



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 Monday, September 25th , 2017 Hutchinson City Center, City Council Chambers, Hutchinson

Board Members

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

Staff Present

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

Guests: Charlie Meyer- Horizon Public Health Board, Sandy Tubbs- Horizon Public Health Director, Bob Kopitzke- Horizon Public Health Board, Linda Bauck-Todd- Minnesota Dept. of Health Nurse Consultant, Patty Buerkle-Sibley County HHS, Britteny Becker- McLeod County Public Health, Amanda Maresh- McLeod County Public Health, Ann Jensen- Meeker County Public Health Dept., Julie Schrum- Meeker County Public Health, Mary Bachman- Sibley County HHS, Jim Swanson- Sibley County Commissioner, Sheila Murphy – McLeod County Deputy County Administrator, Mike Huberty- Meeker County Commissioner, Rich Pohlmeier- McLeod County Commissioner, Paul Wright- McLeod County Commissioner, 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
2. Panel Discussion with Horizon Public Health Dept. and MMS County Staff (9AM to 10:30)
 - See hand out from Sandy- Horizon Public Health Director
 - MDH facilitated discussion with MMS county staff
3. Additions to the Agenda- Commissioner Pinske requested that #6 items B thru F be made discussion items vs. action items and put on the October 12th board agenda. Motion made by Commissioner Pinske and Seconded by Commissioner Shimanski. Motion carried
4. Approval of July 13th 2017 meeting minutes* Commissioner Harder asked for corrections needed in spelling changes under the guest sections. Fedder –intern and Newsom and requested clarification with staff request, as the Recovery Coach position is grant funded. Minutes currently reflect grant funded status. Motion made by Commissioner Oberg and Seconded by Commissioner Shimanski. Motion carried.
5. CHS
 - Results of recent state audit; two findings 1) related to timing of WIC payments and 2) related to sub recipient monitoring for Supporting Hands Nurse Family Partnership. Action plan submitted reflects that procedures have been put in

Meeker-McLeod-Sibley Community Health Services

1805 Ford Avenue, Suite 200
Glencoe, Minnesota 55336

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

place to address timing of payments. McLeod County/CHS is no longer the fiscal host for SHNFP and the finding was the result of a 2015 4th quarter payment received in January of 2016. A representative from the McLeod County Auditor-Treasures office will be available to speak more about this at the October 12th meeting.

- **Action Item:** Request to change Full time status of Emergency Preparedness Coordinator, Erick Boeder to Part time, (up to 28 hours/week) through December 31, 2017. Status of PT vs FT will be evaluated and appropriate follow-up request will be brought before the board.
Motion made by Commissioner Pinske and seconded by Commissioner Oberg.
Motion carried.
- **Action Item:** Request to replace part time staff for the Recovery Coach position, vacated by Savannah Cooley. Up to 28 hrs a week. CHS has recruited and is currently in the process of hiring a Full time Recovery Coach. From the current pool of applicants a part-time candidate can hopefully be identified.
Motion made by Commissioner Pinske and seconded by Commissioner Nagel
Motion carried.

6. CHS Administrative Services

- **Scott Lepak- Final Report*** - Decision to be made by the CHB on direction of integration at the October 12th, 2017 meeting based on this report.
 - Edit: Page 3 of the bylaws – section c.2 – member city to member county.
 - May need to amend Joint Powers Agreement based on decision, and the need for seed money as reference in the final report.
 - **Discussion Item:** Approval of CHS Employee Contract* - Name changed noted: Elbert from Freidrichs. Concern with the description of hourly, when the position is salaried. Direction to edit the employee agreement to reflect salary with the annual salary amount.
 - **Discussion Item:** Decision requested for office location (proposals/budget impact included in board packet)* Review and discussion of proposed office space. Also discuss possibility of including a WIC clinic space in the CHS office.
 - 1st options (Wallpaper store) lease desired would be 3 to 5 years, city parking would be available. utilities are included (heat and electric) – 15417 dollar incentive- if we rent. With a decision soon and construction needed a move in February could happen.
 - Funeral Home rental a 10 year is preferred and concerns regarding technology and internet access
 - Plaza 15 – square footage is high because the cost of renovation would be built in to the cost of rental. In charge of HVAC cost if it broke.
 - SNAP space not idea because of parking and stairs/elevator use.
- Using an RFP process was discussed. Direction from the board was to obtain another proposal for office space location

Meeker-McLeod-Sibley Community Health Services

1805 Ford Avenue, Suite 200
Glencoe, Minnesota 55336

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

- **Discussion Item:** Review and discussion of IT options. McLeod County IT director recommends a clean break from McLeod County infrastructure and would recommend Nu-Tel Com as vendor because it provides a "one-stop" shop for services, including phone and internet
 - **Discussion Item:** Review and discussion of office furniture/ equipment purchases. Most the purchase could be consider one time spending and county reserves could be access to cover the cost.
 - **Discussion Item:** Review and discussion of payroll services. Recap of meeting with McLeod Auditor-Treasures staff was provided. Three options available: 1) All fiscal hosting and payroll services stay with McLeod County. Cost of service is currently \$10,000/year and would increase to at least \$20,000/year. This option is contingent if IFS software is able to perform functions for essentially two separate companies. 2) Continue with McLeod County as fiscal hosting, outsource payroll. Need to assure that McLeod County and payroll service vendors are able to share necessary information such as reports, and account activity costs, also there would still be an increase in fiscal hosting expense for McLeod County. 3) Utilize a third party vendor for fiscal hosting, including payroll. This options would require additional time for research.
 - Brief update: Classification/Compensation study- position analysis questionnaires have all been completed by employees. Now job descriptions are being developed. A market study with 10 vendors is the next phase. On track to be completed by January 2018. Employee Identification Number- CHS has obtained a federal employee identification number. Will now need to acquire a state tax identification number and work with Minnesota Department of Health with updating records. Health Insurance- quotes included in the packet. Updated quotes will be provided when they are released. CHB needs to determine amount for employer contribution. Will provide a comparison of what each county current contributes.
7. Review and Discussion of Integration and Delegation Options- unable to fully discuss. Referenced key documents for review as CHB discuss with other County Commissioners including: Considerations for integration and delegation decisions, and handout that demonstrated two examples from WIC and Emergency Preparedness.
8. Adjourn Motion made by Commissioner Pinske to adjourn the meeting, seconded by Commissioner by Shimanski, motion carried.

Updated documents

- IT Service Summary
- Nu-Telcom proposals
- Administrative Services Budget Impact
- Staffing Model Power Point



Mike Housman, Secretary