

**SOUTHWEST HEALTH AND HUMAN SERVICES  
COMMUNITY HEALTH BOARD**

**MINUTES**

Date:	January 15, 2014	Opened:	9:36 am
Place:	Lyon County Government Center, Rooms 1 & 2 Marshall, Minnesota	Adjourned:	9:57 am

The monthly meeting of the Community Health Board for Southwest Health and Human Services was held on Wednesday, January 15, 2013 in Commissioners' Rooms 1 & 2 at the Lyon County Government Center, 607 West Main Street in Marshall, Minnesota. The meeting was called to order by Chairperson Blumeyer.

Members present:

- Jeane Anderson
- Lois Schmidt
- Marvin Tinklenberg
- William Johnson
- Butch Miller
- Robert Moline
- Gerald Magnus
- Curt Blumeyer
- Joan Jagt
- Stephen Ritter
- Rick Anderson
- Bob Jarchow
- Ron Boyenga
- Al Kokesch
- Priscilla Klabunde
- Carol Ann Flahaven
- Pam VanOverbeke

Member(s) absent: Richard Bakken

Staff present	Chris Sorensen	Nancy Walker
	Michelle Buysse	Sherry Marks
	Carol Biren	Marie Meyers
	Karla Drown	Karri Harvey
	Janet Bush	Stacy Jorgensen
	Melissa Haupt (intern)	Margaret Witzel (intern)
	Jennifer Beek	Cindy Nelson
	Stacey Longtin	Jason Kloss
	Ardis Henriksen	

1. Motion by Ritter and second by Kokesch: To nominate Curt Blumeyer to the position of Chairperson. Motion by Moline: That nominations cease and a unanimous ballot be cast for Curt Blumeyer as Chairperson. The motion carried unanimously.

2. Motion by Moline: To nominate Bob Jarchow to the position of Vice-Chair. Motion by Miller and second by Boyenga: That nominations cease and a unanimous ballot be cast for Bob Jarchow as Vice-Chair. The motion carried unanimously.

3. Consent Agenda

- a. Amend/Approval of Agenda – no additions or deletions
- b. Identification of Conflict of Interest – none were identified
- c. Approval of 12/18/2013 board minutes

Motion by Ritter and second by Johnson: To approve the Consent Agenda as presented. The motion carried unanimously.

4. Chairperson Blumeyer stated that the Financial Report had been forwarded to the Governing Board by the Human Services Board.

5. Director Sorensen reported that Kristin Deacon, Nursing Supervisor, will give a report about the dental varnishing program later in the meeting.

6. Director Sorensen stated that earlier in the year the Board had approved that Carol Biren, Public Health Division Director, be identified as the CHS Administrator. MDH has requested passage of a resolution affirming that decision at this time, because they have determined that Carol meets their qualifications for the position. Motion by Jarchow and second by Klabunde: To approve the Resolution Designating CHS Administrator and Authorized Agent for Southwest Health and Human Services Community Health Board. The motion carried unanimously. (Resolution attached)

7. Director Sorensen invited Jason Kloss, Environmental Health Manager, forward to review the Environmental Health policies before the Board. Jason reviewed the policies, stating that Policy #5 – Environmental Health Inspection Policy and Policy #6 – Food and Beverage Re-Inspection Policy had been revised to meet the recommendations of MDH. Policy #17 – Inspection Follow-Up Activity/Corrective Action Policy and Policy #18 – Non-Community PWS Significant Deficiency Policy are both new policies detailing the process for taking corrective action and defining what significant deficiencies are and how the guidance will be used. Motion by Anderson and second by Ritter: To approve the revisions to that Policy #5 – Environmental Health Inspection Policy and Policy #6 – Food and Beverage Re-Inspection Policy and approve Policy #17 – Inspection Follow-Up Activity/Corrective Action Policy and Policy #18 – Non-Community PWS Significant Deficiency Policy as presented. The motion carried unanimously.

8. Director Sorensen invited Kristin Deacon, Nursing Supervisor, to come forward to report on the Dental Varnishing program. Kristin stated that the program started in 2012. The Health Services Program Aides attempt to be present at each WIC client and offer the services to children who are WIC participants. They, however, never try to take the place of a personal dentist. They try to reach the very young children, varnishing their teeth and educating everyone they see on good dental habits. If the aide does notice an obvious dental concern they make a referral to a dentist and provide the family with a list of dentists who will take MA clients. Staff is working with medical insurance companies to help streamline the reimbursement process. When asked how non-WIC clients are reached, Kristin stated that we do not want to compete with the dentists in the area but the information is shared by word of mouth.

9. Chairperson Blumeyer asked if there was anything further to bring before the Board. Hearing nothing, he adjourned the meeting at 9:57 am.

Approved \_\_\_\_\_ Date

Authorized \_\_\_\_\_  
Chairperson, Community Health Board

\_\_\_\_\_  
Recording Secretary, Community Health Board

Attest: \_\_\_\_\_  
Director

SOUTHWEST HEALTH AND HUMAN SERVICES  
COMMUNITY HEALTH BOARD

Member Bob Jarchow introduced the following Resolution and moved its adoption on January 15, 2014.

RESOLUTION DESIGNATING CHS ADMINISTRATOR AND AUTHORIZED AGENT FOR  
SOUTHWEST HEALTH AND HUMAN SERVICES COMMUNITY HEALTH BOARD

WHEREAS; the Minnesota Department of Health (Minn. Rules 4736.0110) requires that a Community Health Board adopt a resolution appointing a Community Health Services (CHS) Administrator as an Agent authorized by the Community Health Board to act on its behalf for specified purposes according to Minn. Stat. §145A and Minn. Rues 4736.0110 and consistent with SWHHS policies; and

WHEREAS; the Community Health Board for Southwest Health and Human Services designates Carol Biren, as the Agent for the Community Health Board effective January 1, 2014; and

WHEREAS, Southwest Health and Human Services has followed Minnesota Administrative rule 4736.0110 which sets forth the required qualifications for a CHS Administrator to ensure qualified public health leadership at the local level.

NOW, THEREFORE BE IT RESOLVED by the Community Health Board for Southwest Health and Human Service that this Resolution authorizes the above-referenced designee to act on behalf of and bind the Board to the extent and for the purposes indicated in this Resolution.

The motion for the adoption of the foregoing Resolution was duly seconded by Priscilla Klabunde and upon a vote being taken thereon, the following voted in favor thereof: Curt Blumeyer, Steve Ritter, Rick Anderson, Robert Moline, Bill Johnson, Al Kokesch, Priscilla Klabunde and Bob Jarchow.

and the following voted against the same: None

Whereupon said Resolution was declared duly passed and adopted.