



Public Health
Prevent. Promote. Protect.

Meeker McLeod Sibley
Community Health Services

MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD

McLeod County Solid Waste Large Conference Room
1065 5th Avenue SE, Hutchinson MN 55350

December 14th 2017

9 AM to 11 AM

Agenda

1. Meeting called to order
2. Welcome and Introductions
3. Additions to the Agenda
4. Approval of October 12th 2017 meeting minutes*
5. Follow-up Administrative Items:
 - a. Need to open bank account and transfer \$75,000 for initial funds
 - b. Review and approval of fiscal host services
6. Update on Subcommittee
7. Request for positions
 - a. WIC (CHS vacancy)
 - b. Grant Funded, limited term SHIP Health Educator

Adjourn

Attachments:

- October 12th Meeting minutes
- CDS Fiscal Host Proposal

2018 Meeting Dates

Large Conference Room
McLeod Solid Waste Bldg

January 11th 9-11

April 12th 9-11

July 12th 9-11

October 11th 9-11

CDS BOOKKEEPING SERVICES PROPOSAL

Meeker-McLeod-Sibley Community Health Services

December 1, 2017

Bookkeeping

One-time Set-up Fee \$ 250.00

(Assuming 3 hours per month)

Preparing and mailing vendor checks \$ 250.00

Monthly reports to the board (included) -

Approx. Total "Per Month" Charge \$ 250.00

x 12 monthly = \$ 3,000.00

Annual Charges

Preparation of Federal Form 1099 \$ 1.75 / form 200.00

1.75 x (approximately) 30 1099 misc = \$ 52.50

Annual Fee for Year-End Reports = \$ 252.50

Approximate Annual Bookkeeping Service Fees = \$ 3,252.50

Additional Charges

Additional time will be billed at a standard hourly rate of \$140.00 per hour.

CDS PAYROLL SERVICES PROPOSAL

Meeker-McLeod-Sibley Community Health Services

December 1, 2017

Payroll Services

One-time Set-up Fee			\$ 250.00
(Assuming 6 payroll checks)			
Standard Fee per Payroll	\$ 70.00		
Per Check or Direct Deposit (\$1.75 per check)	\$ 10.50		
Approx. Total "Per Payroll" Charge	<u>\$ 80.50</u>		
	x 26 (bi-weekly) pay periods	=	\$ 2,093.00

Quarterly / Annual Charges

Preparation of Quarterly Payroll Reports (Federal & State)	\$ 125.00	x 4 Quarters	=	\$ 500.00
Preparation of Annual Returns (Includes 940, 943, W-3, and one(1)state) *Any additional states will be billed at \$30 each	150.00		=	\$ 150.00
Preparation of Federal Form W-2	\$ 1.75 / employee	x (approximately) 6 employees	=	<u>\$ 10.50</u>
Annual Fee for Quarterly & Year-End Reports			=	<u>\$ 660.50</u>
Approximate Annual Payroll Service Fees (excluding set-up fee)			=	<u>\$ 2,753.50</u>

Additional Charges

Employee Addition	\$ 2.00 / employee
Employee Changes	\$ 1.00 / employee

*** Standard Reports are issued with each payroll.

Any additional (i.e. bonus, etc.) payrolls will be billed at a standard hourly rate of \$140 per hour.
Additional spreadsheets: Workers Compensation Audits, etc., will be billed at a standard hourly rate of \$140 per hour.



FLEX Administration Proposal

Meeker-McLeod-Sibley Community Health Services

Services to be Provided by CDS Administrative Services, LLC (CDSA)

- Prepare Flex Plan Document and Summary Plan Description.
- Annual non-discrimination testing for Flex Plan.
- Provide necessary forms for Flex enrollment and claims process.
- Provide "Change in Election" forms for individuals with qualifying change events throughout the year.
- Review claims for eligibility and accuracy. Provide debit cards, checks, and/or direct deposit to reimburse.
- Provide "Check Register" each payroll detailing reimbursements.
- Provide web access, toll-free number, general compliance assistance, and be available to employer and employees for questions throughout the year.
- Provide HSA deposits, assistance, and information as needed.

CDSA Fees

One-Time Fee:

Preparation of New Flex Benefits Plan Document, SPD, and Forms \$ 750

Annual Administration Fees:

Flex Benefits:

Annual Re-Enrollment and Non-discrimination Testing \$ 250
 Flex Recordkeeping, Reporting, and Reimbursements \$5.50/participant/month
 (Minimum Monthly Fee of \$55/month)

Health Savings Accounts Benefit (if needed):

Electronic HSA Deposits to Custodial Account, Enrollment Forms, Education \$3/participant/month

Additional Options:

Reimburse Flex via Check \$.25/check
 Reimburse Flex via Direct Deposit \$.30/deposit
 Checks Mailed Directly to Participants Current Postage Rates

Services to be Provided by the Plan Sponsor

- Review Flex Plan Document and Summary Plan Description for Accuracy.
- Determine eligibility for participation in and benefits provided in plans.
- Provide copy of pre-tax flex deductions to CDSA each payroll.
- Distribute statements, SPDs, notices, etc. to participants as necessary.
- Notify CDSA of any terminations, leaves, etc.
- Notify CDSA of any changes to the company structure, ownership, etc. which would affect the Plan.
- Provide census information annually for non-discrimination testing.
- Provide checking account information for CDSA to provide reimbursements and debit cards.

