



SOUTHWEST HEALTH AND HUMAN SERVICES
COMMUNITY HEALTH BOARD

MINUTES

Date: March 18, 2020

Place: Lyon County Government Center
Commissioner Room
Marshall, Minnesota

Opened: 9:14 am

Adjourned: 10:01 am

The monthly meeting of the Community Health Board for Southwest Health and Human Services was held on Wednesday, March 18th 2020 in the Commissioners room of the Lyon County Government Center at 607 West Main Street in Marshall, Minnesota. The meeting was called to order by Chairperson Salfer.

Members present:

Rick Anderson
James Jens
Les Nath
Jim Salfer
Corey Sik
Mic VanDeVere
Dennis Welgraven

Members present by phone:

Greg Burger
Sherri Thompson
Dan Wildermuth
Lois Schmidt

Members absent:

Jeane Anderson
Carol Ann Flahaven
Dave Forkrud
Joan Jagt
Charles Sanow
Steve Schulze

Staff present:

Carol Biren	Sarah Kirchner
Lauren Mellenthin	Cindy Nelson
Tanlee Noomen	Ann Orren
Nancy Walker	Beth Wilms

Staff present by phone: Chris Cauwels Kristin Deacon
 Jason Kloss Marie Meyers

- K. Consent Agenda –**
Chairperson Salfer asked if there were any additions to the meeting agenda. Salfer asked if anyone had a conflict of interest to identify. None were identified. Chairperson Salfer asked if there were any corrections to the February 19th, 2020 Board minutes. Motion by Sik and second by Welgraven: To approve the Agenda and Board minutes as presented. Roll call: Welgraven-yes, VanDeVere-yes, Sik-yes, Jens-yes, Salfer-yes, Nath-yes, Anderson-yes, Wildermuth-yes, Thompson-yes, Burger-yes. Motion carried unanimously.

- L. Financial –**
Chairperson Salfer stated the financial report had been presented during the Human Services Board meeting and forwarded on to the Governing Board for final approval.

- M. Caseload –**
Chairperson Salfer asked if there were any comments or concerns regarding the caseload. None stated.


- N. Discussion/Information –**
1. Carol Biren, Public Health Director, came forward to give an update on the Coronavirus 2019 (COVID-19) outbreak. Biren also stated as the Public Health Director she wants to remind everyone to eat healthy, exercise, get plenty of sleep, take good care of your mental health, and be kind to one another. Biren stated as of Friday March 13, 2020, we went into Incident Command. Biren shared she would be calling numerous people to the microphone to give their updates. This demonstration reflects exactly what happens during an Incident Command team's meeting. These meetings are held every morning at 8:30 am. Carol Biren, Incident Commander, called Lauren Mellenthin, Emergency Preparedness Coordinator, to give updates. Mellenthin stated as of this morning Minnesota Department of Health (MDH) has reported 60 positive cases in Minnesota in the Counties of Anoka, Bennet, Benton, Blue Earth, Carver, Dakota, Hennepin, Olmstead, Ramsey, Renville, Stearns, Waseca, Washington, and Wright counties. Mellenthin has been working as the Public Information Officer, to get COVID-19 updates out to our external community partners. This is in hopes that the same information is shared with their staff, and community members. On Wednesday March 11th, 2020, there was a meeting held with Lincoln and Lyon Counties. The meetings are an over-arching of information shared between area community partners. They discussed what COVID-19 is; what agencies should start preparing for; start looking over plans especially in the workforce. On Friday March 13th, 2020, meetings were also held for Pipestone, and Rock Counties. On Wednesday, March 4th, 2020, there was a meeting held for Redwood County. On Tuesday March 10th, 2020, a meeting was held for Murray County. MDH will update the positive cases daily at 11:00 am. Positive cases are

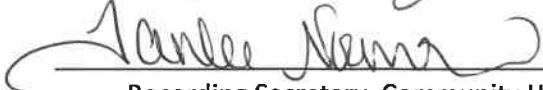
reported to Local Public Health before updated on MDH website. Ann Orren, Community Public Health Supervisor, stated the team is trying to train staff on what social distancing looks like, what to do if they are sick. There are also posters on all the external doors, not restricting entry, asking community members questions regarding if they are sick or have traveled not to enter. The numbers of each office are on the posters for those to call. Departmentally, there have been meetings and some programs have been suspended. There have been messages put on SharePoint for the staff to read. Chris Cauwels, Systems Network Administrator, stated she has updated all of the systems also making sure everything is secure. There have been extra measures put in place to make sure the systems can handle an increased volume due to teleworkers. Cauwels stated she has made sure staff are paying extra attention to data security at this time. There is also extra security training staff are going to be required to complete. All equipment is ready to be deployed if more telework would need to happen. There have been new accounts created to help staff social distance regarding conference calls. Sarah Kirchner, Fiscal Manager, gave her updates. There has been a code created in Nightingale Notes to help track the staffs time spent on COVID-19. Staff that do not use Nightingale Notes to track their time have been asked to manually track how much time is spent on COVID-19. There has been a process set up in the Accounting unit to help track any expenditures related to COVID-19. Jason Kloss, Environmental Health Manager, spoke about closure of bars, restaurants, and other areas of public accommodations. Kloss has been reaching out to the places the Agency licenses to give them guidance on Governor Walz's Emergency Executive order 20-05 set on March 16th, 2020. Marie Meyers, Kristin Deacon, Public Health Nursing Supervisors, spoke next. Meyers first spoke of viruses and what sets COVID-19 apart from other viruses. Deacon then spoke about signs and symptoms of COVID-19 what measures to take to stay safe. Deacon also gave the Centers of Disease Control (CDC) recommendations. Meyers also gave ways of transmission of COVID-19. Biren stated that each county has their own point person. Biren then asked for any questions. There was discussion on how accurate the reporting positive cases were going to be. There was discussion on telework staff regarding home internet connections and not using personal devices for work purposes. There was discussion on if there would be any reimbursements from the State for work surrounding COVID-19. There was discussion on the use of Non-Steroidal Anti-Inflammatory Drugs (NSAID's) for COVID-19 symptoms. There was discussion on monitoring compliance of the Executive Order 20-05 in our licensed facilities. There was discussion on reoccurrence of COVID-19. There was discussion on communication with community partners. There was discussion limiting face to face interviews and visits for both Public Health and Human Services. The Commissioners thanked the Incident Command Team, and Agency for all the work committed to keeping our communities safe.

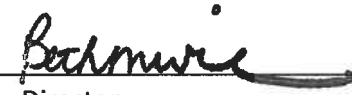
- O. **Decision Items –**
None

Chairperson Salfer asked if there was anything further to bring to the Board. Hearing nothing, he adjourned the meeting at 10:01am.

Approved Date 4/15/20

Authorized 
Chairperson, Community Health Board


Recording Secretary, Community Health Board

Attest: 
Director