

AITKIN-ITASCA-KOOCHICHING COMMUNITY HEALTH BOARD

Summary Minutes

Meeting Date: February 12, 2015

Meeting Site: Itasca Resource Center, Grand Rapids, MN

Introductions: The Board and others present provided self-introduction. It was noted that MDH NE District Public Health Nurse Consultant Janelle Schroeder was present at today's meeting. Board Chair Brian McBride welcomed her.

Review and Approval of the Agenda: Tom Burke, Aitkin County Health and Human Services Director requested the addition of a discussion regarding Fond du Lac airspace issue if time permitted. Karen Benson requested adding discussion of CHAMPS Invoice to the Financial Report. With those additions, Laurie Westerlund made a motion to approve the agenda; seconded by Ihleen Williams; motion carried.

Minutes of October Meeting: Karen Benson noted the minutes should be amended to show Brian McBride, Board Chair calling the meeting to order. With that correction, Laurie Westerlund made a motion to approve the minutes; seconded by Phyllis Karsnia; motion carried.

Local Public Health Report:

Kelly Chandler, CHS Administrator, and Itasca County Public Health Division Manager is the tri-county CHS Local Public Health Association representative. She provided a written report on the past meeting (**report attached**). The Board discussed items on the report including:

- **Restoration of the Local Public Health Grant** – The group discussed that this is a lead priority for LPHA and our counties as this grant was cut by 30% in 2003 and has remained at that level for 12 years. Kelly Chandler noted that she and Eric Villeneuve, Itasca County Health and Human Services Director will be meeting to discuss restoration of these funds with MN State Representative, Matt Dean, who chairs the Health and Human Services Finance Committee of the MN House.
- **Local Public Health Day on the Hill** – Kelly said that she also will be attending the Local Public Health Day on the Hill, March 17 and Public Health Supervisors Erin Melz from Aitkin County and Nancy Lee from Koochiching County are also hoping to attend. Kelly said this day provides an opportunity for our counties to connect with their area legislators and discuss these issues as well as discussing keeping a portion of TANF funding earmarked for home visiting versus moving it into cash assistance.

State CHS Advisory Committee (SCHSAC) Report:

Betsy Johnson, Itasca County Board Representative is the Tri-County CHS State CHS Advisory Committee Representative. Betsy reported that SCHSAC has not met since our last CHB meeting, so there will be no report at this time. The next meeting of SCHSAC is scheduled for March 20, 2015. Janelle Schroeder, MDH NE District Public Health Nurse Consultant noted that the March meeting will be offered as an ITV meeting at several sites throughout the state. She is hosting the site at Duluth, and encouraged staff or Board members to attend this meeting if interested.

Public Health Reports:

- Written reports from each county were emailed to the Board. **(county reports attached)**

Local Public Health Assessment and Planning Process (LPHAPP)

Deliverables:

The AIK Strategic Plan and AIK Community Health Improvement Plan must be approved by the Board and submitted to MDH by March 31, 2015. Copies of the two plans were emailed to the Board with the Board Packet. **(copies of these reports may be obtained from your county Public Health Department).** Kelly Chandler presented the plans and noted that Erin Melz and Amy Wyant, from Aitkin County Health and Human Services, did much of the work on the writing and packaging of the final Community Health Improvement Plan, while Kelly Chandler from Itasca County Health and Human Services worked on the writing and packaging of the final Strategic Plan. Janelle Schroeder noted that the three Public Health Supervisors/Division Manager did an excellent job of completing these reports especially with all of these staff being so new to their positions. She said the final products are some of the nicest products submitted by Community Health Boards throughout the state. Ihleen Williams made a motion to approve the Strategic Plan; seconded by Phyllis Karsnia; motion carried.

Laurie Westerlund made a motion to approve the Community Health Improvement Plan; seconded by Betsy Johnson; motion carried.

Financial Information:

- Karen Benson, Grants Manager reviewed the financial reports for various grants. Overall grants expenditures were on target for the year. She addressed the CHS Administration December, 2014 YEAR END Expenditure report noting year-to-date expenditures were \$128,105.51 or 80.8% of the annual budget of \$158,572, with 100% of the year completed. This provides a carryover of \$30,466.45. The carryover was a result of unspent funds in the Contract Administrator line item. Upon a motion from Leo Trunt, seconded by Phyllis Karsnia, the Financial Report was approved.

