



MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD  
McLeod County Solid Waste Large Conference Room  
1065 5th Avenue SE, Hutchinson MN 55350

November 8th, 2018  
9 AM to 11 AM  
Agenda

1. Meeting called to order
2. Welcome and Introductions
3. Additions to the Agenda
4. Approval of September 17<sup>th</sup> 2018 meeting minutes\*
5. Request approval of **Resolution 2018-5** supporting submission of Family Connects grant proposal\*
6. Request approval for Vivid Image Block Proposal\*
7. Financial Reports
  - a. Expense Report\*
  - b. Financial Statements\*
8. Finance Committee Update
  - a. MDH Letter dated 10/25/18 and Response\*
  - b. 2019 MMS Budget-DRAFT\*
9. Request approval of Conway, Deuth, Schimising (CDS) proposal for bookkeeping services.\*
10. Discussion of HR Service options\*
  - a. Request approval of contract for HR services
11. Discussion of and approval of 2019 CHS Employer Benefit Contributions\*

## 12. Determine 2019 CHB Meeting schedule

Adjourn

### Attachments:

- September 17<sup>th</sup> 2018 Meeting minutes
- Financial Reports
- MDH Letter and response
- 2019 CHS Administrative Budget
- CDS Bookkeeping Service Proposal
- Information packet for HR Options
- 2018 Employer Benefit Contributions

### 2018 Meeting Dates

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

~~August 9<sup>th</sup> 9-11~~ CANCELED

September 17<sup>th</sup> 9-11

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

~~October 15<sup>th</sup> 9-11~~ CANCELED

November 8<sup>th</sup> 9-11

Large Conference Room

McLeod Solid Waste Bldg



**MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD Meeting Minutes**  
**Monday September 17<sup>th</sup> , 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	Allie Elbert.....present	
John Glisczinski ...present	Rachel Fruhwirth.....present	Kerry Ward.....present

**Guests:** Sarah Nelson—CDS, Amanda Maresh-McLeod County Public Health, Jim Swenson- Sibley County Commissioner, Rich Pohlmeier McLeod County Commissioner, Cindy Ford –McLeod County Administrator, Paul Viring-Meeker County Administrator, Scott Lepak – Consultant – BGS Ltd., Sharon Olson, Nursing student- Moorhead State.

- 1. Meeting called to order**
- 2. Welcome and Introductions**
- 3. Additions to the Agenda** Motion made by Bill Pinske and seconded by Ron Shimanski. Motion carries.
- 4. Approval of July 12<sup>th</sup> 2018 meeting minutes\*** Motion made by Ron Shimanski. Mike Motion carries.
- 5. Financial Reports Motion** Motion made by Bill Pinske and seconded by Bobbie Harder. Motion Carries.
  - a. Expense Report\*
  - b. Financial Statements\*.
- 6. Delegation Agreement and Exhibits**

Dept. of Health a tentative approval of the agreement. Exhibits will be addressed at the CHB level once the delegation agreement is approved. Exhibits will be reviewed on an annual basis. Motion made by Bill Pinske and seconded by Ron Shimanski. Motion carries.

  - a. Grant Coordinators\* and purchase service agreements. All grant coordinators and their duties will be brought to the CHB and will be determined with a new service agreement each time and for each team as needed. The counties are working to look through job descriptions and figure out appropriate service agreements as needed.
- 7. Lease agreement with Meeker County**

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

1805 Ford Avenue, Suite 200  
Glencoe, Minnesota 55336

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

Potentially 700 to 800 square feet. Maintenance staff available to them, renovations being done to accommodate the CHS. The space is ready to be moving in. Internet and phones have to be set up via the CHS as they will be providing our services. Julie Kloeckl and Allie could potentially set up shop by October 2018. A three year agreement starting October 1<sup>st</sup>, 2018 and lease renewed three years later. There has been startup money set aside for office furniture etc. More discussion will take place as future meeting. Motion by Bobbie Harder seconded by Bill Pinske. Motion carries.

## **8. Administrative Functions Update**

- a. *HR Services:* (payroll and HR really goes hand in hand) Cost comparison of what Pro Resources can offer for both vs what Meeker County can offer. Online onboarding of employees so no in person forms. Also the option for benefits is pool type format vs having to have 75% participation of employees to offer a benefit. The discussion was had that reference check would be made, what rates look like – would rates go up after the first year. Currently rates are based on payroll. It was suggested to look into this more to get clarification and reference checks and have the Executive Committee make this decision. It was asked if CDS would like to come back with a quote for payroll services. Their Willmar office might have some HR services they could offer. There are concerns of the cost of these services. The group would like to explore options – Pro Resources, CDS or have counties pick up pieces of what the CHS needs. If counties pick up pieces, it would be the process of a purchase service agreement between the CHS and the counties.
- b. *IT Services* CHS employees to the same email so Allie can monitor activity with so emails will change to mmpublichealth.org, McLeod County will host this email system along with a server for documents and PH DOC. Costs are covered in the exhibits.
- c. Fiscal Hosting and accounting practices- Concerns noted with capacity of CHS Administrator and fiscal management with the transition of fiscal host. Finance Committee will start meeting to address.

## **9. Reschedule MMS CHB October Board meeting** October 15<sup>th</sup> and November 8<sup>th</sup> will be the next CHS Board Meetings from 9am to 11am at the McLeod County Solid Waste Large Conference Room.

## **10. Frequency of MMS CHB board meetings** this will be determined at the November 2018.

Adjourn- Motion was made by Motion by RS Seconded by Bill

Attachments:

- July 18<sup>th</sup> 2018 Meeting minutes
- Financial Reports

### 2018 Meeting Dates

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

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

September 17<sup>th</sup> 9-11

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

Large Conference Room  
McLeod Solid Waste Bldg



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

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**1805 Ford Avenue, Suite 200  
Glencoe, Minnesota 55336**

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

- Delegation Agreement and Exhibits
- Grant Coordinator Duties
- Meeker County Lease Agreement

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CHB Secretary



**Public Health**  
Prevent. Promote. Protect.

**Meeker McLeod Sibley**  
Community Health Services

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

114 N Holcombe  
Litchfield, Minnesota 55355

Direct Line (320)-510-2660

## **RESOLUTION 2018-5 Meeker-McLeod-Sibley Community Health Board**

The Meeker-McLeod-Sibley Community Health Board supports pursuit of funding offered by the Minnesota Department of Health, funds which are designated to implement federally approved evidence-based home visiting services with demonstrated outcomes.

Therefore, the Meeker-McLeod-Sibley Community Health Board supports submitting a proposal to implement the federally approved evidence-based home visiting model; FAMILY CONNECTS

Signed: \_\_\_\_\_  
Meeker-McLeod-Sibley Community Health Board CHAIR

\_\_\_\_\_  
Date



**MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES  
INVOICE PAYMENT REQUEST FORM**[illegible]

**BGS**

**Barna, Guzy & Steffen, Ltd.**

ATTORNEYS AT LAW

200 Coon Rapids Boulevard, Suite 400  
Minneapolis, Minnesota 55433-5894

67180-001

SML

RE: JOINT POWERS AGREEMENT

STATEMENT DATE: 07/31/18 - CLOSING DATE: 07/31/18

STATEMENT NO: 190930

LB

MEEKER-MCLEOD-SIBLEY  
COMMUNITY HEALTH SERVICES  
1805 FORD AVENUE #200  
GLENCOE, MN 55336

*Committed to serving you with these areas of law:*

Estate and Tax Planning, Banking,  
Commercial Litigation, Collections,  
Personal Injury, Family, Business/Corporate,  
Real Estate Transactions,  
Labor and Governmental, Criminal Defense  
Probate and Trust Administration

AMOUNT REMITTED \$ \_\_\_\_\_

**To Ensure Proper Credit, Please Return This Portion With Your Payment. Thank You.**

We Accept Visa, MasterCard, Discover and American Express.  
See Reverse for Payment by Credit Card.

**Fed. Tax ID# 41-0975695**

Payments Due Upon Receipt of Invoice  
Unless Prior Arrangements Have Been Made.

**BILLING SUMMARY**

PREVIOUS BALANCE DUE	5,635.00
CURRENT BILLING (FEES AND DISBURSEMENTS)	3,043.70
LESS: PAYMENTS/CREDITS	5,635.00
<b>TOTAL BALANCE DUE</b>	<b>3,043.70</b>

Program: 100 - LPH6  
Account # 0255  
Description: Delegation Consultation  
Approved by: AE

67180-001

SML

RE: JOINT POWERS AGREEMENT

STATEMENT DATE: 07/31/18 - CLOSING DATE: 07/31/18

STATEMENT NO: 190930

LB

Please Refer to Privacy Notice on Reverse Side.

Barna, Guzy & Steffen, Ltd. • 200 Coon Rapids Boulevard, Suite 400  
Minneapolis, MN 55433-5894 • Telephone: (763) 780-8500 • (800) 422-3486 • Fax: (763) 780-1777

**BARNA, GUZY & STEFFEN, LTD.**

400 NORTHTOWN FINANCIAL PLAZA  
200 COON RAPIDS BOULEVARD  
MINNEAPOLIS, MN 55433-5894  
(763) 780-8500

STATEMENT AS OF JULY 31, 2018  
STATEMENT NO. 190930

MEEKER-MCLEOD-SIBLEY  
COMMUNITY HEALTH SERVICES  
1805 FORD AVENUE #200  
GLENCOE, MN 55336

SML  
67180-001  
JULY 31, 2018  
STMT NO. 190930

**67180-001: MEEKER-MCLEOD-SIBLEY/RE: JOINT POWERS AGREEMENT**

PROFESSIONAL FEES		INITIALS	HOURS	AMOUNT
7/12/2018	REVIEW AND RESPOND TO EMAIL FROM ALLIE ON EXHIBITS AND AMENDMENT.	SML	0.40	80.00
7/12/2018	RESEARCH, EDIT AND DRAFT OF PURCHASE OF SERVICE AGREEMENTS FOR MMS BACKUP ACTIVITIES BY INDIVIDUAL COUNTIES. RESEARCH STATE LAW REQUIREMENTS SPECIFIC TO MMS PROGRAMS.	DRS	3.40	510.00
7/17/2018	RESEARCH AND DRAFTING OF PURCHASE OF SERVICE AGREEMENT AN LEASE AGREEMENT.	DRS	4.20	630.00
7/18/2018	RESEARCH AND DRAFT PURCHASE OF SERVICES AGREEMENTS AND LEASE AGREEMENT.	DRS	3.60	540.00
7/19/2018	DRAFT AND EDIT PURCHASE OF SERVICES AGREEMENTS AND FINALIZE LEASE AGREEMENT DOCUMENT. SEND DOCUMENTS TO SML FOR REVIEW.	DRS	2.70	405.00
7/25/2018	REVIEW AND FORWARD LEASE AND PURCHASE SERVICE AGREEMENT TO CLIENT FOR REVIEW AND ACTION.	SML	0.40	80.00
7/30/2018	RESEARCH AND DRAFT ADDITIONAL PURCHASE OF SERVICES AGREEMENTS FOR DELEGATION PROCESS.	DRS	2.20	330.00
TOTAL CURRENT FEES:				<u>2,575.00</u>

**DISBURSEMENTS**

7/6/2018	CHECK PAID TO SCOTT M. LEPAK - 6/4/18 MILEAGE TO HUTCHINSON - 144 MILES.	78.48
7/6/2018	CHECK PAID TO SCOTT M. LEPAK - 5/29/18 MILEAGE TO HUTCHINSON - 144 MILES.	78.48
7/6/2018	CHECK PAID TO SCOTT M. LEPAK - 5/10/18 MILEAGE TO HUTCHINSON - 144 MILES.	78.48
7/6/2018	CHECK PAID TO SCOTT M. LEPAK - 5/14/18 MILEAGE TO HUTCHINSON - 144 MILES.	78.48
7/6/2018	CHECK PAID TO SCOTT M. LEPAK - 6/18/18 MILEAGE TO HUTCHINSON - 144 MILES.	78.48
7/30/2018	CHECK PAID TO DAVID R. SCHAPS - 5/4/18 MILEAGE TO	76.30

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MEEKER/MCLEOD/SIBLEY.TOTAL DISBURSEMENTS: 468.70TOTAL CURRENT BILLING: **3,043.70****PAYMENTS AND CREDITS**

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7/23/2018	PAYMENT	CK# 000995155	5,635.00
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TOTAL PAYMENTS AND CREDITS: 5,635.00

**BILLING SUMMARY**

PREVIOUS BALANCE DUE	5,635.00
CURRENT BILLING (FEES AND DISBURSEMENTS)	3,043.70
LESS: PAYMENTS/CREDITS	5,635.00
<b>TOTAL BALANCE DUE</b>	<b>3,043.70</b>



# Invoice

PO Box 99, Hutchinson, MN 55350

Bill To	Customer Information
<b>McLeod County Central Services</b> 830 E 11TH St, Suite 10 Glencoe, MN 55336	<b>Account:</b> 50050 <b>Invoice Number:</b> 37872 <b>Transaction Date:</b> 7/31/2018 <b>Reference:</b>

Terms	Ship Date	Packing Slip	Payment Due
Net 25	7/31/2018		8/25/2018

Reference	Description	Qty Shipped	Unit Price	Total Price
52001	Make It OK Pledge Card 4.25x5.5 80# Cover C/O No Bleeds  Program: <u>501- mrc</u> Account # <u>6241</u> Description: <u>Make it OK -mrc</u> Approved by: <u>AE</u>	400	\$ 0.08675	\$34.70

1.5% Finance Charge on past due balance

Phone 320-753-3665	Fax 320-753-3661	Email chris@crowriverpress.com
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Net Value	\$34.70
Discount	\$0.00
Freight	\$0.00
Postage & Handling	\$0.00
Tax Value	\$0.00
Prepayment	\$0.00
Total Due	\$34.70





# Invoice

PO Box 99, Hutchinson, MN 55350

Bill To	Customer Information
<b>McLeod County Central Services</b> <b>830 E 11TH St, Suite 10</b> <b>Glencoe, MN 55336</b>	<b>Account:</b> 50050 <b>Invoice Number:</b> 37873 <b>Transaction Date:</b> 7/31/2018 <b>Reference:</b>

Terms		Ship Date	Packing Slip	Payment Due
Net 25		7/31/2018		8/25/2018
Reference	Description	Qty Shipped	Unit Price	Total Price
52002	Make It OK Brochure 8.5x11 80# Gloss Text 4/4 No Bleeds Tri-Fold	300	\$ 0.26037	\$78.11
Program: <u>501- MRC</u> Account # <u>6241</u> Description: <u>Make It OK -MRC</u> Approved by: <u>VE</u>				

1.5% Finance Charge on past due balance

Phone 320-753-3665	Fax 320-753-3661	Email chris@crowriverpress.com
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Net Value	\$78.11
Discount	\$0.00
Freight	\$0.00
Postage & Handling	\$0.00
Tax Value	\$0.00
Prepayment	\$0.00
Total Due	\$78.11





**Remit To: Doherty Staffing Solutions**  
 CM 3808  
 St. Paul, MN 55170-3808

Meeker - McLeod - Sibley Community Health Services  
 1805 Ford Ave N, Ste. 200  
 Glencoe, MN 55336

# INVOICE

Invoice Amount

**\$1,243.38**

Payment Terms

Net On Receipt

Invoice Date

08/12/2018

Invoice No.

152933

Customer No.

62486

**Make Check Payable to Doherty Staffing Solutions, Inc.**

A service charge (annual percentage rate of 18%) is charged on all unpaid invoices.

