



Partnership4Health Community Health Board

Attn: Deb Jacobs, CHS Administrator

PO Box 127

Breckenridge, MN 56520

Phone: 218-643-7122 Fax 218-643-7166

<p><i>Meeting: Partnership4Health Community Health Board</i> <i>Location: Eagle Café Barnesville MN</i></p>	<p><i>Attendees: Mary Frahm, Mari Palm, Bill Adams, Frank Gross, Neal Folstad, Doug Huebsch, Don Skarie, Diane Thorson, Kris Bausman, Jody Lien, Deb Jacobs, Kristin Erickson, Jamie Hennen</i></p>
<p><i>Date: 11/2/2018</i></p>	<p><i>Recorder: Mary Frahm</i></p>

Agenda Item	Discussion	Action Taken/Person(s) Responsible
Call to order	Introductions	Meeting called to order by Don Skarie
Establish Quorum	Quorum established	
Approve Agenda	Approve agenda	Motion to approve agenda made by Frank Gross, second by Neal Folstad. Motion carried
Approve Minutes	Minutes for March and October 2017 meetings	Motion to approve minutes from March 2, 2018 meeting made by Frank Gross, second by Neal Folstad. Motion carried.
Election of Officers		Neal Folstad made a motion for officers to remain the same for 2019, second by Frank Gross. Motion carried.
Approval of 2019 CHB Budget	Resolution 2018-1 Information to be updated and totals corrected	Doug made a motion to approve the budget with the addition of a new grant and updating totals, second by Frank Gross. Motion carried.
Approval of authorized signing of contracts, CHB agents	Resolution 2018-2	Doug made a motion to approve Deb Jacobs as the new CHS administrator to sign contracts and Kathy McKay as a backup for signing contracts/agreements.

<p>Financial</p>	<p>Mary presented the 2017 audit results – clean audit Auditors requested that additional financial procedures be added to the CHB financial process.</p> <p>As part of the process for updating financial procedures, Sub-recipient cover sheets are added to each grant agreement and sent to the respective counties for their audit information.</p> <p>Mary presented information comparing the actual grant dollars received by the CHB in 2018 to 2018 budgeted.</p> <p>Mary presented a worksheet with CHB expenses for 2016-2018 with projections to 2019 to allow for budgeted amounts taken from LPHA grant dollars to cover fiscal work, MCIT insurance, and other CHB reported expenses.</p>	<p>Neal Folstad made a motion to accept the audit as presented and to approve the revised financial procedures, second by Frank Gross. Motion carried</p>
<p>Environmental Health</p>	<p>Program fee recommended change in 2019 for Reinspection Fee from \$100 to \$125.</p>	<p>Frank Gross made a motion to approve the increase of the reinspection fee from \$100 to \$125 effective 1/1/2019, second by Neal Folstad. Motion carried</p> <p>Each board member was to return to their respective counties to adopt the fee changes as recommended by the Community Health Board.</p>
<p>MIECHV Grant update</p>	<p>NFP/HFA – update presented by Jody Lien</p>	<p>None required</p>
<p>Strategic Planning Priorities</p>	<p>Information presented by Deb Jacobs & Jody Lien with handout.</p>	<p>None required</p>
<p>Community Health Assessment</p>	<p>Surveys, key findings – presented by Kris Bausman, Diane Thorson, Deb Jacobs, Jamie Hennen</p>	<p>None required</p>
<p>Next meeting</p>	<p>March 8, 2019 September 27, 2019 Eagle Café, Barnesville, MN</p>	
<p>Adjournment</p>	<p>Meeting was adjourned at 11:22 am by Don Skarie</p>	