Executive Committee Meeting
August 19, 2015
12:30 – 3:30 p.m.

MINUTES

Call Meeting to Order – Pete Giesen
- Present: Diane Thorson, Renee Frauendienst, Laurel Hoff, Lorna Schmidt, Karen Moritz, Bonnie Brueshoff, Liz Auch, Louise Anderson, Sue Yost, Bonnie Paulson, Carol Schefers, Bonnie Engen, Karen Moritz, Pete Giesen
- Moved and approved the June and July minutes. Moved and approved the August 10 MDH-LPHA Executive Meeting minutes.
- Chair’s Report:
  - MDH – LPHA Executive Meeting focused on discussions about MDH’s strategic planning, the procurement decisions, MIIC and family home visiting. Dawn Reckinger, the new family home visiting program manager, will be invited to the next LPHA executive meeting to continue conversations about concerns that have been raised.
  - LPHA Elections: We will need to vote on a new incoming chair and secretary at our November meeting. Members should be thinking of recommendations. Pete and Lorna will announce the open officer positions at the general membership meeting.

Director’s Report – Lorna Schmidt
- AMC Articles:
  - The next deadline for the AMC newspaper is Sept. 11. Pete will ask Zack Hansen to author an article on public health nuisances.
  - The last deadline for the year is Nov. 13. Bonnie and Renee will co-author an article on mental health in jails, which will be timely given current conversations taking place at AMC and with partner agencies. The article will emphasize the role of prevention, in addition to treatment.
- Blood Lead Screening Guidelines:
  - MDH has released new blood lead screening guidelines for pregnant and breastfeeding women. They have asked for LPHA’s approval to include our name in their press release.
  - The guidelines are good from a technical standpoint and the committee agreed to endorse them, but they noted there is an issue of reimbursement for doing the follow-up visits.
  - Lorna will give MDH approval to use our name but will not that there may be funding challenges written into implementation of the guidelines and encourage MDH to continue to look into opportunities to provide additional funding support.
- WIC:
  - MDH reached out to Lorna to express concerns regarding rumors that some LPH departments are looking to sub-contract their WIC services. Have LPHA members heard this discussed?
  - Members indicated that they have not heard talk of subcontracting but will take a message back to their regions that, if CHBs are considering this, they should consult with MDH WIC office to ensure federal guidelines are met.
  - MDH staff are willing to present to LPHA’s membership, if desired.
- Members discussed concerns about public health agencies being enveloped by human service agencies; some public health departments facing smaller budgets as a result.
- Member dues and voting:
The combining of LPH departments into multi-county CHBs has led to questions about the number of votes allowed (i.e., does a multi-county CHB get four votes total, or does each county within the CHB get four votes?). There are inconsistencies in our member directory that we need to clean up before elections in November.

All counties are currently paying dues. In multi-county CHBs, the dues are a sum of each county’s individual dues.

Per the committee’s interpretation of the bylaws, if dues are charged by county (or if a joint CHB is paying dues on behalf of its member counties), each county is eligible to have four voting members. There is no need to amend bylaws.

**MIIC**

- Kelly Chandler and Ben Kofoed joined the meeting for the discussion on MIIC.
- Northeast has concerns about applying for the MIIC RFP because they would not have enough funding; they also lack board support. They would be interested in working with another region more established with this work but aren’t sure if it will happen.
- Aitkin-Itasca–Koochiching is going to submit a letter of intent, but as they are currently only three counties, they do not know if MDH will accept their application. They sent an email to Cass County to see what their plan is.
- Southeast is a 501c3 and has submitted a letter of concern about the proposed structure, which would prohibit them from applying. They have reached out to Southcentral members. There might be one CHB with enough capacity to take them on as a fiscal host. Their hope is to sustain the 501c3 and allow it to continue performing MIIC duties.
- Southwest is considering applying but has concerns about the inclusion of a job description in the RFP. The proposed requirements would make their current coordinator ineligible for her position.
- Metro will apply.
- South Central will apply but knows additional funding is needed to balance the budget. The proposed grant amount is not enough to fund all of their activities, and the current RFP prohibits the use of local/in-kind monies to implement the grant duties.
- Central (Stearns, Benton, Wright and Sherburne) plan to apply. They have reached out to Todd and Wadena about joining.
- Local agencies are working to make arrangements to ensure statewide coverage, but they need to see the final RFP to help inform their conversations and plans. Lorna will continue to follow-up with MDH staff to explore options.

**Omaha System and Data Reporting**

- Diane Thorson gave an overview of the whitepaper she prepared.
- Omaha is a standardized nursing documentation system that uses standard language to evaluate systems across counties and throughout the state. Omaha is nationally known, and many staff throughout that state, including some MDH staff and PHN consultants, have taken the training.
- Sharing data is very costly.
- The Institute of Medicine is looking to map the Omaha social determinants of health.
- If we are to push for use of Omaha statewide, we must do it in a progressive way and figure out what resources are currently available and what more is needed.
- Unless we encourage MDH to consider building Omaha into its grants, we won’t get a standardized system.
- Members proposed working with MDH to do a pilot project with one or two pathways (possibly TB), that incorporates each region and type of data system (e.g. PHDoc, CHAMP, etc.) to test it. Staff would need to be trained on Omaha to make this happen.
- MDH just released an invitation for individuals to participate in a pilot project of this nature for the EDHI program.
- The committee recommended members take this discussion to their regional meetings. It will also be put on the agenda for future executive meetings.