Customer Name		Department	Customer No.	Payment Terms	
Meeker - McLeod - Sibley Community Health Services		Corporate	62486	Net On Receipt	
Description	Shift	Type	Units	Rate	Amount
<b>WeekWork Ending: Aug 5 2018 12:00AM</b>					
Collett, Emily	Consultant	Reg	3.00	\$18.68	\$56.04
Huberty, Amber L	Consultant	Reg	7.25	\$18.68	\$135.43
Huberty, Amber L	Consultant	Expense Reimbursement	1.00	\$20.00	\$20.00
Nicholson, Andrea Joy	Consultant	Reg	4.00	\$21.71	\$86.84
Nicholson, Andrea Joy	Consultant	Expense Reimbursement	1.00	\$17.44	\$17.44
Schlueter, Meg L	Consultant	Reg	4.00	\$18.68	\$74.72
Schlueter, Meg L	Consultant	Expense Reimbursement	1.00	\$15.81	\$15.81
<b>Total This WeekWork Ending:</b>					<b>\$406.28</b>
<b>WeekWork Ending: Jul 8 2018 12:00AM</b>					
Collett, Emily	Consultant	Retro Pay	1.00	\$0.48	\$0.48
Huberty, Amber L	Consultant	Retro Pay	4.00	\$0.48	\$1.92
Schlueter, Meg L	Consultant	Retro Pay	4.75	\$0.48	\$2.28
<b>Total This WeekWork Ending:</b>					<b>\$4.68</b>
<b>WeekWork Ending: Jul 15 2018 12:00AM</b>					
Collett, Emily	Consultant	Reg	1.75	\$18.68	\$32.69
Huberty, Amber L	Consultant	Reg	2.75	\$18.68	\$51.37
Nicholson, Andrea Joy	Consultant	Reg	3.75	\$21.71	\$81.41
Schlueter, Meg L	Consultant	Reg	3.25	\$18.68	\$60.71
<b>Total This WeekWork Ending:</b>					<b>\$226.18</b>

**Thank You For Your Business!**

**If you have any questions, Call (952) 832-8376**

Description	Shift	Type	Units	Rate	Amount
<b>WeekWork Ending: Jul 22 2018 12:00AM</b>					
Collett, Emily	Consultant	Reg	1.75	\$18.68	\$32.69
Huberty, Amber L	Consultant	Reg	1.00	\$18.68	\$18.68
Nicholson, Andrea Joy	Consultant	Reg	8.25	\$21.71	\$179.11
Schlueter, Meg L	Consultant	Reg	8.75	\$18.68	\$163.45
<b>Total This WeekWork Ending:</b>					<b>\$393.93</b>
<b>WeekWork Ending: Jul 29 2018 12:00AM</b>					
Collett, Emily	Consultant	Reg	0.50	\$18.68	\$9.34
Huberty, Amber L	Consultant	Reg	1.50	\$18.68	\$28.02
Nicholson, Andrea Joy	Consultant	Reg	3.50	\$21.71	\$75.99
Schlueter, Meg L	Consultant	Reg	4.25	\$18.68	\$79.39
<b>Total This WeekWork Ending:</b>					<b>\$192.74</b>

ACAAdminFee	\$19.57
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Reg: 59.25 OT: 0 DT: 0 Total Hours: 72

Total - This Invoice: **\$1,243.38**

IF PAID AFTER : 09/11/2018 \$1,262.03

Program: WIC Peer - 234  
Account # 60265  
Description: BF Peer staffing expense  
Approved by: AE

**Thank You For Your Business!**  
If you have any questions, Call (952)  
832-8376

Double Tap Bowling

Program: 103- Healthy Comm.  
Account # 0350-4  
Description: CLT mini-grant award  
Approved by: AE

Double Tap Bowling & Sports  
**GUESTCHECK**

Date	Time	Table	Server
			15913

APPLY-SOUP/SAL-ENTREE-VEGET-DESSERT-BEV

6 Pizzas @ \$9 = \$54

30 Kols @ \$1/gal  
x 2 gal = \$60

Tax \$  
Total 114

Thank You -- Please Contact Again

508 2nd Ave NW, PO Box 4  
Arlington, MN 55307  
507-964-2774

Healthy Communities Mini Grant Partnering In Prevention





# Hunters Ridge Community Church

Our Mission: To relate to God more intimately,  
To evidence the fruit of the Spirit,  
And to bring Jesus into all our relationships.  
Rev. Howard Anderson, Pastor

Jessica Remington  
Meeker - McLeod - Sibley Community Health Services  
1805 Ford Ave. N. Ste.200  
Glencoe, MN 55336

Program: 234 - WIC Peer  
Account # 60353  
Description: Rental space BF Peer  
Approved by: AG

## Invoice

Use of Fellowship Hall for "Mom's Like You" Breastfeeding Support Group

Date of Use	Number of Hours	Per Hour	Total Due	Total Paid
1-20-18	2	\$30.00		\$60.00
2-17-18	2	\$30.00		\$60.00
3-17-18	2	\$30.00		\$60.00
4-21-18	2	\$30.00		\$60.00
5-19-18	2	\$30.00		\$60.00
6-16-18	2	\$30.00		\$60.00
7-21-18	2	\$30.00		\$60.00
8-18-18	2	\$30.00	\$60.00	
Total Due			\$60.00	

Please make check to Hunters Ridge Community Church.

Thank You for your payment of \$60.00 dated August 14, 2018 for the July Support Group.

# INVOICE

**From:**

Mary Bachman  
225 Dale Circle  
Green Isle, MN 55338  
Phone (507) 317-1846

DATE: September 1, 2018

**TO:**

Allie Elbert  
Meeker-McLeod-Sibley Community Health  
Services  
1805 Ford Ave., Suite 200  
Glencoe, MN 55336  
Phone (320) 510-2660

Invoice for agreed upon rate of \$980 per month for SHIP and Healthy Communities  
Coordination Duties, payable to Mary Bachman for the month of: **September,**  
**2018**

Program: 230 - SHIP  
Account # 10350  
Description: 3-County SHIP coord.  
Approved by: RE

MAKE CHECKS PAYABLE TO:

MEEKER MEMORIAL HOSPITAL  
612 SOUTH SIBLEY AVE.  
LITCHFIELD MN 55355  
320-693-4500



MEEKER MEMORIAL  
HOSPITAL

RETURN SERVICE REQUESTED

☐ Please check box if address is incorrect and indicate change(s) on reverse side.

ADDRESSEE:

MMSCHS, .  
114 N HOLCOMBE AVE, STE 250  
ATTN: DONNA MILLER  
LITCHFIELD MN 55355

IF PAYING BY MASTERCARD OR VISA, FILL OUT BELOW.

CHECK CARD USED FOR PAYMENT



☐ MASTER CARD



☐ VISA

CARD NUMBER		SIGNATURE CODE
SIGNATURE		EXP. DATE
STATEMENT DATE	PAY THIS AMOUNT	GUARANTOR NO
07/27/2018	770.24	23202
SHOW AMOUNT PAID HERE		
S		

REMIT TO:

MEEKER MEMORIAL HOSPITAL  
612 SOUTH SIBLEY AVE.  
LITCHFIELD MN 55355



STATEMENT

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

SERVICE DATE	PATIENT BILL NO /DESCRIPTION	SERVICE TYPE	TOTAL CHARGES	PAYMENTS			CURRENT BALANCE
				PATIENT	INSURANCE	ADJUSTMENTS	
06/28/2018	76314-0015-001U	NONPATIENT LAB	96.28	0.00	0.00	0.00	96.28
06/28/2018	121034-0002-001U	NONPATIENT LAB	96.28	0.00	0.00	0.00	96.28
06/28/2018	122553-0001-001U	NONPATIENT LAB	96.28	0.00	0.00	0.00	96.28
07/26/2018	100876-0005-001U	NONPATIENT LAB	96.28	0.00	0.00	0.00	96.28
07/26/2018	122729-0001-001U	NONPATIENT LAB	96.28	0.00	0.00	0.00	96.28
07/26/2018	122732-0001-001U	NONPATIENT LAB	96.28	0.00	0.00	0.00	96.28
07/26/2018	122731-0001-001U	NONPATIENT LAB	96.28	0.00	0.00	0.00	96.28
07/26/2018	122733-0001-001U	NONPATIENT LAB	96.28	0.00	0.00	0.00	96.28
Program: 2016 - FRSP							
Account # 60260							
Description: FRSP - STD Testing							
Approved by: AE							
INSURANCE PENDING			LAST PMT DATE: 07/16/2018		LAST PMT AMT: \$481.40		
\$0.00			DUE DATE:		TOTAL AMT DUE: \$770.24		

This indicates that we billed the insurance and waiting for payment on the account.







3650 Kent Street • Shoreview, MN 55126-7012  
Phone: 800.473.7188 • Fax: 651.489.0323  
www.sur-sys.com

# INVOICE

Date	Invoice #
8/22/18	18-12200

Bill To:
Meeker-McLeod-Sibley Comm Health Services Attn: Mary Bachman PO Box 237 Gaylord MN 55334

Ship To:

Customer PO#	Terms	Due Date	Ship Date	Ship Via	Customer ID
	Net 30	9/21/18	8/22/18	N/A	
Item	Description	Quantity	Unit Price	Amount	
4610 - Postage I...	Outgoing Postage - Meeker, McLeod and Sibley Health Survey	1	5,000.00	5,000.00	
<div>Program: <u>730-SHIP</u></div> <div>Account #: <u>0265</u></div> <div>Description: <u>Comm. Behavior Survey</u></div> <div>Approved by: <u>AG</u></div> <div>Postage</div>					
Thank you for your business.				Total	\$5,000.00

**MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES  
INVOICE PAYMENT REQUEST FORM**[illegible]



A&T Diehn Enterprises  
21092 451st Avenue  
Arlington, MN 55307  
(507)381-4082

Statement Date:

8/18/2018

**STATEMENT OF ACCOUNT**

Community Health Services  
1805 Ford Avenue  
Glencoe, MN 55336

DATE	DESCRIPTION	CHARGES	CREDITS	ACCOUNT BALANCE
8/1/2018	QPR Class Glencoe Regional Health Services	\$400.00		
				\$400.00

Program: 501 MRC  
Account # 10205  
Description: QPR CLASS  
Approved by: AG

Please  
Staple Here

**Meeker-McLeod-Sibley Community Health Services**  
**Request for Payment Claim Voucher**

**Vendor Information**

Vendor Number \_\_\_\_\_

Address Change ☐

Name: Brett Nelson

Attention/Other: \_\_\_\_\_

Address: 340 Nathan LN N #340

City, State, Zip Code: Plymouth, MN, 55441

Program: 230-SHIP

Account # 6350

Description: SHIP Tobacco

Approved by Ag Voucher Number \_\_\_\_\_

Audit Initials: \_\_\_\_\_

Account Number	Amount	Description (30 Characters)	Invoice Number (13 Spaces)	Report Code	Accrual Code
230-6350	3.72	Supplies for SHIP Tobacco Strategy			
230-6350	14.54	Supplies for SHIP Tobacco Strategy			
230-6350	59.03	Supplies for SHIP Tobacco Strategy			
230-6350	21.46	Supplies for SHIP Tobacco Strategy			
	98.75	<b>Total Amount of Check</b>			

All requests must have supporting documentation such as invoices & receipts.

**Mailing Instructions**

☒ Mail Direct ☐ With Attachments

☐ Return to :

Name \_\_\_\_\_

Department \_\_\_\_\_

☐ Hold For Vendor Pick-Up

The undersigned, being duly sworn, deposes and says that the above bill is correct, the amount thereof is justly due, and no part thereof has been allowed or paid, and that the services therein mentioned have been actually rendered, and the items mentioned have been actually furnished.

Prepared By: Brett Nelson

Approved By: \_\_\_\_\_

Date: 9/5/2018

Date: \_\_\_\_\_

Date: 9/5/2018

## HealthPartners

Remit to:  
NW 3600  
PO BOX 1450  
MINNEAPOLIS, MN 55485-3600

Invoice #: 83325720  
Invoice Date: 08-09-2018  
Billing Cycle: MONTHLY  
Premium Period: 09-01-2018 to 09-30-2018  
Due Date: 09-01-2018

Billing Representative: JOLENE M HALLESY  
Phone Number: 952-883-6002

Acct #: 35470  
Group: MEEKER-MCLEOD-SIBLEY  
Site: ALL SITES

Previous Amount: 1,158.28  
Payment(s) Received: (2,491.47)  
Manual Adjustment(s): 0.00  
Retro Adjustment(s): 5,311.58  
Current Premium: 4,868.96  
-----  
Total Amount Due: 8,847.35

Please return your remittance with the top portion of this invoice on or before 09-01-2018.  
Include documentation detailing changes.

Retain this portion for your records.

HealthPartners  
8170 33rd Ave S PO Box 1309  
Minneapolis MN 55440-1309  
(952) 883-7700

Invoice #: 83325720  
Invoice Date: 08-09-2018  
Billing Cycle: MONTHLY  
Premium Period: 09-01-2018 to 09-30-2018

Billing Representative: JOLENE M HALLESY  
Phone Number: 952-883-6002

Due Date: 09-01-2018

Acct #: 35470  
Group: MEEKER-MCLEOD-SIBLEY  
Site: ALL SITES

Previous Amount: 1,158.28  
Payment(s) Received: (2,491.47)  
Manual Adjustment(s): 0.00  
Retro Adjustment(s): 5,311.58  
Current Premium: 4,868.96  
-----  
Total Amount Due: 8,847.35

## ACCOUNT RECEIPT SUMMARY

Date	Description	Amount
07-16-2018	PREMIUM PAYMENT - THANK YOU	(2,491.47)

Product Type: MN - HP SE HSA SILVER/SE376

Tier	Previous Count	Adds	Deletes	Changes	Current Count
CH 0-20	0	2			2
DEPENDENT 0-17	2				2
DEPENDENT 18	1				1
EMP 27	1				1
EMP 33	1				1
EMP 34	0	1			1
EMP 41	1				1
EMP 63	0	1			1
SP 36	0	1			1
SP 41	1				1

Program: 160-LPHG Amt  
Account # 6153 \$ 1,747.35  
AUE Description: Health Ins  
E Approved by: AZ

Program: 212-Project Harmony AMT  
Account # 6153 978.03  
Leanne H Description: Health Ins Prem. +3912.12  
Approved by: AZ 4,890.15

Program: 230-SHIP Amt  
Account # 6153 347.21  
Brett N Description: Health Ins Prem  
Approved by: AZ

Program: 225-WIC AMT  
Account # 6153 1399.46  
Lindsay H 1396.91  
Jessica R + 1399.46  
Description: Health Ins Prem  
Approved by: AZ 3,195.83  
~~1399.46~~ - 1,333.19 overpayment  
1,862.64



# Hutchinson Event Center

Hutchinson Event Center  
1005 Hwy 15 South  
Hutchinson, MN 55350  
320-234-5656

Hutchinson's Meeting Place!

## INVOICE

MMSCHS  
Attn: Kerry Ward  
1805 Ford Ave Suite 200  
Glencoe, MN 55336

Terms: Due upon receipt

**Hutchinson Event Center Rental:** Meeker/McLeod/Sibley County Health Service

DATE: August 29, 2018

TOTAL QUOTE DUE:		\$115.00
NONREFUNDABLE BOOKING FEE:	(	\$0.00)
\$0.00	\$0.00	Additional payments recv'd
		\$0.00
Remaining Fee		\$115.00

Program: 100-LPHG  
Account # 0353  
Description: Room rental for staff mtg  
Approved by: AS

\*\*\*Total Quote Due or Booking fee due upon receipt  
(FEE INCLUDES ALL ITEMS REQUESTED FOR UPCOMING EVENT.)

\*\*\*A minimum fee of \$60 will be applied for any CONFETTI usage

### NOTES:

Prepared on: 8/30/2018

\*Catering Fee & Beverage fee of 15% to be determined by vendor.

Joanie's Catering LLC

1811 Scenic Heights Ct SW  
Hutchinson MN 55350

# Invoice

Date	Invoice #
8/29/2018	489

Bill To
Kerri Ward

Program: 212 Project Harmony  
Account # 6353  
Description: staff workshop  
Approved by: AE

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
59	Luncheon	8.00	472.00
	MN Sales Tax	7.375%	34.81
	HEC Fee	15.00%	70.80
	Gratuity	15.00%	70.80
		<b>Total</b>	<b>\$648.41</b>

Joanne Moze  
4351 Harriet Ave  
Minneapolis, MN 55409  
Phone 612-518-4046

INVOICE #119  
DATE: 9/6/2018

TO: Allie Fredrichs  
Meeker-McLeod-Sibley Community Health Board  
1805 Ford Ave NW Suite 200  
Glencoe, MN 55336

FOR: SHIP Evaluation services from 6/1/2018-8/31/2018

Make all checks payable to Joanne Moze, LLC

Program: 230 SHIP  
Account # 6265  
Description: Evaluation Services  
Approved by: AE

THANK YOU FOR YOUR BUSINESS

CLAIM AND VERIFICATION BILLING FORM  
LESTER PRAIRIE PUBLIC SCHOOLS, ISD 424  
131 HICKORY AVE. NORTH  
LESTER PRAIRIE , MN 55354

BILL TO: MMS HC  
1805 Ford Avenue North  
Suite 200  
Glencoe, MN 55336

From: 103-Healthy Conn  
Account # 0350  
Description: CLT Mini-grant  
by: AE

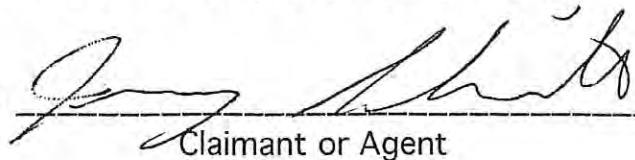
MAKE CLAIM PAYABLE TO:  
Lester Prairie Public Schools, ISD #424  
Alice Daak  
131 Hickory Ave.  
Lester Prairie, MN 55354

Date	Itemized Claims for Reimbursement	Amount
8/13/18	MMSH Grant Award	\$700.00

I declare under the penalties of law this claim is just  
and correct and that no part of it has been paid.

