

MINUTES
Goodhue County Public Health Service
BOARD OF HEALTH MEETING
Tuesday, December 20th, 2005
10:30 a.m.
3rd Floor Government Center, Board Room

Members Present: Commissioners Jim Bryant, Dan Rehtzigel, Richard Samuelson, Ron Allen and Ted Seifert

Others Present: Karen Main, Sue Morgan, Jason Petersen, Kristine Holst, Susan Brace-Adkins, Jane Roper, Stacy Thuman

I. Call to Order

Chair, Jim Bryant called the meeting to order at 10:35 a.m. in the County Board Room.

II. C/Bryant asked if there were any disclosures of interest. There were none.

III. Approval of Agenda

Motion by C/Samuelson seconded by C/Seifert carried to approve the agenda for December 20th, 2005 meeting.

IV. Approval of Minutes

Motion by C/Seifert, seconded by C/Rehtzigel, carried to approve the minutes of November 15th, 2005 as presented.

Consent Agenda

- a. Accept the retirement of Ruth Fredrickson, LPN, and effective February 28th, 2006.
- b. Grant Agreement for Related Childhood Immunizations ~ Minnesota Department of Health, effective 1/1/2006-12/15/2006.
- c. Waiver contract with Evergreen Place, effective 10/01/2005-09/30/2006.
- d. Waiver contract with Hi-Park Care Center, effective 10/01/2005-09/30/2006.
- e. Waiver contract with Lutheran Social Service, effective 10/01/2005-09/30/2006.
- f. Waiver contract with Sheryl Otto, effective 10/01/2005-09/30/2006.
- g. Waiver contract with Semcac, effective 10/01/2005-09/30/2006.
- h. Waiver contract with SEMCIL/United Home Healthcare Choices, effective 10/01/2005-09/30/2006.
- i. Waiver contract with Shiffo Home Health Care Corporation, effective 10/01/2005-09/30/2006.
- j. Waiver contract with The Villa at Hi-Park, effective 10/01/2005-09/30/2006.

C/Rehtzigel expressed gratitude to Ruth Fredrickson; she was a nurse in the Kenyon schools for many years and spent a lot of time with constituents in Kenyon.

Motion by C/Rehtzigel, second by C/Allen, carried to approve the above listed items on the consent agenda.

V. Review of Financial Reports

Ms. Holst indicated that November 2005 Finances are as follows:

Positive Revenue Variance YTD is \$110,626

Positive Expense Variance YTD is \$56,718

Net Positive YTD is \$134,844

The majority of the revenue variance is related to a positive employment variance, \$72,622, due to a half time health educator position that was budgeted but never filled, also budgeted HHA/HM time; through October the aides have been working less due to less visits, in the last few months it has increased for them. Ms. Holst indicated that the other big item is a positive revenue variance from South Country Health Alliance incentives of \$59,337, in 2004 we received about \$29,000 in incentives, so from that number we budgeted to received

\$36,000 in 2005, we did not know the impact of hiring the CRMT position how it would affect the incentives and it has increased revenues tremendously, we have received \$95,837 year to date, in 2006 it was budgeted appropriately.

C/Allen questioned how much will be added to the reserves? Ms. Holst stated that \$48,000 of the positive revenue variance is being transferred to the 2006 budget because of the health insurance policy change, and also with the retirement of Ruth Fredrickson, there will be a big payout of sick and vacation leave, a payout of \$8500, which was not budgeted for and will probably need to be taken out of this surplus. C/Allen questioned what Ms. Holst estimates the number going into reserves to be? Ms. Holst stated that the net positive variance at the end of the year could be \$115,000 or so, then taking out the expenditures, it would be \$100,000.

C/Bryant questioned if the MPAAT for 2006, if it is going to be carried over. Ms. Holst stated that it would be carried over, since it is for work that will be completed in 2006.

