencoe	Σ	55336	. ↔	43.64	Dec-21	306	Covid-19	6336	Meals/Lodgeing/Parking & Misc. Covid-19 Clinic	Covid-19 Clinic
2-Feb	Meeker County Public Health	Litchfield	Σ	55355		\$ 1,835.00	Jan-22	100	Local Public Health Grant	6265	Professional Services	Professional Services
2-Feb	Shawna Best	Hutchinson	Σ Σ	55350	\$	170.22	5	230	SHIP-Community	6350	Other Charges & Services	Hutch Farmers Market

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3-Feb	Peopleready Inc	Center	Chicago	=	60677-1000	\$ 179.60	27174720	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
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3-Feb	Peopleready Inc	Center	Chicago	1	L 60677-1000	\$ 280.91	27174721	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll

	February 11, 2022											
	Vendor Name	Vendor Address	Vendor City	Vendor State	Vendor State Vendor Zip-Code	Payment Amount	Invoice #	Grant/Program Number	Account Class	Object Number	Account	Reason for Payment
		1002 Soluntions							-		æ	
11-Feb	Peopleready Inc	Center	Chicago	=	60677-1000 \$	\$ 213.28	27184254	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
		1002 Soluntions										
11-Feb	Peopleready Inc	Center	Chicago	=	60677-1000 \$	\$ 307.03	27184255	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll

	Reason for Payment	Professional Services	Audit Services	QPR Class
	Account	Professional Services	Professional Services	Professional Services
	Object Number	6265	6265	6265
	Account Class	Local Public Health Grant	Local Public Health Grant	Suicide Prevention Grant
	Grant/Program Number	100	100	237
	Invoice #	297971	71507	1011
	Payment Amount	4,294.95	872.50	400.00
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	Vendor City	Litchfield	5 St. Paul	Glencoe
	Vendor Address	820 Sibley Ave N Litchfield	Auditor, Suite 500, 525 Park Street	PO Box 24
February 16, 2022	Vendor Name	Conway, Deuth & Schmiesing, PLLP	16-Feb Minnesota State Auditor	Teuby Continued
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17-Feb	Peopleready Inc	Center	Chicago	1	L 60677-1000	\$ 241.36	27196332	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
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17-Feb	Peopleready Inc	Center	Chicago	=	60677-1000	\$ 326.64	27196333	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll

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Vendor Name	Vendor Address	Vendor City	Vendor	Vendor Zip-Code Payment Amount	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
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					\$ 91.34		Local Public Health Grant	Communications	100	6203	cell phone, air card
		· ·			\$ 91.36	2	Emergency Preparedness	Communications	205	6203	cell phone, air card
					\$ 89.85		WIC-Admin	Communications	225	6203	cell phone, air card
					\$ 51.33		SHIP-Community	Communications	230	6203	cell phone
					\$ 51.33		Local Public Health Grant	Communications	100	6203	cell phone
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Online Auto-Pay Date

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	Reason for Payment	February Health Insurance Premium	February Health Insurance Premium	February Health Insurance Premium	February Health Insurance Premium										
	Number Object Number	2045	2045	2045	2045	2									
Grant/Program	Number	225	502	230	225										- 1
	Account	Health & Life Ins-County Share	Emergency Preparedness Health & Life Ins-County Share	Health & Life Ins-County Share	Health & Life Ins-County Share										
	Account Class	WIC-Admin	Emergency Preparedness	SHIP-Community	WIC-Admin										
	Involce #	110911578						= = =							
	Payment Amount	\$ 453.99	\$ 934.38	\$ 416.22	\$ 453.99	\$ 2,258.58						20			
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		1002 Soluntions										
24-Feb	Peopleready Inc	Center	Chicago	=	60677-1000	\$ 224.51	27211620	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
		1002 Soluntions										
24-Feb	Peopleready Inc	Center	Chicago	=	60677-1000	\$267.84	27211621	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll



State Community Health Services Advisory Committee (SCHSAC) take-home points: February 18, 2022

Upcoming meetings

Full SCHSAC membership

- Next meeting: April 15, 2022 (9:00-11:00 AM)
- SCHSAC will determine further full-membership meeting dates in spring 2022.