DATE

SIGNED

  
Claimant or Agent





Springsted Incorporated  
380 Jackson Street, Suite 300  
Saint Paul, MN 55101-4705  
Tel: 651-223-3000  
Fax: 651-223-3002  
www.springsted.com

Allie Freidrichs  
Director  
Meeker McLeod Sibley Community Health Services  
1805 Ford Ave SE  
Suite 200  
Glencoe, MN 55336

August 17, 2018  
Project No: 012671.100  
Invoice No: 4

Re: Classification and Compensation Study (Final Billing)  
For Professional Services through August 17, 2018  
Basic Fee:

Total Fee	2,900.00		
Percent Billed	100.00	Total Earned	2,900.00
		Previous Fee Billing	2,030.00
		Current Fee Billing	870.00
		Total Fee	870.00

Travel	75.21		
Audio/Video Conferencing	128.45		
	203.66		203.66

Billing Limits	Current	Prior	To-date
Expenses	203.66	64.80	268.46
Limit			175.00
Adjustment			-93.46

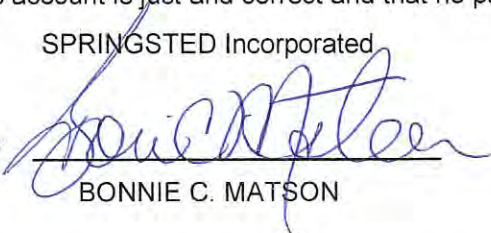
Total this Invoice \$980.20

	Current	Prior	Total	Received
Billings to Date	980.20	2,094.80	3,075.00	2,094.80

I declare under penalty of law that this account is just and correct and that no part of it has been paid.

SPRINGSTED Incorporated

BY:

  
BONNIE C. MATSON

Payment is due on receipt of this billing. After 30 days, interest will be charged on any balance at a rate of 1% per month.

Program: 100-LPHG

Account # 6265

Description: Classification study

Approved by: AG

Vivid Image, Inc.  
897 Highway 15 S  
Hutchinson, MN 55350  
(320) 587-8974

# INVOICE

INVOICE # 12443  
DATE 07/01/2018  
DUE DATE 07/16/2018  
TERMS Net 15

**BILL TO**  
Meeker, McLeod, Sibley CHS  
1805 Ford Ave N Suite 200  
Glencoe MN 55350

Please detach top portion and return with your payment.

**ACCOUNT DIRECTOR**  
Cory Dammann

SERVICE	QTY	AMOUNT
<b>Vivid Image Annual Website Hosting</b> mmspublichealth.org	1	720.00
<b>SSL Certificate - Annual Renewal</b>	1	99.00
<b>Email Bundle</b> Bundle of 5 accounts (\$10/month, \$120/annual)	1	120.00

We accept Visa, MasterCard, and Discover for your convenience. If we have not received your payment by its due date, we may apply a late fee of \$20.00.

**BALANCE DUE \$939.00**

There is a \$30.00 charge for all returned checks.

Program: 100-LPHG  
Account # 0265  
Description: CHS website emails  
Approved by: AE

Vivid Image, Inc.  
897 Highway 15 S  
Hutchinson, MN 55350  
(320) 587-8974

# INVOICE

INVOICE # 11112  
DATE 09/15/2017  
DUE DATE 09/30/2017  
TERMS Net 15

**BILL TO**

Meeker, McLeod, Sibley CHS  
1805 Ford Ave N Suite 200  
Glencoe, MN 55336

Please detach top portion and return with your payment.

SERVICE

**Late Charge**  
Invoice #10783

QTY

1

AMOUNT

20.00

We accept Visa, MasterCard, and Discover for your convenience. If we have not received your payment by its due date, we may apply a late fee of \$20.00. There is a \$30.00 charge for all returned checks.

BALANCE DUE

**\$20.00**

Program: 108-LPHG  
Account # 6265  
Description: CHS website  
Approved by: ACE

**MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES**  
**INVOICE PAYMENT REQUEST FORM**[illegible]

**COMPLETED BY PHARMACY:**

- ☐ Plan B  
☒ Plan B One Step  
☐ Next Choice

\$ 36<sup>80</sup>  
 Cost

Pharmacy Name Coborn's Pharmacy  
 Pharmacy Address 2211 11th St.  
Glencoe, MN 55336  
 Pharmacy Staff Signature Ria Miller

**PHARMACY:** For reimbursement, mail or FAX this completed form (both sides) to:

Meeker-McLeod-Sibley Community Health Services  
 Family Planning Services  
 114 N Holcombe Av., Suite 250  
 Litchfield MN 55355

FAX: 320-693-5399/Attn: Donna  
 Billing Questions: 320-693-5370

Program 206  
 Account 6260  
 #Descriptions STD TX  
 Approved By: AE

Page 2  
 Coborn's





**Remit To: Doherty Staffing Solutions**  
 CM 3808  
 St. Paul, MN 55170-3808

Meeker - McLeod - Sibley Community Health Services  
 1805 Ford Ave N, Ste. 200  
 Glencoe, MN 55336

# INVOICE

<b>Invoice Amount</b>
<b>\$1,939.67</b>

Payment Terms	Invoice Date
Net On Receipt	09/09/2018
Invoice No.	Customer No.
154692	62486

**Make Check Payable to Doherty Staffing Solutions, Inc.**

A service charge (annual percentage rate of 18%) is charged on all unpaid invoices.

Customer Name	Department	Customer No.	Payment Terms
Meeker - McLeod - Sibley Community Health Services	Corporate	62486	Net On Receipt

Description	Shift	Type	Units	Rate	Amount
<b>WeekWork Ending: Aug 12 2018 12:00AM</b>					
Collett, Emily	Consultant	Reg	2.25	\$18.68	\$42.03
Huberty, Amber L	Consultant	Reg	1.00	\$18.68	\$18.68
Nicholson, Andrea Joy	Consultant	Reg	13.75	\$21.71	\$298.51
Schlueter, Meg L	Consultant	Reg	10.00	\$18.68	\$186.80
<b>Total This WeekWork Ending:</b>					<b>\$546.02</b>
<b>WeekWork Ending: Aug 19 2018 12:00AM</b>					
Collett, Emily	Consultant	Reg	1.25	\$18.68	\$23.35
Huberty, Amber L	Consultant	Reg	3.50	\$18.68	\$65.38
Nicholson, Andrea Joy	Consultant	Reg	8.75	\$21.71	\$189.96
Schlueter, Meg L	Consultant	Reg	2.50	\$18.68	\$46.70
<b>Total This WeekWork Ending:</b>					<b>\$325.39</b>
<b>WeekWork Ending: Aug 26 2018 12:00AM</b>					
Collett, Emily	Consultant	Reg	0.75	\$18.68	\$14.01
Huberty, Amber L	Consultant	Reg	4.25	\$18.68	\$79.39
Nicholson, Andrea Joy	Consultant	Reg	3.50	\$21.71	\$75.99
Schlueter, Meg L	Consultant	Reg	5.75	\$18.68	\$107.41
<b>Total This WeekWork Ending:</b>					<b>\$276.80</b>
<b>WeekWork Ending: Sep 2 2018 12:00AM</b>					
Collett, Emily	Consultant	Reg	6.75	\$18.68	\$126.09
Huberty, Amber L	Consultant	Reg	0.75	\$18.68	\$14.01
Nicholson, Andrea Joy	Consultant	Reg	2.00	\$21.71	\$43.42
Schlueter, Meg L	Consultant	Reg	6.25	\$18.68	\$116.75

**Thank You For Your Business!**

**If you have any questions, Call (952) 832-8376**



Description	Shift	Type	Units	Rate	Amount
<b>WeekWork Ending: Sep 9 2018 12:00AM</b> Collett, Emily Consultant Collett, Emily Consultant Huberty, Amber L Consultant Huberty, Amber L Consultant Huberty, Amber L Consultant Nicholson, Andrea Joy Consultant Nicholson, Andrea Joy Consultant Schlueter, Meg L Consultant Schlueter, Meg L Consultant		<b>Total This WeekWork Ending: \$300.27</b>			
		Reg	2.25	\$18.68	\$42.03
		Expense Reimbursement	1.00	\$21.80	\$21.80
		Reg	1.75	\$18.68	\$32.69
		Expense Reimbursement	1.00	\$20.00	\$20.00
		Expense Reimbursement	1.00	\$43.60	\$43.60
		Reg	6.50	\$21.71	\$141.12
		Expense Reimbursement	1.00	\$64.31	\$64.31
		Reg	2.75	\$18.68	\$51.37
		Expense Reimbursement	1.00	\$45.78	\$45.78
		<b>Total This WeekWork Ending: \$462.70</b>			

ACAAdminFee	\$28.49
-------------	---------

Reg: 86.25 OT: 0 DT: 0 Total Hours: 91.25

Total - This Invoice: **\$1,939.67**

IF PAID AFTER : 10/09/2018 \$1,968.77

Program: 234  
 Account # 0705  
 Description: wic peer staffing  
 Approved by: AE

**Thank You For Your Business!**

If you have any questions, Call (952)  
832-8376

HealthPartners

Remit to:  
NW 3600  
PO BOX 1450  
MINNEAPOLIS, MN 55485-3600

Invoice #: 83981327  
Invoice Date: 09-10-2018  
Billing Cycle: MONTHLY  
Premium Period: 10-01-2018 to 10-31-2018  
Due Date: 10-01-2018

Billing Representative: JOLENE M HALLESY  
Phone Number: 952-883-6002

Acct #: 35470  
Group: MEEKER-MCLEOD-SIBLEY  
Site: ALL SITES

Previous Amount: 8,847.35  
Payment(s) Received: (1,158.28)  
Manual Adjustment(s): 0.00  
Retro Adjustment(s): 0.00  
Current Premium: 4,868.96  
-----  
Total Amount Due: 12,558.03

Please return your remittance with the top portion of this invoice on or before 10-01-2018.  
Include documentation detailing changes.

Retain this portion for your records.

HealthPartners  
8170 33rd Ave S PO Box 1309  
Minneapolis MN 55440-1309  
(952) 883-7700

Invoice #: 83981327  
Invoice Date: 09-10-2018  
Billing Cycle: MONTHLY  
Premium Period: 10-01-2018 to 10-31-2018

Billing Representative: JOLENE M HALLESY  
Phone Number: 952-883-6002

Due Date: 10-01-2018

Acct #: 35470  
Group: MEEKER-MCLEOD-SIBLEY  
Site: ALL SITES

Previous Amount: 8,847.35  
Payment(s) Received: (1,158.28)  
Manual Adjustment(s): 0.00  
Retro Adjustment(s): 0.00  
Current Premium: 4,868.96  
-----  
Total Amount Due: 12,558.03

ACCOUNT RECEIPT SUMMARY

Date	Description	Amount
08-13-2018	PREMIUM PAYMENT - THANK YOU	(1,158.28)

Product Type: MN - HP SE HSA SILVER/SE376

Tier	Previous Count	Adds	Deletes	Changes	Current Count
CH 0-20	2				2
DEPENDENT 0-17	2				2
DEPENDENT 18	1				1
EMP 27	1				1
EMP 33	1				1
EMP 34	1				1
EMP 41	1				1
EMP 63	1				1
SP 36	1				1
SP 41	1				1





Program: 100  
Account # 00153 \$1,747.35  
Description: Health Ins. prem.  
Approved by: AE

Program: 212  
Account # 00153 978.03  
Description: Health Ins. prem  
Approved by: AE

Program: 230  
Account # 00153 347.21  
Description: Health Ins. prem  
Approved by: AE

Program: 225  
Account # 00153  
Description: Health. Ins. prem.  
Approved by: AE

1,399.46 - Lindsay  
396.91 - Jessica  
1,796.37

Total  
\$ 4,868.28



# Hunters Ridge Community Church

Our Mission: To relate to God more intimately,  
To evidence the fruit of the Spirit,  
And to bring Jesus into all our relationships.  
Rev. Howard Anderson, Pastor

Jessica Remington  
Meeker - McLeod - Sibley Community Health Services  
1805 Ford Ave. N. Ste.200  
Glencoe, MN 55336

Program: 234  
Account # 0353  
Description: Room rental-Sept.  
Approved by: AE

## Invoice

Use of Fellowship Hall for "Mom's Like You" Breastfeeding Support Group

Date of Use	Number of Hours	Per Hour	Total Due	Total Paid
1-20-18	2	\$30.00		\$60.00
2-17-18	2	\$30.00		\$60.00
3-17-18	2	\$30.00		\$60.00
4-21-18	2	\$30.00		\$60.00
5-19-18	2	\$30.00		\$60.00
6-16-18	2	\$30.00		\$60.00
7-21-18	2	\$30.00		\$60.00
8-18-18	2	\$30.00		\$60.00
9-15-18	2	\$30.00	\$60.00	
Total Due			\$60.00	

Please make check to Hunters Ridge Community Church.

Thank You for your payment of \$60.00 dated September 17, 2018 for the August Support Group.

Mary Alice Noel

Address: 1211 Spoonbill Circle

Phone Eagan MN 55123

651-231-2797

**Michael's**  
Where Creativity Happens®

MICHAELS STORE #9700 (952) 541-8109  
11522 WAYZATA BLVD.  
MINNETONKA, MN 55305  
Rewards Number: LMR90083837535

8-9245-5495-9795-7145-2111-1181-1103-3939



6310 SALE 2277 9700 040 8/16/18 13:21  
ASH GEMS GLACIER 886946954641 7.99 1 @ 4.79  
CPN GET ITM40% 3.20-  
CEL ORG POUCH 3X4 400100605837 15.00 1 @ 15.00 N  
CEL ORG POUCH 3X4 400100605837 15.00 1 @ 15.00 N

AMOUNT QUALIFIED FOR DISCOUNT \$ 7.99  
YOU SAVED \$ 3.20

Coupon(s) Applied:

400100298107 CPN GET ITM40%

SUBTOTAL 34.79  
Sales Tax 7.525% 2.62  
TOTAL 37.41

ACCOUNT NUMBER

\*\*\*\*\*9733

Visa

37.41

APPROVAL: 03016C CHIP ONLINE

Application Label: VISA CREDIT

AID: A0000000031001

TVR: 0080008000

TSI: E800

This receipt expires at 180 days on 02/17/19

Click. Buy. Create. Shop michaels.com today!

Get Savings & Inspiration! Text\* SIGNUP to 273283

To Sign Up for Email & Text Messages.

\*Msg & Data Rates May Apply

You will receive 1 autodialed message  
with a link to join Michaels alerts.

\*I will email her the  
address & phone # when she  
responds

Program: 100-LPHG

Account # 0353

Description: Workshop expense

Approved by: AE

37.41

Net 30. Minimum Payment: \$193.84. No Discount Applies. Payment Due By: 10/01/2018



**MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES  
INVOICE PAYMENT REQUEST FORM**

<b>Date Uploaded to CDS:</b>	10/18/2018										
Vendor Name	Vendor Address	Vendor City	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
A&T Diehn Enterprises	21092 451st Ave	Arlington	MN	55307	\$ 2,000.00	----	MRC	Professional Services	501	6265	QPR Classes (MRC)
Barna, Guzy & Steffen, LTD.	200 Coon Rapids Blvd, Suite 400	Minneapolis	MN	55433-5894	\$ 2,340.00	193647	Local Public Health Grant	Professional Services	100	6265	Delegation Consultation Services
Doherty Staffing Solutions	CM 3808	St. Paul	MN	55170-3808	\$ 1,518.13	156445	WIC Peer Grant	Professional Services	234	6265	WIC Peer Staffing
Double Tap, LLC	508 2nd Ave NW, PO Box 4	Arlington	MN	55307	\$ 270.00		Healthy Communities Coalition	Other Charges & Services	103	6350	CLT - mini-grant
Eden Valley-Watkins School ISD #463	298 Brooks St N	Eden Valley	MN	55329	\$ 824.40	2769	SHIP-Community	Other Charges & Services	230	6350	Partner Stipend - HE/AL
Glencoe-Silver Lake School ISD #2859	1621 E 16th St	Glencoe	MN	55336-1799	\$ 2,000.00	1500	SHIP-Community	Other Charges & Services	230	6350	Partner Stipend - School
HealthPartners	NW 3600, PO Box 1450	Minneapolis	MN	55485-3600	\$ 1,747.35	84582522	Local Public Health Grant	Health & Life Ins-County Share	100	6153	Health Ins Prem - LPGH
					\$ 2,208.51		Project Harmony Grant	Health & Life Ins-County Share	212	6153	Health Ins Prem - EB JH
					\$ 347.21		SHIP-Community	Health & Life Ins-County Share	230	6153	Health Ins Prem - BN
					\$ 1,796.37		WIC-Admin	Health & Life Ins-County Share	225	6153	Health Ins Prem - JR LH
					\$ 2,140.26		Emergency Preparedness	Health & Life Ins-County Share	502	6153	Health Ins Prem - JK
					Total	\$ 8,239.70					
HLWW Schools	c/o SRTS, 8700 County Road 6 SW, Box 708	Howard Lake	MN	55349	\$ 818.97	Oct Invoice	SHIP-Community	Other Charges & Services	230	6350	Partner Stipend HE/AL
Hutchinson Leader	170 Shady Ridge NW	Hutchinson	MN	55350	\$ 250.00	918387370	FPSP	Professional Services	206	6265	FP - Media Outreach
Mary Bachman	225 Dale Circle	Green Isle	MN	55338	\$ 1,545.26	Oct Invoice	SHIP-Community	Other Charges & Services	230	6350	3-County SHIP Coord & Reimbursement
Meeker Memorial	612 South Sibley Ave	Litchfield	MN	55355	\$ 1,155.36	23202	FPSP	STD Testing	206	6260	FP Testing
Mid-Minnesota Dev Commission	333 Sixth St SW, Suite 2	Willmar	MN	56201	\$ 2,500.00	FY-19-02	SHIP-Community	Other Charges & Services	230	6350	Partner Stipend HE/AL
MBC	c/o Barb King, 1941 Ashland Ave	St. Paul	MN	55104	\$ 345.00		WIC Peer Grant	Dues & Registrations Fees	234	6245	WIC Peers Registration
MnCCC	100 Empire Dr, Suite 201	St. Paul	MN	55128-1846	\$ 6,489.66	2Y1810036	Local Public Health Grant	Professional Services	100	6265	PH Doc Software
MnCCC	100 Empire Dr, Suite 201	St. Paul	MN	55128-1846	\$ 99.93	2Y1810107	Local Public Health Grant	Professional Services	100	6265	PH Doc Software Mts expens
Joanne Moze, LLC	4351 Harriet Ave	Minneapolis	MN	55409	\$ 1,870.08	120	SHIP-Community	Professional Services	230	6265	Evaluation Services
Prince of Peace Retirement Living	301 Glen St SW	Hutchinson	MN	55350	\$ 300.00	20957	Healthy Communities Coalition	Other Charges & Services	103	6350	CLT - mini-grant
Joanie's Catering	213 N High Drive Apt 110	Hutchinson	MN	55350	\$ 300.00	Oct Invoice	SHIP-Community	Other Charges & Services	230	6350	Partner Stipend - worksite wellness
Lamp Kinship	1000 S Sibley Ave, PO Box 82	Litchfield	MN	55355	\$ 1,000.00	Oct Invoice	SHIP-Community	Other Charges & Services	230	6350	Partner Stipend - worksite wellness

**MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES**  
**INVOICE PAYMENT REQUEST FORM**[illegible]



A&T Diehn Enterprises  
21092 451st Avenue  
Arlington, MN 55307  
(507)381-4082

Statement Date:

10/13/2018

**STATEMENT OF ACCOUNT**

Community Health Services  
1805 Ford Avenue  
Glencoe, MN 55336

DATE	DESCRIPTION	CHARGES	CREDITS	ACCOUNT BALANCE
10/8/2018	<i>QPR Class Ridgewater College Hutchinson (27 Nsg Students)</i>	\$400.00		
10/8/2018	QPR Class Arlington Community Ed	\$400.00		
10/10/2018	QPR Presentation Hutchinson Health Primary Nursing Conference (280 participants)	\$1,200.00		
				\$2,000.00

Program: 501  
Account: 6265  
Description: QPR Classes (MRC)  
Approved by: AE



**Remit To: Doherty Staffing Solutions**  
 CM 3808  
 St. Paul, MN 55170-3808

Meeker - McLeod - Sibley Community Health Services  
 1805 Ford Ave N, Ste. 200  
 Glencoe, MN 55336

# INVOICE

Invoice Amount

**\$1,518.13**

**Payment Terms**

Net On Receipt

**Invoice Date**

10/07/2018

**Invoice No.**

156445

**Customer No.**

62486

**Make Check Payable to Doherty Staffing Solutions, Inc.**

A service charge (annual percentage rate of 18%) is charged on all unpaid invoices.

Customer Name		Department	Customer No.	Payment Terms	
Meeker - McLeod - Sibley Community Health Services		Corporate	62486	Net On Receipt	
Description	Shift	Type	Units	Rate	Amount
<b>WeekWork Ending: Oct 7 2018 12:00AM</b>					
Collett, Emily	Consultant	Reg	4.25	\$18.68	\$79.39
Collett, Emily	Consultant	Expense Reimbursement	1.00	\$10.90	\$10.90
Huberty, Amber L	Consultant	Reg	1.25	\$18.68	\$23.35
Huberty, Amber L	Consultant	Expense Reimbursement	1.00	\$79.95	\$79.95
Nicholson, Andrea Joy	Consultant	Reg	5.50	\$21.71	\$119.41
Nicholson, Andrea Joy	Consultant	Expense Reimbursement	1.00	\$52.32	\$52.32
Schlueter, Meg L	Consultant	Reg	4.00	\$18.68	\$74.72
Schlueter, Meg L	Consultant	Expense Reimbursement	1.00	\$35.97	\$35.97
<b>Total This WeekWork Ending:</b>					<b>\$476.01</b>
<b>WeekWork Ending: Sep 16 2018 12:00AM</b>					
Collett, Emily	Consultant	Reg	1.75	\$18.68	\$32.69
Huberty, Amber L	Consultant	Reg	4.00	\$18.68	\$74.72
Nicholson, Andrea Joy	Consultant	Reg	12.50	\$21.71	\$271.38
Schlueter, Meg L	Consultant	Reg	9.25	\$18.68	\$172.79
<b>Total This WeekWork Ending:</b>					<b>\$551.58</b>
<b>WeekWork Ending: Sep 23 2018 12:00AM</b>					
Collett, Emily	Consultant	Reg	1.50	\$18.68	\$28.02
Huberty, Amber L	Consultant	Reg	2.75	\$18.68	\$51.37

**Thank You For Your Business!**

**If you have any questions, Call (952)  
832-8376**



Description	Shift	Type	Units	Rate	Amount
Nicholson, Andrea Joy	Consultant	Reg	4.75	\$21.71	\$103.12
Schlueter, Meg L	Consultant	Reg	3.50	\$18.68	\$65.38
<b>Total This WeekWork Ending:</b>					<b>\$247.89</b>
<b>WeekWork Ending: Sep 30 2018 12:00AM</b>					
Collett, Emily	Consultant	Reg	1.25	\$18.68	\$23.35
Huberty, Amber L	Consultant	Reg	2.00	\$18.68	\$37.36
Nicholson, Andrea Joy	Consultant	Reg	3.50	\$21.71	\$75.99
Schlueter, Meg L	Consultant	Reg	4.50	\$18.68	\$84.06
<b>Total This WeekWork Ending:</b>					<b>\$220.76</b>
<b>ACAAdminFee</b>					<b>\$21.89</b>
<b>Reg: 66.25 OT: 0 DT: 0 Total Hours: 70.25</b>			<b>Total - This Invoice: \$1,518.13</b>		

IF PAID AFTER : 11/06/2018 \$1,540.90

Program: 734  
Account # 6265  
Description: WIC Peer Staffing  
Approved by: AE

**Thank You For Your Business!**  
If you have any questions, Call (952)  
832-8376

# BGS

**Barna, Guzy & Steffen, Ltd.**

ATTORNEYS AT LAW

200 Coon Rapids Boulevard, Suite 400  
Minneapolis, Minnesota 55433-5894

67180-001

SML

RE: JOINT POWERS AGREEMENT

STATEMENT DATE: 09/30/18 - CLOSING DATE: 09/30/18

STATEMENT NO: 193647

LB

MEEKER-MCLEOD-SIBLEY  
COMMUNITY HEALTH SERVICES  
1805 FORD AVENUE #200  
GLENCOE, MN 55336

*Committed to serving you with these areas of law:*

Estate and Tax Planning, Banking,  
Commercial Litigation, Collections,  
Personal Injury, Family, Business/Corporate,  
Real Estate Transactions,  
Labor and Governmental, Criminal Defense  
Probate and Trust Administration

AMOUNT REMITTED \$ \_\_\_\_\_

**To Ensure Proper Credit, Please Return This Portion With Your Payment. Thank You.**

We Accept Visa, MasterCard, Discover and American Express.  
See Reverse for Payment by Credit Card.

**Fed. Tax ID# 41-0975695**

Payments Due Upon Receipt of Invoice  
Unless Prior Arrangements Have Been Made.

## BILLING SUMMARY

PREVIOUS BALANCE DUE	3,043.70
CURRENT BILLING (FEES AND DISBURSEMENTS)	2,340.00
LESS: PAYMENTS/CREDITS	3,043.70
<b>TOTAL BALANCE DUE</b>	<b>2,340.00</b>

Program: 100  
Account # 6245  
Description: Delegation Consultation services  
Approved by: AG

67180-001

SML

RE: JOINT POWERS AGREEMENT

STATEMENT DATE: 09/30/18 - CLOSING DATE: 09/30/18

STATEMENT NO: 193647

LB

Please Refer to Privacy Notice on Reverse Side.

Barna, Guzy & Steffen, Ltd. • 200 Coon Rapids Boulevard, Suite 400  
Minneapolis, MN 55433-5894 • Telephone: (763) 780-8500 • (800) 422-3486 • Fax: (763) 780-1777

**BARNA, GUZY & STEFFEN, LTD.**

400 NORTHTOWN FINANCIAL PLAZA  
200 COON RAPIDS BOULEVARD  
MINNEAPOLIS, MN 55433-5894  
(763) 780-8500

STATEMENT AS OF SEPTEMBER 30, 2018  
STATEMENT NO. 193647

MEEKER-MCLEOD-SIBLEY  
COMMUNITY HEALTH SERVICES  
1805 FORD AVENUE #200  
GLENCOE, MN 55336

SML  
67180-001  
SEPTEMBER 30, 2018  
STMT NO. 193647

**67180-001: MEEKER-MCLEOD-SIBLEY/RE: JOINT POWERS AGREEMENT**

PROFESSIONAL FEES		INITIALS	HOURS	AMOUNT
9/11/2018	REVIEW OF MMS DELEGATION DOCUMENTS, GRANT COORDINATOR OPTIONS AND COUNTY LEASE AGREEMENT.	DRS	3.20	480.00
9/12/2018	REVIEW PROPOSED LEASE WITH MEEKER; DRAFT EMAIL TO ALLIE E ON SAME ISSUE; REVIEW BOARD PACKET.	SML	1.70	340.00
9/13/2018	REVIEW EMAILS FROM ALLIE ON PROPOSED CHANGES AND COMMENTS TO AGREEMENTS; REVIEW RESPONSE FROM STATE ON AGREEMENTS.	SML	0.70	140.00
9/14/2018	REVIEW MATERIALS FOR MMS MEETING.	SML	1.00	200.00
9/17/2018	TRIP TO AND FROM HUTCHINSON; ATTEND MMS MEETING; FORWARD SERVICE PURCHASE AGREEMENT MODEL AND DELEGATION AGREEMENTS FOR 3 COUNTIES TO CLIENT; EXCHANGE EMAILS ON SAME ISSUES.	SML	5.10	1,020.00
9/19/2018	TELEPHONE CONFERENCE WITH ALLIE ON NEXT STEPS.	SML	0.80	160.00
TOTAL CURRENT FEES:				<u>2,340.00</u>
TOTAL CURRENT BILLING:				<b>2,340.00</b>

**PAYMENTS AND CREDITS**

9/17/2018	PAYMENT	CK# 0040627985	3,043.70
TOTAL PAYMENTS AND CREDITS:			<u>3,043.70</u>

**BILLING SUMMARY**

PREVIOUS BALANCE DUE	3,043.70
CURRENT BILLING (FEES AND DISBURSEMENTS)	2,340.00
LESS: PAYMENTS/CREDITS	3,043.70
<b>TOTAL BALANCE DUE</b>	<b>2,340.00</b>



**From:** Jessica Remington  
**To:** Allie Elbert  
**Subject:** Payment needs to be mailed to the BF Coalition for the peers Workshop  
**Date:** Thursday, October 4, 2018 2:58:54 PM  
**Attachments:** 48917049211-836072768-ticket.pdf

Program: 234  
Account # 60245  
Description: WIC Peers Registration  
Approved by: AE

Hi Allie,

I registered the peers for the coalition workshop.

Please write check out to the Minnesota Breastfeeding Coalition and mail to: MBC c/o Barb King 1941 Ashland Avenue St. Paul, MN 55104 total was \$345.00.

Can you please let me know when it's been paid?

Jess

---

**From:** Eventbrite [orders@eventbrite.com]  
**Sent:** Thursday, October 04, 2018 2:56 PM  
**To:** Jessica Remington  
**Subject:** Your Tickets for Minnesota Breastfeeding Coalition 11th Annual Statewide Workshop and Meeting

\*\*\*CAUTION: This email was sent from outside of McLeod County. Unless you recognize the sender and know the content, do not click links or open attachments.\*\*\*

Jessica,  
you're good to go



Keep your tickets handy

Get the app

## Minnesota Breastfeeding Coalition 11th Annual Statewide Workshop and Meeting



☐ 3 x Tickets  
Order total: \$345.00

☒ Thursday, November 8, 2018 from 9:00 AM to 4:30  
PM (CST)  
[Add to Google](#) · [Outlook](#) · [iCal](#) · [Yahoo](#)

☐ RISE by Elevation  
2200 Freeway Boulevard  
Minneapolis, MN 55430  
([View on map](#))

[View event details](#)

---

Minnesota Breastfeeding Coalition

# Minnesota Breastfeeding Coalition 11th Annual Statewide Workshop and Meeting

**Workshop Day \$115.00**



RISE by Elevation, 2200 Freeway Boulevard, Minneapolis, MN 55430

Thursday, November 8, 2018 from 9:00 AM to 4:30 PM (CST)

Pay by Check - Payment Not Received

Order Information

Order #836072768. Ordered by Jessica Remington on  
October 4, 2018 2:56 PM

Name

Andrea Nicholson



8360727681041243655001

## Event Information:

Thank you for registering for the Minnesota Breastfeeding Coalition 11th Annual Meeting and Workshop. Please check the website [www.mnbreastfeedingcoalition.org](http://www.mnbreastfeedingcoalition.org) for updates. Hotel room block available at \$109/night plus tax until Oct. 17, 2018. Call RISE by Elevation (formerly DoubleTree Hilton) at 763-566-8000 for reservations. Contact Lisa at [mnbfcevents@gmail.com](mailto:mnbfcevents@gmail.com) for questions.

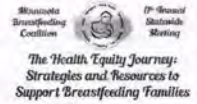
**Do you organize events?**

Start selling in minutes with Eventbrite!  
[www.eventbrite.com](http://www.eventbrite.com)



# Minnesota Breastfeeding Coalition 11th Annual Statewide Workshop and Meeting

**Workshop Day \$115.00**



RISE by Elevation, 2200 Freeway Boulevard, Minneapolis, MN 55430

Thursday, November 8, 2018 from 9:00 AM to 4:30 PM (CST)

Pay by Check - Payment Not Received

Order Information

Order #836072768. Ordered by Jessica Remington on  
October 4, 2018 2:56 PM

Name

Emily Collett



8360727681041243656001

## Event Information:

Thank you for registering for the Minnesota Breastfeeding Coalition 11th Annual Meeting and Workshop. Please check the website [www.mnbreastfeedingcoalition.org](http://www.mnbreastfeedingcoalition.org) for updates. Hotel room block available at \$109/night plus tax until Oct. 17, 2018. Call RISE by Elevation (formerly DoubleTree Hilton) at 763-566-8000 for reservations. Contact Lisa at [mnbfcevents@gmail.com](mailto:mnbfcevents@gmail.com) for questions.

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[www.eventbrite.com](http://www.eventbrite.com)

# Minnesota Breastfeeding Coalition 11th Annual Statewide Workshop and Meeting

**Workshop Day \$115.00**



RISE by Elevation, 2200 Freeway Boulevard, Minneapolis, MN 55430

Thursday, November 8, 2018 from 9:00 AM to 4:30 PM (CST)

Pay by Check - Payment Not Received

Order Information

Order #836072768. Ordered by Jessica Remington on  
October 4, 2018 2:56 PM

Name

Meg Schlueter



8360727681041243657001

## Event Information:

Thank you for registering for the Minnesota Breastfeeding Coalition 11th Annual Meeting and Workshop. Please check the website [www.mnbreastfeedingcoalition.org](http://www.mnbreastfeedingcoalition.org) for updates. Hotel room block available at \$109/night plus tax until Oct. 17, 2018. Call RISE by Elevation (formerly DoubleTree Hilton) at 763-566-8000 for reservations. Contact Lisa at [mnbfcevents@gmail.com](mailto:mnbfcevents@gmail.com) for questions.

**Do you organize events?**

Start selling in minutes with Eventbrite!  
[www.eventbrite.com](http://www.eventbrite.com)



HealthPartners

Remit to:  
NW 3600  
PO BOX 1450  
MINNEAPOLIS, MN 55485-3600

Invoice #: 84582522  
Invoice Date: 10-08-2018  
Billing Cycle: MONTHLY  
Premium Period: 11-01-2018 to 11-30-2018  
Due Date: 11-01-2018

Billing Representative: JOLENE M HALLESY  
Phone Number: 952-883-6002

Acct #: 35470  
Group: MEEKER-MCLEOD-SIBLEY  
Site: ALL SITES

Previous Amount: 12,558.03  
Payment(s) Received: (8,847.35)  
Manual Adjustment(s): 0.00  
Retro Adjustment(s): 1,890.45  
Current Premium: 6,349.25  
-----  
Total Amount Due: 11,950.38

Please return your remittance with the top portion of this invoice on or before 11-01-2018.  
Include documentation detailing changes.

Retain this portion for your records.

