

## AITKIN-ITASCA-KOOCHICHING COMMUNITY HEALTH BOARD

### Summary Minutes

**Meeting Date: June 11, 2015**

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

**Call to Order:** The meeting was called to order at 10:15 a.m. Telephone attendees were connected at 10:25 a.m..

**Introductions:** The Board and others present provided self-introduction. Members Present: Betsy Johnson, Lester Kachinske, Brian McBride, Leo Trunt, Laurie Westerlund, Ihleen Williams; Staff Present: Karen Benson, Kelly Chandler; Others Present: Tom Burke, Nancy Lee, Erin Melz; Attending Via Telephone: Terry Murray, Janelle Schroeder

**Review and Approval of the Agenda:** Laurie Westerlund made a motion to approve the agenda; seconded by Ihleen Williams; motion carried. It was noted that this meeting is a brief business meeting which will be followed by interviews for the Public Health Planner Position. Due to the abbreviated time frame, Public Health staff have provided written reports which are attached.

**Minutes of April Meeting:** Leo Trunt made a motion to approve the minutes; seconded by Lester Kachinske; motion carried.

### Local Public Health Association Report:

Kelly Chandler, CHS Administrator, and Itasca County Public Health Division Manager is the tri-county CHS Local Public Health Association representative. She provided the following written report:

LPHA Update for CIIS – June, 2015

- Focus has been on the state budget.
- Health and Human Services Bill passed and was signed by the Governor.
- SHIP was fully funded at \$35 Million minus \$200,000 for a grant to study menthol cigarette interventions and \$371,000 to cover costs of health projected spending and outcomes reports (to increase accountability for SHIP). There will be funding for strategies to address dementia, for example using physical activity and nutrition to prevent dementia).
- LPHA block grant was increased by 10% to counties outside of the 11 county metro. Update will be provided as a separate discussion point later in our meeting.

- Home Visiting Funding from TANF remained the same. No increases were made to the cash assistance for families.
- There is funding for a one time allocation in 2016 for training for new home visitors. Amount is \$75,000.
- There is also funding for \$575,000 in 2016 and \$2 million in 2017 for startup or expansion grants for Nurse Family Partnership programs.
  - Unfortunately this evidence based model is very limited in scope, so not all counties (especially rural) would benefit from this funding.
  - We need to educate legislators more on home visiting models in the future, so monies are less limiting.
- The LPHA group will be working on common language to use when educating legislators. Not all understood what the local Public Health Block Grant would be used for or what all the different bills for home visiting meant for each county.
- SHIP language is always a discussion point and will be into the future. Some legislators are not supportive of SHIP, even if they do not have much information about it.

### **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 had not met since our last meeting and is scheduled for its next meeting June 19, 2015.

### **Public Health Reports:**

- Written reports were provided from each county Public Health Supervisor/Division Manager. These reports are attached below:
  - **Nancy Lee, Public Health Supervisor, presented the June 2015 Koochiching County Public Health update**
  - EP—Lindsay Barnhart currently taking ICS 300 course; we had a train derailment in Kooch Cty end of May. We had been having discussions with CN and others regarding this exact hazard to response was great—PH was not involved in the response but the county EP coordinator called PH to give an update regarding the incident.
  - Pitch the Commissioner—Lindsay Barnhart will be coordinating this event for Koochiching County with assistance from Erin, Kelly and Janelle as needed. Event is Thursday August 27<sup>th</sup>.
  - SHIP—The summer's event "City Loop Fest" is being planned by the coalition members.
  - WIC continues to see around 250 people a month. With only one staff person to do WIC she is arranging her vacations etc around her scheduled WIC dates.
  - Case management—very busy with working with all three managed health plans and MnCHOICES.
  - We have started the process of discontinuing our participation in the Vaccine For Children program. We have not given a MnVFC vaccine since last September and vaccine is expiring which is a great financial waste to the program.

