

## **QUIN COUNTY BOARD AND ADVISORY COMMITTEE MINUTES**

The Quin County Board and Advisory Committee met on October 24, 2011 at 1:00 p.m. at the LifeCare Greenbush Manor. Mark Foldesi, Chair called the meeting to order.

### **I. ROLL CALL**

#### **Board members present:**

Neil Peterson	Betty Younggren
Mark Foldesi	Kenneth Borowicz
Ron Weiss	

#### **Advisory Committee present:**

Cindy Urbaniak	Dr. Bryon VandeWege, Medical Consultant
Julie Pahlen	Anita Cardinal
Gail Larson	

#### **Others present:**

Rachel Green	Judy Lokstad
Representative Dan Fabian	

### **II. APPROVAL OF AGENDA:**

**Ken Borowicz moved to accept the agenda with the addition under New Business of B. Grant Authorization and C. Budget Committee. Neil Peterson seconded. Motion carried.**

### **III. APPROVAL OF MINUTES:**

**Neil Peterson moved to approve minutes from the August 24, 2011 meeting. Ken Borowicz seconded. Motion carried.**

### **IV. REPORTS:**

A. The financial report and bills for September and October were reviewed. Discussion. **Ken Borowicz moved to approve the bills as presented. Neil Peterson seconded. Motion carried.**

B. Rachel Green reviewed WIC participation report. Discussion was held regarding the WIC program. **Neil Peterson moved to approve the WIC report as presented. Ken Borowicz seconded. Motion carried.**

### **V. OLD BUSINESS: -**

A. SHIP Grant – Rachel Green reviewed the SHIP program. She explained that the details of the competitive application for the SHIP grant beginning January 1, 2012. Quin CHS will not be submitting an application for this grant. Discussion.

B. Employee Policy Update – The final copy of the Employee Policy was mailed to voting members for review. The Administrator reviewed the changes and updates that are included in the manual. Discussion. **Betty Younggren moved to approve the Employee Manual as presented to be effective January 1, 2012. Ken Borowicz seconded. Motion carried.**

VI. NEW BUSINESS-

A (addressed after B & C) The Administrator facilitated discussion and received feedback on Minnesota Six Areas of Responsibilities Area Number 2, Promote Healthy Communities and Behaviors, and Area Number 3, Prevent the Spread of Infectious Disease.

B. Rachel Green reviewed the sample grant authorization policy. Discussion. **Neil Peterson moved to accept the grant authorization policy as presented:**

**“CHS Administrator is authorized to apply for grant funding on behalf of the Community Health Board when the following criteria can be satisfied:**

- 1. Grant opportunities are identified that align with public health mission and goals.**
- 2. CHB meets eligibility criteria.**
- 3. Financial match requirements can be met without financial burden the CHB.**
- 4. Consultation should be made with board chair or vice chair, should the chair be unavailable.**
- 5. LPH directors agree to support the application process and work of the grant.”**

**Betty Younggren seconded. Motion carried.**

C Budget Committee – The Chair appointed Neil Peterson, Ken Borowicz and Anita Cardinal to the 2012 budget committee.

VII. PUBLIC INPUT - Representative Dan Fabian addressed the group regarding the 2011 legislative session and the 2012 session, The 2012 legislative session will be a policy session.

VIII. OTHER BUSINESS - No other business

The next meeting to be held January 22, 2012 at 1 p.m. at the Evangelical Free Church in Newfolden.

IX. ADJOURNMENT

**Neil Peterson motioned to adjourn. Ron Weiss seconded. Meeting adjourned.**

Respectfully submitted,

Judy Lokstad  
Administration Secretary

Betty Younggren  
Board Secretary