



Public Health
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Meeker McLeod Sibley
Community Health Services

Meeker-McLeod-Sibley Community Health Services

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MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD Meeting Minutes Thursday December 14th , 2017 McLeod County Solid Waste Large Room, Hutchinson

Board Members

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

Staff Present

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

Guests:

1. Meeting called to order
2. Welcome and Introductions
3. Additions to the Agenda
 - Update from Scott Lepak to be discussed under Subcommittee update
Motioned Bill Pinske seconded by Beth Oberg to approve agenda with addition of update. Motion carries.
4. Approval of October 12th 2017 meeting minutes*
 - Addressed a change in number 5 letter a; along with Doug Krueger not being in attendance, but Scott Lepak was - changes from the minutes that were distributed. Motion to approve minutes by Beth Oberg and seconded by Bill Pinske. Motion carries.
5. Follow-up Administrative Items:
 - a. **Need to open bank account and transfer \$75,000 for initial funds**
 - i. Discussion with Colleen to transfer some dollars from the current CHS account run currently by McLeod County and start a standalone account for the CHS to use going forward for 2018.
Motion by Beth Oberg Seconded by Joe Nagel
Discussion about why \$75,000 – use current payroll bank which is Security Bank and Trust- try to make first quarter payroll payments from new account. Motion carries.
 - b. **Review and approval of fiscal host services**
 - i. CDS proposal from Litchfield – total annual fee is about \$6,000.
This will be payroll and book keeping. Additional cost for more software which is about 2000 plus some set up costs with server etc.
McLeod charges about \$10,000 but could go up to \$20,000 in the future.
There will be overlap between the new service and McLeod's
Beth felt that this quote is acceptable with the condition that it is acceptable by Colleen and Allie for what they can offer us. A motion to accept quote was made by Joe Nagel and Seconded by Bill Pinske.
Motion carries

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6. Update on Subcommittee

November 29th there was a packet distributed. Each commissioner has a packet to look through. Allie updated the group on what we have discussed up to this point. The main items are what need to be completed by 2018. Allie walked through the reference guide, statute requirements, grant work and requirements, and other work the CHS does. How can we operate, work together and be self-sustaining that is agreeable to all parties. Allie walked through the example shared at the subcommittee in regards to delegation work or integrated work for the CTC program.

The subcommittee group went on a site visit to Horizon CHS bldg. and the Meeker County space for the CHS. Horizon is in the county system but their IT is a separate system with separate service. The CHS will also tour the wallpaper office in Hutchinson next and Allie would hope to have a recommendation for a space for the CHS by the April CHB meeting. Office space is needed regardless if there is delegation or integration.

Discussion took place in regards to staff. The group reviewed staff position org chart. Allie felt if integrated we could be downsizing staff to 64 to 65 strictly through retirement vs. layoffs. Discussion also took place that if delegation is in place than supports need to be offered at the CHS level such a grant manager. Discussion of non CHS services that are local public health agency only and what could be billable, could the CHS hold these contracts vs. the local public health. Discussion also took place on pay scales and concern on tax levy as well as the pay difference between Meeker, McLeod, and Sibley County offices respectively.

The group reviewed the map of MN in regards to fully integrated CHBs. The group also discussed that it would be helpful to meet more than 4 times a year. Also maybe have a finance committee and personal committee that can take part in these CHB meetings. The group will discuss additional meetings for 2018 at the January meeting. If the public health depts. would integrate than they would like the CHS to be in a county bldg. to blend in for services offered, so the group will strictly look at county space.

Discussion from Scott Lepik's letter – Bill Pinske has a question about the 4th paragraph to this letter. The group has to have a new delegation agreement for 2019 by December 1st, 2018 vs. integration by default. Scott will be attending the next subcommittee meeting to explain the letter more on January 5th. The subcommittee will report back to the full board on January 11th.

7. Request for positions

a. WIC (CHS vacancy)

Permission to hire a Full-time WIC position (Dietitian or PHN)

Job description will be done by Springsted if not completed in time; we will default to McLeod's description.

Motion made by Ron Shimanski and seconded by Bill Pinske. Motion carries.

b. Grant Funded, limited term SHIP Health Educator

Explanation of SHIP and term on contract discussed.

Motion by Beth Oberg and seconded by Ron Shimanski. Motion carries

