

CHS User Group Meeting Minutes

June 23, 2025

10:00 am-2:00 pm

Hybrid – Zoom by Request Only

In-Person: 100 Empire Drive, St Paul MN 55103

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

Facilitator: Sue Yost, Freeborn County (Chair)

Recording Officer: Lisa Klotzbach, Dakota County

Attendance:

- Sarah Asche, Kandiyohi County
- Carol Becker, Carver County
- Ruth Bidwell, City of Bloomington
- Leah Cameron, Waseca County
- Kathy Filbert, Ramsey County
- Colette Henke, Washington County
- Lisa Klotzbach, Dakota County
- Jodi Leraas, Scott County
- Jody Lien, Otter Tail County
- Lisa Meredith, MnCCC
- Shawn Nerem, Blue Earth County
- Sarah Ness, Wadena County
- Jackie Och, Todd County
- Melissa Porter, Ramsey County
- Sarah Prescher, Carver County
- Brian Prom, Avenu
- Deb Purfeerst, Rice County
- Tyler Roenicke, Washington County
- Tammy Seifert, Sherburne County
- April Sommerville, City of Bloomington
- Mary Thompson, Avenu
- Jill Timm, Washington County
- Becky Tripp, Wilkin County
- Emilie Volkman, Winona County
- Carol Wentworth, Carver County
- Sue Yost, Freeborn County

1. Call to Order – Sue Yost, Freeborn County (Chair)

2. Roll Call (Quorum 17) – quorum met

3. Agenda Approval

4. Consent Agenda

a. Annual User Group Meeting Minutes: June 26, 2024

b. Support Desk Call Summary: Mary Thompson reported trending below by 176 hours through end of May. BETA support not included. All agencies are either on V49.5 or V50, except Wabasha County. Thompson has communicated with them, but they are not responding or submitting service calls to Avenu. Decided Thompson will communicate directly to Wabasha's Director. If no response, then Lisa Meredith will follow up.

- c. Technical Hours Usage: Thompson reported approved 198 hours of programming, 518 remaining this year.
- d. Deb Purfeerst moved to approve the Consent Agenda. Jackie Ochs seconded the motion. Motion carried by voice vote.

5. Elections

a. Election of User Group Officers

- i. Chair: Och moved to Chair.
- ii. Vice-Chair: Leah Cameron volunteered to serve as Vice-Chair.
- iii. Recording Officer: Lisa Klotzbach volunteered to continue as Recording Officer.
- iv. Discussed strategies to assure officer positions filled and agency participation within the context of agency capacity and awareness. Discussion included: rotating positions, communicating need for participation to directors/county managers, using the Coordinator of Strategic Initiatives position, restarting the Executive Committee, partnering with MDH Consultants, and renaming the User Group. An ad hoc Membership Committee consisting of Sue Yost, Melissa Porter, Jody Lein, and Jill Timm was formed to make recommendations to improve agency participation.
- v. Carol Becker moved to elect the slate of nominated officers. Purfeerst seconded the motion. Motion carried by voice vote.

b. Committee/Community of Practice Chairs and Co-Chairs

- i. Co-Chair Discussion: Discussed problem of volunteers not stepping up to fill co-chair positions. RSVP group sign up is not reflective of those who participate in the CHS groups. Change RSVP to allow "notification" and "attendee" options. MnCCC to send out who signed up for each group to agencies to review and clean up. Each group determines co-chairs, User approves. Suggested rotation of co-chair and minute taker for Quality Assurance (QA) because it has the biggest need for facilitation and minutes. QA needed for the work of Enhancements. The ad hoc Membership Committee will prioritize filling the QA co-chair positions, review committee descriptions, and communicate the advantages of participating.
- ii. Enhancement Co-Chairs: Jodi Leraas & Melissa Duenow
- iii. Quality Assurance Co-Chairs: Mandy Norstad & Brittany Sheely
- iv. Training Co-Chairs: Tara Thompson & Colette Henke
- v. Finance: Carol Becker
- vi. MECSH: Kristina Collins
- vii. PH-Doc Roadmap: Tyler Roenicke