HealthPartners  
8170 33rd Ave S PO Box 1309  
Minneapolis MN 55440-1309  
(952) 883-7700

Invoice #: 84582522  
Invoice Date: 10-08-2018  
Billing Cycle: MONTHLY  
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Total Amount Due: 11,950.38

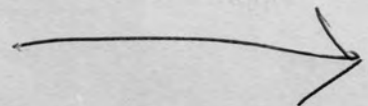
Oct payment - \$4,868.96

ACCOUNT RECEIPT SUMMARY

Date	Description	Amount
09-27-2018	PREMIUM PAYMENT - THANK YOU	(8,847.35)

Product Type: MN - HP SE HSA SILVER/SE376

Tier	Previous Count	Adds	Deletes	Changes	Current Count
CH 0-20	2				2
CH 23	0	1			1
DEPENDENT 0-17	2				2
DEPENDENT 18	1				1
EMP 27	1				1
EMP 33	1				1
EMP 34	1				1
EMP 37	0	1			1
EMP 41	1				1
EMP 55	0	1			1
EMP 63	1				1
SP 36	1				1
SP 41	1				1



Program: 100  
Account # 6153  
Description: Health Ins. prem.  
Approved by: AZ

CPHG total  
1,747.35

Program: 212  
Account # 6153  
Description: Health Ins. Prem.  
Approved by: AZ

Project Harmony  
Emmi = 410.14 + Retro 820.32 = 1,230.46  
Jeanne = 978.03

Total = 2,208.51

Program: 230  
Account # 6153  
Description: Health Ins. Prem.  
Approved by: AZ

SHIP total  
Breth = 347.21

Program: 225  
Account # 6153  
Description: Health Ins. Prem.  
Approved by: AZ

WIC  
Jessica = 396.91  
Lindsay = 1,399.44

Total = \$1,796.37

Program: 502  
Account # 6153  
Description: Health Ins. Prem.  
Approved by: AZ

PHEP  
Julie = 1,070.13 + Retro 1,070.13 =

Total = \$2,140.26

\$8,239.70

REPORT: PB A6042  
 RUN DATE: 10/08/2018 19:44

Detailed Billing Account Report  
 11-01-2018 to 11-30-2018

REPORT PAGE: 80  
 AHFPRD Production (prd)

Requested By: JOLENE M HALLESY  
 Group: 35470, MEEKER-MCLEOD-SIBLEY  
 Eff. Benefit Pkgs: SE376

Account #: 35470  
 Site: 0, MEEKER-MCLEOD-SIBL

Contract	PolicyHolder	Soc Sec	Contract Eff Date	Pkg	Tier	Pkg/Rule Type	Package Rate
5056285	BRATSCH,EMMI M -PH	xxxxxx	09-01-2018	SE376	EMP 37	PREM	410.16 410.16
4901891	ELBERT,ALETHEA M -LPHC	xxxxxx	01-01-2018	SE376	EMP 41	PREM	431.37
				SE376	SP 41	PREM	431.37
				SE376	DEPENDENT 0-17	PREM	294.87
				SE376	DEPENDENT 0-17	PREM	294.87
				SE376	DEPENDENT 18	PREM	294.87
							1,747.35
5026606	HANSON,LINDSAY R -WIC	xxxxxx	08-01-2018	SE376	EMP 34	PREM	402.21
				SE376	SP 36	PREM	407.51
				SE376	CH 0-20	PREM	294.87
				SE376	CH 0-20	PREM	294.87
							1,399.46
5026584	HOLFIELD,JEANNE M -PH	xxxxxx	05-01-2018	SE376	EMP 63	PREM	978.03 978.03
5061368	KLOECKL,JULIE M -PHEP	xxxxxx	10-01-2018	SE376	EMP 55	PREM	738.82
				SE376	CH 23	PREM	331.31
							1,070.13
4991395	NELSON,BRETT T -SHIP	xxxxxx	06-01-2018	SE376	EMP 27	PREM	347.21 347.21
4901918	REMINGTON,JESSICA D -WIC	xxxxxx	01-01-2018	SE376	EMP 33	PREM	396.91 396.91

Pkg	Tier	Billing Rule Type	Contract Units	Rate	Total
SE376	CH 0-20	PREM	2	294.87	589.74
	CH 23	PREM	1	331.31	331.31
	DEPENDENT 0-17	PREM	2	294.87	589.74
	DEPENDENT 18	PREM	1	294.87	294.87
	EMP 27	PREM	1	347.21	347.21
	EMP 33	PREM	1	396.91	396.91
	EMP 34	PREM	1	402.21	402.21
	EMP 37	PREM	1	410.16	410.16
	EMP 41	PREM	1	431.37	431.37
	EMP 55	PREM	1	738.82	738.82
	EMP 63	PREM	1	978.03	978.03
	SP 36	PREM	1	407.51	407.51
	SP 41	PREM	1	431.37	431.37

Total Contracts = 7

Total Amount = 6,349.25

REPORT: PB A6042  
RUN DATE: 10/08/2018 19:44

Financial Change Report  
11-01-2018 to 11-30-2018

REPORT PAGE: 82  
AHFPRD Production (prd)

Requested By: JOLENE M HALLESY  
Group: 35470, MEEKER-MCLEOD-SIBLEY

Account #: 35470  
Site: 0 ,MEEKER-MCLEOD-SIBLEY

Contract	Employee Name	Social Security Number	Eff. Date	Pkg	Period	Monthly Retroactive Adjustment	Premium Change
5056285	BRATSCH, EMMI M	xxxxxx	09/01/2018				
	NEW CONTRACT						
	BRATSCH, EMMI M - PH						
				SE376	09/1/2018-09/30/2018	\$ 410.16	
				SE376	10/1/2018-10/31/2018	\$ 410.16	
				SE376	11/1/2018-11/30/2018		\$ 410.16
				Total:		\$ 820.32	\$ 410.16
5061368	KLOECKL, JULIE M	xxxxxx	10/01/2018				
	NEW CONTRACT						
	KLOECKL, JULIE M - PHER						
	ASHTON, BRANDON J						
				SE376	10/1/2018-10/31/2018	\$ 1,070.13	
				SE376	11/1/2018-11/30/2018		\$ 1,070.13
				Total:		\$ 1,070.13	\$ 1,070.13

# INVOICE

**From:**

Mary Bachman  
225 Dale Circle  
Green Isle, MN 55338  
Phone (507) 317-1846

DATE: OCTOBER 15, 2018

**TO:**

Allie Elbert  
Meeker-McLeod-Sibley Community Health  
Services  
1805 Ford Ave., Suite 200  
Glencoe, MN 55336  
Phone (320) 510-2660

Program: 230

Account # 0350

Description: 3-County SHIP coord. <sup>3</sup>  
reimbursement

Approved by: AE

Expense	Amount
Invoice for agreed upon rate of \$980 per month for SHIP and Healthy Communities Coordination Duties, payable for the month of: October, 2018	\$980
Reimbursement of expenses for Spanish Chronic Disease Materials	\$565.26
<b>Total</b>	<b>\$1,545.26</b>

SHIP strategies  
#140 x 7

SHIP Health  
Care - HE/AL



## Checkout

Thank you for your Bull Publishing order!

We've emailed your receipt to [maryb@co.sibley.mn.us](mailto:maryb@co.sibley.mn.us).

**Estimated delivery date:**

October 27, 2018 – October 29, 2018

### Receipt for Order #BPP8WD033XHC

#### Shipping Information

[Print this page](#)

Mary Bachman  
Sibley County Public Health and Human Services  
111 8th St.  
PO Box 237  
Gaylord, MN 55334  
US  
(507) 237-4048

*Paid for  
w/ personal  
credit card*

#### Payment Information

Master card ending in 5113

Mary Bachman  
225 Dale Circle  
Green Isle, MN 55338  
US  
(507) 237-4048

### Order Summary

Qty	Item Description	Item Type	Online Price	Total
20	Relajación para la mente y el cuerpo (For use with VIVIR UNA VIDA SANA CON DOLOR CRONICO) <i>List Price \$12.00</i>	CD	\$9.60	\$192.00
20	Tomando control de su salud, 4th Edition <i>List Price \$19.95</i>	Paperback	\$15.96	\$319.20
<b>Subtotal</b>				\$511.20
<b>Sales Tax</b>				\$0.00
<b>Shipping Cost</b>				\$54.06
<b>Total</b>				\$565.26

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Bull Publishing, P.O. Box 1377  
Boulder, CO 80306, (800) 676-2855



# SIBLEY EAST

Independent School District #2310

Arlington Gaylord Green Isle

October 11, 2018

SHIP community  
HE/AL

Brett Nelson, Health Educator  
Meeker McLeod Sibley Community Health Services

Re: Safe Routes to School Purchase

Dear Mr. Nelson,

On 07/12/18 Sibley East Public Schools purchased six signs for our Elementary School parking lot as detailed below:

- |  |                |
|--|----------------|
| • 1-13 in. X 36 in. Safety Orange A-Frame Student Pick-Up/Drop-Off Begins Here Sign    | \$89.85        |
| • 1-13 in. X 36 in. Safety Orange A-Frame Student Pick-Up/Drop-Off Ends Here Sign      | \$89.85        |
| • 2-13 in. X 36 in. Safety Orange A-Frame No Parking Student Pick-Up and Drop-Off Only | \$179.70       |
| • 2-12 in. X 18 in. No Parking with Symbol Sign  | \$53.70        |
| • Shipping and Handling  | <u>\$39.42</u> |

Total Cost

\$452.52

I've attached a copy of the vendor invoice which we paid 8/20/18. Please contact me with any questions you may have.

Sincerely,



Janina Tessmer  
Business Manager

Program: 230

Account # 6350

Description: Partner stipend - HE/AL

Approved by: AE

ELEMENTARY  
625 HAVEY DRIVE  
P.O. BOX 356  
GAYLORD, MN 55334  
(507) 237-5511  
FAX (507) 237-3300

BUSINESS OFFICE  
202 3<sup>RD</sup> AVE. N.W.  
P.O. BOX 1000  
ARLINGTON, MN 55307  
(507) 964-8227

MIDDLE/HIGH SCHOOL  
208 WEST DOUGLAS STREET  
P.O. BOX 1000  
ARLINGTON, MN 55307  
(507) 964-2292  
FAX (507) 964-8245



DECKER EQUIPMENT  
215 SOUTH SHERMAN ST.  
P.O. BOX 176  
VASSAR, MI 48768-8802  
PHONE: 800-762-4899  
FAX: 800-762-4894  
www.SchoolFIX.com

LTPM

Invoice

Order # 250337A	Invoice				Invoice Date 07/12/18	Page 1
Bill To ACCOUNTS PAYABLE SIBLEY EAST SCHOOL DISTRICT 202 3RD AVE NW ARLINGTON, MN 55307-  PHONE: (507) 964-2292 ALT/FAX: ( ) -				Ship To BOB PICHELMANN MAINTENANCE SIBLEY EAST SCHOOL DISTRICT 202 3RD AVE NW ARLINGTON, MN 55307- PHONE: (507) 317-3886 ALT/FAX: (507) 964-8245		
Customer No. 29908	Sales I.D. SBR/SBR	Reference # verbal BOB	Source 1AP/KEY943	Terms NET 30, DUE:08/11/18		
Invoice Method	Warehouse	Phone Number (507) 964-2292	Total Wt. 39.1	Zone 4	Pkg 1	Ship Via FEG

\*\*\*\*\* TO INSURE PROPER CREDIT PLEASE REFERENCE YOUR ORDER NUMBER \*\*  
 \*\*\*\*\* ON YOUR PAYMENT. PLEASE MAKE CHECKS PAYABLE TO DECKER INC. \*\*\*  
 \*\*\*\*\* THANK YOU FOR YOUR BUSINESS. \*\*\*\*\*

Qty	B/O	Ship	Item #	Description	Un. Price	Ds	Amount
1	0	1	FS118	13in. X 36in. Safety Orange Parking Lot A-Frame Sign Student Pick-Up/Drop-Off Begins Here Sign	89.8500	--	89.85
1	0	1	FS120	13in. X 36in. Safety Orange Parking Lot A-Frame Sign Student Pick-Up/Drop-Off Ends Here Sign	89.8500	--	89.85
2	0	2	FS106	13in. X 36in. Safety Orange Parking Lot A-Frame Sign No Parking Student Pick-Up And Drop-Off Only	89.8500	--	179.70
2	0	2	M13	12in. X 18in. No Parking With Symbol Sign	26.8500	--	53.70
1	0	1	TM1	Decker Heavy Duty Tape Measure	0.0000	--	0.00

MERCHANDISE INVOICE TOTAL \$ 413.10  
 SHIPPING & HANDLING \$ 39.42  
 INVOICE TOTAL \$ 452.52  
 BALANCE \$ 452.52  
 PAYMENT DUE ON 08/11/18

To: Brett Nelson, Meeker-McLeod-Sibley Community Health Services

From: Jennifer Olson, HLWW Schools

Date: October 10, 2018

RE: **INVOICE**--Safe Routes To School Items

SHIP -  
community HE/AL

Please remit payment of \$818.97, Payable to:

**HLWW Schools**

**c/o SRTS**

**8700 County Road 6 SW, Box 708**

**Howard Lake, MN 55349**

Purchases have been made from Discount Safety Gear and Safety Sign for items qualifying for Safe Routes to School for Winsted Elementary. (Two pedestrian road signs and 25 safety vests)

Receipts for each purchase are attached

Please let me know if anything additional is needed to complete the reimbursement process.

Thank you!!

Jen

Jen Olson

Program: 230

Account # 10350

Description: Partner stipend HE/AL

Approved by: AG



## Order #2400070185

Order Date: October 10, 2018

### Shipping Address

Jennifer Olson  
Winsted Elementary  
431 4th St N # 160  
Winsted, Minnesota, 55395  
United States  
T: 320-543-4635

### Billing Address

Jennifer Olson  
ISD #2687--HLWW Schools  
8700 County Road 6 Sw # 708  
Howard Lake, Minnesota, 55349-5427  
United States  
T: 320-543-4635

### Shipping Method

Best Way - Free Shipping

### Payment Method

Credit Card  
Credit Card Type:  
MasterCard  
Credit Card Number:  
xxxx-0737

### Items Ordered

Product Name	SKU	Price	Qty	Subtotal
--------------	-----	-------	-----	----------

Subtotal \$299.75

Shipping & Handling \$0.00

Grand Total **\$299.75**



Product Name	SKU	Price	Qty	Subtotal
Pyramex Safety RCZ24 Series Class 2 Two-Tone X-Back Safety Vest Color Lime Size M	SFTSVSF1000048230-LME-M	\$11.99	Ordered: 10	\$119.90
Pyramex Safety RCZ24 Series Class 2 Two-Tone X-Back Safety Vest Color Lime Size L	SFTSVSF1000048230-LME-L	\$11.99	Ordered: 8	\$95.92
Pyramex Safety RCZ24 Series Class 2 Two-Tone X-Back Safety Vest Color Lime Size XL	SFTSVSF1000048230-LME-XL	\$11.99	Ordered: 5	\$59.95
Pyramex Safety RCZ24 Series Class 2 Two-Tone X-Back Safety Vest Color Lime Size 2XL	SFTSVSF1000048230-LME-2XL	\$11.99	Ordered: 2	\$23.98

Subtotal \$299.75

Shipping & Handling \$0.00

Grand Total **\$299.75**

Thank you for your order. We appreciate your business!




## Order Invoice: SS822472383

Phone: 800.274.6271 | Fax: 800.279.6897 | 84 Outwater Ln / Garfield, NJ 07026

<b>Email Address</b>	<b>Order Date</b>	<b>Shipping Method</b>	<b>Status</b>
jolson@hlww.k12.mn.us	October 10, 2018	FedEx Ground	Processing

<b>Shipping Address</b>	<b>Billing Address</b>	<b>Payment Method</b>
Jennifer Olson Winsted Elementary 431 N 4th Street, Box 160  Winsted, MN 55395 United States 3205434690  jolson@hlww.k12.mn.us	Jennifer Olson ISD #2687- HLWW Schools 8700 COUNTY RD 6 SW, BOX 708  HOWARD LAKE, MN 55349 United States 320-543-4646  jolson@hlww.k12.mn.us	<b>Payment Terms:</b> Credit Card <b>Card Type:</b> Mastercard <b>Card Number:</b> ***** 0737 <b>Card Expiration:</b> 04/21 <b>Transaction:</b> Approved <b>Amount Charged*:</b> \$519.22

Item Image	Description & Size	Qty	Price	Total
	<b>Item #:</b> X5663  <b>Size:</b> 14½" x 2" x 50½" Panel + 17½" x 27" x 3½" Base  <b>Material:</b> Fluorescent Diamond Grade Reflective Sheeting Mounted to Double-Sided Plastic Frame  <b>Packaging:</b> Sold Individually - Mounting hardware is Not required. Ships in 2 separate packages.	2	\$224.95	\$449.90

**Purchase Order Number**

**Tag/Job Name**

Safe Routes To School Grant

### Production Time Table

Your order ships from our warehouse in 2 business days

**Note:** Because orders are processed immediately, we are unable to accommodate order changes or cancellations. Erroneously ordered items must be returned after delivery.