Financial Information (Continued):

- The Board next discussed allocation of the carryover and utilizing \$14,840 of the balance to pay the annual support fee for the CHAMPS Software electronic recordkeeping system utilized by all three county Health and Human Services Departments. Karen Benson explained that this is the second year of annual fee billing for this program. In 2013, this program was purchased, with \$20,000 being provided by the Community Health Board, and the balance of the \$52,188 divided between the 3 counties. In 2014, the annual fee was paid with each county paying 1/3 of the \$14,407.74 annual support fee. The Board discussed options for making this payment. It was noted that the Board may not have this large carryover in the future, but Betsy Johnson, Itasca Board representative noted that it might be prudent to pay this bill this year from carryover funds and take up discussion of how to fund this annual fee in future years. Upon a motion from Betsy Johnson, seconded by Phyllis Karsnia, payment of the CHAMPS annual fee invoice by the Community Health Board, utilizing carryover funds, was approved.
- The above listed action provides a carryover amount of \$15,666.45 which the Board authorized being held in a carryover account. Upon a motion from Ihleen Williams, seconded by Leo Trunt, \$15,666.45 of the 2014 carryover was allocated to the Carryover Account; motion carried.
- The Board next discussed the mileage reimbursement fee for the Board. The Board's fiscal agent, Itasca County has taken action to adopt the federal mileage reimbursement rate of .575 cents per mile for 2015. Upon a motion from Leo Trunt, seconded by Betsy Johnson, the Board set the 2015 mileage reimbursement rate at .575 cents per mile; motion carried.

Review Bylaws, Joint Powers Agreement, Personnel Policies and Discuss Medical Consultant Contract:

The Board must annually review its bylaws, joint powers agreement and personnel policies. We have also received notification of the resignation of our Medical Consultant. MN State Statute 145 A addresses the requirements for a CHB regarding a Medical Consultant. The Board must also notify the Itasca County Board regarding a vacancy in its representation on the Community Health Board. Following discussion, the Board noted that the State Statute does not require the Medical Consultant to be a member of the Community Health Board, but the Board's Bylaws and Joint Powers Agreement do have this requirement. The Board must contract with a Medical Consultant. It was discussed this requirement may be met by individual counties in a CHB having a contract with a physician as medical consultant. After discussion, it was decided that Eric Villeneuve, Itasca County Health and Human Services Director, will draft a revision to the Bylaws and Joint Powers and review it with the three county health and human services administration. Upon a motion from Laurie Westerlund, seconded by Leo Trunt, it

Review Bylaws, Joint Powers Agreement, Personnel Policies and Discuss Medical Consultant Contract (Continued):

was requested that Eric Villeneuve draft revisions to the Bylaws and Joint Powers Agreement; submit these changes to the county attorneys for review, and return with the new draft of these documents to the Community Health Board for approval; motion carried.

Kelly Chandler noted that Itasca County will request that the County Board post for a Board member position to complete the unexpired term of one representative.

Because of work on restructuring the Community Health Board, review of the Personnel Policies was deferred until after the new CHS Administration structure is completed.

Election of Officers:

As the first meeting of 2015, the Board needs to elect a Chairperson, Vice Chair and Secretary. The Board also needs to appoint the SCHSAC Representative and Alternate. Upon a motion from Leo Trunt, seconded by Ihleen Williams, Brian McBride was nominated as 2015 Chair of the Community Health Board; motion carried.

Upon a motion from Betsy Johnson, seconded by Phyllis Karsnia, Leo Trunt was nominated as 2015 Vice Chair of the Community Health Board; motion carried.

Upon a motion from Laurie Westerlund, seconded by Betsy Johnson, Ihleen Williams was nominated as 2015 Secretary of the Community Health Board; motion carried.

Upon a motion from Phyllis Karsnia, seconded by Laurie Westerlund, Betsy Johnson was nominated as 2015 State CHS Advisory Committee Representative; motion carried.

Upon a motion from Phyllis Karsnia, seconded by Laurie Westerlund, Betsy Johnson was nominated as 2015 State CHS Advisory Committee Representative; motion carried.

Upon a motion from Ihleen Williams, seconded by, Leo Trunt, Laurie Westerlund was nominated as 2015 State CHS Advisory Committee Alternate; motion carried.

CHB Administration Subcommittee Report:

The Subcommittee presented printed documents of its review process, research and recommendations for a new administration structure for the Community Health Board. Laurie Westerlund complimented the Subcommittee on working very hard on this process. Discussion was held regarding these materials.

