



GOODHUE COUNTY HEALTH & HUMAN SERVICES (GCHHS) AGENDA

“Due to concerns surrounding the spread of COVID-19, it has been determined that in-person meetings or meetings conducted under Minn. Stat. 13D.02a are not practical or prudent. Therefore, meetings that are governed by the Open Meeting Law will temporarily be conducted by telephone or other electronic means pursuant to Minn. Stat. 13D.021.”

Goodhue County Health and Human Services Board will conduct a board meeting pursuant to this section on December 14, 2021 at 10:30 a.m. via GoToMeeting platform. The board and staff will attend the meeting via GoToMeeting by video or phone. The public is welcome to monitor the meeting by logging into <https://global.gotomeeting.com/join/473220877> or calling **1 877 309 2073** beginning at 10:20 a.m. or any time during the meeting. Access Code: 473-220-877

New to GoToMeeting: Get the app now and be ready when your meeting starts
<https://global.gotomeeting.com/install/473220877>

1. CALL TO ORDER
2. REVIEW AND APPROVE BOARD MEETING AGENDA:
3. REVIEW AND APPROVE PREVIOUS MEETING MINUTES:

Documents:

[NOVEMBER 16, 2021 HHS BOARD MINUTES.PDF](#)

4. REVIEW AND APPROVE THE FOLLOWING ITEMS ON THE CONSENT AGENDA:

- a. Child Care Licensure Approvals

Documents:

[CHILD CARE APPROVALS.PDF](#)

- b. Annual HHS Renewal Contracts

Documents:

[GCHHS ANNUAL RENEWED CONTRACTS.PDF](#)

5. ACTION ITEMS:

- a. Accounts Payable

Documents:

[ACCOUNTS PAYABLE.PDF](#)

- b. C.A.R.E. Clinic Interagency Agreement
Kris Johnson and Brooke Hawkenson

Documents:

[C.A.R.E. CLINIC INTERAGENCY AGREEMENT.PDF](#)

6. INFORMATIONAL ITEMS:

- a. Live Well Goodhue County Update
Gina Johnson & Megan Roschen

Documents:

[LIVE WELL BOARD PRESENTATION.PDF](#)

- b. GCHHS COVID-19 Update
Nina Arneson

Documents:

[12-2021 COVID-19 HHS BOARD UPDATE.PDF](#)

7. FYI-MONTHLY REPORTS:

- a. Child Protection Report

Documents:

[CHILD PROTECTION REPORT.PDF](#)

- b. HHS Staffing Report

Documents:

[HHS STAFFING REPORT.PDF](#)

- c. All County, City, Tribal, And State Health And Human Services Worker Day Proclamation

Documents:

[COUNTY CITY TRIBAL AND STATE HEALTH AND HUMAN SERVICES DAY.PDF](#)

- d. GCHHS COVID-19 Vaccination Community Clinics

Documents:

8. ANNOUNCEMENTS/COMMENTS:
9. ADJOURN
 - a. Next Meeting Will Be January 18, 2022

**PROMOTE, STRENGTHEN, AND PROTECT THE HEALTH OF INDIVIDUALS,
FAMILIES, AND COMMUNITIES**

**GOODHUE COUNTY
HEALTH & HUMAN SERVICES BOARD MEETING
MINUTES OF NOVEMBER 16, 2021**

The Goodhue County Health and Human Services Board convened their regularly scheduled meeting at 11:25 A.M., Tuesday, November 16, 2021, online via GoToMeeting.

Brad Anderson, Paul Drotos, Linda Flanders, Todd Greseth, Susan Johnson, Jason Majerus, and Nina Pagel.

STAFF AND OTHERS PRESENT:

Nina Arneson, Kris Johnson, Mike Zorn, Lisa Woodford, Jessica Seide, Ruth Greenslade, Maggie Cichosz, Heather Arndt, Kayla Matter and Brooke Hawkenson.

AGENDA:

On a motion by N. Pagel and seconded by S. Johnson, the Board unanimously approved the November 16, 2021 Agenda.

MEETING MINUTES:

On a motion by S. Johnson and seconded by J. Majerus, the Board unanimously approved the Minutes of the H&HS Board Meeting on October 19, 2021.

CONSENT AGENDA:

On a motion by J. Majerus and seconded by L. Flanders, the Board unanimously approved all items on the consent agenda.

ACTION ITEMS:

On a motion by P. Drotos and seconded by J. Majerus, the Board unanimously approved payment of all accounts as presented.

On a motion by S. Johnson and seconded by J. Majerus, the Board approved to postpone the C.A.R.E Clinic Interagency Agreement until December 14, 2021, motion carried 4-3 with B. Anderson, N. Pagel, and T. Greseth dissenting to postpone.

INFORMATIONAL ITEMS:

COVID-19 HHS Board update - Nina Arneson
3rd Quarter 2021 Fiscal Report - Kayla Matter

FYI & REPORTS:

Child Protection Report

Goodhue County Health & Human Services Board
Meeting Minutes of November 16, 2021

HHS Staffing Report
HHS Trend Report
DHS 2022-2023 County and Tribal Child Care Fund Plan
HHS COVID-19 Booster Clinics

ANNOUNCEMENTS/COMMENTS:

Next HHS Board meeting will be Tuesday, December 14, 2021.

