MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH BOARD Meeting Minutes
Thursday May 10th, 2018 - 9:00 a.m.
McLeod County Solid Waste Large Room, Hutchinson

Board Members
Beth Oberg – Present Joe Nagel – Present Bill Pinske - Present
Mike Housman – Present Ron Shimanski – Present Bobbie Harder – Present

Staff
Diane Winter – Present Jennifer Hauser – Present Joy Cohrs – Present
Allie Elbert - Present Rachel Fruhwirth – Present Gary Kruggel – Present

Sara Nelson, CDS Accounting – Present
Paul Virnig, Meeker County Administrator - Present
Roxy Traxler – Sibley County Administrator - Present
Cindy Ford – McLeod County Administrator - Present
Scott Lepak – Consultant – BGS Ltd. – Present
Julie Schrum – Recorder - Present

1. Meeting was called to order by Chair Joe Nagel at 9:00 a.m.
2. Welcome and Introductions
3. Motion by Commissioner Pinske, second by Commissioner Harder to approve agenda. Motion Carried
4. Motion by Commissioner Shimanski, second by Commissioner Pinske to approve the April 12, 2018 Meeting Minutes as written. Motion Carried
5. Financial Reports:
   a. Sarah Nelson from CDS presented two financial reports – one YTD ending 3/31/2018 and one for the month of April 2018. Report format is similar the reports presented by McLeod County, with a column added for employee gross pay. Allie asked if this report is satisfactory for reporting to this board and questioned if there should be a monthly or quarterly report. Commissioner Shimansky requested both monthly and year-to-date reports. Motion was made by Commissioner Pinske, second by Commissioner Oberg to approve the financial reports. Motion Carried
6. Administrative Items
   a. Minnesota State Audit Engagement Letter
      Allie recommends changing to a private Accounting Firm instead of the State Auditor’s Office because of the expense. However, she recommends staying with the State Auditor’s Office this year because this audit is still with McLeod County. Motion by Commissioner Oberg, second by Commissioner Shimanski to approve the Minnesota Audit Engagement Letter. Motion carried
   b. Contract with A&T Diehn Enterprises, LLC
Allie explained the focus of our NACCHO Grant is Mental Health Preparedness. Our previous E.P. Manager was trained in Mental Health Preparedness, but resigned before she held any community trainings. The contract with Diehn Enterprises is to fulfill the grant expectations and provide training to public health staff and community members. Dates on the contract as presented were incorrect (May 1-31, 2018), should include 2019. Motion made by Commissioner Shimansky, second by Commissioner Pinske to approve the contract with the corrected dates. Motion carried

7. Update on Administrative Services
   a. Springsted Classification Study is not available yet.
   b. Pro Services. Discussion regarding expense of this service and possibility of the counties providing some of the services in-kind. No action taken.

8. Delegation Subcommittee Update
   Subcommittee met last Friday and defined goals: a. identify and document if everyone is on the same page for the delegation agreements; and prepare draft agreement to be approved by the CHB in September, taken back to the counties for approval in October, and final approval at the November CHS meeting. Document prepared by the Subcommittee was presented outlining two options: Collaborative Delegation Agreements and Independent Delegation Agreements. Scott Lepak spoke on the possible structure for a delegation agreement – a bare bones Delegation Agreement with the program areas listed as Exhibits and defining each Exhibit. This allows the Exhibits to be updated individually as needed, if that language is written into the Delegation Agreement. Motion by Commissioner Pinske, second by Commissioner Harder to accept the Collaborative Agreement Model. Commissioner Oberg requested that any comments or suggestions be sent to the County Public Health Directors to be brought to the next Subcommittee Meeting. Motion Carried

9. Future Meeting Dates
   Subcommittee Meeting May 29, 2018 - 9:00 a.m. HHW Large Conference Room
   Community Health Board Meeting June 4, 2018, August 9, 2018
   -CHB agenda will be sent out after the May 29 Subcommittee Meeting
   September meeting date to be determined. Allie will send scheduling request.

10. Adjourn.
    Motion to adjourn by Commissioner Pinske, second by Commissioner Housman. Meeting adjourned at 10:00 a.m.