Upon a motion from Betsy Johnson, seconded by Ihleen Williams, it was requested that the Aitkin-Itasca-Koochiching Community Health Board hire a 1.0 FTE Community Health Services Administrator; motion carried

CHB Administration Subcommittee Report (Continued):

Upon a motion from Betsy Johnson, seconded by Ihleen Williams, it was requested that the Aitkin-Itasca-Koochiching Community Health Services Grants Manager position be discontinued not before July 4, 2015 and contingent upon the hiring of a Community Health Services Administrator; motion carried.

Upon a motion from Betsy Johnson, seconded by Laurie Westerlund, it was requested that the CHS Administrator Job Description, along with the Administrator Duties List be adopted as presented; motion carried.

Eric Villeneuve next discussed a need to apply for Federal Tax ID numbers, MN State Tax ID numbers, a SWIFT ID, a SAMS number and a DUNS number, which would all be unique to the Aitkin-Itasca-Koochiching Community Health Board. In past years, the Board has utilized the numbers of Itasca County for these purposes. Kelly Chandler will work with Christine Krebs, Itasca County Health and Human Services Business/Fiscal Division Manager, to get these numbers changed.

The Board also needed to look at a new insurance plan for Community Health Board employees. In past practice, this had been handled by Board employees being eligible for coverage through the Itasca County Health Insurance Pool. Eric has looked into future employees being eligible for the Procure Pool which is a grouping of governmental agencies. The Community Health Board can apply to be a member of this pool.

Leo Trunt made a motion, seconded by Betsy Johnson, to authorize the Community Health Board to apply to change its federal and state numbers and ID's as necessary and to apply to be a member of the Procure Insurance Pool; motion carried.

The Board next discussed the 2015 proposed CHS Administration budget and the Salary and Benefit package to be paid to the Administrator. Kelly Chandler presented the budget detailing the line items added.

Upon a motion from Betsy Johnson, seconded by Ihleen Williams, it was requested that the 2015 CHS Administration Budget be approved as presented; motion carried.

The next item to address was the formation of a Hiring Committee. Betsy Johnson said this needs to be a committee of the Board with input from the county staff. Janelle Schroeder said that MDH staff have offered to review applications to assure that applicants meet the requirements for this position. The CHB Administration Subcommittee will advertise for candidates with the deadline for applications being March 20, 2015. After discussion, a Hiring Subcommittee was formed with Brian McBride, Koochiching County Commissioner and Board Chair, Betsy Johnson, Itasca County Board representative and Ihleen Williams, Aitkin County Board representative, as members. The Hiring Subcommittee will meet to put together a process for the interviews. It was noted that Public Health Division Manager/ Supervisors should be involved in the interviews. March 30 was set as a date for the Hiring Subcommittee to meet along with Janelle Schroeder and review the applications forwarded after state review and develop interview questions. Kelly Chandler said some interview questions are available to review. It was then decided that the interviews will take place on April 9, 2015. The Board

will hold a short business meeting of the Board commencing at 9:00 a.m. followed by interviews beginning at 11:00 a.m. The Hiring Subcommittee will notify applicants of interview times.

Next Meeting & Calendar for 2015 Meetings:

The next meeting of the Community Health Board will be April 9, 2015, at 9:00 a.m. in Grand Rapids. It was noted there is a conflict with the scheduled October 8, 2015 Board meeting falling during the Community Health Conference. The Board will discuss how to handle this at a later meeting.

Other:

Tom Burke, Aitkin County Health and Human Services Director explained concerns regarding Fond Du Lac airspace issues and the impact on Aitkin County and other areas of the state.

Adjournment:

Upon a motion from Laurie Westerlund, seconded by Ihleen Williams, the Board meeting was adjourned at 1:00 p.m..

February Update for Aitkin County Public Health

*SHIP

- *Nutriman Garden coordination transferred to ISD #1 via a transition workshop presented to school staff on January 19th.
- *Coordination of initiatives has begun with the Hill City School and Community Health and Wellness Committee. Great momentum, energy and support.
- *Looking into greater opportunities for the local farmer's market, including possibility of accepting EBT payments.

*Home Visiting

- *Experimenting with electronic options in the home for teaching, charting and signing of documents
- *PHN and SW continue to attend the Infant Mental Health Course at the U of M 2 days per month. Will be working on final project, consisting of internal intake processes and program development.
- *Conversations continue with Lakes & Pines for the exploration of partnering on program development that would provide families with a mental health navigator or support worker.

