
Sponsor: Public Health

Meeting Date: 12/14/2021

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

File Number: 2021-659

Background and Rationale:

Minnesota state statutes require each community health board to appoint a Community Health Services (CHS) Administrator and Agent of the Saint Paul - Ramsey County Community Health Board. Minnesota Administrative Rules § 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, in alignment with the Local Public Health Act and the assurances and agreements.

- Assure the community health board meets the requirements of Minn. Stat. § 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 State Community Health Services Advisory Committee (SCHSAC) and on SCHSAC 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 Sara Hollie, Director - Public Health, to serve as the CHS Administrator and as the Saint Paul - Ramsey County Community Health Board's agent and 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 Sara Hollie, Director - 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 Reinhardt, seconded by Commissioner McGuire. Motion passed.

Aye: - 7: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

By: Mee Cheng
Mee Cheng, Chief Clerk - County Board