ADJOURN:

On a motion by P. Drotos and seconded by T. Greseth, the Board approved adjournment of this session of the Health & Human Services Board Meeting at or around 12:38 p.m.

DRAFT

**GOODHUE COUNTY
HEALTH & HUMAN SERVICES (HHS)**



REQUEST FOR BOARD ACTION

Requested Board Date:	December 14, 2021	Staff Lead:	Katie Bystrom
Consent Agenda:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Attachments:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Action Requested:	Approve Child Care Licensure Actions		

BACKGROUND:

Child Care Relicensures:

Child Care Licensures:

- Molly Rieke-Hofschulte Frontenac

Number of Licensed Family Child Care Homes: 75

RECOMMENDATION: Goodhue County HHS Department recommends approval of the above.



**GOODHUE COUNTY
HEALTH & HUMAN SERVICES (GCHHS)**



REQUEST FOR BOARD ACTION

Requested Board Date:	December 14, 2021	Staff Lead:	Mike Zorn
Consent Agenda:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Attachments:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Action Requested:	Approve HHS Contracts for 2022		

BACKGROUND:

Below are the 2022 contracts over \$10,000 which require HHS Board approval. Mental Health services continue to be a need in our county as evident from our contracts with the providers below. Guardians are also in great demand to provide safety and protection for our vulnerable adults. HHS contracts with over 100 providers either annually or biannually with the help of the Regional Contract Manager out of Olmsted County and our County Attorney.

County Contracts

- COUNTY ATTORNEY - Child Support \$65,000/yr.

Mental Health Contracts

- FAMILY SERVICE OF ROCHESTER \$10,000/yr. (\$60,000 CIBS Grant)
- FERNBROOK - MHTCM and MH Services \$165,000/yr. and \$57,600/yr.
- HIAWATHA VALLEY MENTAL HEALTH CENTER \$100,000/yr.

Guardians

- PRESTIGE CARE, LLC - Guardianship \$65,000/yr.
- ROYAL GUARDIANS LLC - Guardianship \$63,000/yr.
- SERENITY SERVICES - Guardianship \$28,000/yr.

Other

- PROACT, INC.- CBE & SE Employment \$96,000/yr.
- PROACT, INC.- ProAct, Inc. Transportation \$46,000/yr.
- RIVERVIEW SERVICES, INC. \$24,000/yr.
- REGIONAL CONTRACT MANAGER \$20,304/yr.
- WORKFORCE DEVELOPMENT, INC. (MFIP/DWP Employment & Training) \$231,077/yr.

RECOMMENDATION: Goodhue County HHS Department recommends approval of the above Contracts.

**GOODHUE COUNTY
HEALTH & HUMAN SERVICES (GCHHS)**



REQUEST FOR BOARD ACTION

Requested Board Date:	December 14, 2021	Staff Lead:	Kayla Matter
Consent Agenda:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Attachments:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Action Requested:	Approve November 2021 HHS Warrant Registers		

BACKGROUND:

This is a summary of Goodhue County Health and Human Services Warrant Registers for: November 2021.

	Date of Warrant		Check No. Series			Total Batch
IFS	November 5, 2021	ACH	34799	34802	\$	907.47
IFS	November 5, 2021		459281	459309	\$	40,123.21
IFS	November 12, 2021	ACH	34804	34821	\$	83,183.92
IFS	November 12, 2021		459310	459346	\$	3,680.05
IFS	November 19, 2021	ACH	34834	34841	\$	12,674.15
IFS	November 19, 2021		459389	459426	\$	35,962.08
IFS	November 24, 2021	ACH	34928	34946	\$	3,986.38
IFS	November 24, 2021		459543	459591	\$	9,113.96
SSIS	November 24, 2021	ACH	34870	34894	\$	65,200.09
SSIS	November 24, 2021		459492	459535	\$	176,091.64
IFS	November 24, 2021	ACH	34895	34927	\$	4,202.17
IFS	November 24, 2021		459536	459542	\$	26,247.72
				total	\$	461,372.84

RECOMMENDATION: Goodhue County HHS Recommends Approval as Presented.

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of Individuals, Families and Communities!
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**GOODHUE COUNTY
HEALTH & HUMAN SERVICES (GCHHS)**



REQUEST FOR BOARD ACTION

Requested Board Date:	December 14, 2021	Staff Lead:	Kris Johnson & Brooke Hawkenson
Consent Agenda:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Attachments:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Action Requested:	Approve and sign Interagency Agreement between GCHHS and C.A.R.E. Clinic for an existing HHS position as a shared nursing position.		

UPDATE:

This request is brought back for the HHS Board's consideration after being tabled at the November 16, 2021 HHS Board meeting to obtain more information.

