



Minnesota Department of Health

CHS Administration Qualification Review Process

Updated 08/02/11

Background

Minnesota state statutes require each Community Health Board (CHB) to appoint a Community Health Services administrator. Minnesota Administrative Rule 4736.0110¹ sets forth minimum required qualifications for CHS administrators to ensure qualified public health leadership at the local level. A recent in-depth study conducted by the State Community Health Services Advisory Committee (SCHSAC) stated, “Today’s public health field is increasingly demanding and complex. It requires strong—*qualified, authoritative, and responsible*—leadership... [CHS administrators] should have clear roles, responsibilities and authorities which are documented, shared and visible.”² The report recommended additional qualifications for CHS administrators, which reflect the complexity of current public health practice and the competencies needed for effective local leadership.

Review Process

The Minnesota Department of Health (MDH) will review the education and experience of all incoming CHS administrators to ensure each meets minimum qualifications outlined in Minnesota Administrative Rule 4736.0110. CHBs must be in compliance with requirements set out in Minnesota Statutes 145A and Administrative Rule 4736.0110 in order to maintain eligibility for MDH funding. Furthermore, CHBs are strongly encouraged—but not required—to appoint CHS administrators who meet the Tier 3 Core Competencies³ for public health leaders as recommended by SCHSAC.²

At times, CHBs may wish to appoint an individual to serve as the CHS administrator on an interim basis. The interim appointee must still meet the minimum qualification requirements, and is subject to an MDH review of qualifications.

1. On an ongoing basis, MDH will provide information and education to CHBs to help them understand CHS administrator qualification requirements, and to make them aware that all incoming administrators are subject to a review of qualifications. Methods shall include periodic trainings, informational materials, and a reminder letter to CHB chair when a leadership transition is anticipated.
2. The Office of Performance Improvement at MDH must be informed in writing whenever a CHB appoints a new CHS administrator. The correspondence should include a copy of the CHB resolution appointing the administrator (see contact information on page 2).

3. MDH will send a letter to the newly appointed CHS administrator requesting a copy of their resume or Curriculum Vitae, and any other supporting documentation that helps summarize their educational qualifications and relevant work experience.
4. MDH will promptly review the resume, using the criteria outlined in subparts 1-4 of Minnesota Administrative Rule 4736.0110, and may request additional information or documentation as needed.
5. MDH will inform the new CHS administrator and the chair of the CHB of the results of this review in writing, within 30 days of receipt.
 - a. If the prospective administrator is found to meet the required qualifications, s/he and the CHB chair will be notified in writing (via a welcome letter).
 - b. If the qualifications of the prospective CHS administrator are found to be deficient, s/he will be notified in writing, and MDH will work with the CHB to identify a qualified candidate within the jurisdiction.

References

1. Minnesota Administrative Rules 4736.01101 PERSONNEL STANDARDS.:
<https://www.revisor.mn.gov/rules/?id=4736.0110>
2. State Community Health Services Advisory Committee. (December 2010). Updating Minnesota's Blueprint for Public Health. St. Paul: MDH:
<http://www.health.state.mn.us/divs/cfh/ophp/system/schsac/index.html>
3. The Council on Linkages between Academia and Public Health Practice (2008). Core Competencies for Public Health Professionals:
http://www.phf.org/resourcestools/pages/core_public_health_competencies.aspx

Contact Information

Please contact Debra Burns with any notification, questions or comments pertaining to this process.

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