



MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD Meeting Minutes
Thursday, February 23rd, 2017
McLeod County Household Hazardous Waste Building, Hutchinson

Board Members

| | | |
|--------------------------|-------------------------|---------------------------|
| Beth Oberg.....present | Joe Tacheny.....absent | Ron Shimanski.....present |
| Joe Nagel.....present | Bill Pinske.....present | Bobbie Harder.....present |
| Mike Housman.....present | Doug Krueger.....absent | Joy Cohrs.....absent |

Staff Present

| | | |
|-----------------------------|------------------------------|------------------------------|
| Diane Winter.....present | Jennifer Hauser.....present | Allie Freidrichs.....present |
| John Glisczinski ...present | Rachel Fruhwirth.....present | Colleen Robeck....absent |
| Kerry Ward.....present | | |

Guests: Scott Lepak -Attorney at Law, Paul Viring Meeker County Administrator, Roxy Traxler Sibley County Administrator.

1. **Meeting called to order**
2. **Welcome and Introductions**
3. **Additions to the Agenda** Motion made by Ron Shimanski to approve the February 23, 2017 agenda, seconded by Beth Oberg, motion passed.
4. **Approval of January 12th 2017 meeting minutes*** Motion made by Beth Oberg to approve the January 12th, 2017 CHB meeting minutes, seconded by Ron Shimanski, motion passed.
5. **Administrative Items** Brief explanation was provided on both administrative items. The first grant agreement (Letter A) is to host a Growing Great Kids home visiting workshop for staff. The second grant agreement (Letter B) is an agreement to offer the Project Harmony program which, includes home visiting, case management, Licensed Alcohol and Drug Counselor (LADC) and Recovery Coach services. This program is for women pregnant or with children up to age 10 with a substance use disorder.
 - a. Minnesota Department of Health contract agreement to host Growing Great Kids training in the amount of \$2,500 for the time period of 2/1/17-6/30/17
 - b. Minnesota Department of Human Services contract agreement for Project Harmony grant for \$150,000 each year for the time period of 11/1/16-6/30/19.
 Motion made by Ron Shimanski to approve both grant agreements as presented, seconded by Bill Pinkse, motion passed.
6. **Resignation of Emergency Preparedness Coordinator** The MMS CHS Emergency Preparedness Coordinator has resigned effective March 17th. After a brief discussion on the amount of the grant, salary, and required job duties, a motion was made by Bill Pinske to replace the full time MMS Emergency Preparedness Coordinator, seconded by Beth Oberg, motion passed.



Meeker-McLeod-Sibley Community Health Services

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7. **Delegation Discussion – Scott M. Lepak, Attorney at Law** – Proposal prepared by Scott Lepak was reviewed. Distinction was made between CHS Administrative services and delivery of programs and services.

Motion made by Joe Nagel and seconded by Beth Oberg to build the infrastructure framework for administrative services of the CHS, with the following components:

- a. Development of classification and compensation plans
- b. Develop an agreement for a MMS CHS Medical Consultant. *(McLeod County Medical Consultant is considering being the CHS Medical Director)*
- c. Research health insurance options
- d. Obtain EIN number
- e. Research IT, HR and payroll services.
- f. Research office locations for CHS employees that will create a central location and assist with a separate identify for MMS CHS.
- g. Develop personnel policies for the CHS. *(Can reference policies from Supporting Hands Nurse Family Partnership organization.)*

Motion passed

8. **Adjourn** Motion made by Ron Shimanski to adjourn the meeting, seconded by Bill Pinske, motion passed.

Attachments:

- January 12th 2017 Meeting minutes
- MMS CHS Administrative Services Grid
- Keystone Proposal
- Springsted Proposal
- CDS Proposal
- Paychex Proposal

2017 Meeting Dates

April 13th 9-11:
July 13th 9-11
October 12th 9-11
Large Conference Room
McLeod Solid Waste Bldg



Mike Housman, Secretary