

**Polk-Norman-Mahnomen Community Health Board**  
**MINUTES**  
**January 16, 9:00 a.m.**  
**Fertile Community Room**

*Vision Statement:*

***Communities where all people achieve their optimum health potential.***

*Mission Statement:*

***PNM CHB prevents illness, promotes wellness and protects health within our communities.***

<p><b>1. Welcome</b></p>	<ul style="list-style-type: none"> <li>✓ Chairperson Mahnomen County Commissioner Karen Ahmann</li> <li>□ Vice Chairperson Polk County Commissioner Craig Bunes</li> <li>✓ Recording Secretary Norman County Commissioner Marvin Gunderson</li> <li>✓ Norman County Commissioner Steve Bommersbach</li> <li>✓ Polk County Commissioner Nick Nicholas</li> <li>✓ Norman-Mahnomen County Community Representative Charlie Pazdernik</li> <li>□ Polk County Community Representative Barbara Muesing</li> <li>✓ CHS Administrator/NMPH Director Jamie Hennen</li> <li>✓ CHS Lead Agent/PCPH Director Sarah Reese</li> <li>✓ Guests: Sarah Kjono and Sue Thompson</li> </ul>
<p><b>2. Approval of December 2014 Minutes</b></p>	<p style="text-align: right;"><i>Action Item</i></p> <p>One correction to the minutes noted under 7. 2015 budget. Second by Craig Bunes to approve the <b>budget</b>. Motion made by Nick Nicholas and seconded by Marvin Gunderson to approve the agenda with the correction. Motion carried.</p>
<p><b>3. Approval of Agenda</b></p>	<p style="text-align: right;"><i>Action Item</i></p> <p>Motion made by Steve Bommersbach and seconded by Charlie Pazdernik to approve the agenda. Motion carried.</p>
<p><b>4. Election of Officers 2015</b></p>	<p style="text-align: right;"><i>Action Item</i></p> <p>A motion was made by Nick Nicholas, seconded by Marvin Gunderson nominating Commissioner Ahmann as the Chairperson; Commissioner Bunes as Vice Chairperson and Commissioner Gunderson as Recording Secretary. Discussion: CHB member term limits need to be decided at the next meeting as outlined in the Joint Powers Agreement. Motion carried.</p>
<p><b>5. Attorney Consultant 2015</b>          -Recommend Polk Attorney – Greg Widseth</p>	<p style="text-align: right;"><i>Action Item</i></p> <p>A motion was made by Nick Nicholas, seconded by Marvin Gunderson to approve the recommended appointment of Greg Widseth, Polk County Attorney as the Attorney Consultant. Motion carried.</p>
<p><b>6. Medical Consultant 2015</b>          -Recommend Dr. Tim Luithle</p>	<p style="text-align: right;"><i>Action Item</i></p>

	<p>A motion was made by Charlie Pazdernik, seconded by Marvin Gunderson to approve the recommended appointment of Dr. Tim Luithle as the Medical Consultant. Motion carried.</p>
<b>7. SCHSAC Representative Appointment</b>	<p style="text-align: right;"><i>Action Item</i></p> <p>A motion was made by Steve Bommersbach, seconded by Nick Nicholas to approve the appointment of Commissioner Ahmann as the SCHSAC Representative and Commissioner Bunn as alternate SCHSAC Representative. Motion carried.</p>
<b>8. Appoint Lead Agent and CHS Administrator</b>	<p style="text-align: right;"><i>Action Item</i></p> <p>A motion was made by Nick Nicholas, seconded by Marvin Gunderson to approve the appointment of Jamie Hennen as the CHS Administrator and Sarah Reese as the Lead Agent. Motion carried.</p>
<b>9. CHS Administrator and Lead Agent Authority to Sign Contracts</b>	<p style="text-align: right;"><i>Action Item</i></p> <p>A motion was made by Nick Nicholas, seconded by Marvin Gunderson to approve Jamie Hennen and Sarah Reese to sign contracts without the co-signature of the CHB Chair for all existing contracts or amended contracts. New contracts will be brought before the CHB for consideration and approval. Discussion: Revision to the Operating Procedures on the agenda. Motion carried.</p>
<b>10. Annual Recurring Contracts</b>	<p style="text-align: right;"><i>Action Item</i></p> <p>Reviewed the spreadsheet of Annual Recurring Contracts that was presented at the last board meeting. A motion made by Steve Bommersbach, second by Marvin Gunderson, to approve these annual recurring contracts. Motion carried.</p>
<b>11. Review and amend by-laws</b>	<p style="text-align: right;"><i>Action Item</i></p> <p>Jamie Hennen presented updated Operating Procedures (By-Laws).</p> <p style="text-align: center;"><b>AMENDMENT #1. Effective January 16, 2015</b></p> <p>Lead Agent/CHS Administrator: One or both appointees shall sign contracts and agreements <del>along with the Community Health Board Chair.</del></p> <p><del>Prior to December 1<sup>st</sup>,</del> the Community Health Board shall appoint one of the Joint Participants to serve as the Lead Agent for the Community Health Board <b>annually at the first meeting of the calendar year.</b></p> <p><del>Prior to December 1<sup>st</sup>,</del> the Community Health Board shall appoint one of the Joint Participants to serve as the Community Health Services Administrator for the Community Health Board <b>annually at the first meeting of the calendar year.</b></p>