VII. Administrative Reports

A) Director Report

Ms. Main asked the Board what their position was on having a smoke free statute as a part of the legislative package, the number three health priorities is a smoke-free ordinance, or smoke-free workplace ordinance for the County. Ms. Main indicated that several Commissioners have indicated that they would like something done Statewide.

C/Samuelsen stated that he believed that Statewide would probably be where to start because of what we heard happened up in the Twin Cities, Statewide is where it should happen. C/Bryant suggested that they ask the legislators today if there is anything on the horizon for 2006. C/Bryant stated that it seems to get a lot of attention from the media, when the Hennepin County Board is changing there's. Ms. Main indicated that the problem that Hennepin County is having is allowing some facilities to come in for exemptions, Olmsted County does the same, and this is a tough exemption to administer. C/Rechtzigel stated that he feels that uniformity is the key, the big issue with Hennepin County is that it is not uniform, the other issue that came up is that it was an immediate ordinance, going into effect right away, not allowing establishments to modify their establishment to fit the ordinance, those are the two concerns that are coming out of Hennepin County, they are this island in the middle of the State, it went into effect so quickly, they did not have time to adapt to that. Those are two concerns that should be uniform and an establishment should be allowed to change their look/structure in order to accommodate people. C/Rechtzigel stated that the uniformity needs to be at the State level.

C/Samuelsen questioned what the ruling was at Hennepin County, if you are 60% of income is from liquor, then you can allow smoking? Mr. Wolff stated that is how some Counties have enacted ordinances that have a ruling like that, where if 50% of the sales are from liquor, they are exempt from the ordinance. Goodhue County Public Health does not support that, overall it is a health issue and everyone deserves to have clean fresh air to breathe when they are at work and to be safe from risk and disease. That is the only valid way that we see the approach. Ms. Main indicated that Spain went smoke-free yesterday.

Ms. Johnson stated that she would send all Commissioners the article on research that the St. Paul Pioneer Press did on Hennepin County, the information is excellent. C/Rechtzigel stated that he appreciates the list of smoke free business it is a nice resource and is done so positively, the congratulated part is well done approach.

- A great deal of staff time has been devoted to education and preparation for implementing Minnesota Senior Care, the new South Country Health Alliance (SCHA) program which began on June 1, 2005. Ability Care, which starts Jan. 1, 2006, will be the first Medicare funded program with which SCHA has been involved. This is a program for mentally or physically disabled persons and is an option that dual-eligible clients (those with both Medicaid and Medicare benefits) can choose to manage their Medicare benefit set. The new programs fit well with PHS work in care management for the disabled and elderly,

but require significant new reporting requirements as well as additional client contact. During recent strategic planning sessions the Public Health and Welfare directors recommended to the Joint Powers Board that SCHA fund at least one additional position in each county as well as some clerical support. We have not received a response regarding the recommendation at this time.

- Susan Brace-Adkins and I worked with staff from the Red Wing Area Faith in Action program to develop a proposal that would fund the creation of a county wide network of volunteer respite care workers for caregivers of disabled family members or friends. One of the initial goals of the program, if funded, will be to educate the caregivers and their families of the importance of getting respite. Many caregivers are reluctant to turn over the care of their loved one even for a short time. As a result, their risk of serious illness including heart attacks triples. The funding source is the Southeast Minnesota Area Agency on Aging.
- There has been a lot of interest in the smoke free work place ordinance passed for Hennepin County. On December 13, 2005, the Hennepin County Board stepped back somewhat from the original plan by permitting bars and private clubs to apply for exemptions from the ordinance that would last until the end of 2007. Many communities are looking to the 2006 Legislature to pass a statute that would “level the playing field” across the state. The Management Team is meeting with legislators at noon on December 20th, 2005. If possible, I would like to inform the legislators on the position of the Goodhue Board of Health regarding a statewide statute. Susan Johnson and Tom Wolff will be available to provide information and answer questions.

Ms. Main stated that they are starting a new experiment with the Assessors office, sharing the County vehicles for out county meetings, etc.

