
Sponsor: Public Health

Meeting Date: 1/14/2025

Title: Appointment of Amy Caron, Director of Public Health, as the
Community Health Services Administrator and Agent of the Saint Paul
- Ramsey County Community Health Board

File Number: 2024-661

Background and Rationale:

Minnesota State Statutes 145A.04 requires each community health board to appoint a Community Health Services (CHS) Administrator to act on its behalf and agent of the Saint Paul - Ramsey County Community Health Board. Minnesota Rules section 4736.0110 sets forth minimum required qualifications for CHS Administrators to ensure qualified public health leadership at the local level. The CHS Administrator is responsible for the following, consistent with the Local Public Health Act and agreements:

- Assure the community health board meets the requirements of Minnesota Statutes Chapter 145A (Local Public Health Act), as well as relevant federal requirements.
- Assure the community health board meets the responsibilities outlined in the Local Public Health assurances and agreements.
- Provide input and involvement in local and state public health policy development (as well as national, where applicable).
- Communicate public health matters to the Ramsey County Board of Commissioners/Community Health Board.
- Coordinate or assure the Local Public Health assessment and planning cycle.
- Possess oversight and approval of Local Public Health Act annual reporting.
- Participate in the State Community Health Services Advisory Committee (SCHSAC) and workgroups.
- Possess signature authority for routine matters of the community health board (serve as the Agent of the Board).

The resolution associated with this action, requests board approval for Amy Caron, Director of Public Health, to serve as the CHS Administrator, for Saint Paul - Ramsey County Community Health Board's agent and authority to act as an agent on the board's behalf. As CHS Administrator, Ms. Caron will be granted signature authority for routine matters of business with the Minnesota Department of Health, such as communication, signing and submitting financial and program reports, as well as grant applications.

Recommendation:

The Ramsey County Board of Commissioners resolved to:

Appoint Amy Caron, Director of Public Health, as the Community Health Services Administrator and Agent of the Saint Paul - Ramsey County Community Health Board

A motion to approve was made by Commissioner Jebens-Singh, seconded by Commissioner Miller. Motion passed.

Aye: - 6: Jebens-Singh, McGuire, Miller, Moran, Ortega, and Xiong

By: 
Jason Yang, Interim Chief Clerk - County
Board