- The HHS Board members raised questions about why it is necessary to have a shared position. Minnesota DEED website reports that the #1 Occupation in Demand is Registered Nurses. https://apps.deed.state.mn.us/lmi/oid/Results_9Columns.aspx

Local Public Health agencies throughout Minnesota have an especially difficult time filling nursing positions. GCHHS posted for the DPC position three times in 2021. A total of three people accepted interviews, and there were no qualified candidates who would accept the position. Local Public Health agencies in Southeast Minnesota and throughout the state report similar challenges in hiring nurses, and several LPH departments have resorted to contracting with clinics to provide Public Health nursing services. In an extremely difficult hiring climate, this arrangement is a way for GCHHS to have a nurse on staff instead of contracting out these responsibilities.

- Concerns were also raised about the job description of the Nurse Manager role at the C.A.R.E. Clinic, and a request that the Nurse Manager role not include any fundraising or event planning activities on behalf of the C.A.R.E. Clinic. This job description has been revised by C.A.R.E. Clinic administration to more clearly reflect the responsibilities of the nurse while in the nurse manager role – 20 hours per week, and any fundraising responsibilities have been removed from the job description.
- Concerns were shared about how the Nurse Manager role fits with the DP&C role, and the benefits of the county paying for the full position while the nurse works 20 hours at the C.A.R.E. Clinic. As stated below, the mission of the C.A.R.E. Clinic helps meet an important role of Community Health Boards as outlined in the Local Public Health Act--Minnesota Statute 145A:
- Subd. 1a. **Duties.**
Consistent with the guidelines and standards established under section 145A.06, the community health board shall:

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(1) identify local public health priorities and implement activities to address the priorities and the areas of public health responsibility, which include:

(i) assuring an adequate **local public health infrastructure** by maintaining the basic foundational capacities to a well-functioning public health system that includes data analysis and utilization; health planning; **partnership development and community mobilization**; policy development, analysis, and decision support; communication; and public health research, evaluation, and quality improvement;

(ii) promoting healthy communities and healthy behavior through activities that improve health in a population, such as **investing in healthy families; engaging communities to change policies, systems, or environments to promote positive health or prevent adverse health; providing information and education about healthy communities or population health status**; and **addressing issues of health equity, health disparities, and the social determinants to health**;

(iii) **preventing the spread of communicable disease** by preventing diseases that are caused by infectious agents through detecting acute infectious diseases, ensuring the reporting of infectious diseases, preventing the transmission of infectious diseases, and **implementing control measures during infectious disease outbreaks**;

- The HHS Department also connected with a HHS Board member who had additional questions, and concerns. We received the concerns in writing, we met with the board member to discuss the concerned, and then those concerns and HHS answers were provided for the HHS Board via email on December 3, 2021. This also resulted additional changes with the C.A.R.E. Clinic Nurse Manager job description.
- We have also continued our discussion with the C.A.R.E. Clinic executive, and the Board Chair, and the only request they had from the C.A.R.E. Clinic Board for changing was to update the termination clause from 30 days to 60 days.
- Additional, as requested, here's this position compensation information:

	2021	2021	
	Replacement Registered Nurse	Retired Public Health Nurse	
Registered Nurse/Public Health Nurse	Step 4	Step 13 Max	
Rate	\$30.00	\$46.71	
Gross	\$62,400.00	\$97,157.00	
PERA/FICA/Medicare/Life	\$9,508.00	\$14,774.00	Reduction
Total Cost	\$71,908.00	\$111,931.00	\$40,023.00

From November 16, 2021 HHS Board Action Form:

BACKGROUND: Goodhue County Health and Human Services (CGHHS) and the C.A.R.E. Clinic are excited to announce a new partnership between the two agencies that will result in increased collaboration and improved access to both agencies for community members. The agencies have created a shared position for a nurse who will serve as the Nurse Manager for the C.A.R.E. Clinic and the primary Disease Prevention and Control Nurse (DP&C) for GCHHS.

Our agencies agree that a shared nursing position could provide immense mutual benefits for both agencies and our community as a whole, including:

- Expanded access to health care for underserved residents.

- Connecting GCHHS customers to C.A.R.E. Clinic services and C.A.R.E. Clinic customers to GCHHS services.
- Utilizing the mutual expertise of both agencies to provide comprehensive health education at individual and community levels to prevent disease, improve health and ultimately reduce health care costs for the community.

The COVID-19 pandemic has brought into sharp focus the need for intensive collaboration among all community health partners in order to assure the ongoing safety and health of all individuals in Goodhue County. Throughout the pandemic, the C.A.R.E. Clinic and GCHHS have been close partners, and we seek to expand and solidify this trusted partnership.

As a Community Health Board (CHB) and Local Public Health agency, GCHHS is responsible for the development and maintenance of community health services. Ensuring access to health services, forming community partnerships, identifying gaps, addressing health equity, preventing communicable disease, improving the health of residents and providing health services are just some of core functions of Local Public Health agencies.

The mission of the C.A.R.E. Clinic is to contribute to the **C**ommunity by improving health care **A**ccess, connecting people to **R**esources, and promoting health **E**ducation. The C.A.R.E. Clinic is a non-profit that meets a vital need by providing health care for underserved low-income residents of Goodhue County and Lake City, MN.

