

## Annual CHS User Group Meeting

Tuesday, May 19, 2026

8:00-10:15 am

### Hybrid – Madden’s and Zoom

- **In-Person:** Madden’s on Gull Lake, 11266 Pine Beach Peninsula, Brainerd, MN 56401
- **Zoom:** <https://us02web.zoom.us/j/89661053420?pwd=YkdibllqflLg8Ga5aqBxQKFrR0JHuG.1>

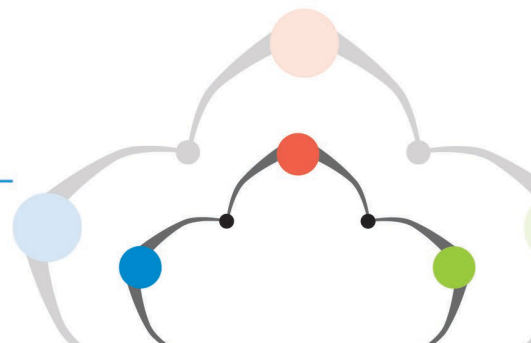
### AGENDA

Link to User Group Page: <https://mnccc.gov/user-groups/chs>

Facilitator: Jackie Och, Todd County (Chair)

Recording Officer: Lisa Klotzbach, Dakota County

1. Call to Order – Jackie Och, Todd County (Chair)
2. Roll Call (Quorum 20)
3. Agenda Approval
4. Consent Agenda
  - a. Annual User Group Meeting Minutes: June 23, 2025
  - b. Regular User Group Meeting Minutes: March 16, 2026
  - c. Support Desk Call Summary
  - d. Technical Hours Usage
5. Elections
  - a. Election of User Group Officers
    - i. Vice-Chair
    - ii. Recording Officer
  - b. Committee/Community of Practice Chairs and Co-Chairs
    - i. Co-Chair Discussion
    - ii. Enhancement Co-Chairs: Jodi Leraas & Melissa Duenow
    - iii. Quality Assurance Co-Chairs: Fernando Benitez & April Sommerville
    - iv. Training Co-Chairs: Tara Thompson & Colette Henke
    - v. Finance: Carol Becker
    - vi. MECSH: Kristina Collins
    - vii. PH-Doc Roadmap: Tyler Roenicke
6. Reports
  - a. ISSG Liaison Update: Joseph Satre
  - b. MnCCC Liaison + Executive Director Update: Lisa Meredith
  - c. Enhancements: Jodi Leraas/Melissa Duenow
  - d. Quality Assurance: Fernando Benitez/April Sommerville
  - e. Training: Tara Thompson/Colette Henke
  - f. Finance: Carol Becker
  - g. MECSH: Kristina Collins
  - h. PH-Doc Roadmap: Tyler Roenicke
    - i. Washington County Proposal
  - i. Neumo: Mary Thompson/Brian Prom
7. Financial
  - a. Review and Approval of Financial Report
  - b. Review and Approval of Proposed 2027 Fee Schedule and 2027 Pricing
8. Additional Items
  - a. Review and Approval of User Group Rules and Regulations
  - b. Executive Committee Discussion
9. Passing the Gavel
  - a. Annual Report/Version Update Report
  - b. Sue Yost, Past-Chair, leaves Committee
  - c. Jackie Och becomes Past-Chair



- d. Leah Cameron becomes Chair
- 10. Upcoming Meeting Schedule (all 9:00 am-12:00 pm on Zoom)
  - a. July 22, 2026
  - b. September 23, 2026
  - c. November 25, 2026 – reschedule?
- 11. Adjourn

**Officers**

**Past-Chair:** Sue Yost, Freeborn County

**Chair:** Jackie Och, Todd County

**Vice-Chair:** Leah Cameron, Waseca County

**Recording Officer:** Lisa Klotzbach, Dakota County

**Liaisons**

**MnCCC Board Liaison:** Contact MnCCC in the Meantime – [lisa@mnccc.gov](mailto:lisa@mnccc.gov) or [amanda@mnccc.gov](mailto:amanda@mnccc.gov)

**MnCCC ISSG Liaison:** Joseph Satre, Carver County; phone: (952) 361-1565, email: [jsatre@carvercountymn.gov](mailto:jsatre@carvercountymn.gov)

**Voting Members**

Anoka  
Beltrami  
Benton  
Bloomington  
Blue Earth  
Carver  
Cass  
Chisago  
Clay  
Dakota  
Dodge  
Fillmore  
Freeborn  
Goodhue  
Hennepin  
Houston  
Kandiyohi  
MMS CHB  
Morrison  
Mower

Olmsted  
Otter Tail  
Polk  
Ramsey  
Rice  
Scott  
Sherburne  
Stearns  
Steele  
Todd  
Wabasha  
Wadena  
Waseca  
Washington  
Wilkin  
Winona  
Wright