## **Public Health Reports (Continued):**

### **Koochiching County Report (continued):**

- On a personal note:
- I would like to thank all of you for this last year in helping me to learn the “ins and outs” of CHB structure and workings. I have given my notice to Koochiching County and I will be retiring June 23<sup>rd</sup> from the county to pursue a new position in International Falls. I know that our AIK residents have the best group to lead PH forward for them—and since I will now be one of those residents I am expecting that I will be well taken care of from the PH standpoint and for that I again say thank you all!!!

### **Kelly Chandler, Public Health Division Manager, presented the Itasca County Update – June, 2015**

- Opening for full-time PHN in home and community based services. We have hired. New nurse will begin on June 15, 2015
- Open Streets Event will happen on June 6. It is coordinated by Get Fit Itasca who is the organization that we contract with for our SHIP funding.
- SHIP 4 – counties will be putting together work plans which will be compiled and sent in to MDH via Healthy Northland. This will occur over the summer.
- WIC – we will send a staff to receive her Certified Lactation Consultant Certification in September.
- Healthy Families America (Intensive Home Visiting) – we have 6 families enrolled thus far and families continue to be identified as needing this type of service. Staff are needing to prioritize who to enroll and who to provide traditional home visiting to, perhaps with more frequent contacts.
- MN Choices – we continue to receive many referrals and we hope to have another assessor and take over some of the intake process sometime within this next year (preferably in 2015). We are monitoring the funding coming in from DHS for the MN Choice Assessments because this will guide our ability to hire another staff.
- CADI (waiver program for persons under 65 with disabilities to remain in the home or community) – we continue to have a wait list of 18 clients. DHS has given us extra funding and an extra allocation to assist with serving 2 of our higher needs clients who were on the waiting list.
- Quality Improvement – A group of staff are working on developing an orientation checklist for new staff to streamline and better communicate who is responsible for what piece of orientation and to assure certain aspects of Public Health are covered during orientation. Staff are doing a great job with this project.
- Community Wellness Grant/1422 – Kelly working with the Quad County on hiring staff for this grant. Focus of the grant is chronic disease prevention for adults. We are hoping to bring some funds into Aitkin, Itasca, and Koochiching from this grant, but it remains to be seen how this might look. Work plan for year one sent into MDH in the past 2-3 weeks. Goal for this year is to gather information on needs, readiness, and disparities in all counties in the Northeast.

## Public Health Reports (Continued):

### Erin Melz, Aitkin County Public Health Supervisor, presented the June Update for Aitkin County Public Health

#### \*SHIP

\*Bike to Work event quite successful, despite the rain. 103 registered commuters for 740 miles.

\*Bike Rodeos (DOB/Safe Routes to School grants) in Hill City and Aitkin on June 4<sup>th</sup> and 6<sup>th</sup> respectively were successful, fun and educational.

\*Meetings and discussions happening around planning for Phase II of the Aitkin Bike Trail.

\*Local (Aitkin) Farmer's Market USDA recognized. EBT and pin pad obtained through Healthy Northland and Bremer Bank support. EBT and credit cards can now be accepted at the Market. Will look into WIC voucher redemption in the future.

\*Surveying aging clients to see if there is interest/ability to participate in a "fresh produce for seniors" program.

#### \*Home Visiting

\*Surface Pro 3 computers have arrived and have been programmed. Nurses will begin utilizing in the field with use of their hotspots from smart phones.

\*A meeting will be held in the near future to discuss updating the Nightingale Notes database and Pathways for consistency across all 3 counties

\*PHN and SW completed cohort training at U of M. SW has since resigned and relocated, therefore another SW is taking her place on the team with the PHN. Looking into bringing a regional Circles of Security training to our area or nearby in collaboration with a few other interested counties. Our Family Based Worker attended training last month and said it was phenomenal. PHN and SW will be attending the Parent Survey training next month to learn about a process to determine with families would be best served by this cohort.

\*Project with Lakes and Pines has been named "WRAP" (We Rally Around Parents). Details for that program and staff to be hired are being finalized. Staff will be titled "Family Resource Specialist." Implementation anticipated for September.