Executive Committee

- March 10, 2022 (9:30-11:30 AM)
- May 12, 2022 (9:30-11:30 AM)
- July 14, 2022 (9:30-11:30 AM)

- September 8, 2022 (9:30-11:30 AM)
- November 10, 2022 (9:30-11:30 AM)

For the most current meeting dates for full membership and the Executive Committee, visit: <u>SCHSAC</u> meetings and materials (https://www.health.state.mn.us/communities/practice/schsac/meetings.html).

Action items

- Connecting with state legislators: By March 7, please add your name and connections to Minnesota state legislators to slides 1-8 of the SCHSAC Policy Agenda Jamboard (https://jamboard.google.com/d/1NQu6kjZqcAGoY3Ut-OrH9aYIImRYvgyNS1nAsFnBkOw/viewer). For more context on this action item, scroll to the take-home points section called "Policy agenda."
- Mentoring in SCHSAC: If you would like to participate in mentoring new SCHSAC members as a mentor or a mentee, please indicate your interest by March 7 on slide 10 of the SCHSAC Policy Agenda Jamboard (https://jamboard.google.com/d/1NQu6kjZqcAGoY3Ut-OrH9aYIImRYvgyNS1nAsFnBkOw/viewer?f=9).
 For more context on this action item, scroll to the take-home points section called "Member"
 - For more context on this action item, scroll to the take-home points section called "Member orientation and mentorship."
- Study, coffee, and conversations: If you would like to join SCHSAC's public health study coffee and conversations, please indicate your interest by March 7 on slide 9 of the SCHSAC Policy Agenda Jamboard (https://jamboard.google.com/d/1NQu6kjZqcAGoY3Ut-OrH9aYIImRYvgyNS1nAsFnBkOw/viewer?f=8).
 - For more context on this action item, scroll to the take-home points section called "Study sessions."
- Suggestions for future meetings: If you have suggestions for agenda items for the future, please reach out to your region's Executive Committee representative
 (https://www.health.state.mn.us/communities/practice/schsac/workgroups/executive.html).
- Please share: Share these take-home points with your community health board.

Commissioner's remarks (Jan Malcolm)

- We have an opportunity to build on the attention of the past few years—we've seen more appreciation for public health, and some critiques about how people would like to see public health work differently. We can use lessons learned to build a stronger public health system.
- **COVID update**: We're moving toward a time where COVID is preventable (vaccination) and treatable. Those are the conditions we need to say something is manageable vs. completely taking over and disrupting our world. The wild card is new variants. Things are feeling good right now, and we don't mean to minimize that. And: We need to continue to be prepared for future waves. We don't know how large they'll be or how long. We're thankful for our local public health leaders who have been on the front lines, and for local policymakers who have had to make some really hard decisions. Thank you for your leadership, endurance, support of public health. We look forward to building on your work.
- Legislative session update: We have a historically large budget surplus. The governor invited agencies to think big and come up with some proposals to take advantage of this opportunity. MDH's proposals include (but are not limited to): how to improve health care access/affordability, increasing support for providers in rural areas and geographies, prevention proposals, home visiting expansion, and more. This is exciting and also gives us pause, given workforce challenges. We're looking forward to more robustly turning our focus to issues other than COVID.
- On restoring the public's trust in public health: It's a big challenge. It's not only a loss of trust in public health, but in government and large institutions as a whole. We've learned an important lesson: We don't automatically get public trust; we have to earn it. We also saw the disconnect between our mission in public health (reduce risk as much as possible) and people wanting to make their own decisions and determine their own comfort with risk (schools are a prime example). We need to keep giving people the knowledge and tools to protect themselves, their families, their communities—and keep framing our decisions as: we're not trying to take away choices, but making sure people have the right tools to make decisions. We can't just be the world's best scientists—we have to meet the public where they are, and understand their experience so that we can make sure our recommendations meet the real-world test. We ignore this disconnect at our peril.

Update: Public health system transformation in Minnesota (Phyllis Brashler, Kim Milbrath)

For a full review of past SCHSAC work to strengthen the public health system, please see Phyllis' slides.