The mission of the C.A.R.E. Clinic compliments an important statutory responsibility of GCHHS and therefore provides an ideal opportunity for partnership between the two agencies. Furthermore, [the 21st Century Public Health framework](#), which outlines our foundational responsibilities as a public health agency, includes a strong focus on community partnerships, health equity, prevention and health improvement, and access to health services. The C.A.R.E. Clinic provides access to health services and preventative care for a highly vulnerable population including people who are uninsured or underinsured. The C.A.R.E. Clinic also compliments many foundational public health responsibilities.

INTERAGENCY AGREEMENT:

The Interagency Agreement outlines the details of this arrangement. The nurse will be an employee of Goodhue County Health and Human Services, responsible for overseeing the Disease Prevention and Control responsibilities for GCHHS. This includes:

- Manage immunization programs
- Oversee the DP&C aspects of the agency’s pandemic response including immunization
- Coordinate the agency’s tuberculosis control responsibilities
- Assess data regarding communicable disease and consulting with community agencies
- Grant management and report writing
- Represent the agency on regional and state DP&C collaborations and boards

The nurse will also serve as the Nurse Manager for the C.A.R.E. Clinic, which includes:

- Oversees the recruitment, retention, and satisfaction of volunteers
- Manage specialty clinic schedule
- Provides leadership in developing and maintaining standards of care
- Ensures that CARE Clinic meets all regulatory requirements (HIPAA, OSHA, BBF, etc.)
- Develops and maintains infection control procedures
- Ensures delivery of quality services and programs
- Assures appropriate patient education, including written materials in English & Spanish
- Ensures follow up and continuity of patient care
- Oversees all clinical documentation requirements and processes, including transcription

RECOMMENDATION: Goodhue County HHS Recommends Approval as Presented.

INTERAGENCY AGREEMENT

This Agreement made and entered into by and between the County of Goodhue, 426 West Ave, Red Wing, MN 55066, through its Health and Human Services Department hereafter referred to as the "County" and the **C.A.R.E. Clinic**, 906 College Ave, Red Wing, MN 55066, hereafter referred to as the "Clinic".

WITNESSETH

WHEREAS, this agreement is being entered into between the parties for the sole purpose of defining the roles and responsibilities of the parties in relation to the co-location of a Goodhue County Public Health Disease Prevention and Control Nurse at the Clinic.

WHEREAS, in consideration of the mutual understanding and agreement set forth, the County and Clinic agree as follows:

1. Description of Services:

Effective **Date**, the County will co-locate its Public Health Disease Prevention and Control (DPC) Nurse on-site at the Clinic, 906 College Ave, Red Wing, MN 55066, for an average of twenty (20) hours per week. This arrangement will be more conducive to a collaboration between the two agencies, will assist in expanded access to health care for underserved residents, will aim to increase connecting Goodhue County or Clinic customers to services at both agencies, and utilize the mutual expertise of both agencies to provide health education at individual and community levels to prevent disease, improve health and ultimately reduce health care costs for the community.

2. In-Kind Support

- a) The County shall not be responsible for any program costs of the Clinic's, but will provide the following in-kind office infrastructure related to DPC Nursing Services;
- 1) Computer, monitor, mouse, keyboard, and connection cords for one staff.
- b) Similarly, Clinic will not be responsible for any of the costs of the DPC Nurse but will provide the following in-kind infrastructure:
- 1) Office space for the DPC Nurse; including desk, chair, filing cabinet/drawer with lock.
 - 2) Internet usage
 - 3) Building access/key for DPC nurse
 - 4) Telephone Service
 - 5) Use of Conference Rooms as needed for nursing duties

3. County Responsibilities

- a. Employ nurse **with experience** in Disease Prevention and Control as a Goodhue County employee.
- b. Provide training on local public health expectations, Disease Prevention and Control, equity issues, leadership.
- c. Explore opportunities for continuing education and tuition reimbursement.

- d. Assume shared responsibility with the Clinic for recruitment, interviewing, and selection of the position.
- e. Assume responsibility for supervision of DPC nurse by Family Health Nurse Supervisor while the DPC nurse is engaged in Goodhue County Health and Human Services DPC duties as defined in the GCHHS job description. (Attachment A).
- f. Collaborate on disease prevention and health education efforts with Clinic including provision of Minnesota Vaccines for Children (MNVFC) and Uninsured and Underinsured Adult Vaccine (UUAV) Program.

4. CARE Clinic Responsibilities

- a. Assume shared responsibility for recruitment, interviewing, and selection of the position.
- b. Assume responsibility for supervision and clinical training of DPC Nurse by Executive Director of Clinic while the DPC Nurse is working in the Clinic and performing Clinic duties as defined in the Clinic job description (Attachment B).
- c. Collaborate on disease prevention and health education efforts with Goodhue County Health and Human Services including provision of Minnesota Vaccines for Children and Uninsured and Underinsured Adult Vaccine Programs.
- d. All medical records related to patient care, other than records in the MNVFC and UUAV programs, shall remain records of the Clinic and be held by the Clinic and shall be subject to any applicable laws, rules or regulations related to data collection, storage, use and dissemination.

5. No Employment Relationship

It is agreed by the parties that at all times and for all purposes herein, the DPC Nurse shall be considered an employee of County. The Clinic, its employees, hires, assigns, and volunteers shall not be considered employees of County for any reason.