#### \*WIC

\*WIC staff distributed over 150 "milk carton garden" kits to WIC families. A successful project with excitement from kids and families.

\*Appointment reminders are being sent via text by office support staff to clients who have opted in to this service. Great feedback and preliminary results shows significant reduction in no-show rates.

\*Continued use of/visits on Facebook Page. Preliminary discussions of launching Twitter.

\*PH staff worked with University of MN Extension staff to plan for a "Cooking Matters for Parents" class, scheduled to begin on June 18<sup>th</sup>. Class is one day per week for 6 weeks, 10 a.m.-12 p.m. Class will occur providing 12 participant sign up.

## Public Health Reports (Continued):

### Aitkin County Report (Continued):

#### \*Emergency Preparedness—

- \*Continue to work on grant duties and plans.
- \*Staff participated in regional TTX at the UOR Conference.
- \*Will continue to work on follow-up plans from Sheltering TTX held in April.

#### \*Health Education

- \*New information goes out County wide each month via posters and articles for our media plan.
- \*Facebook page being utilized
- \*Participated in a Women's Wellness event with Riverwood Healthcare in May. PH's booth focused on Breast Health.
- \*Participating in Aitkin's Rivers and Lakes Fair on June 20<sup>th</sup>
- \*Aitkin County Fair to be held July 8-11. Mother and Infant Rest Area will be available again.

#### \*Home and Community Based Services—

- \*100% of new assessments are being conducting using MNChoices
- \*Anticipating reassessments this fall and Managed Care to launch beginning part of 2016
- \*Had annual BCBS audit with positive outcome
- \*1 full time staff opening in this unit

#### \*DP&C

- \*No report

#### \*Mental Health

- \* Aitkin County Health & Human Services sponsored training on QPR (Question, Persuade, and Refer) has been held in all 3 schools/communities, with continued training anticipated again next fall.
- \*NAMI presented a "Make It OK" presentation at the Public Library in Aitkin with positive attendance of community members, partnering agencies, our State House Representative and Board Chairman.
- \*Social Services Supervisor looking into working with the jail to begin providing discharge planning work

#### \*Local Public Health

- \*Meeting scheduled on June 30<sup>th</sup> with representatives from all 3 counties to review each of the 3 plans and update/revise as necessary.

#### \*Upcoming Activities

- \*Aitkin County Fair—July 8-11<sup>th</sup>
- \*A-I-K Pitch the Commissioner—International Falls—August 26-27<sup>th</sup>

## Financial Information:

- Karen Benson, Grants Manager provided the financial reports for various grants and the Community Health Board Administration Expenditures. Due to time limitations, this report was provided as the written report only, which is attached below:

### FINANCIAL REPORT SUMMARY

June 11, 2015

- **CHS Administration May, 2015**– Expenditures in May, 2015 amounted to \$10,512.98, bringing year-to-date expenditures to \$46,135.63 or 32.5% of the annual budget, with 41.7% of the year completed.
- **Women, Infant, Children (WIC) Peer Breastfeeding Support Project Expenditure Report, 2nd Quarter, January - March, 2015 – Presented By County:** Aitkin - \$923, bringing year-to-date expenditures to \$1,672 or 29.4% of the budget; Itasca - \$2,377 bringing year-to-date expenditures to \$3,556 or 62.6% of the budget; Koochiching - \$1,790 bringing year-to-date expenditures to \$ 3,190 or 56.2% of the budget. **50% of the Budget year is completed.**
- **Women, Infant, Children (WIC) Program April, 2015**- expenses for the month of April amounted to \$25,231 bringing year-to-date expenditures to \$156,097 or 59.9% of the \$260,544 planning level for the period Oct. 2014 - Sept. 2015.
- **TANF Home Visiting /Title V/Local Public Health Grant – 1st Quarter, 2015**
- TANF claimed expenditures of \$30,629.59 in the first quarter, bringing expenditures claimed to \$30,629.59 or 25.1% of the budget.
- Title V reported expenditures of \$44,983.24 in the first quarter, bringing year to date expenditures to \$44,983.24, or 39.6% of the budget.
- LPHG reported expenditures of \$111,193.19 in the first quarter, bringing year-to-date expenditures to \$111,193.19 or 30.7% of the budget. **With 25% of the year completed, Title V and LPHG expenditures are running a bit ahead of schedule.**
- **Statewide Health Improvement Grant, April, 2015** - expenses for the month of April amounted to \$20,311.34, bringing year-to-date expenditures to \$96,770.70 or 42.2% 12 month budget. **This grant runs from November, 2014 to October, 2015, and has \$229,230 budgeted for that time period for our 3 counties and the Itasca YMCA.**
- **Child Care Health Consultation Grant (Itasca), January -March, 2015** - expenses for this quarter amounted to \$3,574.06 bringing date expenditures to date to \$27,864.75 or 46.4% of the \$60,000 grant for the 30 month grant period from July, 2013 – December, 2015. With 70% of the grant period completed, Itasca has been working hard to expend these funds.