- MDH has a long history of working in partnership with SCHSAC and local public health leaders to strengthen the statewide public health system. But for all our efforts, persistent variation remains in the capacity of public health departments across Minnesota to carry out foundational responsibilities.
- Just before the pandemic, there was an effort to start to consider system-level changes that could strengthen Minnesota's statewide public health system.
- Two key national constructs informed the first Strengthening Public Health in Minnesota workgroup:
 - the notion that public health practice must evolve into what has been referred to as Public Health 3.0, and
 - a national framework created to illustrate foundational governmental public health services and organizational capabilities.

- The COVID-19 pandemic response interrupted this work. It also offered an opportunity to learn a lot about our statewide governmental public health system—state, local, and tribal—including its strengths and its challenges.
- We are now resuming this work in a few different ways:
 - We are re-engaging our partners in these conversations—SCHSAC, local public health leaders, and tribal nation leaders.
 - The Minnesota Public Health Infrastructure Fund offers us an early opportunity to try new things and think about how best to assure that foundational capabilities are in place across different settings across our state. This is intended to be seed money to start thinking about better ways to meet foundational capabilities across the state. MDH saw 45 applications from over 60 jurisdictions, and has now moved into competitive review, to occur in March. For more information, visit: Public Health Infrastructure Fund (https://www.health.state.mn.us/communities/practice/systemtransformation/infrastructurefund.html).

Policy agenda (Sheila Kiscaden, Tarryl Clark)

- We are the conduit for our legislators to know what's happening in public health, and what current issues are. Let's build relationships so that we're the go-to people about what's happening with public health in our communities and what our communities' needs and priorities are. We can connect our colleagues and legislators to the information they need.
- Every one of us on SCHSAC has a legislator that represents us. Every one of us can be an educator
 and communicator about the value of public health. To find your legislator, visit: <a href="Who Represents-Who Represent
- We'd like to document our members' connections to legislators; this doesn't just need to be your own representative, but can be someone you know from current/past work or are connected to another way.
- ACTION ITEM BY MARCH 7: Please add your name and connections to Minnesota state legislators to slides 1-8 of the SCHSAC Policy Agenda Jamboard (https://jamboard.google.com/d/1NQu6kjZqcAGoY3Ut-OrH9aYIImRYvgyNS1nAsFnBkOw/viewer). This Jamboard is evergreen—that is, it will stay online and you can continually add relationships to it in the future.

Member orientation and membership (Sheila Kiscaden, Tarryl Clark)

- We know it can be hard to enter SCHSAC and understand your role right away.
- We'd like to propose that we start pairing new members with existing members, to build relationships, answer questions, and provide some orientation on how we operate.
- As we gauge interest, we'll continue to flesh this idea out with the Executive Committee.
- ACTION ITEM BY MARCH 7: If you would like to participate in mentoring new SCHSAC members as a mentor or a mentee, please indicate your interest on slide 10 of the SCHSAC Policy Agenda Jamboard (https://jamboard.google.com/d/1NQu6kjZqcAGoY3Ut-OrH9aYIImRYvgyNS1nAsFnBkOw/viewer?f=9).

Study sessions (Sheila Kiscaden, Tarryl Clark)

- How do we stay on the forefront of what's happening in public health?
- We propose to start some study circles for us to learn together, to read articles or attend webinars and then answer common questions: What did I learn from this session? How can I apply it to our work in Minnesota? Should we share this information with SCHSAC at large?
- These study sessions will be open to all SCHSAC members.
- ACTION ITEM BY MARCH 7: If you would like to join SCHSAC's public health study coffee and conversations, please indicate your interest on slide 9 of the SCHSAC Policy Agenda Jamboard (https://jamboard.google.com/d/1NQu6kjZqcAGoY3Ut-OrH9aYIImRYvgyNS1nAsFnBkOw/viewer?f=8).

The following webinars may be of interest to SCHSAC members, and helpful for future discussions:

- Reimagining a Public Health System to Build an Equitable Tomorrow (County Health Rankings & Roadmaps) (https://www.countyhealthrankings.org/learn-from-others/webinars/reimagining-a-public-health-system-to-build-an-equitable-tomorrow)
- <u>Lights, Camera, Action: The Future of Public Health National Summit Series (CDC Foundation)</u>
 (https://futureofpublichealth.org/)

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To obtain this information in a different format, call: 651-201-3880.