



Public Health  
Prevent. Promote. Protect.

Meeker McLeod Sibley  
Community Health Services

## Meeker-McLeod-Sibley CHS Meeting Agenda

Date: 2/6/18 Time: 1-4 Location: North Complex, Glencoe

Team/Group: MMS Finance Committee

***Lead efforts to protect and promote the health of the people in Meeker-McLeod-Sibley counties through education, empowerment and provision of essential public health services.***

Present: Allie E., Julie S., Ron S., Bobbie H., Mike H., John G.,			
Absent:			
Topic	Discussion/Plan	Action/Do	Follow up/Responsible Person/Deadline
Background	<p>Update payroll process; challenges with deductions, accrual rates. Still working on benefit deductions</p> <p>Update- payment of CHB bills</p> <p>Update- program/grant invoicing. Still working on transitioning account information at MDH, Need to assure CDS tracks expenses according to grant.</p>		
Payment Process	<p>Reviewed payment process map. Discussed and explained steps, including the remittal form</p> <p>Discussed paperless process; need more information CDS. Consider using pdf signature features to help with paperless system.</p> <p>Proposed CHB Board chair approval, with opportunity for full board to review later in process. Discussed challenges. Will plan to send to chair and cc' the finance committee to help with redundancy. Can set-up signature line on pdf of invoice, can be done with "reader" version of Adobe. Also add CHS Administrator signature line item. To simplify may want to use</p>	<p>Need to add signature lines to pdf remittal form.</p>	<p><b>John-</b> make edits to payment process map</p> <p><b>Allie-</b> add interim approval of payment process map to March meeting.</p>

	<p>a vendor number assignment for remittal form. Need to follow-up with CDS.</p> <p>Can file on CHS website; may need to add a button/page.</p> <p>In future can discuss recurring payments; and board authorization.</p> <p>Receipt process- notification of receipts, coding to correct account. Still working on this process, will be similar to disbursement process. Will hopefully be ready for March board meeting</p> <p>Discussed cash receipt process- may need receipt book. 3-part receipt.</p> <p>Grant/ program invoices; at times there are differences between invoiced and payments. Once payment is received from MDH, CHS needs to disburse to counties according to expenses. Challenges- with process; need to address when counties are over or under spent within grant.</p>		
<p>Other issues</p>	<p>Identify issues and prioritize work</p> <p>2019 Budget Setting process; CHS does not have “required” line item budget, Would like it done by June/July to be timely with county budget setting process. Revenue- need to review grants. Expenditures will depend on future discussions. (Aim for May meeting date)</p> <p>Credit Card Policy- shared draft of policy written by John. Borrowed from MN State University. And user agreement. Will start process of getting credit card. Need to review and provide revisions to policy. Plan to have March board meeting. Need to consider credit card log for review and issuing payment. With every 2 week payment options, shouldn't be an issue with late fees. Discussed number of cards, agreed to 1 for CHS Admin. and 1 as general for other staff. Finance committee approved starting the initiating the credit card. Policy review in March.</p>		<p><b>Finance Committee-</b> complete edits and mail back to John by Feb. 29<sup>th</sup></p> <p><b>Allie-</b> will initiate credit card procurement process</p>

	<p>Will send out electronic copy and use tracking. Revisions due by Feb. 20<sup>th</sup>.</p> <p>Credit card- direction to go with Business Cash Card (green). Need to address in policy how to redeem cash back. Will discuss with CDS on this process. Limits: CHS Admin- \$3000, general card limit- \$1500. Will not allow cash advance</p> <p>Budget Policy- need to consider adding voucher remittal process, receipt process. Will have board approve interim process at March 8<sup>th</sup> board meeting. Moving forward will plan to revise and create a more robust Budget policy for board approval in July.</p>		
Next Meeting:	May 9 <sup>th</sup> 10-12 at HHW- large conf. room.		
Respectfully Submitted:	Allie Elbert		