



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

MINUTES

Date: September 16, 2015
Place: Lyon County Government Center
Commissioners' Rooms 1 & 2
Marshall, Minnesota

Opened: 9:12 am
Adjourned: 9:37 am

The monthly meeting of the Community Health Board for Southwest Health and Human Services was held on Wednesday, September 16, 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
- Priscilla Klabunde
- Gerald Magnus
- Bob Moline
- Les Nath
- Stephen Ritter
- Jim Salfer
- Lois Schmidt
- Sherri Thompson
- Mic VanDaVere
- Pam VanOverbeke
- Dan Wildermuth

Member(s) absent: Marv Tinklenberg

Staff present:

Jamie Baker	Carol Biren
Kayla Bigelbach	Wendy Bossuyt
Karla Drown	Karri Harvey
Ardis Henriksen	Amanda Holzapfel
Jason Kloss	Erin Klumper
Krista Kopperud	Cathy Michaels
Heather Moore	Cindy Nelson
Chris Sorensen	Nancy Walker

I. Consent Agenda –

1. Chairperson Anderson asked if there were any deletions or additions to the meeting agenda. He noted that there is an addition listed on the agenda revision sheet, to add under Decision Items: L-12 Letter to MDH for Delegation Agreement for Redwood and Lyon Counties.
2. Chairperson Anderson asked if any member of the Board had a conflict of interest to report. None were identified.
3. Chairperson Anderson asked if there were any additions or corrections to the minutes from the August 19, 2015 meeting.
Motion by Wildermuth and second by Thompson: To approve the Consent Agenda with the addition to the meeting agenda. The motion carried unanimously.

J. Financial –

The financial was forward to the Governing Board during the Human Services Board meeting.

K. Caseload –

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

L. Decision Items –

1 - 11. Chairperson Anderson requested that all of the Environmental Health Policies be addressed together. Director Sorensen asked Jason Kloss, Environmental Health Manager, to come forward to review the policies before the Board for approval. Jason stated that the reason for the review and revision of these policies was the report after the last Food, Pool and Lodging survey. The surveyors had indicated the need to define any follow-up activities for areas noted in inspection reports for Mobile Home Parks, Recreational Camping Areas, Youth Camps and Pools. Jason stated that since he was looking at the policies for those areas he decided he would also check the follow up policies for lodging and food establishments also. All of the revised policies were sent to MDH for their feedback and clarification. It was asked if there should be a grammatical correction in the background paragraph for both Policy #2 and Policy #3, changing the word "of" to "and" in the first sentence. Motion by Moline and second by Ritter: To approve all the proposed policies as revised; Environmental Health Policy Number 1 – Environmental Health Licensed Establishment Complaint Procedure; Environmental Health Policy Number 2 – Environmental Health Inspection Frequency; Environmental Health Policy Number 3 – MHP/RCA Inspection Frequency; Environmental Health Policy Number 4 – Foodborne Investigation; Environmental Health Policy Number 5 – Environmental Health Inspection Policy; Environmental Health Policy Number 6 – Food and Beverage Inspection Follow-Up; Environmental Health Policy Number 7 – Lodging Inspection Follow-Up; Environmental Health Policy Number 8 – Food Safety Short and Long Term Corrective Action; Environmental Health Policy Number 9 – Environmental Health Emergency Closure; Environmental Health Policy Number 15 – Environmental Health Staff Transition; and Environmental Health Policy Number 17 – Pool, Youth Camp, MHP/RCA Inspection Follow-up, with the grammatical correction to Policy #2 and Policy #3. The motion carried unanimously.

12. Jason Kloss, Environmental Health Manager, stated that they had met with the Environmental Health staff from MDH to begin the discussion about getting a delegation agreement in place to cover Lyon and Redwood Counties. There were no timelines set but it was decided that it is time to move forward. The state staff asked that the agency send a formal letter requesting the delegation agreement. The letter should ask for the inclusion of non-public community wells. After this letter the next step would be to develop a workplan for how the two (2) new counties would be incorporated into the program. Director Sorensen stated that Jason has done a very good job. He also said that it appears that the staff at MDH would like to use the work that is being done with SWHHS as a model for how they will work with other agencies. Motion by VanDeVere and second by Ritter: To authorize staff to write a letter to MDH requesting that SWHHS be awarded a delegation agreement to conduct a Food, Pools and Lodging (FPL) program in Lyon and Redwood Counties. The motion carried unanimously.

M. Discussion/Information –

1. Jason Kloss, Environmental Health Manager, stated that one of the grant duties for the Public Health Emergency Preparedness (PHEP) grant that we receive from MDH is to give periodic reports to the Community Health Board and our partners. One of the areas that the PHEP Team has been working on for the last year or so is mass care/mass sheltering. The Governor's office has stated the Human Services needs to be involved in these activities, which would be activated during an incident that has needs beyond what can be handled locally. Members for the agency PHEP team have presented to the Executive Committee and received approval to send out a request to all staff to be members of the mass sheltering teams. Along with partners it has been decided that we would have both a northern and a southern team. Those individuals who have volunteered to be part of the teams will need to be trained, which is being done via online modules on the Red Cross site. Jason reported that he and Anna Snyder, PHEP Coordinator, had met with the emergency management team for Lyon County and the City of Marshall. At that meeting they scheduled a tabletop exercise for December 8, 2015. This will then lead to a

functional exercise sometime during the spring. Both of these exercises are grant duties. Public Health would not be the lead agency but would work with our partners. Staff is hoping to put together "go kits" for mass sheltering before the functional exercise. In response to a question about Red Cross being the organization that is in charge of sheltering, Jason stated that in most cases Red Cross is always a partner but that they are not able to be there right away. Once they are in place the local team would start to pull back. Jason pointed out the flyer in the meeting packet about the upcoming workshop being offered at the Merit Center on October 13, 2015. The workshop is about Continuity of Government Operations. They need a minimum of 20 people signed up and at this point only have 10. He encouraged the Board members to consider signing up for the training.

Chairperson Anderson asked if there was anything further to bring to the Board. Hearing nothing he adjourned the meeting at 9:37 am.

Approved _____ Date

Authorized _____
Chairperson, Community Health Board

Recording Secretary, Community Health Board

Attest: _____
Director