B) Director of Nursing Report

- **Staffing:** We are very excited to report that we have hired Jane Roper as a home health aide/homemaker. After a brief orientation, she will start providing direct services to our clients. This will enable us to resume taking referrals for aide/HM services. Ms. Morgan introduced Jane Roper, Ms. Roper indicated that she lives in Red Wing, married with 2 children.
- **Retirement:** You will see on the consent agenda that we have received a retirement notice from Ruth Frederickson, LPN, effective on 2/28/06. Ruth has been a loyal employee for PHS for 24 years and will be missed, though we wish her well in her retirement.
- **SCHA:** Today is the first day that we are able to officially use the new videoconferencing equipment provided and funded by SCHA. This will reduce some of the travel to Owatonna for meetings and promote better communication between SCHA and the member counties.
- **SCHA Data Entry:** Since the beginning of Minnesota Senior Care, which began in June 2005, many changes have taken place. One of these changes is in regards to submission of data on a new system called CCM and authorization for services. Authorization must be done on CCM and MMIS (the State system) to assure payment for services. As with most new systems, problems occurred along the way, which has resulted in a need to re-authorize services after closure of service agreements, five different times since June. This has been due to unanticipated changes implemented by SCHA. We have one staff member, who is trained to do this data entry. We have done cross-training with another staff member, who, due to her own work responsibilities, has had limited time to assist in this process. The result has been a delay in authorizations, resulting in delayed billing. Services cannot be billed until the service authorization is received by the provider. PHS authorizes services, not only our agency, but for many providers who service waiver clients. We are doing our best during this critical time to assure providers that data will be entered as soon as we are able, which will then allow them to bill SCHA for services. Our staff is working very hard to catch up. We have been told by SCHA staff, “No new programs from SCHA in 2006,” which should allow our staff to become more proficient in the programs that were introduced in 2005. The Joint Powers Board is considering bringing on additional staff into the Counties in the future that is a recommendation that is on the table.

C) Healthy Communities Director Report

Disease Prevention, Control and Immunizations

- We will not be receiving the last 280 doses of Flu Vaccine from GlaxoSmithKline because the company did not produce as many as projected. We did receive additional vaccine from Hi-Park Nursing Home, Red Wing Corner Pharmacy, Steele and Fillmore Counties to use for clinics scheduled at schools and worksites.
- We provided classes at Twin Bluff Middle School and Cannon Falls High School in the area of infectious diseases.

KIDS: Handle with Care

- We are working with Minnesota Extension in updating all 3 of the positive parenting curriculum. Evaluations from our positive parenting program have been kept for over 3 years and Extension will be using those evaluations to update and change the curriculum.

Health Priorities

- The healthy lifestyles group in Kenyon is working on an incentive program for hallway walkers. This will be called “Just Be Active – Tour the County”. We will be providing them a log-in sheet to log their steps. We will also put in the miles for each school and then provide participants information on how far they have walked on a county map – so they can actually make a whole route from Kenyon up to CF, then to Red Wing, down to Lake City – over to Zumbrota and back to Kenyon, etc. We will be working with the community Ed departments across the county to offer this type of programming. We have also given information to the Park and Rec department in Kenyon about applying to become a “Fit City” designation.
- The Red Wing – Make the Move group has had about 250 people sign up for the America on the Move initiative so far. Anyone who wishes to participate can register by December 15 and prizes will be awarded to those who complete their 6 week program on January 31, 2006. The United Way received over \$10,000 for this program to be used specifically in the greater county. It is still unclear how those monies will be utilized.
- We are working with all of the elementary schools in the county to bring in a theater production based on the “New Pyramid”. We will be working with those schools before and after the theater production to provide education on nutrition and fitness for elementary students.
- The insurance group workshops were a resounding success in Zumbrota. We overflowed the Zumbrota Library (Over 60 folks) for our first presentation and the Medicare Part D had over 50 folks in attendance. This group will be meeting in January and the next step will be to plan on presentations in Cannon Falls and Red Wing. Our own Christy Boyer was a presenter at both workshops; she brings an enormous knowledge of medical assistance and other governmental programs to the table.
- The chemical health council did prioritize at their last meeting. This group will be meeting again on December 21 to discuss an implementation and work plan for these priorities. Here are their priorities:
 - *Consistent community stand and message on chemical use – work on norms on non-use for teens
 - *Expand community involvement in comprehensive chemical health K-12 education
 - *Enforce rules consistently for underage use and ensure consequences
 - *Increase local comprehensive treatment or recovery options (to include adolescents)
- The employee wellness day went very well. We had 133 people register for the day – some of those folks were city employees coming to get flu shots. Big thanks go to all of the folks who helped with the planning and helped with providing services that day. They are: Elaine, Nancy, Kathy A, Ruth, Vicki, Diane B, Christy B, Susan J, Tom, Gaye, Denise, and Cindy.