6. Indemnification:

Each party to this Agreement shall be liable for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts or the other party, its officers, employees or agents, except that the Clinic does hereby agree that it will defend, indemnify, and hold harmless, the County, its officers and employees, against any and all liability, loss, damages, costs and expenses, including attorney's fees, which the County, its officers and employees, may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the DPC Nurse while performing clinic duties under the direction and control of the Clinic pursuant to this agreement.

7. Data Practices

All data collected, created, received, maintained, or disseminated for any purposes by the activities of the Clinic because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as any applicable federal regulations on data privacy.

Clinic and County agree to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations (45 C.F.R. Part 160-164), (collectively referred to as "HIPAA").

8. Default and Cancellation

This agreement may be terminated at any time by either party with or without cause upon **sixty (60)** days written notice.

If this agreement is terminated, the indemnification provisions contained in paragraph 6 shall remain in effect for all services performed prior to date of termination.

9. Standards

The DPC Nurse shall comply with the Care Clinic Code of Conduct regarding safety and security when conducting activities on Clinic premises. The DPC Nurse shall also comply with all Federal and State statutes and regulations as well as local ordinances and rules now in effect or hereafter adopted.

10. Amendments

This Agreement may be supplemented, amended or revised only in writing by agreement of both parties.

IN WITNESS WHEREOF, Goodhue County and the Clinic have executed this Agreement as of the day and year first written above.

C. A. R. E. CLINIC

BY: _____

DATED: _____

Julie Malyon
President

BY: _____

DATED: _____

Mike Grove
Board Chair

GOODHUE COUNTY HEALTH AND HUMAN SERVICES

BY: _____

DATED: _____

Nina Arneson
Director

BY: _____

DATED: _____

Brad Anderson

Goodhue County Health and Human Services Board Chair

DP&C DUTIES for GCHHS

REGULAR DUTIES:

1. Manage UUMV and MnVFC immunization programs administered by GCHHS.
 - Organize and immunizations by appointment.
 - Order and inventory vaccine and supplies.
 - Enter vaccines into MIIC with support staff assistance.
2. Provide consultation with community and providers regarding DPC issues, and serve as back up to consult with the schools about communicable diseases.
3. Provide presentations and participate in community wellness activities per request.
4. Work with MDH and providers for reporting diseases and outbreaks.
5. Assist refugees and immigrants with medical evaluations.
6. Provide tuberculosis (TB) control activities to include: Mantoux testing , set up Class B evaluations at Olmsted County TB clinic, investigation and treatment of active TB cases and contacts, and provide back-up for LTBI medication monitoring and case management.
7. Assess data regarding communicable diseases and develop strategies to prevent and control them.
8. Assist emergency preparedness staff with disease outbreak and public health emergencies planning.
9. Submit quarterly trend and annual reports. Review budget reports.
10. Participate in GCHHS Public Health Accreditation responsibilities.
11. Review and update infection control policies and protocols per HHS manual.

REPRESENT GCHHS AT REGIONAL MEETINGS FOR COLLABORATION AND LEARNING:

LENM- The Local Epidemiology Network of MN_ is a network of epidemiologists and DP&C staff from metro and surrounding counties. Meets every 3rd Weds. 9:30-Noon, alternating WebEx and in-person meetings at St. Paul/Ramsey Co. Public Health.

SEMIIC -The Southeast Minnesota Immunization Connection is a regional board coordinating 11 SE MN counties and providers that participate in the MIIC immunization registry. Meets quarterly the 4th Tues. of Jan., April, July, Oct., Noon-2pm at Olmsted Co.

Public Health in Rochester.

IDEPC (Infectious Disease Epidemiology Prevention & Control) Monthly Immunization Calls-
4th Thurs., 9-10am.

DP&C Team Meetings- monthly.

SE DP&C Meetings- usually every other month. Scheduled by MDH. WebEx. Similar to LENM meeting only with SE counties.

HHS ICS Meeting- Every other Tuesday at 9 am. Virtual

Nurse Manager
C.A.R.E. CLINIC, RED WING

I. TITLE

Nurse Manager

II. OVERALL RESPONSIBILITY

Provides clinical and office support to the overall operations of CARE Clinic.
Senior leader responsible for clinical services, care coordination, patient education/communication, volunteer management, and medical equipment/supplies.

III. ACCOUNTABILITY

Accountable to and receives direction from the Executive Director, Mental Health Director and Medical Director(s). Works as a team member and partner to the Dental Office Manager, Finance Manager, and MNsure Manager.

