

**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.....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:** 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 subcommittee 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 10<sup>th</sup> and June 4<sup>th</sup> 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.

## ***Meeker-McLeod-Sibley Community Health Services***

1805 Ford Avenue, Suite 200  
Glencoe, Minnesota 55336

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

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 table 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

# ***Meeker-McLeod-Sibley Community Health Services***

1805 Ford Avenue, Suite 200  
Glencoe, Minnesota 55336

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

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**

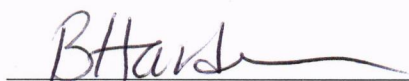
- a. IT services; Citrix environment update
  - i. Upgrade will help us through the next six months to a year. Citrix is the way the three counties access PH DOC at this time. This may look differently after the CHS is moved out of McLeod County. A different way to access PH DOC may be in the future.
- 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 delegation 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 4<sup>th</sup> 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



CHB Secretary

### 2018 Meeting Dates

May 10<sup>th</sup>, 9-11

June 4<sup>th</sup>, 9-11

July 12<sup>th</sup> 9-11

October 11<sup>th</sup> 9-11

Large Conference Room  
McLeod Solid Waste Bldg