



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

**MINUTES**

**Date:** February 18, 2015  
**Place:** Lyon County Government Center  
Commissioners' Rooms 1 & 2  
Marshall, Minnesota

**Opened:** 9:20 am  
**Adjourned:** 10:14 am

The monthly meeting of the Community Health Board for Southwest Health and Human Services was held on Wednesday, February 18, 2015 in Commissioners' 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 Anderson.

**Members present:**

- Jeane Anderson
- Rick Anderson
- Ron Boyenga
- Carol Ann Flahaven
- Joan Jagt
- James Jens (alternate)
- Priscilla Klabunde
- Bob Moline
- Les Nath
- Stephen Ritter
- Jim Salfer
- Lois Schmidt
- Sherri Thompson
- Marvin Tinklenberg
- Mic VanDaVere
- Dan Wildermuth

**Member(s) absent:**

- Gerald Magnus
- Pam VanOverbeke

**Guests:**

Rachel Schroeder	Tom Hogan, MDH
Steven Diaz, MDH	William Toulouse
Kristi Eisenbraun	Marie Grengs

**Staff present:**

Jamie Baker	Jennifer Beek
Carol Biren	Melanie Brand
Michelle Buysse	Karri Harvey
Ardis Henriksen	Kathy Herding
Dale Hiland	Jamie Hoffman
Amanda Holzapfel	Jason Kloss
Krista Kopperud	Kristin Lamote
Stacey Longtin	Kelly Meyeraan
Cindy Nelson	Michelle Salfer
Chris Sorensen	Amy Surprenant
Christine Versaevel	Nancy Walker

I. **Consent Agenda –**

1. Chairperson Anderson asked if there were any corrections or additions to the meeting agenda. There were none.
  2. Chairperson Anderson asked if any member of the Board had a conflict of interest to report. None were identified.
  3. Chairperson Anderson if there were any additions or corrections to the minutes from the January 21, 2015 meeting.
- Motion by Moline and second by Jagt: To approve the Consent Agenda as presented. The motion carried unanimously.

J. **Financial –**

The report was moved forward to the Governing Board for final review and approval.

K. **Caseload -**

Chairperson Anderson asked if there were any questions or comments regarding the caseload numbers. There were none.

L. **Decision Items –**

1. Chairperson Anderson invited Krista Kopperud, Health and Human Services Planner, and Michelle Salfer, Health Services Program Specialist, to come forward to present the Community Health Assessment and the Community Health Improvement Plan. Michelle explained that the Community Health Assessment or CHA is required of every public health agency to assess the health of their community. This assessment needs to be done every five (5) years. The CHA is a snapshot of the health status of the six (6) counties that make up SWHHS. The agency committee had reviewed all the available data, following the order of Part 1 and Part 2 of the Health of Minnesota: Statewide Health Assessment. Michelle listed some of the data sources that the committee had utilized during the process. Krista stated that everyone should keep in mind that all data is generally behind the current time by a year or more. The committee, through their work and the surveys completed by community partners and members of the Board, had identified what appear to be the Top Public Health Issues or Concerns for the service area of SWHHS and the top three (3) areas were selected from that list. When studying the three (3) identified areas it was decided that the agency's main focus for our improvement plan for 2015 – 2019 will be in the area of Health Disease. A detailed plan was developed for how SWHHS will address that area over the next five (5) years. An overall goal was developed, from which objectives and strategies were formed. These different statements make up the improvement plan for the agency. Motion by Moline and second by VanDaVere: To support the work of the agency staff on the Community Health Assessment and approve the Community Health Improvement Plan developed for the years 2015 through 2019, as presented. The motion carried unanimously.
2. Chairperson Anderson asked Carol Biren, Public Health Division Director, to join Krista Kopperud, Health and Human Services Planner, to present the Public Health Strategic Plan. Carol reported that this process was begun in December 2012 when a group of staff and Board members from SWHHS and representatives from Redwood and Pipestone Counties met to begin looking at what direction the agency should be moving toward. The work, done at two (2) different workshops, helped identify seven (7) goals that the agency would work on over the next five years. From those seven (7) there were three (3) that were identified as priorities. The Public Health Division developed goals and objectives for specific work that would be done in those same three (3) areas: 1) create a healthy public health staff and agency environment; 2) provide a State-of-the Art services delivery system; and 3) build a strong foundation to sustain

public health services. Motion by Boyenga and second by Wildermuth: To approve the SWHHS Public Health Strategic Plan for 2015 – 2019 as presented. The motion carried unanimously.

3. Chairperson Anderson invited Jason Kloss, Environmental Health Manager, to come forward to report on the Food, Pools and Lodging (FPL) Delegation Agreement. Jason reported that during July, 2012 the Minnesota Department of Health had come down to the SWHHS service area to conduct an evaluation of the FPL program at that time. Due to a vacancy in the Sanitarian position the inspection frequency was found to be deficient and MDH wanted to terminate the agreement with the agency. Due to the hard work of staff, MDH agreed to enter into a conditional delegation agreement for a period of two (2) years. This conditional agreement laid out a number of tasks that needed to be completed and reported on a monthly basis. That two (2) year agreement is now done and MDH has agreed to enter into a new Delegation Agreement with the agency, which is the same as the one that was previously in place. The agreement details the expectations that MDH has for the agency program and what deliverables the agency can expect from the MDH staff. While waiting for copies of the Delegation Agreement for the Board to review, Jason invited Tom Hogen, Environmental Health Director for MDH, and Steven Diaz, Manager of the FPL program for MDH, to come forward to meet the Board. Mr. Hogen recognized the work that agency staff has done over the time period that the conditional agreement was in place. He stated that this is an improvement process. He commented that he and Mr. Diaz will be meeting with the agency program staff after the meeting to discuss how the evaluation process can best be done in the future. Jason explained the scope of what he does during an inspection. Mr. Hogen stated that MDH will be working with agency leadership toward the inclusion of Lyon and Redwood Counties into the Delegation Agreement sometime during the next couple years. Motion by Wildermuth and second by Moline: To approve the Food, Pools and Lodging Delegation Agreement with MDH as presented. The motion carried unanimously.

**M. Discussion/Information –**

**1. Environmental Health, MDH – Tom Hogan and Steven Diaz**

The presentation by the representatives was included in the discussion related to the approval of the FPL Delegation Agreement.

Chairperson Anderson asked if there was anything further to be brought to the Board. Hearing nothing he adjourned the meeting at 10:14 am.

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

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

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

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