



Meeker-McLeod-Sibley Community Health Services

1805 Ford Avenue, Suite 200
Glencoe, Minnesota 55336

Direct Line (507) 766-3531
Fax Number (320) 864-1484

MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD Meeting Minutes Thursday, May 25th , 2017 McLeod County Household Hazardous Waste Building, Hutchinson

Board Members

Beth Oberg.....present	Joe Tacheny.....absent	Ron Shimanski.....present
Joe Nagel.....absent	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: Roxy Traxler-Sibley County Administrator, Paul Viring-Meeker County Administrator, Vince Traver-McLeod County IT Director, Scott Lepak-Attorney at Law

1. **Meeting called to order** – Chair Bobbie Harder called the meeting to order
2. **Additions to the Agenda** Motioned by Bill Pinske and seconded by Mike Housman. Motion carries
3. **Approval of April 13th 2017 meeting minutes*** Motion by Ron Shimanski seconded by Beth Oberg. Discussion- Bobbie Harder asked that in the SCHAC update change state to stories. Motion carries.
4. **CHS Administrative Services- Scott M. Lepak, Attorney at Law**
 - a. **Office Space Options*** 150 to 200 square feet per office unless cubicles and a meeting room for 20 to 35 people. **HHW option-** components need to be discuss why Vince from McLeod IT here, also a conversation from Sarah at HHW regarding cost to rent still under exploration. Paul Viring from Meeker shared contracts with McLeod County to explore how they rent out space in their Family Service Center. Scott and Sarah are working on figuring this out with hopes that there would be answer within a month or so. If breaking away, phones, internet, copier/printer etc. would have to be figured out. **Hutchinson options** were shared. The one that Allie toured – the company is willing to come present at a future board meeting. A price is not known. The landlord would have to make improvements on top of what a rental fee would be. Cubicles with an executive office and a meeting room would be needed as a set up. Commissioners request price per square foot (which includes utilities and cleaning) along with pricing IT/Phone Support from McLeod County. **BusinessWare Discussion-** Vince and Allie will be following with them as their proposal is not clear. The quote had to options- one for hosting and one for having equipment on proposed site. Discussion of support between County

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employees vs. CHS employees. Marco might be also looked into Research will continue.

- b. **Job Classification and Study Options*** Proposals and a summary document was shared with the board. Options were reviewed with the board. Keystone would classify the job description using the McLeod System piggy backing what has already been done. Some clarification is needed. Discussion on the job descriptions and the possibility of combining the WIC Coordinator and WIC Dietitian. So that is why there is variability of the option provided by Keystone (4 to 5 position reference). Grades for job descriptions were placed to the closest comparable in the McLeod County system. Discussion of budget impact, there are dollars that can be shifted to work needed for job classifications as one subcontract was not renewed for 2017. Job descriptions would have to be revised internally by the CHS prior to working with consultants. Allie felt she would get more support from Springsted with the revamp of job description and further research for other positions, Motion made by Beth Oberg and seconded by Ron Shimanski. Discussion took place regarding if four months is the true time and it was asked if a contract would be signed for this services. Motion carries.
- c. **Approval of MMS CHB Medical Consultant Contract*** This contract was sent to the board prior to the meeting. Adjust the insurance and listed as an additional insurer. Per diem of \$40.00 a meeting and \$80.00 a day patterned from the McLeod scale. Clarification on the contract presented regarding the \$75.00 an hour. This would be a charge if for example the consultant needed to read thru a standing order that might be sent over to her. The per diem is charge if she attends the meeting or multiple meetings within a day and does not get paid the hourly rate then. Motion made by Mike Housman and seconded by Bill Pinske. Motion carries.

5. Administrative Items

- a. Approval of Federal Mileage Rate- Motion by Bill Pinske and seconded by Beth Oberg. 53 ½ cents mileage reimbursement Discussion on what kind of mileage is being submitted so some reimbursement is offered thru grants to help defray the cost. Motion carries.
- b. Approval of Pier Diem for Medical Consultant- Motion by Beth Oberg and Seconded by Mike Housman. Motion carries.

6. Additional Meeting Dates and Work Session options Motion made by Ron Shimanski and seconded Mike Housman to have an additional meeting August 10th from 9am to 11am at the McLeod County HHW Large Meeting Room. Motion carries.

Adjourn- Motioned by Doug Krueger and seconded Bill Pinske to adjourn. Motion carries.

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Attachments:

- April 13th 2017 Meeting minutes
- Office Space Options
- Cornerstone Commons Brochure
- Commercial Realty Solutions Brochure
- Lease Agreement with McLeod County
- Job Classification and Compensation Options
- Springsted Proposal
- Keystone Compensation Services
- Bjorklund Compensation Consulting
- Medical Consultant Contract

2017 Meeting Dates

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


Mike Housman, Secretary