	<p>Legal Consultant: <del>Prior to December 1<sup>st</sup></del>, the Community Health Board shall appoint legal representation from an Attorney within one of the member counties annually at the first meeting of the calendar year. <del>for the next calendar year.</del></p> <p>A motion was made by Nick Nicholas, seconded by Charlie Pazdernik to approve Amendment #1 to the Operating Procedures. Motion carried.</p>
<p><b>12. Approval to apply for Drug Free Communities grant</b></p>	<p style="text-align: right;"><i>Action Item</i></p> <p>Sarah Reese presented information on the Drug Free Community grant. A motion was made by Marvin Gunderson, seconded by Nick Nicholas for the PNM CHB to apply for the grant. Motion carried.</p>
<p><b>13. Quality Improvement Plan – Sarah Kjono and Sue Thompson</b></p>	<p style="text-align: right;"><i>Action Item</i></p> <p>Sarah and Sue presented the Quality Improvement Plan developed in 2014 for implementation in 2015. The Quality Improvement Plan meets Accreditation Standard 9. A motion was made by Nick Nicholas, seconded by Steve Bommersbach to approve the Quality Improvement plan. Motion carried.</p>
<p><b>14. Code of Ethics- Sarah Kjono and Sue Thompson</b></p>	<p style="text-align: right;"><i>Action Item</i></p> <p>Sarah and Sue presented information on Public Health ethics and the Code of Ethics. The Code of Ethics meets Accreditation Standard 11. A motion was made by Marvin Gunderson, seconded by Nick Nicholas to adopt the “Principles of the Ethical Practice of Public Health”. Motion carried.</p>
<p><b>15. Local Public Health Department Updates</b></p>	<p style="text-align: right;"><i>Information</i></p> <p>Sarah and Lori Nystad, Accountant, have followed up with Hoffman, Dale and Swenson, PLLC. The audit report will be reprinted. Colleen Hoffman apologizes for the mistakes in the template. The language regarding “non low risk” is not optional and cannot be modified in any way – until after 2 years of audits-per <i>Circular No. A-133 Audits of Sates, Local Governements and Non-Profit Organizations.</i></p> <p>Jamie shared that a letter was sent to Jane Braun, Director of Emergency Preparedness to address concerns resulting in a missed payment to our CHB and local health departments for \$1,500 in 2014 related to the Mass Vaccination Exercise Contract. Additionally, Sarah followed up with Jane and sent email documentation of the submitted reports in question.</p>

	<p>Jamie and Sarah presented information about Health Partners \$10,000 gifts to each county presented to support Family Home Visiting.</p> <p>Sarah presented an exploration process with the Public Health Law Center and MDH related to future electronic options for TB Case Management.</p> <p>Jamie presented information on influenza.</p>
<p><b>15. Next Meeting Date</b></p>	<p>Next meeting date March 13. No April date due to other conflicts.</p>
<p><b>16. Adjourn</b></p>	<p style="text-align: right;"><i>Action Item</i></p> <p>A motion was made by Steve Bommersbach and Marvin Gunderson seconded by to adjourn the meeting. Motion carried.</p>