*WIC

- *PCS friendly education has been being used by all of the WIC staff. Nutrition education materials and clinic atmosphere has been revised to become more PCS friendly.
- *Staff have started the process for implementing appointment text reminders, which will be done in-house by support staff.
- *WIC has launched a Facebook page.

*Emergency Preparedness—

- *Staff continue to work on Sheltering sites and create plans on how those locations would be best utilized.
- *Meetings are being scheduled to move forward with the planning of sheltering exercises, beginning with a tabletop exercise moving toward a full scale, functional exercise.

*Health Education

- *Our media plan has been formulated and in place for about 6 months. Each month an article is drafted and sent to 3 newspapers for publication and posters are created and hung in a variety of locations throughout the county.
- *Health Education has launched a new Facebook page.

*Home and Community Based Services—

- *100% of new assessments are being conducting using MNChoices
- *Anticipating reassessments using MNChoices will launch at some point this summer or fall along with Health Plan assessments
- *1 full time staff opening in this unit

*DP&C

- *Flu has been prevalent in most of our school districts
- *760 total flu shots were given this season
- *Looking into taking advantage of coordinating with the schools to obtain state provided flu vaccine to distribute during exercise activities next fall

*Mental Health

- *56 school administration and staff participated in an Aitkin County Health & Human Services sponsored training on QPR (Question, Persuade, and Refer) training held at the Aitkin High School on January 19th.
- *Over 70 participants from Aitkin County offices and collaborating service offices attended a 3.5 hour Aitkin County Health & Human Services sponsored Mental Health First Aid Training

*Local Public Health

- *CHIP and Strategic plans have been completed and submitted for final approval
- *3 Health & Human Services staff continue to work with the Aging in Aitkin County Initiative through Northland Foundation. Discussions continue about what current providers are available and where there are barriers to keeping aging residents in their homes.

*Upcoming Activities

- *Bike to Work Day—May 14th
- *Hill City Health Fair—May 20th
- *Aitkin County Fair—July 8-11th

Itasca County Public Health Update – February 12, 2015

- Last open Public Health Nurse Position has been filled. Staff begins working on February 9
- A PHN is on maternity leave
- Case Aide retires March 13 – recruitment currently taking place
- E-cigarettes – reviewing data and will bring back recommendation to county board in 2015 regarding local ordinances that potentially could be adopted
- Continue to work on internal processes for MN Choices assessment
- Beginning to enroll clients into Intensive Home Visiting Program which is Healthy Families America
- Referrals for under 65 disabled population are high. Currently 14 clients on wait list for funding/services in the community
- Kelly meeting with Quad County and MDH on behalf of the CHS to secure grant funding to augment/support our SHIP and CTG work in the NE Region. Interview with MDH taking place on February 6.
- Get Fit/SHIP launching a worksite wellness initiative in Itasca County.
- Influenza vaccination clinics completed. Approximately 1200 vaccinations administered.
- Kelly and Eric to meet with Representative Matt Dean and Itasca County Lobbyist, Loren Solberg regarding restoration of LPHA funding cuts from 2003

Koochiching County Public Health Update

February 2015

- ✚ Case management/care coordination
 - Started UCare MSHO in January
 - Tracking nurse/client ratio as numbers getting high
 - MnCHOICES challenging with computers and length of assessment
- ✚ WIC
 - Only one nurse doing WIC at present-still need back-up nurse
 - Starting to use support staff to make phone call prior to appts to help with attendance on actual date and to hopefully alleviate need to follow up for no shows
- ✚ Disease Prevention and Control
 - Researching information with schools and measles vaccination rates
- ✚ Emergency Preparedness
 - nice connections with Fort Frances and cross border planning
 - Staff going out to individual towns to present our program and ask their needs regarding PH EP
- ✚ Maternal Child Health
 - Increasing number of challenges for our young families; will look at more intensive home visiting structure when staff back to full coverage
 - 104 births for Koochiching County in 2014
 - Working with local hospital on breastfeeding strategies
- ✚ SHIP
 - School strategies starting again
 - Still need coverage for Active Transportation strategies
- ✚ New 1422 grant to work on Diabetes and Obesity received by the 7 county NE region—not sure exactly what that means for individual counties yet
- ✚ PPMRS
 - Work to be done and into the state by March 31st
 - Need to do full set of 100 plus items this year c/t 35 or so last year
 - Thank you Kelly and Erin and staff for the great QI, CHIP and Strategic Planning documents!
- ✚ Advertising for a nurse
- ✚ I am looking at program services/structure and planning how we go forward with our strategies. I am pulling in support staff as appropriate and working more with a team approach to programs. We have a couple programs that it may make sense to switch our focus to Outreach instead of actual provision of services. More to look at before decisions are made though.

