

APPROVED MINUTES

Advisory Board of Health

Tuesday, October 20, 2015

6:00 PM

Public Health Building
1900 West Old Shakopee Road

Present

Members:

David Drummond, Satbir Brar, Corinne Ellingham, Joe Lawless, Cindy McKenzie, Sharon Mills

Staff:

Nick Kelley, Asst. Public Health Administrator

Mat Kvidera, Information Systems Analyst

Linda Riski-Lundeen, Office Supervisor

Karen Stanley, Disease Prevention & Control and Clinic Manager

Nancy Tadros, Minutes Secretary

Guests:

None

Public:

Natalie Jost

Absent

Members:

Joshua Korthouse

Staff Advisor:

Bonnie Paulsen, Public Health Administrator

Call to Order

Drummond, Chair, called the meeting to order at 6:02 p.m.

Oath of Office

Kelley issued the Oath of Office to new Provider Member Satibir Brar. His term will expire on December 31, 2015.

Approval of Minutes

M/Mills, S/Lawless, and all voting aye to approve the meeting minutes of September 22, 2015.

Approval of Agenda

M/Ellingham, S/Brar, and all voting aye to approve the October 20, 2015 meeting agenda, with the addition of discussing potential January, 2016 meeting dates during Other Business.

STAFF REPORTS

Program Outcomes: WIC, Peer Breastfeeding, and Sage Clinic

In an effort to give the Board some context for understanding why Staff Reports are important, Kelley introduced Bloomington Public Health's clinic services by giving an overview of services offered, the need for and benefits of the programs, and a brief history of the WIC Program.

Stanley presented information on Bloomington's WIC, Peer Breastfeeding and SAGE Programs, including the accomplishments of and recent changes to these programs. One significant change is that the SAGE Clinic, currently located at the Southdale Medical Building, will close at the end of January, 2016. This is due to the recent decline in the number of women being seen at the Clinic, likely resulting from implementing the Affordable Care Act. However, SAGE screening services will be offered at another location.

Public Health Administrator Update

Kelley provided the Board with the City of Bloomington's Nutrition and Tobacco Policies and briefly discussed their main points. Kelley also noted that the community's response to these policies has generally been favorable.

ADVISORY BOARD OF HEALTH REPORTS AND PLANNING

Chair's Report	None.
Tri-City Partners Report	McKenzie mentioned that Tri-City Partners has not met recently and that she will offer an update after the next meeting is held.

OTHER BUSINESS/ANNOUNCEMENTS

Community Health Conference Report	Mills and Korthouse attended this year's Community Health Conference in Brainerd, MN. Mills gave a brief report on the Conference, shared some interesting public health facts, and provided an overview of the presentations she attended.
Pearl of the Month	The Board will address next month, when discussing the Work Plan for 2016, whether the Pearl of the Month (POTM) will remain part of the Agenda in subsequent years' meetings. In the meantime, Brar will present November's POTM.
Other	McKenzie expressed concern over a conflict with January, 2016's potential meeting, as she becomes Board Chair with the new year. Meetings are usually held on the fourth Tuesday of the month, which would be Jan. 26, 2016. While the schedule for 2016 has not yet been established, McKenzie noted that she would be unable to attend on both the third and fourth Tuesdays, January 19 th and 26 th . This will be taken under advisement when drafting and bringing the proposed meeting schedule for 2016 to the Board in December. If McKenzie cannot attend in January, the Chair-elect for 2016 can also facilitate the meeting.

ORGANIZATIONAL BUSINESS

Bylaws Proposed Change	M/McKenzie, S/Mills, and all voting aye to approve the proposed change to the attendance language (Article IV., Paragraph E.) of the Bylaws.
Rules of Procedure Proposed Change	M/Ellingham, S/Lawless, and all voting aye to approve the proposed change to the language in Section 4.2 of the Rules of Procedure.
Discussion on Meeting Structure and Action	<p>The Board had a discussion regarding its role and the action(s) it can take, as listed in the Bylaws:</p> <p>"ARTICLE II: DUTIES The duties of this Board are:</p> <ol style="list-style-type: none"> A. To research and evaluate issues concerning the health and environment of the City of Bloomington. B. To advise the City Council of its activities and findings relating to the issues of health and environment of the residents of the City of Bloomington, and recommend action when indicated. C. To advise the City Council on matters relating to Public Health Emergency Preparedness, including bioterrorism, and recommend actions as needed. D. To submit an Annual Report to the City Council documenting the past year's activities."

They also discussed how to improve the structure of the meetings in order to best achieve these duties and be a better liaison between the Bloomington Public Health Division (BPH) and City Council in regards to important community health issues.

In addition, the Board has requested some direction on what to do with the information presented at meetings. They would also like to know more about BPH's needs, goals, objectives and accomplishments in order to act upon those with direction and purpose. The Board's actions could come in the form of a memo or letter to City Council, presenting at a Council meeting, etc., especially in conveying the importance of the Division's services within

the community.

The Board thought it would be beneficial, then, to have staff include information in the monthly packets, but rather than provide a presentation during the Board meeting, instead be available to answer questions Members may have regarding the information they reviewed prior to that meeting. Also, the Chair and Staff Advisor will better handle time keeping as allotted for each subject in order to stay on track.

BPH's Business Plan (shared with the Board in September) detailed budget, staffing and other challenges facing the Division, as well the list of Top Ten Health Issues in the community. Since this information would help address the Board's points, it would be beneficial for Members to review this information prior to providing input on their desires and expectations when drafting the 2016 Work Plan.

Finally, Members will adhere to the expectation that they will spend adequate time reviewing the presentations and other information, as well as prepare questions, prior to each meeting.

Next Meeting

November 17, 2015, 6:00 – 8:00 p.m.
Public Health Building, 1900 West Old Shakopee Road, Bloomington, MN 55431

Adjournment

M/McKenzie, S/Ellingham, and all voting aye to adjourn. The meeting was adjourned at 8:07 p.m.