MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH BOARD Meeting Minutes
Thursday April 12th, 2018
McLeod County Solid Waste Large Room, Hutchinson

Board Members
Beth Oberg............present  Joe Tacheny............absent  Ron Shimanski...........present
Joe Nagel............present  Bill Pinske............present  Bobbie Harder...........present
Mike Housman........present  Doug Krueger...........present  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: Brett Nelson, Mandy Sturges, Mary Bachman, Jeanne Holifield, Whitney Whiehoff

1. Meeting called to order

2. Welcome and Introductions- New CHS Employees: Jeanne Holifield and Brett Nelson

3. Additions to the Agenda – Discussion on Delegation – fit in after number 4 motion
   Motion made by Bobbie Harder seconded by Ron Shimanski motion carries

4. Approval of January 2018 meeting minutes*
   Motioned by Bill Pinske seconded by Mike Housman. Motion passed

5. Discussion of Delegation: Direction needed on delegation agreement and board
   feels the staff needs guidance on how to move forward on the work. Having to work
   on the delegation agreement to work out wording regarding financial as well as
   workload for staff and where they will be doing the work. The board also needs to
   be aware of the deadlines. Discussion took place on the letter received from Scott
   Lepek. Allie tried to explain what Scott was discussing in relation to delegation and
   Statute 145A. Should the subcommittee meeting keep meeting with Scott and Allie
   to figure out the delegation agreement, payroll, IT, and office space. Discussion if
   the Finance Committee meet with staff to figure out contracts. Set a sub-committee
   meeting with Scott and then proceed with CHB monthly until delegation agreements
   are figured out. Motioned by Bill Pinske and seconded by Bobbie Harder.
   Discussion took place on when to hold the May Meeting- May 10th and June 4th for
   the June. They will be in the large conference room at McLeod County Solid Waste
   Bldg in Hutchinson.

6. Review and approval of MMS 2018 Strategic Work Plan* Motioned by Bobbie
   Harder and Seconded by Bill Pinske. Discussion occurred regarding if we met the
   bullet in under Goal 4 and if those acronyms are defined in this document. Allie
   stated that this form is a small part of a bigger document Motioned carries.
7. **Financial Reports** (Sarah Nelson from CDS unable to attend April meeting, but will attend the July meeting) Remember to flip the sheets in packet to be readable for the group – formatting on Kerry’s part for better readability. Sarah will be asked to attend the monthly meetings. Allie will also have Sarah work on a consolidated form like Colleen did in the past. Negative balances have occurred because of either no reimbursement has been received by the State or if McLeod was still receiving the dollars in the old accounts and has to write out the check back to CHS until the bank accounts are switched at the state level for payments. Discussion regarding flat fees in a quote from CDS, Allie will follow up with Renee at CDS in regards to the quote and if a contract is needed. Motion by Ron Shimanski seconded by Bill Pinske. Motion carries.
   a. Expense Report*
   b. Account Activity*

8. **Request for 2018 staff salary increase** – Fringe was broken down by 30%. Nothing has been decided at this time. A motion was made to tabled til the May 2018 meeting with more information from the reclassification study information is complete. Motioned by Beth Oberg and seconded by Mike Housman. Motion carries.

9. **Administrative Items**
   a. Approval of Credit Card Policy*
      i. Working to get 3-4 cards with Agency name and person's name on it. The board requests that the cards be kept in a locked area until needed. Motion made by Mike Housman seconded by Ron Shimanski. Motion carried.
   b. Approval of job descriptions* (total of 6)
      i. Administrator position approved Ron Shimanski seconded by Bill Pinske. Motion carries.
      ii. Planner position approved Ron Shimanski seconded by Bill Pinske. Motion carries.
      iii. EP Coordinator position approved Joe Nagel seconded by Bobbie Harder. Motion carries.
      iv. Peer Recovery Specialist position approved Ron Shimanski seconded by Bill Pinske. Motion carries.
      v. WIC Coordinator position approved Bill Pinske seconded by Ron Shimanski. Motion carries.
      vi. WIC CPA approved Ron Shimanski seconded by Mike Housman. Motion carries.

10. **Request to allow limited term Grant Funded Recovery Coach position to be either part time (as currently approved) or full time.** Beth Oberg that states that we should hire a full time person as long as funding allows, seconded by Ron Shimanski. McLeod has a waiting list, Diane has started a second staff person working on Project Harmony. Discussion took place in regards
to Woodland Recovery center vs what Project Harmony does which is a case
management role. Discussion also took place on finances and how the billable
services are off-setting the grant funding. A report back from the Recovery Coach
and their work was requested by the Board. Motion carries.

11. Update on Administrative Services
   a. IT services; Citrix environment update
      i. Upgrade will help us through the next six months to a year. Citrix is
         the way the three counties access PH DOC at this time. This may look
differently after the CHS is moved out of McLeod County. A different
way to access PH DOC may be in the future.
   b. HR Support (more information to follow early next week)
      i. ProCare HR – a HR support platform that Allie would like to consider.
         Information was shared by Allie and ProCare HR staff came and
presented their info. This company is currently working with two
other counties. More research will be done to see what types of
quotes we can get from that type of company. Board is asking for
more information and references from Cities and Counties. ProCare
HR is willing to come again with specific staff to answer more
questions and has offered to show a demo of some of the services. A
guess to a cost would be less than $1000 a month just looking at our
size. More information to follow.
   c. Office space
      New Hires currently are assigned a base office at this time. Brett is housed
out of Sibley. Jeanne is housed in Meeker. Allie and Erick are working at
home. New staff could be house Glencoe, Hutch, or Sibley will be used for the
current space. Make due with where everyone is housed at this time until the
delagation agreement is completed. Issues with Allie’s home office was
discussed regarding printing and scanning. Motion made by Beth to get Allie
a printer scanner to use at her home office that would not exceed $500
dollars. Seconded by Mike Housman. Motion carries.

12. Other – A request for a new org chart with team leads would be helpful to have a
meeting in the future. Delegation subcommittee meeting will May 4th 11am to 1pm
in the small conference room at the McLeod County Solid Waste Bldg.

13. Adjourn approved to adjourn by Bill Pinkse and seconded Bobbie Harder.

Attachments:
- January 2018 Meeting minutes
- MMS 2018 Strategic Work Plan
- Financial Reports
- Credit Card Policy
- Job Descriptions

[Signature]
CHB Secretary

2018 Meeting Dates
- May 10th, 9-11
- June 4th, 9-11
- July 12th, 9-11
- October 11th, 9-11
Large Conference Room
McLeod Solid Waste Bldg