<b>Subtotal:</b>	\$449.90
<b>Shipping Charge:</b>	\$69.32
<b>Sales Tax:</b>	\$0.00
<b>Invoice Total:</b>	\$519.22

Please print and save this Receipt for your records.

The transaction will appear on your bill/statement as "SafetySign.com".

\* You will be charged when your order ships.

Changes to your order may result in sales tax (when applicable) and/or shipping rate adjustments.

For details on your order status, to view tracking information, learn about returns and cancellations, and more, please visit our [Online Help](#). Or call us at 800-274-6271, Monday to Friday from 9:00 AM to 5:00 PM Eastern.



# Mid-Minnesota Development Commission

333 Sixth Street SW, Suite 2  
Willmar MN 56201

(320) 235.8504 Ext 223  
(320) 235.4329 Fax  
www.mmrhc.org

## Invoice

InvGte#	FY-19-02
Date	10/9/2018
Terms:	Net 30 Days

This is the only bill you will receive for the below itemized charges. Please make checks payable to Mid-Minnesota Development Commission

Bill To: Meeker-Mcleod-Sibley Community Health Services  
Attn: Mary Bachman, SHIP Coordinator  
1805 Ford Ave., Suite 200  
Glencoe, MN 55336

Type of Service: Technical Assistance Projects

Date	Description	Hours	Rate	Total
10/09/18	Meeker County Trails per contract agreement Trails Planning -Meeker County	NA	NA	\$ 2,500.00
<div>SHIP Community HE/AL</div> <div>Program: <u>230</u> Account # <u>6350</u> Description: <u>Partner stipend HE/AL</u> Approved by: <u>AZ</u></div>				
TOTAL				\$ 2,500.00

A 1.5% finance charge will be added to invoices over 30 days.

**Eden Valley-Watkins Schools ISD #463**

298 Brooks Street North

Eden Valley, MN 55329

320-453-2900 Fax: 320-453-5600

**INVOICE**

Number	Date	Page
2769	10/09/2018	Pg 1 of 1

Ext Invoice No Ref:

Bill To: MEEKER MCLEOD SIBLEY  
111 8TH STREET  
GAYLORD MN 55334

Ship To: MEEKER MCLEOD SIBLEY  
111 8TH STREET  
GAYLORD MN 55334

Email: BRETT.NELSON@MMSPUBLICHEALTH.ORG

Customer	Customer PO No	Sales Order No	Terms	Due Date
1 1787 MEEKER MCLEOD SIBLEY			Due 1st Day of Month	11/01/2018

No.	SKU Code/Description/Comments	Taxable	U/M	Units	Rate	Extended
1		No		4.00	206.10	824.40
	PORTABLE IN STREET YIELD TO PEDESTRIAN WITHIN CROSSWALK SIGN SKU#: R1-6-WB					

SHIP -  
Community HE/AL

Program: 230Account # 0350Description: Partner Steward - HE/ALApproved by: HE

Subtotal	\$824.40
Sales Tax	\$0.00
Invoice Total	\$824.40
Payment Received	\$0.00
Discounts Given	\$0.00
Balance Due	\$824.40

Glencoe-Silver Lake School ISD #2859  
 1621 E. 16th Street  
 Glencoe, MN 55336-1799  
 Telephone 320-864-2499  
 Fax 320-864-6320  
 Tax Exempt #1101151

# INVOICE

Number	Date	Page
1500	08/31/2018	Pg 1 of 1

Ext Invoice No Ref:

Bill To: Meeker-McLeod-Sibley CHS  
 1805 Ford Avenue  
 Glencoe MN 55336

Ship To: Meeker-McLeod-Sibley CHS  
 1805 Ford Avenue  
 Glencoe MN 55336

Email:

SHIP Grant Dollars

Customer	Customer PO No	Sales Order No	Terms	Due Date
1 1344 Meeker-McLeod-Sibley CHS			Due on Receipt	08/31/2018

No.	SKU Code/Description/Comments	Taxable	U/M	Units	Rate	Extended
1	Start Up Enhancement supplies for active School and Healthy Eating	No	EA	1.00	2,000.00	2,000.00

*SHIP - school strategy*

Program: 230 ~~school~~

Account # 0350

Description: Partner Stipend - school

Approved by: AZ

Subtotal	\$2,000.00
Sales Tax	\$0.00
Invoice Total	\$2,000.00
Payment Received	\$0.00
Discounts Given	\$0.00
Balance Due	\$2,000.00





3650 Kent Street • Shoreview, MN 55126-7012  
Phone: 800.473.7188 • Fax: 651.489.0323  
www.sur-sys.com

# INVOICE

SHIP-  
Surveillance tab

Date	Invoice #
9/24/18	18-12243

<b>Bill To:</b>
<b>Meeker-McLeod-Sibley Comm Health Services</b> <b>Attn: Mary Bachman</b> <b>PO Box 237</b> <b>Gaylord MN 55334</b>

<b>Ship To:</b>

Customer PO#	Terms	Due Date	Ship Date	Ship Via	Customer ID
	Net 30	10/24/18	9/24/18	N/A	

Item	Description	Quantity	Unit Price	Amount
4610 - Postage I...	<b>Outgoing Postage - Meeker, McLeod and Sibley Health Survey</b>  Mailing #1, Qty 5400 Mailing #2, Qty 4500 Postcard Mailing, Qty 5400 Delivery to Post Office  Grand Total \$11,880, Invoice #18-12200 for \$5,000 Invoice 18-12243 for \$5,000, Remainder \$1,880 to be invoiced at a later date, thank you	1	5,000.00	5,000.00

Program: 230  
Account # 60265  
Description: Survey services - Surveillance  
Approved by: \_\_\_\_\_

Thank you for your business.

<b>Total</b>	<b>\$5,000.00</b>
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UNIVERSITY OF MINNESOTA

## INVOICE

Please Remit To:

Regents of the University of Minnesota  
NW 5960  
PO Box 1450  
Minneapolis MN 55485-5960

Page: 1 of 1  
Invoice: 0300021338  
Invoice Date: 09/25/2018  
Customer No: 5013503  
Payment Terms: NET 30  
Due Date: 10/25/2018

Bill To: MEEKER-MCLEOD-SIBLEY COMM. HEALTH SVCS.  
Allie Freidrichs  
MCLEOD COUNTY PUBLIC HEALTH  
1805 FORD AVE N STE 200  
GLENCOE MN 55336-1371  
UNITED STATES

Amount Due: 510.00 USD

For billing questions, please call: 612-626-1224

Original

Line	Description	Quantity	UOM	Unit Amt	Net Amount
1	7/30/18: Workshop. Attn: Allie Elbert Per Program Agreement (FY1910) between the U of MN Extension Center for Community Vitality and Meeker-McLeod-Sibley Community Health Services for contract period June 27, 2018 through July 31, 2018. Facilitation of 3 hr. Strengthening Trust in Communities workshop held on July 30, 2018 in Hutchinson, MN. Educator fee: \$450.00 (3 hrs. @ \$150/hr.) Travel expenses: \$60.00 Invoice total: \$510.00	1.00	EA	510.00	510.00

Questions, please contact Christy Kalleyig @ 320-235-0726

Subtotal: 510.00  
Amount Due: 510.00 USD

Program: 100  
Account #: 6360  
Description: All staff workshop  
Approved by: Ag

University of Minnesota Extension Center for Community Vitality.

\*\*\*TO PAY THIS INVOICE BY CREDIT CARD PLEASE GO TO WWW.PAY.UMN.EDU\*\*\*

Please detach and return with payment



UNIVERSITY OF MINNESOTA



Check here if you have an address correction and write the correction(s)  
next to the address shown below

Amount Enclosed

Invoice Date: 09/25/2018  
Customer No: 5013503  
Invoice: 0300021338  
Amount Due: 510.00

\$									
----	--	--	--	--	--	--	--	--	--

MEEKER-MCLEOD-SIBLEY COMM. HEALTH SVCS.  
Allie Freidrichs  
MCLEOD COUNTY PUBLIC HEALTH  
1805 FORD AVE N STE 200  
GLENCOE MN 55336-1371  
UNITED STATES

Regents of the University of Minnesota  
NW 5960  
PO Box 1450  
Minneapolis MN 55485-5960

5013503 0300021338 000051000 1



**MEEKER MEMORIAL**  
HOSPITAL

Card # 7400200

612 South Sibley Avenue  
Litchfield, MN 55355  
(320) 693-3242  
www.meekermemorial.org

☐ Please check box if below address is incorrect and indicate change(s) on reverse side.

IF PAYING BY CREDIT CARD, PLEASE SELECT CORRECT CARD AND FILL OUT BELOW		
<input type="checkbox"/> DISCOVER	<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA
CARD NUMBER	EXP DATE	AMOUNT
SIGNATURE		MUST INCLUDE 3 DIGIT SECURITY CODE FROM BACK OF CARD
STATEMENT DATE	PAY THIS AMOUNT	ACCOUNT NUMBER
09/20/18	1,155.36	23202
ADM #	SHOW AMOUNT PAID HERE \$	



MMSCHS,  
114 N HOLCOMBE AVE STE 250 ATTN: DONNA  
LITCHFIELD, MN 55355-2351

MEEKER MEMORIAL HOSPITAL  
612 S SIBLEY AVE  
LITCHFIELD, MN 55355-3340

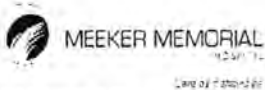


100876-0005-001U, 104731-0003-001U, 114754-0002-001U, 116851-0003-001U, 121034-0002-001U, 122553-0001-001U, 12  
122732-0001-001U  
122733-0001-001U, 122787-0001-001U, 122788-0001-001U, 122790-0001-001U, 122791-0001-001U, 122865-0001-001U, 12  
PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

Page 1 of 2

DATE	DESCRIPTION	CHARGES	PAYMENTS	INSURANCE PENDING	PATIENT PAY (YOU OWE)
7/26/2018 9/17/2018	100876-0005-001U [REDACTED] SELF PAY	96.28	96.28	0.00	
8/9/2018	NONPATIENT LAB OTHER 104731-0003-001U [REDACTED]	96.28		0.00	96.28
8/23/2018	NONPATIENT LAB OTHER 114754-0002-001U [REDACTED]	96.28		0.00	96.28
8/23/2018	NONPATIENT LAB OTHER 116851-0003-001U [REDACTED]	96.28		0.00	96.28
6/28/2018 9/17/2018	NONPATIENT LAB OTHER 121034-0002-001U [REDACTED] SELF PAY	96.28	96.28	0.00	
6/28/2018 9/17/2018	NONPATIENT LAB OTHER 122553-0001-001U [REDACTED] SELF PAY	96.28	96.28	0.00	
7/26/2018 9/17/2018	NONPATIENT LAB OTHER 122729-0001-001U [REDACTED] SELF PAY	96.28	96.28	0.00	
7/26/2018 9/17/2018	NONPATIENT LAB OTHER 122731-0001-001U [REDACTED] SELF PAY	96.28	96.28	0.00	
7/26/2018 9/17/2018	NONPATIENT LAB OTHER 122732-0001-001U [REDACTED] SELF PAY	96.28	96.28	0.00	
7/26/2018 9/17/2018	NONPATIENT LAB OTHER 122733-0001-001U [REDACTED] SELF PAY	96.28	96.28	0.00	
MESSAGES			TOTAL	INSURANCE PENDING	AMOUNT DUE NOW
THANK YOU FOR YOUR PAYMENT					Continued ...
			ACCOUNT NO.	STATEMENT DATE	RETAIN THIS COPY FOR YOUR RECORDS





612 South Sibley Avenue  
Litchfield, MN 55355  
(320) 693-3242  
www.meekermemorial.org

☐ Please check box if below address is incorrect and indicate change(s) on reverse side.

IF PAYING BY CREDIT CARD, PLEASE SELECT CORRECT CARD AND FILL OUT BELOW		
<input type="checkbox"/> DISCOVER	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA
CARD NUMBER	EXP. DATE	AMOUNT
SIGNATURE		MUST INCLUDE 3 DIGIT SECURITY CODE FROM BACK OF CARD
STATEMENT DATE	PAY THIS AMOUNT	ACCOUNT NUMBER
09/20/18	1,155.36	23202
ADM #	SHOW AMOUNT PAID HERE \$	

MMSCHS, .  
114 N HOLCOMBE AVE STE 250 ATTN: DONNA  
LITCHFIELD, MN 55355-2351

PLEASE REMIT STUB FROM  
PAGE ONE WITH PAYMENT

Program: 206

Account # 6260

Description: FP Testing

Approved by: AR

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

Page 2 of 2

DATE	DESCRIPTION	CHARGES	PAYMENTS	INSURANCE PENDING	PATIENT PAY (YOU OWE)
8/9/2018	122787-0001-001U [REDACTED]	96.28		0.00	96.28
	NONPATIENT LAB OTHER				
8/9/2018	122788-0001-001U [REDACTED]	96.28		0.00	96.28
	NONPATIENT LAB OTHER				
8/9/2018	122790-0001-001U [REDACTED]	96.28		0.00	96.28
	NONPATIENT LAB OTHER				
8/9/2018	122791-0001-001U [REDACTED]	96.28		0.00	96.28
	NONPATIENT LAB OTHER				
8/23/2018	122863-0001-001U [REDACTED]	96.28		0.00	96.28
	NONPATIENT LAB OTHER				
8/23/2018	122864-0001-001U [REDACTED]	96.28		0.00	96.28
	NONPATIENT LAB OTHER				
8/23/2018	67770-0007-001U [REDACTED]	96.28		0.00	96.28
	NONPATIENT LAB OTHER				
8/9/2018	69994-0028-001U [REDACTED]	96.28		0.00	96.28
	NONPATIENT LAB OTHER				
6/28/2018	76314-0015-001U [REDACTED]	96.28		0.00	
9/17/2018	SELF PAY		96.28		
	NONPATIENT LAB OTHER				
8/23/2018	83335-0014-001U [REDACTED]	96.28		0.00	96.28

SEP 2018

MESSAGES	TOTAL	INSURANCE PENDING	AMOUNT DUE NOW
THANK YOU FOR YOUR PAYMENT	1,155.36	0.00	1,155.36
	ACCOUNT NO.	STATEMENT DATE	RETAIN THIS COPY FOR YOUR RECORDS
	23202	09/20/18	





Double Tap, LLC  
508 2<sup>nd</sup> Ave. NW, PO Box 4  
Arlington, MN 55307  
507-964-2774

Program: ✓ 103  
Account # 6350  
Description: CLT - mini-grant  
Approved by: AK

### Youth Group / Homecoming Party

68 Bowlers x \$1.50 shoe rental = \$102

76 Games x \$1 = \$76

9 Pizzas x \$9 = \$81

Lost Profit Closing for Clean Up,  
Candy from Parade Smeared  
on Floors, Lanes & Shoes + \$125

---

**Sub Total** \$384

Pre-Paid Amount - \$114

---

**Grand Total Due** \$270

Any questions, you can call Tony at 507-964-2774 or email [tony@doubletapbowling.com](mailto:tony@doubletapbowling.com)



Prince of Peace Retirement Living

301 Glen St. SW  
Hutchinson, MN 55350

# Invoice

Date	Invoice #
9/30/2018	20957

Bill To
C/O MMS Community Health Services 1805 Ford Ave North, Suite 200 Glencoe, MN 55336

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Intergenerational Program - Grant  Program: <u>103</u> Account # <u>0350</u> Description: <u>CLT mini-grant</u> Approved by: <u>AG</u>	300.00	300.00
Total			\$300.00

**Hutchinson Leader - Litchfield**  
 STE #100  
 170 SHADY RIDGE NW  
 HUTCHINSON MN 55350  
 (320) 753-3635

Fax(320) 753-3636

Advertising Statement

1  Billing Period 09/2018		2  Advertiser/Client Name MMS COMMUNITY HEALTH SERVICES	
23  Total Amount Due 250.00		*Unapplied Amount	3  Terms of Payment
21  Current Net Amount Due 250.00	22  30 Days .00	60 Days .00	Over 90 Days .00
4  Page Number 1	5  Billing Date 09/30/18	6  Billed Account Number 387370 COLLE.	7  Advertiser/Client Number 387370

8  Billed Account Name and Address MMS COMMUNITY HEALTH SERVICES ALLIE ELBERT 1805 FORD AVE GLENCOE MN 55336		Amount Paid:  Comments:
--	--	-------------------------------

IF YOU WOULD LIKE TO PAY YOUR ACCOUNT BY CREDIT CARD,  
 PLEASE CALL OUR BILLING DEPARTMENT AT (320) 753-3665

Please Return Upper Portion With Payment								
10  Date	11  Reference	12 13 14  Description-Other Comments/Charges	15  16  SAU Size Billed Units	17  18  Times Run Rate	19  Gross Amount	20  Net Amount		
09/05/18	787953	BALANCE FORWARD				-250.00		
	BANNR	DIGITAL DISPLAY BANNER LEAD	1.0X 1.00	1 0.00	250.00	250.00		
09/09/18	787953	DIGITAL DISPLAY BANNER LEAD	1.0X 1.00	1 0.00	250.00	250.00		
	BANNR		1.00					
						Program: 206		
						Account # 6265		
						Description: FP - media outreach		
						Approved by: AE		