LPHA Update – February 12, 2015

- New Executive Director replacing Britta Orr – Lorna Schmidt
- MDH Revised Org Chart disseminated - attached
- LPHA legislative fact sheets being written/revised
 - Local Public Health Grant – Restore funding to level prior to 30% cut in 2003
 - This is the lead priority
 - Fact sheet is attached
- Following potential shifting of TANF funding from family home visiting to increased cash assistance for families.
 - Welfare lobbyists are advocating for this
 - This would affect Itasca at \$58,000 from budget
 - Aitkin at \$34,000
 - Koochiching at \$29,000
 - Total \$121,900
- LPHA contract lobbyists are Brian McDaniel and Christian (unsure of last name)
- MDH received CDC funding to offset costs of Ebola surveillance and monitoring
 - Half of monies went to MDH and half went to Hennepin and Ramsey Counties
 - MDH requested local departments send their estimated costs of Ebola response/preparation to them for potential reimbursement.
- LPHA day at the capital is March 19
 - Members encouraged to meet with their legislators that day.
- Request coming from NE Region to have LPHA rep(s) participating in discussions with MDH/DHS regarding billing codes and reimbursement decisions – mostly related to family home visiting



Increase Funding to the Local Public Health Grant



Public Health
Prevent. Promote. Protect.

The state needs to invest more in public health.

According to a recent national report, Minnesota's investment in public health ranks 44th in the nation. Increasing the state's investment will strengthen our local public health system, helping community health boards and tribes address 21st century public health issues.

Why is state investment needed?

Investing in public health reduces health care costs.

For example, pregnant women who participate in the WIC Nutrition Program have fewer premature births and fewer low birth-weight babies. The average first year medical costs for a premature/low birth-weight baby is \$49,033 compared to \$4,551 for a baby without complications.

Investing in public health protects the public's health from outbreaks of infectious disease. Vaccination against childhood communicable diseases is one of the most cost-effective public health interventions available. According to an extensive cost-benefit analysis by the Centers for Disease Control, every dollar spent on immunization saves \$6.30 in direct medical costs, with an aggregate savings of \$10.5 billion across the U.S.

Investment is needed to prepare for the future.

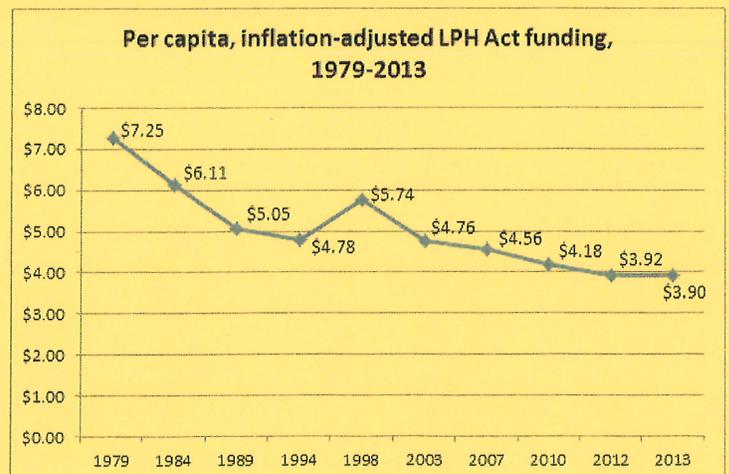
Many local health departments lack the capacity to respond to changing demographics, health disparities, and emerging issues (like Chlamydia or Ebola, for example), in addition to the complex health issues already impacting their communities. Present public health capacity is uneven around the state, with the greatest need in areas with low tax base who have found it difficult to use property taxes to address gaps.

Investing in public health prevents deaths.

Every 10% increase in public health spending resulted in a 7% decrease in infant mortality and a 3% decrease in heart disease mortality. (Mays et. al. Health Affairs 2011, 30:8, 1585-1593)

State funding has declined.

Per capita funding from the LPH Act Grant has declined substantially and steadily since the Act passed in the 1970s and has not kept pace with inflation. (Minnesota Department of Health, 2014)



For more information, please contact:
Local Public Health Association of Minnesota
Legislative Co-Chairs:
Bonnie Brueshoff 651-554-6103
Renee Frauendienst 320-656-6284

January 2015