

# Minnesota Rural Health Association

## Board of Director's Meeting

Meeting Minutes  
CentraCare Health Plaza  
St. Cloud  
October 21<sup>st</sup>, 2005  
10:00 am – 2:00 pm

### PRESENT

Dave Borgert	CentraCare Systems
Ray Christensen	University of Minnesota
Maddy Forsberg	SW MN Area Agency on Aging
Barbara Muesing	University of Minnesota
Duane Nelson	Eide Bailly, LLP
Mary Page	Volunteer Extraordinaire
Liz Quam	CDI
Tim Stratton	University of Minnesota
Vickie Trauba	Rural Health Resource Center
Robin Weis	SW MN Senior Linkage
Julie Larsen	Director

### ABSENT

Jack Geller	Center for Rural Policy / Development
Mark Schoenbaum	Office of Rural Health and Primary Care
Nancy Frank-Wilson	Community Health Liaison

Guests: Tina Welsh, Women's Health Center, Duluth

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Meeting brought to order at 10:00 by Ray Christensen.

Minutes from July 18<sup>th</sup>, 2005 moved and approved.

MRHA educational session presented by Tina Welsh from the Duluth Women's Health Center increasing costs facing them and a difficulty in getting birth control pills for their clients. Tine also spoke to the issue of family planning and how it is in danger of being cut out of the state budget in 2006. She will keep MRHA informed.

### Treasurers Report

Treasurer's report was moved and approved. Discussion on finances especially long term issues and concerns.

### Director's Report

Ray spoke about the national rural health conference. He also talked about organizational issues that MRHA needs to work on including board recruitment, building a strong

organization, developing a policy piece that is effective, and moving the annual meeting to July as part of the annual conference.

### **Coordinator's Report**

Julie reported on progress of work plan, board notebooks, membership development, 2005 educational sessions and update on fundraising.

### **Discussion Items:**

Membership report: The membership committee has been active and much has happened. The membership benefits were rewritten. A letter has been mailed to rural hospital administrators (it came from Rick Failing) and memberships have started to come in from that request. Julie talked about how this was the first time a targeted membership mailing has gone out. It is hoped that we get a 10% responses from it. The targeted group that will be mailed membership requests are pharmacists (Tim signing letters and ems (will be asking Gary Wingrove to sign it). The board discussed other possible targets including, chiropractic, public health, county commissioners and county purchasing plans. The board agreed to each call 10 former members asking them to consider becoming members once again. Julie passed around a list asking people to sign up.

Annual Meeting: The rural health conference will be in Duluth again in 2006 in July. It was suggested that the MRHA annual meeting where officers are elected be moved to July. Board moved and approved.

Board Recruitment: It was also suggested that new board members and officers be elected at the July meeting. Motion to accept suggestion was moved and approved. There was discussion about whom to recruit. Suggestions were: Chris Jones for Catholic Hospitals, Mary Youle from assisted living / long-term care field, Lois Schmidt from the foundation field, Jim Wilkes a small clinic administrator, Nancy Fagman from the Winona hospital, a mental health provider, a lawyer, a small business owner, and a county commissioner. Ray and Maddy will develop a list and have at the March meeting.

2006 Legislative Agenda: A process for legislative issues was discussed. It was decided that the process that MRHA would use to address issues is as follows:

- Members and board members can submit issues for consideration at the annual meeting, during the session or at other time throughout the year. These issues would first go to the staff of MRHA for a first review, then to the Legislative Committee for their review. The Legislative Committee would then make recommendations to the board for their approval. The Executive Committee is empowered to act in place of the full board when time is an issue. Non-members may submit issues and once they do, the staff will follow-up with them and include a membership packet encouraging them to become members. Finally the legislative agenda for MRHA will be adopted each year in late fall early winter depending on when the legislative session begins.

It was agreed that this is the process that will be used.

Bremer Proposal: The proposal has been submitted to the Bremer Foundation. Julie asked the board for guidance on the issue of matching funds / challenge grant. The Foundation may want that. After discussion it was decided that MRHA would be open to accepting a grant that required us to match the dollars but that MRHA did not want the entire grant to be established in that way. Julie will follow up with the Foundation.

**Action Items:**

Conflict of Interest Policy: Julie submitted a conflict of interest policy that she had developed. Motion to accept conflict of interest policy for MRHA moved and approved.

Board Job Descriptions: Julie submitted examples of job descriptions for board members in general, committee chair, board chair and treasurer. For board chair there was only one change under #8 to include “and available”. Motion to accept board chair job description with change was moved and approved. For committee chair job description only one change to include a #10 “to keep records of the committee’s work.” Motion to accept committee chair job description with change was moved and approved. For board member job description there was also only one change and that was to move current #11 to #2. Motion to accept board member job description with change was moved and approved. There were two changes requested for the board treasurer job description. They were to add two additional duties of maintaining minutes and other necessary records and to interact with an audit committee. Motion to accept treasurer’s job description with changes was moved and approved.

Executive Director Job Description: Julie spoke about the need to develop an accurate job description for the executive director. She reminded the board that she was in interim director and while she was committed to a smooth transition she was committed to leaving the interim position. Julie submitted a draft job description for the board to discuss. There was discussion on it. Julie will continue to work on the development of this job description for the hiring of a new executive director. No formal action taken on it.

Next Year’s Calendar: Julie suggested that MRHA moved to 6 board meeting a year to allow for more interaction and involvement from board members. She also asked that the board consider moving the meetings around to be respectful of the nature of a statewide organization. Dates for next year were identified and approved. They are as follows:

January 20<sup>th</sup> – Alexandria

March 17<sup>th</sup> – phone call

May 19<sup>th</sup> – phone call

July – Duluth – annual meeting (to be scheduled dependent upon conference)

September 8<sup>th</sup> – Crookston

October 27<sup>th</sup> - St. Cloud

Next Meeting: January 20<sup>th</sup>, 2006 in Alexandria.

Meeting Adjourned – 1:30 pm

Respectfully Submitted

Julie Larsen  
Director  
Minnesota Rural Health Association