**Statement of Account - Aging of Past Due Amounts**

Due date: 10/15/18

21  Current Net Amount Due	22  30 Days	60 Days	Over 90 Days	*Unapplied Amount	23  Total Amount Due
250.00	0.00	0.00	0.00		250.00

**Hutchinson Leader - Litchfield**  
 (320) 753-3635

\* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE

24  Invoice Number	25  Advertiser Information			
0918387370	1  Billing Period 09/2018	6  Billed Account Number 387370	7  Advertiser/Client Number 387370	2  Advertiser/Client Name MMS COMMUNITY HEALTH SE



Minnesota Counties Computer Cooperative  
100 Empire Drive  
Suite 201  
St. Paul, MN 55128-1846

2Y1810036 Invoice Number  
10/2/18 Invoice Date  
6,489.66 Amount

MMS Community Health Services  
1805 Ford Ave SE  
Suite 200  
Glencoe, MN 55336

2018 - 4th Quarter PH-DOC Software Support	1.00	6,489.66	6,489.66
(Oct 1 - Dec 31)			

Program: 100  
Account # 6265  
Description: PH. Doc software  
Approved by: AG

6,489.66

MMS Community Health Services  
1805 Ford Ave SE  
Suite 200  
Glencoe, MN 55336

2Y1810036 Invoice Number  
10/2/18 Invoice Date  
6,489.66 Amount  
Nov 1, 2018 Due Date

Remit To:  
M & I Lockbox : MCCC  
MI 33; P.O. Box 1150  
Minneapolis, MN 55480-1150



Minnesota Counties Computer Cooperative  
100 Empire Drive  
Suite 201  
St. Paul, MN 55128-1846

2Y1810107 Invoice Number

10/8/18 Invoice Date

99.93 Amount

MMS Community Health Services  
1805 Ford Ave SE  
Suite 200  
Glencoe, MN 55336

3rd Qtr 2018 CHS User Group shared meeting  
expenses: (see attached detail of meeting  
expenses)

1.00

99.93

99.93

Program: 100

Account # 10265

Description: PH. Dec mts expense

Approved by: AE

99.93

MMS Community Health Services  
1805 Ford Ave SE  
Suite 200  
Glencoe, MN 55336

2Y1810107

Invoice Number

10/8/18

Invoice Date

99.93

Amount

Remit To:  
M & I Lockbox : MCCC  
MI 33: P.O. Box 1150  
Minneapolis, MN 55480-1150

Nov 7, 2018

Due Date

**MN Counties Computer Co-op 2018**  
**General Ledger**  
**For the Period From Jul 1, 2018 to Sep 30, 2018**

Filter Criteria includes: 1) IDs from 7020 to 7020. Report order is by ID. Report is printed with short

Date	Trans Description	Amount	Tax-Conduent	CAMA	Tax-Manatron	CHS
9/26/18	LISA MEREDITH - CHS UG - 2-day Strategic planning session at MnCCC office 9/27-28	181.14				181.14
9/26/18	Zens Creative Catering - CHS UG - PHDOC Technician Training at Fergus Falls on 9/26 (31 participants)	527.00				527.00
9/28/18	Kowalski's Markets/Catering - CHS UG - Strategic Planning workshop 9/27-28 breakfast	185.60				185.60
9/28/18	Kowalski's Markets/Catering - CHS UG - Strategic Planning Workshop 9/28 lunch	276.57				276.57
	Meeting expense total	7,731.34	1,706.61	795.20	3,443.60	1,785.93
	Conference Calls					
7/16/18	Popp Telcom - Tax UG-Manatron conference calls 6/16 - 7/15	91.68			91.68	
7/16/18	Popp Telcom - Tax UG-Conduent Conference calls 6/16 - 7/15	210.66	210.66			
8/1/18	ReadyTalk - Tax UG-Conduent webinar	12.26	12.26			
8/16/18	Popp Telcom - Tax-Conduent conference calls 7/16 - 8/15	512.95	512.95			
8/16/18	Popp Telcom - Tax UG-Manatron conference calls 7/16 - 8/15	206.35			206.35	
9/16/18	Popp Telcom - TAX UG-Manatron conf calls 8/16 - 9/15	111.19			111.19	
9/16/18	Popp Telcom - CAMA conf calls 8/16 - 9/15	199.27		199.27		
9/16/18	Popp Telcom - TAX UG-Conduent conf calls 8/16 - 9/15	314.29	314.29			
7/16/18	Popp Telcom - CHS UG conference calls 6/16 - 7/15	637.88				637.88
8/16/18	Popp Telcom - CHS conference calls 7/16 - 8/15	558.12				558.12
9/16/18	Popp Telcom - CHS conf calls 8/16 - 9/15	352.30				352.30
9/30/18	ReadyTalk - CHS webinar 9/6	63.23				63.23
	Conference calls total	3,270.18	1,050.16	199.27	409.22	1,611.53
	Grand Total	11,001.52	2,756.77	994.47	3,852.82	3,397.46
	Number of counties		25	26	17	34
	per county share		110.27	38.25	226.64	99.93



**MN Counties Computer Co-op 2018**  
**General Ledger**  
**For the Period From Jul 1, 2018 to Sep 30, 2018**

Filter Criteria includes: 1) IDs from 7020 to 7020. Report order is by ID. Report is printed with short

Date	Trans Description	Amount	Tax-Conduent	CAMA	Tax-Manatron	CHS
7/19/18	Kowalski's Markets/Catering - TAX UG-Conduent TAC meeting 7/19 at St Paul lunch	276.04	276.04			
7/19/18	Kowalski's Markets/Catering - TAX UG_Conduent TAC meeting on 7/19 at St Paul breakfast	132.83	132.83			
7/19/18	STEVE HACKEN - TAX UG-Conduent TAC meetings Jan-May mileage	346.32	346.32			
7/19/18	STEVE HACKEN - CAMA UG meetings Jan - May mileage	528.89		528.89		
7/26/18	Wabasha County Courthouse - TAX UG-Manatron TAC mtg on 7/19 at St Paul, mileage reimbursement - Denise Anderson	83.93			83.93	
7/27/18	Conduent Business Services LLC - CHS UG-Enhancement Committee meetings Jan-July at Waite Park	238.30				238.30
8/1/18	Kowalski's Markets/Catering - TAX UG-Manatron Advisory committee at St Paul 8/1 breakfast	217.56			217.56	
8/1/18	Kowalski's Markets/Catering - TAX UG-Manatron Advisory committee meeting 8/2 in St Paul lunch	511.91			511.91	
8/3/18	ROSEAU COUNTY TREASURER - TAX UG - Manatron Advisory Committee meeting in St Paul 8/2, mileage and hotel reimbursement Kathy Jenson	524.72			524.72	
8/6/18	Tiffany Ahearn - TAX UG-Manatron Advisory Committee meeting 8/2 mileage reimbursement	102.46			102.46	
8/10/18	Sharon Robinson - TAX UG-Manatron mileage reimbursement for 8/2 mtg	82.84			82.84	
8/17/18	John Thompson - TAX UG-Conduent Advisory meetings May, July, Aug mileage	528.65			528.65	
8/17/18	Coborn's - CHS UG-Enhancement Committee meeting at Waite Park 8/17 lunch	297.49				297.49
8/21/18	Wabasha County Courthouse - TAX UG-Conduent TAC meeting 8/16, mileage reimbursement Denise Anderson	172.22	172.22			
8/22/18	BMO Harris Bank NA - TAX-Conduent TAC 8/13	241.59	241.59			
8/22/18	BMO Harris Bank NA - CAMA 8/14	266.31		266.31		
8/22/18	BMO Harris Bank NA - CHS Enh 7/31	79.83				79.83
8/22/18	BMO Harris Bank NA - TAX UG-Conduent 7/20	177.55	177.55			
8/27/18	Joe Heying - TAX UG-Manatron mileage reimbursement for 8/2 and 8/23 meetings	198.38			198.38	
9/6/18	Kowalski's Markets/Catering - TAX UG-Manatron Advisory Committee 9/6 at St Paul lunch	362.65			362.65	
9/6/18	Kowalski's Markets/Catering - TAX UG-Manatron Advisory Committee at St Paul 9/6 breakfast	220.10			220.10	
9/7/18	Tiffany Ahearn - TAX UG-Manatron Advisory committee meeting 9/6, mileage reimbursement	102.46			102.46	
9/7/18	Sharon Robinson - TAX UG-Manatron Advisory Committee 9/6 at St Paul mileage	82.84			82.84	
9/7/18	ROSEAU COUNTY TREASURER - TAX UG-Manatron Advisory Committee meeting mileage reimbursement Kathy Jenson	425.10			425.10	
9/22/18	BMO Harris Bank NA - TAX UG-Conduent Tax-Assessment mtg 9/7	196.56	196.56			
9/24/18	Wabasha County Courthouse - TAX UG-Conduent TAC 9/20 mileage reimbursement	163.50	163.50			

Please  
Staple  
Here

**MCLEOD COUNTY**  
**Request for Payment Claim Voucher**



Vendor Information	
<b>Vendor Number</b> <u>2747</u>	Address Change <input type="checkbox"/>
Name: <u>Vivid Image</u>	
Attention/Other:                      _____	
Address: <u>897 Hwy 15 South</u>	
City, State, Zip Code: <u>Hutchinson, MN 55350</u>	

<b>Voucher Number</b>
-----------------------

Audit Initials: \_\_\_\_\_

**Original to Auditor's Office -- Keep copy for your records.**

Account Number	Amount	Description (30 Characters)	Invoice Number (13 Spaces)	Report Code	Accrual Code
230-6265	6,500.00	Block Hours Proposal- Oct. 2018			
601-6265	2,000.00				
212-6265	2,000.00				
100-6265	500.00				
11,000.00		<b>Total Amount of Check</b>			

**All requests must have supporting documentation such as invoices & receipts.**

Mailing Instructions
<input checked="" type="checkbox"/> <b>Mail Direct</b> <input type="checkbox"/> <b>With Attachments</b>
<input type="checkbox"/> <b>Return to :</b> Name                      _____ Department                      _____
<input type="checkbox"/> <b>Hold For Vendor Pick-Up</b>

The undersigned, being duly sworn, deposes and says that the above bill is correct, the amount thereof is justly due, and no part thereof has been allowed or paid, and that the services therein mentioned have been actually rendered, and the items mentioned have been actually furnished.

Prepared By: \_\_\_\_\_ Approved By: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Date: 10/16/2018

**Cory Dammann**  
*Account Director*  
{P} 320-587-8974 ext 109  
{E} coryd@vimm.com

**Proposal Issued:** October 11, 2018  
**Valid to:** October 31, 2018  
**Quote:** 1855

# MMS - Block Hours Proposal

Meeker McLeod Sibley Healthy Communities



**ONLINE  
MARKETING**

Vivid Image offers Block Hour Plans at a discounted hourly rate for clients who need consistent support throughout the year. Used in conjunction with our Safe & Sound Hosting Plan or any of our Search Engine and/or Social Media Monthly Retainers, we can provide a complete package that assures your online marketing presence is consistently being maintained. This in turn lets you spend your time doing what you do best - running your business.

Our Block Hour Plans can be used with most services offered at Vivid Image:

- Graphic Design
- Programming
- Project Management/Coordination
- Technical Support
- Professional Copywriting
- Internet Marketing Services
- Consulting

Time Blocks are to be paid 100% in advance.

Hours can be used throughout the year; there is no set usage per week or month. There are no rollover requirements for the hours remaining at year-end and new price changes will not affect previous year block time rates.

**Please choose the option below which suits your needs:**

Description	Price	Qty	Subtotal
100 Hour Block	\$11,000	1	\$11,000
<b>Total</b>			<b>\$11,000</b>

SHIP SITE:	Joanie's Catering
Contact Person:	Joan R Halter
Mailing Address:	213 North High Drive Apt 110 Hutchinson, MN 55350 (320) 282-1821

## SHIP INVOICE

T0:
Joanie's Catering
213 North High Drive Apt 110 Hutchinson, MN 55350 (320) 282-1821

INVOICE DATE	10/16/18
--------------	----------

DATE OF EXPENSE	DESCRIPTION - attach additional documentation as appropriate	AMOUNT
10/16/2018	Well Being At Work Consortium Catering for 3rd Quarter Event	\$300.00
	<b>PLEASE PAY THIS AMOUNT:</b>	\$300.00

FOR OFFICE USE ONLY: (circle one)

Healthy School Food

Active Living

Tobacco Free Living



Joannie's Catering

Healthy Food in the Community  
Advance Linkages with Health Reform

Child Care  
Community Clinical Linkages

Worksite Wellness

Program: 230  
Account: 6350  
Description: Partner Stipend-worksite wellness  
Approved By: AE

SHIP SITE:	Lamp Kinship
Contact Person:	Amie Bergquist
Mailing Address:	1000 S Sibley Avenue P.O. Box 82 Litchfield, MN 55355 Phone: (320) 699-1616

## SHIP INVOICE

T0:
Lamp Kinship
1000 S Sibley Avenue P.O. Box 82 Litchfield, MN 55355 Phone: (320) 699-1616

INVOICE DATE	10/16/18
--------------	----------

DATE OF EXPENSE	DESCRIPTION - attach additional documentation as appropriate	AMOUNT
10/16/2018	Well Being At Work Consortium Partner Mini-grant for PSE changes in workplace wellness	\$1,000.00
	<b>PLEASE PAY THIS AMOUNT:</b>	\$1,000.00

Lamp Kinship

FOR OFFICE USE ONLY: (circle one)

Healthy School Food

Active Living

Tobacco Free Living

Healthy Food in the Community

Child Care

Worksite Wellness

Advance Linkages with Health Reform

Community Clinical Linkages

Program: 230

Account: 6350

Description: Partner Stipend-worksite wellness

Approved by: AE

SHIP SITE:	Southwest Initiative Foundation
Contact Person:	Missy Maiers
Mailing Address:	15 3rd Ave NW Hutchinson, MN 55350 (320)587-4848

## SHIP INVOICE

T0:
Southwest Initiative Foundation
15 3rd Ave NW
Hutchinson, MN 55350

INVOICE DATE	10/16/18
--------------	----------

DATE OF EXPENSE	DESCRIPTION - attach additional documentation as appropriate	AMOUNT
10/16/2018	Well Being At Work Consortium Partner Mini-grant for PSE changes in workplace wellness	\$1,000.00
	<b>PLEASE PAY THIS AMOUNT:</b>	\$1,000.00

FOR OFFICE USE ONLY: (circle one)

Healthy School Food

Active Living

Tobacco Free Living

Healthy Food in the Community

Child Care

Worksite Wellness

Advance Linkages with Health Reform

Community Clinical Linkages

Program: 230

Account: 6350

Description: Partner Stipend-worksite wellness

Approved by: AE



SHIP SITE:	Harmony River Living Center
Contact Person:	Pam Radunz
Mailing Address:	1555 Sherwood St SE Hutchinson, MN 55350 (320) 484-6000

T0:
Harmony River Living Center
1555 Sherwood St SE
Hutchinson, MN 55350
(320) 484-6000

## SHIP INVOICE

INVOICE DATE	10/16/18
--------------	----------

DATE OF EXPENSE	DESCRIPTION - attach additional documentation as appropriate	AMOUNT
10/16/2018	Well Being At Work Consortium Partner Mini-grant for PSE changes in workplace wellness	\$1,000.00
	<b>PLEASE PAY THIS AMOUNT:</b>	\$1,000.00

Harmony River

FOR OFFICE USE ONLY: (circle one)

Healthy School Food

Active Living

Tobacco Free Living

Healthy Food in the Community

Child Care

Worksite Wellness

Advance Linkages with Health Reform

Community Clinical Linkages

Program: 230

Account: 6350

Description: Partner Stipend-worksite wellness

Approved by: AE

**MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES  
INVOICE PAYMENT REQUEST FORM**[illegible]



# Hunters Ridge Community Church

Our Mission: To relate to God more intimately,  
To evidence the fruit of the Spirit,  
And to bring Jesus into all our relationships.  
Rev. Howard Anderson, Pastor

Jessica Remington  
Meeker - McLeod - Sibley Community Health Services  
1805 Ford Ave. N. Ste.200  
Glencoe, MN 55336

Program: 234  
Account # 60353  
Description: Room rental Peers  
Approved by: AJ

## Invoice

Use of Fellowship Hall for "Mom's Like You" Breastfeeding Support Group

Date of Use	Number of Hours	Per Hour	Total Due	Total Paid
1-20-18	2	\$30.00		\$60.00
2-17-18	2	\$30.00		\$60.00
3-17-18	2	\$30.00		\$60.00
4-21-18	2	\$30.00		\$60.00
5-19-18	2	\$30.00		\$60.00
6-16-18	2	\$30.00		\$60.00
7-21-18	2	\$30.00		\$60.00
8-18-18	2	\$30.00		\$60.00
9-15-18	2	\$30.00		\$50.00
10-20-18	2	\$30.00	\$60.00	
Total Due			\$60.00	

Please make check to Hunters Ridge Community Church.

Thank You for your payment of \$50.00 for the September Support Group.