C/Bryant questioned the insurance group workshop, this group will be meeting in January in Cannon Falls in Red Wing – how do they get the word out and who do they get the word out to. Ms. Brace-Adkins indicated that they get ads out in the newspapers, talk with all of the people that work with individuals that are individualized with different groups, use the radio station. There is not a fee or cost for the workshop which last about 1 ½ ; a lot of clients have tons of questions, and Theresa Spindler advocated to continue with the meetings. Christy Boyer is great and is very knowledgeable on how this impacts each of them. C/Samuelson stated that it is confusing when we talk about it now, what are we going to do about it? Ms. Brace-Adkins stated that our nursing staff is doing an excellent job explaining it one on one; Ms. Boyer is taking tons of calls, and those presentations are so helpful.

D) Environmental Health Report

As part of the Food/ Beverage/ Lodging program, a special event food stand requires a license to operate in Goodhue County. A Special Event Food Stand is defined as:

A food and beverage service establishment which is used in conjunction with celebrations and special events, and which operates no more than three times annually for no more than ten total days.

PHS issues approximately 150-200 special event food stand licenses per year. A special event food license fee is \$50.25. License fees have not been changed in the last 15 years.

There are some exemptions from having to obtain a Goodhue County Special Event Food License:

1. Churches operating on church property;
2. Licensed establishments operating a food stand in the parking lot or on the sidewalk in front, beside or behind the establishment.;
3. Vendors with a current MN Department of Health Special Event or Seasonal Temporary Food License.

There are also exemptions to the \$50.25 fee. Some entities are required to obtain a license, but are not charged a fee:

1. Churches operating off of church property;
2. Government organizations;
3. Civic Groups/Organizations.

There is not specific language written in the ordinance that would allow most of these exemptions. This has been standard practice that was developed over the years. Most license applications are exempted from paying a fee. PHS has only charge 26 applicants a fee this year.

Not all of the food stands are inspected. The policy has been to inspect the larger celebrations such as the Goodhue County Fair, Cannon Valley Fair, River City Days, Pine Island Cheese Festival, Zumbrota Covered Bridge Festival, Goodhue Lions Chicken Feed, Rose Festival and others upon complaint.

The licensing requirement is used as an educational tool. The license application allows us to review the menu of foods and equipment requirements with the applicant and provide them with a copy of the rules.

Options:

Goodhue County has the ability to set license fees for Special Event Food Stands. There are different methods used by other counties/areas.

1. The Board may charge all special event stands the current fee and eliminate the exemptions
2. The Board may charge all special event stands a lower fee and eliminate the exemptions. (e.g. charge all Special Event Stands a \$10.00 fee)
3. Maintain the current system of fees and exemptions, bringing other requests to the Board of Health for direction.

Note: A building used primarily as a place of worship is exempt, by statute, from licensing and other food code requirements.

Recommendation:

We would recommend option #3, maintain the current system.

- 2006 licensing is starting to begin for the food, beverage and lodging programs, they will be going out this week. They are not due until January 31st, 2006. Questions may come up the state was able to collect a hospitality fee,

they will be collecting that fee from every restaurant in the State of Minnesota, they will be collecting that themselves.