6. Annual Awards and Recognition of Executive and Committee Officers

7. Reports

- a. ISSG Liaison Update: Meredith reported Joseph Satre of Carver County was reelected as liaison.
- b. MnCCC Liaison Update: Meredith reported some new members on the board. Budget and membership fees staying the same as last year.
- c. Executive Director Update: Meredith reported held annual conference, attending NACCHO in July, working with a consultant on board realignment, and Mike Fox to retire February 2026. His position will be posted in August with an October start date so Fox can train in.
 - i. Update on C&TC Activities: Meredith and Klotzbach reported continuing to work with DHS on written approval to proceed with a CATCH3 database replacement. Plan to submit an enhancement request either July or August.
- d. Enhancements: Leraas reported approved 30 hours of "clean up" hours for Avenu to use to fix issues as find them versus submitting an enhancement request. V50 is in BETA, to be signed off this week, then General will be released. V50.5 will include a large Word Form Letters enhancement. No June meeting.
- e. Quality Assurance: Mandy Norstad/Brittany Sheely provided a written report: Met on 6/2/2025. Discussed potential issue with preferred names in the PH Doc: identified confusion when it came to legal vs. preferred in certain areas. Mandy plans to submit an enhancement request for July's Enhancement meeting. Secured Charts

Discussion: Under System Management in Security, there is an ability to secure a chart under Secured Chart Access. There is an ability to add a client to Special Access group, as well. We found that when adding a client, going to advanced search vs. quick search, as it searches the whole system and reduces duplicate charts. It would be nice to know how many hits you have on the quick search, as many of them show up. Next Steps: Mandy will create an enhancement for July, to redesign the screen to see multiple at once vs. single clients. Having the ability to have a search field, to search by phone number, address, etc.

f. Training: Tara Thompson/Colette Henke provided a written report: At our June meeting on the 18th, we confirmed the details of the Version 50 trainings. We will have the dailies training recorded and sent out prior to the General Release. The Title V Reporting will be covered via in-depth pdf documentation. For live trainings, we will have an import spreadsheet training on July 8th and then a training covering the miscellaneous enhancements on July 22nd. Outside of enhancement trainings, Power BI and the possibility of inter-agency sharing of dashboard templates was also discussed, with no plans to move forward at this time. Our next meeting is August 20th.

g. Finance: see below.

h. MECSH: Thompson reported this group is not meeting regularly, ad hoc only.

i. PH-Doc Roadmap: Tyler Roenicke reported there were no submissions for the Coordinator of Strategic Initiatives position. The group will explore possible next steps, such as targeted messaging or seeking a contracted person and bring their recommendations to the next User Group meeting.

j. Avenu Insights & Analytics: Thompson reported above.

8. Financial

a. Review and Approval of Financial Report: Carol Becker reported currently available balances: \$625,535.10 in Enhancements, \$304,908.48 in HIE, and \$ 957,443.48 in Total. Becker moved to approve the Financial Report. Jodi Leraas seconded the motion. Motion carried by voice vote.

b. Review and Approval of Proposed 2026 Fee Schedule and 2026 Pricing: Meredith presented two versions of 2026 proposed fees. First version is a 3.9% increase across the board. 2nd Version is a 3.9% increase and application of 2023 population updates resulting in Mower and Wright Counties moving up a tier. Avenu's programming fee now \$218.75 an hour. Discussed adding every other year population check to the bylaws, which are to be reviewed for changes per legislative changes. Becker moved to approve the second version of 2026 proposed fees. Purfeerst seconded the motion. Motion carried by voice vote.

9. Additional Items

10. Passing the Gavel

a. Annual Report/Version Update Report: Thompson reported V50 General release will be available around 7/4/2025.

b. Jodi Lien, Past-Chair, leaves Committee

c. Sue Yost becomes Past-Chair

11. Upcoming Meeting Schedule (all 9:00 am-12:00 pm on Zoom)

a. August 27, 2025: Tentatively planned to reschedule to 8/13/2025 due to LPHA meetings on 8/27/2025. MnCCC will send out a meeting poll.

b. October 22, 2025

c. December: TBD

12. Adjourn: Becker moved to adjourn the meeting. Och seconded the motion. Motion carried by voice vote.