## Financial Information (Continued):

- **Preparedness January - March, 2015** – expenditures for the period Jan. – March, 2015 amounted to \$24,773.57 of the budget, bringing year- to- date expenditures to \$70,263.12 or 96% of the \$73,157 July 2014-June 2015 budget amount. **With 750% of the budget year completed, this grant is ahead in expenditures. This is typical of this grant with counties usually fully expending these dollars.**
- **Follow Along Program – January - March, 2015** expenditures for the period January – March, 2015 amounted to \$2,288.40 of the budget, bringing year- to- date expenditures to \$6,865.20 or 75% of the \$9,153 July 2014-June 2015 budget amount, with 75% of the budget year completed this grant is right on track.
- **Child and Teen Checkups January - March, 2015** expenditures for the period January – March, 2015 amounted to \$29,957.00 of the budget, bringing year- to- date expenditures to \$29,957.00 or 14.3% of the \$210,119 annual budget amount, with 25% of the budget year completed this grant is lagging a bit.

Upon a motion from Lester Kachinske, seconded by Ihleen Williams, the Financial Report was approved; motion carried.

Following the motion, Karen Benson noted that this was her 169<sup>th</sup> and last report to the Aitkin-Itasca-Koochiching Community Health Board, and as always she would be happy to answer any questions. She will be leaving her position with the Board July 4, 2015 after 28 years of employment.

Brian McBride presented a plaque to Karen Benson and thanked her for her 28 years of service to the Board.

**Local Public Health Grant Increase:** Kelly Chandler reported that The Health and Human Services Omnibus bill recently signed by Governor Dayton included an additional \$1 million per year for the Local Public Health Grant to rural counties. This will mean an additional \$18,174 for the July-December, 2015 period for our three counties. This bill also provides additional \$36,347 for the 2016 calendar year. The Board will need to decide how to allocate these funds. Kelly Chandler recommended that these funds go to the 3 counties.

**Hiring Update:** Kelly Chandler provided an update regarding the interview process scheduled for today. Candidates will be interviewed beginning at 11:00 a.m. today. Following the interviews, Board members present at the interviews and Public Health Leaders will discuss the results and develop a final recommendation to bring back to the Board for a hiring decision. This decision will take place at a special meeting of the Board on June 18, 2015.

**Next Meeting:**

The next meeting of the Community Health Board will be a special meeting on June 18, 2015, at 9:00 a.m. by telephone conference to make a hiring decision for the Community Health Planner position. The next regular meeting of the Board is scheduled for August 13, 2015 in Grand Rapids.

**Other:** Board Chair, Brian McBride has received a letter of resignation from Phyllis Karsnia, Koochiching County representative to the Board. Phyllis has been a Board member since January 1, 1998. Phyllis was unable to attend today's meeting, but the Chair noted that we appreciate her many years of service. Koochiching County will take action to fill this vacant position. He also noted that Koochiching County will be taking action to hire a Public Health Supervisor to fill that vacancy as well.

**Adjournment:** The Board Chair adjourned the meeting at 10:55 a.m.