VIII. Old Business

The 2006 Public Health budget was included in the overall County budget presentation on December 8th, 2005. The budget was approved as presented.

The Board of Health discussed the second draft of the 2006 budget at its September 20th, 2005 meeting. The following are highlights from the Public Health Service 2006 budget:

1. \$714,274 tax levy request ~ the same levy request as 2005
2. Salary & Benefits expenses include changes to health insurance, step increases & 2.5% wage adjustment.
3. Include 2005 year-end-balance transfer of \$48,690 to pay for health insurance policy change
4. Eliminate the ½ time health educator
5. Eliminate LPN position due to her transfer to GCMH, along with the Mental Health Contract
6. Eliminate School Nursing Contract and School Nursing position
7. No contribution to reserves
8. Increase revenues from the Waivers, Medical Assistance & South Country Health Alliance
9. Include MPAAT, Regional Tobacco & Emergency Preparedness grants revenue and expenses

C/Bryant stated that there is not budgeted contribution to the reserves, if they are in the black in 2006 that money will go to the reserves.

Motion by C/Rechtzigel, second C/Allen second, carried to approve the 2006 budget presented.

IX. New Business

Board Composition

C/Rechtzigel stated since we are moving Welfare and Public Health boards to back to back meetings, that perhaps they look at adding the two community liaison members from the Welfare board onto the Public Health board as well, as we have a couple of issues that kind of overlap and for the two Welfare Board members to get in on part of the discussion and not the entire discussion. It is an idea to move these two people to join the composition of the Public Health Board. C/Seifert stated that it is something worth looking into, ultimately what we are trying to do here is follow average people as they come into the system and need some help, and go all the way through to probation, right now we have three different organizations and we need to do a better job of prevention. C/Samuelsen stated that it is a great idea, but we need to sort it out and that they have a vote. C/Bryant suggested that staff check with Mr. O'Keefe on what we can and cannot do. Ms. Main indicated that the law says a minimum of 5 for the Public Health Board, so we can add members to it. Ms. Main stated that the County Board designates the Public Health Board, in thinking that the County Board would recommend that those members become Public Health Board members.

Motion by C/Rechtzigel, second by C/Samuelsen, motion carried for Ms. Main to work with the County Attorney office, Mr. Schoener and Mr. Hamilton to submit a report to the County Board for discussion and action to include the Welfare Board members as Public Health Board members.

X. Committee Reports

A. Administrative/Finance Committee – Jim Bryant

C/Bryant stated that issues are brought to the County Personnel Committee.

Motion by C/Rechtzigel, second by C/Seifert to bring all items to the County personnel committee as discussed at an early meeting.

C/Samuelsen questioned if that is the chair and vice-chair of the County Board, C/Bryant stated that is the current configuration. C/Samuelsen commented that the recommendation comes to the Public Health Board and not the County Board.

B. PHS Advisory Committee – Ron Allen

Meets in January.

C. South Country Health Alliance – Ted Seifert

Gave an update at the County Board Meeting ~ staff is clear on what is going on. The program is rolling ahead and it has been doubling its budget over the last couple of years.

D. SCHSAC – Ted Seifert

Reported on that at the County Board meeting. Adopted new reporting requirements that will start in 2006 in those terms and how we spend money.

E. S.E. EMS Board – Richard Samuelson

Was unable to attend meeting.

XI. Other

A) Approval of Disbursements

C/Seifert move, C/Rechtzigel second, motion carried to approve the disbursements from November 10, 2005 – December 9th, 2005 totaling \$67,694.00

XII. Adjournment

C/Bryant thanked staff and board for a very good 2005; health insurance was a nice change. Ms. Main indicated that staff noticed it in the December payroll. C/Bryant stated that he applauds everyone and wished everyone a Merry Christmas and Happy New Year.

C/Seifert move, C/Bryant second, motion carried to adjourn the December 20th, 2005 Public Health Board meeting.

Respectfully Submitted:

Richard Samuelson
Secretary

Karen Main
Director of Public Health