IV. RESPONSIBILITIES: Leads or delegates responsibility for medical and mental health programs

a. Leads:

- i.** Oversees the recruitment, retention and satisfaction of volunteers
- ii.** Manage specialty clinic schedule
- iii.** Provides leadership in developing and maintaining standards of care
- iv.** Ensures that CARE Clinic meets all regulatory requirements (HIPAA, OSHA, BBF, etc.)
- v.** Develops and maintains infection control procedures
- vi.** Ensures delivery of quality services and programs
- vii.** Assures appropriate patient education, including written materials in English & Spanish
- viii.** Ensures follow up and continuity of patient care
- ix.** Oversees all clinical documentation requirements and processes, including transcription

b. Delegates:

- i.** Volunteer orientation, schedule changes, and communication
- ii.** Acts as supply management and purchasing agent for medical supplies and chart forms
- iii.** Maintain cleanliness of the clinic; prepares space for clinic days
- iv.** Weekly chart and lab/radiology review; patient letters
- v.** Specialty clinics: patient appointment reminders and facilitation of clinics
- vi.** Provide follow up and case management for medical and mental health patients

c. Other duties as assigned

V. EDUCATION AND EXPERIENCE

- a. Associates degree in Nursing**
- b. CPR certification**
- c.** Excellent written and oral communication skills
- d.** Experience with Microsoft Office, Excel, etc.
- e.** Past medical and mental health clinic experience
- f.** Self-starter

VI. SALARY / HOURS: Approximately 20 hours per week



Board Update December 14, 2021

**“Supported by the Statewide Health Improvement Partnership,
Minnesota Department of Health.”**



OUR MISSION

To improve the health of our residents by making it easier to walk, bike, eat nutritious foods, and live tobacco-free.



REQUIREMENTS

Requirements for LPH SHIP

Transition Year 2 (Nov. 1, 2021 – Oct. 31, 2022)

	Tier 1	Tier 2	Tier 3
Annual LPH Grant Award Amount	Less than \$250,000	\$250,000 to \$500,000	Greater than \$500,000
Workplan Setting and Behaviors	<p>Must select <u>two</u> or more settings:</p> <ul style="list-style-type: none"> ▪ Workplace ▪ Schools ▪ Health Care ▪ Community <p>Within each setting a minimum of <u>two</u> behaviors must be selected.</p>	<p>Must select <u>two</u> or more settings:</p> <ul style="list-style-type: none"> ▪ Workplace ▪ Schools ▪ Health Care ▪ Community <p>Within each setting a minimum of <u>two</u> behaviors must be selected.</p>	<p>Must select <u>three</u> or more settings:</p> <ul style="list-style-type: none"> ▪ Workplace ▪ Schools ▪ Health Care ▪ Community <p>Within each setting a minimum of <u>two</u> behaviors must be selected.</p>
Workplan Behaviors List	<ul style="list-style-type: none"> ▪ Commercial tobacco-free living, healthy eating, active living, well-being 		



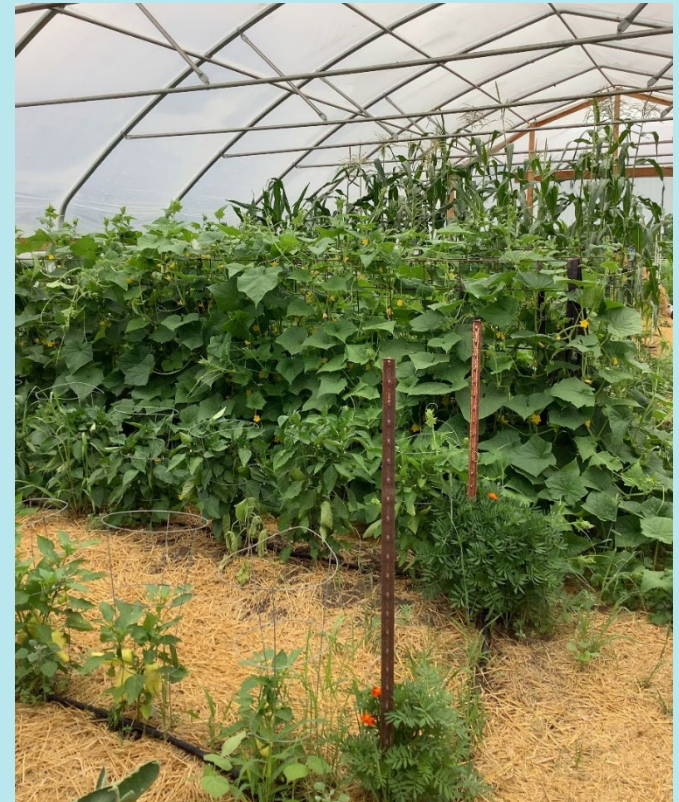
STRATEGIES

- **Mental Well-Being-** is about your quality of life: realizing your abilities, dealing with day-to-day stress, having meaningful relationships, working and contributing to family and community.
 - Active Living
 - Tobacco
 - Workplace Wellness
 - Schools
 - Healthcare