**Strategic Planning**

- Pete and Lorna have started to discuss the process for updating LPHA’s strategic plan.
• The current strategic plan sunsets this year. Given the changing public health environment, we want to have larger conversations about our goals and strategic plan moving forward.
• Pete will lead this work and carry it into 2016 as past-chair. Members are not concerned about finalizing by the end of this year; they’d rather take the time to do it right.
• Reaching out to our general membership and the various standing committees will be important.
• Is it worth hiring a facilitator to help with this work?

Standing Committees Reports

• Legislative Committee – Bonnie Brueshoff and Renee Frauendienst, co-chairs
  o Committee met this morning and went through the entire federal and state platforms. They started to discuss preliminary priorities for 2016.
  o Initial thoughts are to continue messaging the LPH grant, asthma and home visiting The LCTS was also raised as an item to consider.
  o AMC will have its policy committee meetings in September. LPHA members discussed the possibility of participating in a panel about mental health and jail health, which will be scheduled as part of a joint HHS-Public Safety meeting.
  o We’d like to get things lined up for next year’s lobbyist contract, but things can’t be finalized until the budget is approved by members. We’re interested in increasing the contract to a full year, rather than six months, to have assistance during the off-season.
  o What is happening with TB (latent, active, refugees, etc.) and the pressure it is putting on counties was raised during “hot topics” as a potential item for further discussion.
  o Testimony training will probably be early next year, in collaboration with MACSSA.
• Policy and Practice Committee – Karen Moritz, chair
  o Record Retention: A draft record retention template will hopefully be released in September. Webinars are being developed.
  o Nuisance ordinances: Zack Hansen and Jill Krueger (Public Health Law Center) are continuing to work on case studies for the website
  o The committee’s abstract for a presentation on public health nuisances was accepted for the annual AMC Conference (December).
  o Consents: We have reached out to Bob Johnson (MDH legal) and the Public Health Law Center for assistance. MDH clarified that the sample consent on its website is only a sample; it is ok to have a combined consent form (i.e., listing multiple agencies). The Public Health Law Center is continuing to look into remaining questions related to Tennessee/privacy practice warnings. Ultimately, this will still be an issue for members to discuss with their individual county attorney.
• Membership – Amy Roggenbuck
  o Workgroup/coalition list: We are approaching this list as a way to identify places where LPHA has a voice on issues that have an actual or statewide impact. Do we only want to keep track of workgroups/coalitions that have reps official designated by LPHA? Or do we also want to keep track of workgroups/coalitions where members are involved but not as official LPHA designees? It would be good to know if someone is on a committee so we would know who to go to if there is an issue. The committee recommended including both but differentiating between the two.
  o LPHA is out of pens, mugs, etc. for “welcome items”. The membership committee discussed new options for new director and retirement recognition and would like to place an order for bags, pens, thumbdrives and folders before the end of the year. An expense proposal presented to the committee totaled $1,415. The executive committee moved and approved a motion to order these supplies.

Health Care Procurement

• Eric Ratzmann (MACSSA director), joined the executive committee for a discussion of the procurement process.
• Yesterday Senator Sheran held a hearing regarding this issue. Legislators asked DHS a lot of questions about the process, including whether county resolutions were taken into consideration, whether it was appropriate to include county-based purchasing, whether short-term cost savings
were at the expense of higher quality services, whether integration into diverse communities was considered, etc.

- It is not clear if there will be any additional hearings.
- LPHA will continue to work with MACSSA and AMC on the issue and provide updates, as information becomes available.
- Counties with concerns about the decision are encouraged to submit an appeal. Appeals will be heard by a three-person mediation panel (one person identified by DHS, one person by AMC, and a third person agreed upon by DHS and AMC).
- Counties who are appealing and who have passed resolutions should let LPHA know so we can continue to monitor the issue.

**Treasurer Report – Bonnie Paulsen**

- Motion to approve the July financial report was moved and approved.
- We have significant amount of funds in our reserves; we are in a good spot.
- For last couple of years we have been doing a routine 3% dues increase, but this year we could consider a 1% or 2% increase with a plan to go back to a 3% increase again next year. If we go with a 2% increase our income would be slightly under what is needed to cover expenses, but would we have enough in reserves to offset the difference.
- We would like to extend the lobbyist contract to cover a full year and would like to increase the budget line item for the lobbyist by $3,000 (up from $21,000 to $24,000). We will start working on renewing the contract for the lobbyist.
- Some members expressed concerns about having a lot of reserves, as it is tax-payer dollars not being utilized.
- The finance committee recommended increasing the travel budget for LPHA members to help cover the costs of attending the NACCHO conference and AMC meetings.
- A motion to increase member dues by 2% was moved and approved. The motion was amended to state that, if the Franzen Moore contract comes in higher than planned, the increased amount will be taken from reserves.
- Motion to work on negotiating the new contract with Franzen Moore for $24,000 was moved and approved.

**Upcoming LPHA meetings - All**

- October CHS Conference: members were asked to send speaker suggestions to Lorna
- November Annual Meeting: meeting will be held at the Dakota Lodge; speaker suggestions should be sent to Lorna

**Adjourn**

- Next Meeting: September 16, 2015