

## **AITKIN-ITASCA-KOOCHICHING COMMUNITY HEALTH BOARD**

### **Summary Minutes**

**Meeting Date: Thursday, December 12, 2013**

**Meeting Site: Itasca Resource Center, Grand Rapids, MN**

### **Introductions and Welcome:**

Self-introductions were provided by those present. It was noted that Lester Kachinske was retiring from his position as Itasca County Health and Human Services Director after a lengthy career working with St. Louis, Aitkin and Itasca Counties in our region. Also retiring was Sue Erzar Itasca County Public Health Division Manager, she too has many years of service and both Lester and Sue were thanked for their service and involvement with the Community Health Board. Marie Margitan, MDH NE District Representative also announced she will be retiring in February, 2014. The Board thanked her for her service to our Board as well. Eric Villeneuve was introduced to the Board. He has been hired as Itasca Health and Human Services Director.

### **Community Health Board Meeting Dates - 2014:**

- The Board set its 2014 meeting dates as follows: February 13, 2014, April 10, 2014, June 12, 2014, August 14, 2014, October 9, 2014, December 11, 2014.

### **Financial Information:**

- Reviewed the financial reports for various grants. Grants expenditures were on target for the year.

### **Administrative Information:**

- **Triad Update** - PH supervisors /directors, CHS Grants Manager and the MDH Public Health Nurse Consultant make up the Triad Group. The group has been meeting at least monthly and sometimes more frequently either by telephone conference or face-face. Most recently, the Triad has had lots of discussions regarding how to proceed with filling the CHS Administrator position given recent resignations and retirements in positions which had filled this capacity in the past years. Discussions have centered on what we can afford on what options do we have? This will be addressed in a separate agenda item.
- **CHAMPS Update** - CHAMPS is the electronic medical records system which is now operational in all three counties. All 3 counties have now gone live with entering data and have worked together to define common terms for entering data. Staff believe they will get better data and statistics from this system, and are very excited about this web-based system.

• **Administrative Information (continued) :**

- **Community Assessment Update** – This process is part of a planning process which is due to the Minnesota Department of Health by 2015. All 3 counties have been reviewing the data assessment and will move ahead to review key data with stakeholders in their counties. Koochiching County has completed its data review and held a community meeting to receive input on their health priorities. Koochiching County has identified the problem areas they will address. Once each county completes its review, a combined tri-county report will be developed and submitted to MDH.
- **SHIP/CTG Update** – At our last meeting, Sue Erzar discussed a need for someone to hold the contract for the Itasca County SHIP Coordinator, since this position is contracted externally in Itasca County. This contract is now completed and will be with the Aitkin-Itasca-Koochiching Community Health Board, as a sub-contract of the 7 county SHIP grant. All 3 counties have begun the new cycle of SHIP activities and there is a lot going on. We will have a report on SHIP at our February meeting. Julie Myhre, Carlton-Cook-Lake-St. Louis Community Health Board Director has taken a position with MDH as Director of Office of Statewide Health Improvement Initiatives and will oversee SHIP and CTG at the state level.
- **Preparedness Update** - All 3 counties are sending staff working with the Preparedness program to national training in January. Public Health staff as well as other county preparedness staff are attending, and our 3 counties will join with other regional preparedness staff to work together on training and planning. This training was fully funded by federal preparedness funds.

**Local Public Health Report (LPHA)**

Sue Erzar, Itasca County Public Health Division Manager, is the tri-county CHS Local Public Health Association representative and provided a report on the past meeting. Local Public Health Association (LPHA) is looking at the number of retirements of public health staff at all levels throughout the state. They are looking at how to provide leadership development to new hires as well as potential ways to engage retirees after retirement. Are there ways that retirees could or would help with ongoing efforts on Local Public Health? Other topics included: Public Health Nuisances and policies related to this program; and awards were also presented. Marie Margitan, MDH NE District Representative, along with the statewide District representatives received a local capacity award. It was noted that Marie Margitan has been a great asset to our three counties and the region and will definitely be missed.

**Public Health Reports:**

- Reports were presented by public health staff from each county.

- **CHS Administrator Replacement**

As noted during the Triad report, The Board is faced with looking at a new administration plan due to recent retirements and resignations of key public health staff. The Triad met and developed suggestions for a starting point of discussion. Board members received a CHS Administrator Scope of Service document developed by the Triad Committee and Board Chair (Tom Burke, Sue Erzar, Susan Congrave, Karen Benson, Marie Magitan and Brian McBride). Karen Benson also presented a preliminary 2014 CHS Administration Budget, which identified funds available to provide funding for a contract position with no benefits for the 2014 calendar year. The Board discussed funding and contract considerations for a CHS Administrator. It was also noted that MDH is asking that an Interim Administrator be appointed during the contracting process. Following discussion, Leo Trunt made a motion to appoint Susan Congrave, as Interim CHS Administrator; Ihleen Williams seconded the motion; motion carried. A motion was next made by Leo Trunt to post a contract position listing in the newspapers located in Aitkin, Itasca and Koochiching counties; as well as the Duluth News Tribune and the Local Public Health Newsletter and CHS newsletter; motion was seconded by Ihleen Williams; motion carried. Susan Congrave will be listed as contact to screen applicants. Following receipt of applications, the Triad would form an interview committee. It was also requested, that Dr. Shara Pehl, Board member from Itasca County work with the Triad to develop the contract language.

- **Next Meeting:** The next meeting of the Community Health Board will be February 13, 2014 in Grand Rapids.