■ Healthy Eating



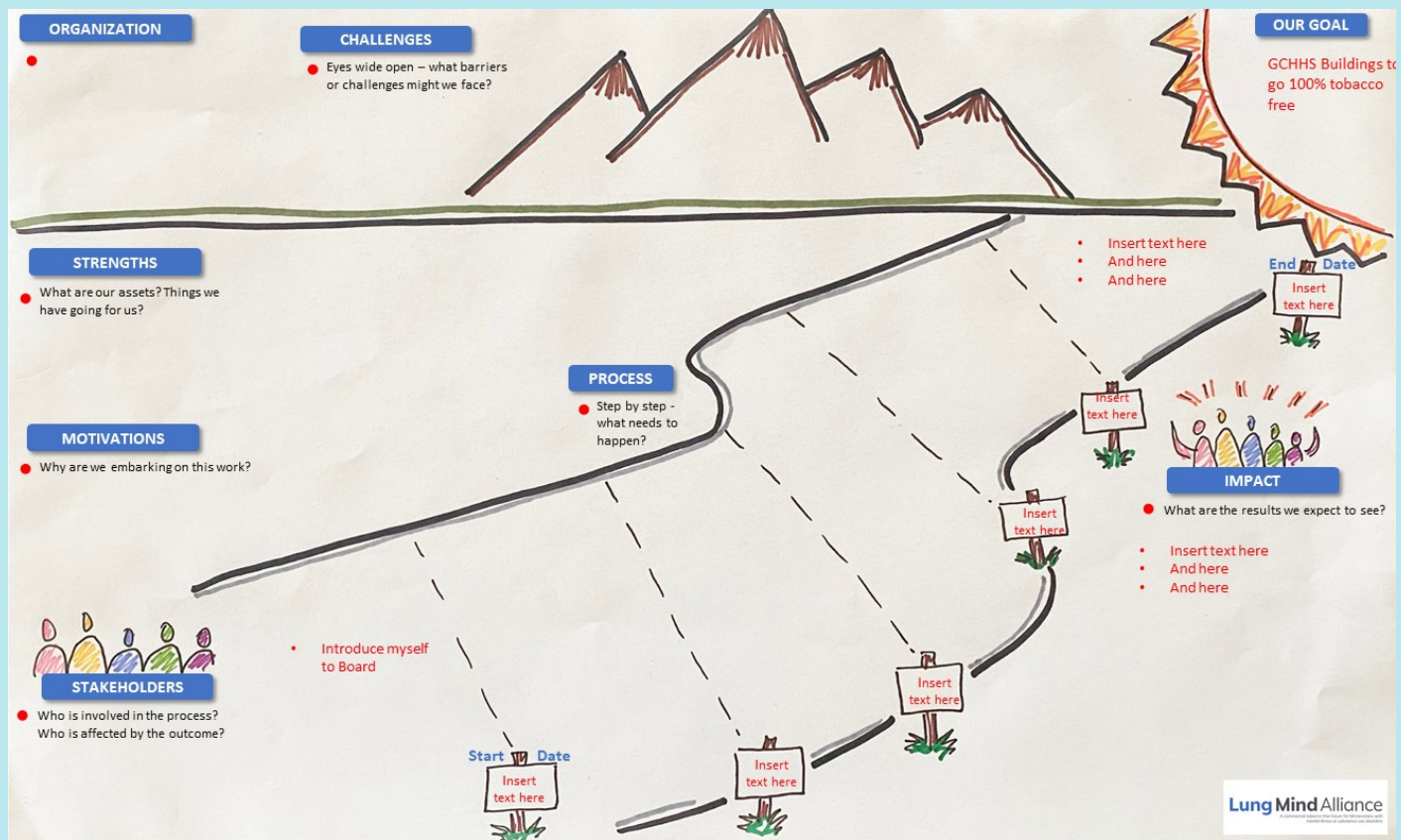
Cannon Falls Library



Quiet Waters Ranch

STRATEGIES

Tobacco Free Grounds





QUESTIONS?

- Gina.Johnson@co.goodhue.mn.us 651-385-6148
- Megan.Roschen@co.goodhue.mn.us 651-385-6140