CDS Administrative Services, LLC
 331 SW Third Street, Suite 2, Willmar, MN 56201
 320-214-2922 vamberg@cdscpa.com

We Care Community Foundation Statement of Financial Income and Expense

January 1 through December 15, 2020

Accrual Basis

	221 Teacher Ed	521 Governance	531 Membership development	TOTAL
Ordinary Income/Expense				
Income				
4 · Contributed support				
4110 · Donated pro services - GAAP	5,000.00	0.00	0.00	5,000.00
4120 · Donated other serv - non-GAAP	0.00	0.00	0.00	0.00
4130 · Donated use of facilities	1,000.00	0.00	0.00	1,000.00
4140 · Gifts in kind - goods	15,000.00	0.00	0.00	15,000.00
4210 · Corporate/business grants	25,000.00	0.00	0.00	25,000.00
4540 · Local government grants	150,000.00	0.00	0.00	150,000.00
Total 4 · Contributed support	196,000.00	0.00	0.00	196,000.00
5 · Earned revenues				
5210 · Membership dues - individuals	0.00	0.00	96,250.00	96,250.00
5440 · Gross sales - inventory	1,100.00	0.00	0.00	1,100.00
Total 5 · Earned revenues	1,100.00	0.00	96,250.00	97,350.00
Total Income	197,100.00	0.00	96,250.00	293,350.00
Expense				
7200 · Salaries & related expenses				
7210 · Officers & directors salaries	14,029.26	2,636.62	1,108.86	17,774.74
7220 · Salaries & wages - other	0.00	667.45	2,497.95	3,165.40
7230 · Pension plan contributions	479.94	113.76	88.44	682.14
7240 · Employee benefits - not pension	2,708.75	607.49	413.96	3,730.20
7250 · Payroll taxes	1,303.83	309.02	240.26	1,853.11
Total 7200 · Salaries & related expenses	18,521.78	4,334.34	4,349.47	27,205.59
7500 · Other personnel expenses				
7540 · Professional fees - other	10,000.00	0.00	0.00	10,000.00
7580 · Donated pro services - GAAP	5,000.00	0.00	0.00	5,000.00
7590 · Donated other service - nonGAAP	0.00	0.00	0.00	0.00
Total 7500 · Other personnel expenses	15,000.00	0.00	0.00	15,000.00
8100 · Non-personnel expenses				
8110 · Supplies	15,685.00	25.00	46.00	15,756.00
8130 · Telephone & telecommunications	47.72	13.51	17.31	78.54
8140 · Postage, shipping, delivery	340.00	60.94	68.00	468.94
8170 · Printing & copying	600.00	0.00	0.00	600.00
8180 · Books, subscriptions, reference	10,000.00	0.00	0.00	10,000.00
Total 8100 · Non-personnel expenses	26,672.72	99.45	131.31	26,903.48
8200 · Occupancy expenses				
8210 · Rent, parking, other occupancy	2,148.23	545.82	579.85	3,273.90
8260 · Equip rental & maintenance	5,340.85	84.30	91.20	5,516.35
8280 · Donated facilities	1,000.00	0.00	0.00	1,000.00
Total 8200 · Occupancy expenses	8,489.08	630.12	671.05	9,790.25

We Care Community Foundation Statement of Financial Income and Expense

January 1 through December 15, 2020

Accrual Basis

	221 Teacher Ed	521 Governance	531 Membership development	TOTAL
8300 · Travel & meetings expenses				
8310 · Travel	1,000.00	0.00	0.00	1,000.00
8320 · Conference,convention,meeting	500.00	0.00	0.00	500.00
Total 8300 · Travel & meetings expenses	1,500.00	0.00	0.00	1,500.00
8400 · Depreciation & amortization exp				
8450 · Deprec & amort - allowable	238.61	59.02	63.85	361.48
Total 8400 · Depreciation & amortization exp	238.61	59.02	63.85	361.48
8500 · Misc expenses				
8520 · Insurance - non-employee	136.34	1,133.72	36.48	1,306.54
8570 · Advertising expenses	1,500.00	0.00	0.00	1,500.00
8592 · Sales discounts	95.00	0.00	0.00	95.00
Total 8500 · Misc expenses	1,731.34	1,133.72	36.48	2,901.54
8600 · Business expenses				
8610 · Bad debt expense	150.00	0.00	0.00	150.00
Total 8600 · Business expenses	150.00	0.00	0.00	150.00
Total Expense	72,303.53	6,256.65	5,252.16	83,812.34
Net Ordinary Income	124,796.47	(6,256.65)	90,997.84	209,537.66
Other Income/Expense				
Other Expense				
9800 · Fixed asset purchases				
9830 · Capital purchases - equipment	0.00	0.00	0.00	0.00
Total 9800 · Fixed asset purchases	0.00	0.00	0.00	0.00
9930 · Program admin allocations	9,557.36	603.32	513.52	10,674.20
Total Other Expense	9,557.36	603.32	513.52	10,674.20
Net Other Income	(9,557.36)	(603.32)	(513.52)	(10,674.20)
Net Income	115,239.11	(6,859.97)	90,484.32	198,863.46