



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

MINUTES

Date: June 15, 2016
Place: Lyon County Government Center
Public Health Conference Rooms 1 & 2
Marshall, Minnesota

Opened: 9:12 am
Adjourned: 9:30 am

The monthly meeting of the Community Health Board for Southwest Health and Human Services was held on Wednesday, June 15, 2016 in Public Health Conference Rooms 1 & 2 of the Lyon County Government Center at 607 West Main Street, Suite 200 in Marshall, Minnesota. The meeting was called to order by Chairperson VanDeVere.

Members present: Jeane Anderson
Rick Anderson
Ron Boyenga
Carol Ann Flahaven
Joan Jagt
Priscilla Klabunde
Gerald Magnus
Bob Moline
Les Nath
Jim Salfer
Charles Sanow
Lois Schmidt
Steve Schulze
Sherri Thompson
Mic VanDeVere

Members absent: Pam VanOverbeke
Dan Wildermuth

Staff present: Carol Biren
Ardis Henriksen
Jason Kloss
Stacey Longtin
Marie Meyers
Ann Orren
Jill Toering
Chris Sorensen
Karri Harvey
Sarah Kirchner
Krista Kopperud
Mariah McCloud
Cindy Nelson
Anna Snyder
Josh Varpness
Nancy Walker

I. Consent Agenda –

Chairperson VanDeVere asked if there were any additions to the meeting agenda. There were none. Chairperson VanDeVere asked if anyone had a conflict of interest to identify. None were identified. He asked if there were any corrections or additions to the minutes of the May 18, 2016 meeting. Motion by Thompson and second by Sanow: To approve the consent agenda as presented. The motion carried unanimously.

J. Financial –

The financial report had been forwarded to the Governing Board for their approval.

K. Caseload –

Chairperson VanDeVere asked if there were any comments about the caseload. There were none.

L. Decision Items –

None on the agenda.

M. Discussion/Information –

1. Chairperson VanDeVere invited Anna Snyder, Health Educator, to come forward to give an update on Public Health Emergency Preparedness (PHEP). Anna stated that she is in the processing of wrapping up the grant year. During this grant cycle the agency, in partnership with Lyon County and the City of Marshall, held a Tabletop Exercise in December 2015. The exercise was for emergency sheltering and there were about forty (40) people in attendance. In May 2016, also in partnership with Lyon County and the City of Marshall, there was a Functional Exercise, addressing the same issue, with about sixty (60) individuals participating. Also during this grant cycle there had been two (2) sheltering teams established. The north county team has seventeen (17) members and the south county team has fifteen (15) members.

2. Chairperson VanDeVere asked Carol Biren, Public Health Division Director, to come forward to report on HIPAA. Carol reported that there had been a group that had worked to revise the agency's HIPAA policy but it was decided that it needed to be revisited. A consultant, specializing in HIPAA law and policy, was hired to help with the process. The newly revised policy is part of the agenda for the Governing Board meeting. The copy included in the meeting packet does not show all of the changes but Carol stated that she had a copy of the document with all changes noted if anyone would like to see it. There are other policies that go with the HIPAA policy, the last of which will be on the agenda during the July 2016 meeting. Public Health will audit the agency related activities and Karri Harvey, Information Management Supervisor, will audit the use of all the state programs by staff. The work group that did the revision has done walk throughs in the office to see if there are areas where staff needs to improve or needs further training.

3. Carol Biren, Public Health Division Director, stated that she wanted to give a shout out to Murray County for the changes that were made to their tobacco ordinance and their Clean Indoor Air (CIA) ordinance. They held their public hearing after which they passed both revised ordinances. The change to the CIA ordinances made it so that people will not be able to smoke e-cigs in any indoor public place.

Chairperson VanDeVere asked if there was anything further to bring to the Board. Hearing nothing, he adjourned the meeting at 9:30 am.

Approved _____ Date

Authorized _____
Chairperson, Community Health Board

Recording Secretary, Community Health Board

Attest: _____
Director