Goodhue County Health and Human Services Board

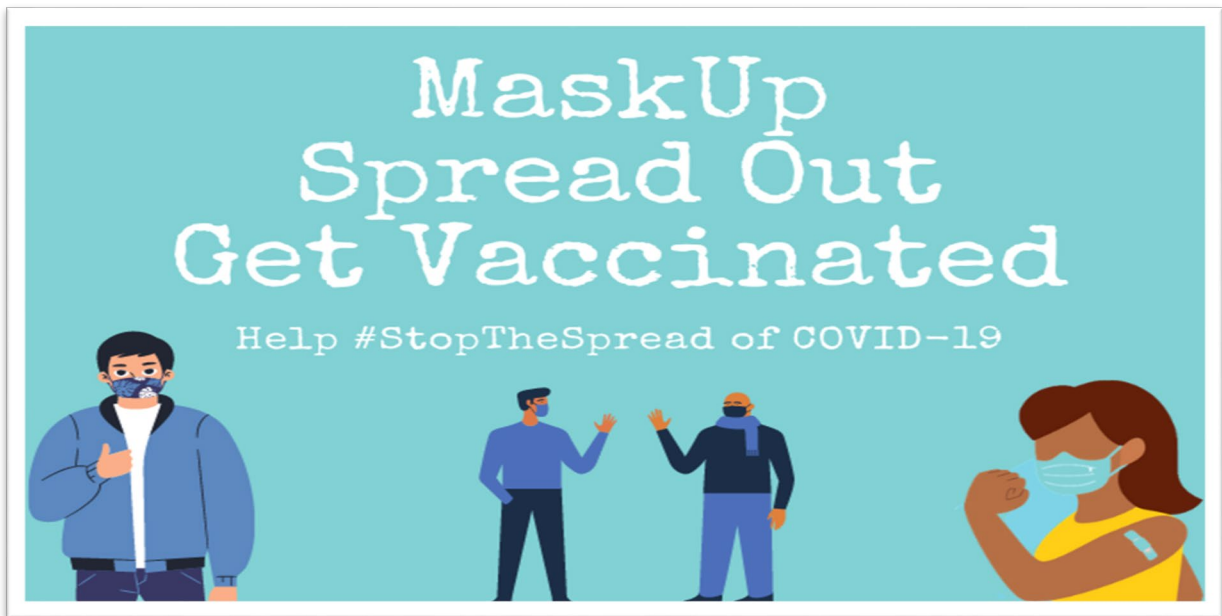
12-14-2021 COVID-19 Update



- ① Wash your hands
- ② Get tested when sick
- ③ Stay 6 feet from others
- ④ Wear a mask
- ⑤ Stay home when able
- ⑥ Work from home when able

Celebrate safely.

STAY SAFE MN



<https://co.goodhue.mn.us/1356/COVID-19-Information-and-Resources>

Goodhue County COVID-19 Information and Resources:

- [Goodhue County COVID-19 Webpage](#)
- [Goodhue County Health & Human Services Facebook Page](#)
 - Goodhue County COVID-19 Hotline: (651) 385-2000
 - Financial Support/Social Services: (651) 385-3200
 - WIC Program: (651) 385-6120

**GOODHUE COUNTY
HEALTH & HUMAN SERVICES (GCHHS)**



**Monthly Update
Child Protection Assessments/Investigations**

Month	2019	2020	2021
January	21	16	20
February	20	30	17
March	34	19	15
April	20	15	24
May	23	21	26
June	16	10	22
July	16	12	19
August	19	17	17
September	25	18	17
October	29	25	12
November	24	21	33
December	21	14	
Total	268	218	222

Promote, Strengthen and Protect the Health
of Individuals, Families and Communities!
Equal Opportunity Employer
www.co.goodhue.mn.us/HHS





Goodhue County
Health and Human Services

426 West Avenue
Red Wing, MN 55066
(651) 385-3200 • Fax (651) 267-4882

TO: Goodhue County Health and Human Services Board
FROM: Nina Arneson, GCHHS Director
DATE: December 14, 2021
RE: 2021 December Staffing Report

Following the updated Goodhue County hiring policy, below are GCHHS new hires:

Outgoing Employee	Classification	New Employee	Hire Date
Kayla Matter	Eligibility Worker	Bobbi Sinn	12/20/2021
Bobbie Sinn	Child Support Officer	Corey Western Boy	12/6/2021
Claire Sather	Child Support Officer	Alyssa Sturgeon	12/20/2021

Promote, Strengthen and Protect the Health of Individuals, Families and Communities!
Equal Opportunity Employer
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STATE *of* MINNESOTA

Proclamation

WHEREAS: County, city, tribal, and state health and human services workers are dedicated to improving health, protecting people who are vulnerable, and providing outstanding public services to the people of Minnesota through their prevention efforts, administration of programs, and provision of services; and

WHEREAS: County, city, tribal, and state health and human services workers are responsible for the prudent expenditure of millions of dollars annually and must meet the highest standards of job performance in program and services delivery; and

WHEREAS: The duties performed by county, city, tribal, and state health and human services workers require that they demonstrate a variety of skills in order to provide services to clients, communities, and the general public; and

WHEREAS: The nature of federal and state legislation necessitates that county, city, tribal, and state health and human services workers continually expand their knowledge, skills, and expertise related to their professions and the needs of the communities they serve; and

WHEREAS: The State of Minnesota recognizes the valuable public services that county, city, tribal, and state health and human services workers perform each and every day for the health, prevention, and protection of Minnesotans.

NOW, THEREFORE, I, TIM WALZ, Governor of Minnesota, do hereby proclaim Wednesday, December 8, 2021, as:

COUNTY, CITY, TRIBAL, AND STATE HEALTH AND HUMAN SERVICES DAY

in the State of Minnesota.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Minnesota to be affixed at the State Capitol this 1st day of December.

Handwritten signature of Tim Walz in black ink.

GOVERNOR

Handwritten signature of Steve Simon in black ink.

SECRETARY OF STATE

Filed December 1, 2021
Office of the Minnesota
Secretary of State
Steve Simon



COVID-19 Booster Clinics

Goodhue County Health & Human Services
is vaccinating adults 18+ with the Moderna vaccine.

FREE first, second, & booster doses will be available.

Anyone who receives their first or second dose of the COVID-19 vaccine at any of the upcoming clinics will receive a \$50 gift card!

Individuals receiving booster shots are not eligible for the incentive program.



Cannon Falls

November 19th
December 17th

Cannon Falls
Community Center

Red Wing

December
2nd, 9th, 30th
January
6th, 13th, 20th, 27th

Goodhue County
Government Center

Zumbrota

November 17th
December 15th

Zumbrota VFW

FOR MORE INFORMATION AND TO REGISTER ONLINE VISIT:
co.goodhue.mn.us/covid-19vaccines

If you need assistance, translation services, or do not have access to the internet, please call 651-385-2000 to register by phone

Walk-in appointments may be available. Pre-registration is preferred.