Please  
Staple Here

**Meeker-McLeod-Sibley Community Health Services**  
**Request for Payment Claim Voucher**

**Vendor Information**

**Vendor Number**

Address Change ☐

**Name:**

Jeanne Holfield

**Attention/Other:**

**Address:**

860 School Rd., NW

**City, State, Zip Code:**

Hutchinson, MN 55350

**Program:**

212

**Account #**

10353

**Description:**

Reimbursement mtg expense

**Approved by** AE **Voucher Number**

**Audit Initials:**

Account Number	Amount	Description (30 Characters)	Invoice Number (13 Spaces)	Report Code	Accrual Code
	\$ 14.63	Food for PH Women's	Sales slip.		
		Recovery mtg	See Attached		
	0.00	<b>Total Amount of Check</b>			

All requests must have supporting documentation such as invoices & receipts.

**Mailing Instructions**

☒ **Mail Direct** ☐ **With Attachments**

☐ **Return to :**

Name \_\_\_\_\_

Department \_\_\_\_\_

☐ **Hold For Vendor Pick-Up**

The undersigned, being duly sworn, deposes and says that the above bill is correct, the amount thereof is justly due, and no part thereof has been allowed or paid, and that the services therein mentioned have been actually rendered, and the items mentioned have been actually furnished.

Prepared By:

Jeanne Holfield

Approved By: \_\_\_\_\_

Date:

10/5/18

Date: \_\_\_\_\_



See back of receipt for your chance  
to win \$1000 ID #:7M50KCLTDNR

**Walmart** \*

320-587-1020 Mgr:SCOTT HILGEMANN  
1300 HIGHWAY 15 S  
HUTCHINSON MN 55350

ST# 01738	OP# 009049	TE# 49	TR# 00328
REITZ	004400003113	F	2.56 N
CHEESECAKE	007874201131	F	5.98 0
8 OZ EW MR	007592530111	F	2.43 0
JVL SMR SSG	007778200011	F	3.66 0
SUBTOTAL			14.63
TOTAL			14.63
VISA TEND			14.63

US DEBIT- 2730 I 0 APPR#090869  
REF # 827700532021  
TRANS ID - 588277803124183  
VALIDATION - QX4Z  
PAYMENT SERVICE - E  
AID A0000000980840  
IC OFCCA153647FC91B  
TERMINAL # SC010543  
\*NO SIGNATURE REQUIRED

10/04/18 17:18:38  
CHANGE DUE 0.00

# ITEMS SOLD 4

IC# 6803 0183 1256 6337 4058



Low Prices You Can Trust. Every Day.  
10/04/18 17:18:38

\*\*\*CUSTOMER COPY\*\*\*

Scan with Walmart app to save receipts



# MEEKER COUNTY

Meeker County Administrator

325 Sibley Avenue North  
Litchfield, MN 55355  
P 320-693-5200 | F 320-693-5287

# INVOICE

DATE: October 25, 2018  
INVOICE #: 100  
DUE DATE: November 15, 2018

**BILL TO:**

Allie Elberg  
MMS Community Health Board  
114 Holcombe Ave N, #250  
Litchfield, MN 55355

DESCRIPTION	MONTHS	RATE	AMOUNT
4th quarter 2018 office rent @ Meeker Co FSC for Oct-Dec 2018	3.00	\$800.00	\$ 2,400.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

SUBTOTAL \$ 2,400.00

TAX RATE

SALES TAX \$ -

OTHER

TOTAL \$ 2,400.00

Program: 100  
Account # 6350  
Description: Rent - 4th Qtr 2018  
Approved by: AE

Remit to:

MEEKER COUNTY TREASURER: 325 Sibley Avenue North, Litchfield, MN 55355

THANK YOU FOR YOUR BUSINESS!



Federal tax ID: 22-3009648  
290 Davidson Ave.  
Somerset, NJ 08873  
Phone: 888-235-3871  
Fax: 732-805-9669

Please remit payment to:  
SHI International Corp  
P.O. Box 952121  
Dallas, TX 75395-2121  
Wire information: Wells Fargo Bank  
Wire Rt# 121000248  
ACH Rt# 021200025  
Account#2000037641964  
SWIFT Code: WFBUS6S  
For W-9 Form, www.shi.com/W9

**Invoice No. B09008620**

Invoice date 10/19/2018  
Customer number 1006494  
Sales order S48296283

Finance charge of 1.5% per month will be charged on  
past due accounts - 18%/yr.  
All returns require an RMA# supplied by your SHI  
Sales team.

**Bill To**  
MN MCLEOD COUNTY  
830 11TH ST EAST  
SUITE 111  
GLENCOE, MN 55336  
USA

**Ship To**  
MN MCLEOD COUNTY  
830 11TH STREET EAST  
SUITE 111  
GLENCOE, MN 55336  
USA  
Vincent Traver/091018CHShw

Ship Date	Salesperson	Purchase Order	Ship Via	FOB	Terms
10/19/2018	Greg Rohleder	091018CHShw	FEDEX GROUND	FOB DEST	NET 30

Item No. Mfg Part No.	Description	Qty Ordered	Qty Shipped	Unit Price	Extended Price
35696852 20L6S70V00 Hardware Lenovo Serial #: PF1F5J6X Serial #: PF1F5J71	Notebook ThinkPad T480 20L6CTO1WW Rx Hardware Hardware Contract number: Open Market	2	2	1,016.00	2,032.00

Quote: 15922441

Program: 100  
Account #: 6612  
Description: Dietician laptops  
Approved by: AZ

Sales Balance	2,032.00
Freight	0.00
Recycling Fee	0.00
Sales Tax	0.00
<b>Total</b>	<b>2,032.00</b>
Currency	USD



Federal tax ID: 22-3009648  
290 Davidson Ave.  
Somerset, NJ 08873  
Phone: 888-235-3871  
Fax: 732-805-9669

Please remit payment to:  
SHI International Corp  
P.O. Box 952121  
Dallas, TX 75395-2121  
Wire information: Wells Fargo Bank  
Wire Rt# 121000248  
ACH Rt# 021200025  
Account#2000037641964  
SWIFT Code: WFBUS6S  
For W-9 Form, www.shi.com/W9

**Invoice No. B08825118**

Invoice date 9/12/2018  
Customer number 1006494  
Sales order S48296283

Finance charge of 1.5% per month will be charged on  
past due accounts - 18%/yr.  
All returns require an RMA# supplied by your SHI  
Sales team.

**Bill To**  
MN MCLEOD COUNTY  
830 11TH ST EAST  
SUITE 111  
GLENCOE, MN 55336  
USA

**Ship To**  
MN MCLEOD COUNTY  
830 11TH STREET EAST  
SUITE 111  
GLENCOE, MN 55336  
USA  
Vincent Traver/091018CHShw

Ship Date	Salesperson	Purchase Order	Ship Via	FOB	Terms
9/12/2018	Greg Rohleder	091018CHShw	FEDEX GROUND	FOB DEST	NET 30

Item No. Mfg Part No.	Description	Qty Ordered	Qty Shipped	Unit Price	Extended Price
34836933 40AH0135US Hardware Lenovo	Lenovo ThinkPad Pro Docking Station - docking station Hardware Hardware Contract number: Open Market Serial #: 1S40AH0135USM3F08FGZ Serial #: 1S40AH0135USM3F08FH0	2	2	197.00	394.00

Quote: 15922441

Program: 100  
Account #: 10612  
Description: Desktop docking stations  
Approved by: AG

Sales Balance	394.00
Freight	0.00
Recycling Fee	0.00
Sales Tax	0.00
<b>Total</b>	<b>394.00</b>
<b>Currency</b>	<b>USD</b>



## Transaction details

August 31, 2018 at 6:57:57 AM PDT | Transaction ID: 8FB93975AD956884P

## Donation Sent

Gross amount

Payment Status: Completed

-\$50.00 USD

We have no postal address on file

Order details	Quantity	Price	Subtotal
\$50	1	\$50.00 USD	\$50.00 USD
		Purchase Total	\$50.00 USD

## Your Payment

Purchase Total	-\$50.00 USD
Sales Tax	\$0.00 USD
Shipping Amount	\$0.00 USD
Handling Amount	\$0.00 USD
Insurance Amount	\$0.00 USD
Gross Amount	-\$50.00 USD
PayPal Fee	\$0.00 USD
Net Amount	-\$50.00 USD

## Contact info

Small Beginnings Group  
The receiver of this payment is **Verified**  
<http://www.smallbeginningsgroup.com>  
[joanne@smallbeginningsgroup.com](mailto:joanne@smallbeginningsgroup.com)

## Note from Small Beginnings Group

Donation on behalf of the Crow River Area Breastfeeding Coalition who hosted the Big Latch On in Hutchinson, Minnesota on 8/4/18.

## Custom

17|32885ed31228e61e5899fa686e685899

## Funding details

Funding Type: Bank Account  
Funding Source: -\$50.00 USD - SECURITY BANK & TRUST GLENCOE  
ending in x-8302

## Need help?

Go to the Resolution Center for help with this transaction, to settle a dispute or to open a claim.

## Memo

17|32885ed31228e61e5899fa686e685899

Program: 104Account # 0350Description: CRABC Big Latch OnApproved by: AG





*Protecting, Maintaining and Improving the Health of All Minnesotans*

October 25, 2018

Joe Nagel, Commissioner, McLeod County  
Chair, Meeker-McLeod-Sibley Community Health Board  
20849 196th Rd.  
Hutchinson, MN 55350

Dear Commissioner Nagel:

This letter outlines concerns the Minnesota Department of Health (MDH) has related to the oversight of MDH grant funds awarded to Meeker-McLeod-Sibley Community Health Board. A list of MDH grants to Meeker-McLeod-Sibley CHB is attached. As the legal entity, the Community Health Board is responsible for appropriate and diligent oversight of all grant funds, including oversight of any funds awarded to subrecipients.

MDH initially had concerns because of significant delays in invoicing for services and completion of grant requirements. Also, many requests for information went unanswered or were substantially delayed.

Additional issues came to our attention following the release of the 2016 financial statement/single audit of Meeker-McLeod-Sibley CHB. There were two issues identified related to MDH grant oversight. They included late payments to WIC subrecipients and lack of monitoring and oversight of the MIECHV subrecipient. One finding has been resolved with the CHB's agreement to provide prompt payment to WIC subrecipients. The other finding is still pending. We requested verification of the CHB having a written policy related to subrecipient monitoring but to date have not received a copy of the policy.

MDH also identified a number of issues related to a general ledger review for Public Health Emergency Preparedness funding. MDH staff could not reconcile invoices to supporting documentation. These issues led to a meeting between MDH and CHB staff. We are happy to report that we are seeing some improved communication between grant programs and the CHB and the recent Family Planning general ledger review indicated no issues.

However, concerns continue about the CHBs overall financial controls. In early 2018 the Meeker-McLeod-Sibley CHB transitioned from fiscal management being provided by McLeod County to the CHS administrator. County governments generally have multiple internal controls already in place. These controls ensure appropriate oversight of accounting, business and program activities. When Meeker-McLeod-Sibley CHB became its own fiscal host, many of these controls were no longer in place.

MDH follows state and federal policies to assure reduction in financial risk among the funds distributed to grantees. As a grantee, Meeker-McLeod-Sibley CHB must have policies, procedures and systems in place to make sure that the CHB is in compliance with the funder requirements and the law. This includes systems for accounting, financial management and programmatic oversight that safeguard grant funds, ensure accuracy of accounting and financial statements, ensure that all policies and procedures are being followed, and that the CHB is fulfilling the duties as outlined in the grant agreement.

It is important that Meeker McLeod Sibley CHB put in place the necessary policies and protections to assure sound fiscal and program management. The following recommendations should be carried out as soon as possible:

1. Meet grant program requirements, including timely response to MDH requests for information, grant reporting, and invoicing.
2. Develop and implement policies and procedures for subrecipient monitoring. We understand that a draft of the revision of this process is being developed for board approval. Implementation of the revised process will be important.
3. Implement internal controls to ensure required approval of expenditures. This could involve additional staff to provide book keeping/financial services, working with a financial organization, or moving financial management of the CHB to one of the counties.

We would also recommend consideration of the following:

4. Develop and implement policies and procedures for accounting, payroll and purchasing.
5. Implement a system for tracking and monitoring multiple funding sources.
6. Implement a system of tracking of employee time from multiple funding sources.

We are happy to work with you to provide support or guidance on these recommendations or on other areas you feel are important to assure appropriate oversight of grant funds. We are asking that a plan be submitted within the next six weeks that outlines how your CHB will respond to the initial three recommendations. We will continue to monitor your efforts to address the identified issues discussed in this letter. Failure to address these issues could lead to restrictions on the availability of funding to the CHB.

Feel free to reach out to DeeAnn Finley ([deeann.finley@state.mn.us](mailto:deeann.finley@state.mn.us) or 651-201-4551) if you have any questions or to discuss this further.

Sincerely,



Debra L. Burns  
Acting Assistant Commissioner, Health Improvement Bureau  
Director, Centers for Health Equity and Community Health  
Minnesota Department of Health  
65 Robert Street North P.O. Box 64975  
[www.health.state.mn.us](http://www.health.state.mn.us)

cc: Allie Elbert, CHS Administrator, Meeker-McLeod-Sibley Community Health Board

Enclosure: MDH grants to Meeker-McLeod-Sibley Community Health Board

# **MDH Grants to Meeker-McLeod-Sibley CHB**

**AS OF AUGUST 1, 2018**

- Local Public Health Grant
- Temporary Assistance for Needy Families (TANF) Family Home Visiting
- Maternal & Child Health Title V Block Grant
- Women, Infants and Children (WIC)
- WIC Peer Breastfeeding Support Program (PBSP)
- Statewide Health Improvement Program (SHIP)
- Public Health Emergency Preparedness (PHEP)
- Early Hearing Detection & Intervention Follow up/Birth Defects (EHDI)
- Immunization Practice Improvement (IPI) & Perinatal Hep B (Tri-Project Agreement)
- Follow Along Program (FAP)
- Healthy Homes
- Family Planning Special Projects
- Health Disparities- Grant # 91577 (TB, Refugee)



**Public Health**  
Prevent. Promote. Protect.

**Meeker McLeod Sibley**  
Community Health Services

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

114 N Holcombe  
Litchfield, Minnesota 55355

Direct Line (320)-510-2660

November 8, 2018

Debra Burns, Acting Assistant Commissioner Health Improvement Bureau  
Minnesota Department of Health  
625 Robert Street North PO Box 64975  
St. Paul, MN 55164-0975

Dear Assistant Commissioner Burns:

Thank you for the October 25, 2018 letter that outlines the Minnesota Department of Health (MDH) concerns related to fiscal management of grant funds awarded to Meeker-McLeod-Sibley Community Health Board (MMS CHB).

MMS CHB has created a Finance Committee consisting of three Commissioners of the MMS CHB, Public Health Directors, Fiscal staff and MMS CHS Administrator. The Finance Committee has reviewed the concerns and has created an improvement plan to address the recommendations set forth in the letter.

The letter highlighting the concerns along with the subsequent improvement plan has been shared with all MMS CHB members. A motion was passed approving the MMS Fiscal Management Improvement Plan at the November 8<sup>th</sup> board meeting. The improvement plan is enclosed for your review and feedback.

Sincerely,

Joe Nagel, Chair of Meeker-McLeod-Sibley Community Health Board  
20849 196<sup>th</sup> Rd.  
Hutchinson, MN 55350



## Minnesota Department of Health (MDH) Recommendations

1. **Meet grant program requirements, including timely response to MDH requests for information, grant reporting and invoicing.**

<b>Recommendation ONE Action Steps</b>		<b>Due Date</b>
#1	Reasonable communication expectations will be established related to MDH requests for information.	Dec 2018
#2	Grant reporting and invoicing will be submitted in a timely manner according to contract requirements.	On-going
#3	MMS will inform MDH if there are any unavoidable delays of grant reporting and invoicing deadlines.	On-going

2. **Develop and implement policies and procedures for subrecipient monitoring.**

<b>Recommendation TWO Action Steps</b>		<b>Due Date</b>
#1	MMS Finance Committee will revise existing subrecipient monitoring policy.	Nov-Dec 2018
#2	MMS CHB will approve subrecipient monitoring policy.	Jan 2019
#3	MMS CHS Administrator will assure completion of subrecipient monitoring duties and documentation according to policy.	On-going



## 3. Implement internal controls to ensure required approval of expenditures.

<b>Recommendation THREE Action Steps</b>		<b>Due Date</b>
#1	MMS Finance Committee will assess internal controls, specifically identifying gaps and risks with current MMS expenditure processing procedures.	Nov- Dec 2018
#2	MMS Finance Committee will develop a policy for expenditure approvals. Policy will include a process map of the procedure that identifies internal controls.	Nov-Dec 2018
#3	MMS CHB will approve expenditure policy.	Jan 2019
#4	MMS Finance Committee will re-evaluate the process on a routine basis and make adjustments as necessary.	Jan-Dec 2019

## Additional Recommendations

## 4. Develop and implement policies and procedures for accounting, payroll and purchasing.

<b>Recommendation FOUR Action Steps</b>		<b>Due Date</b>
#1	MMS Finance Committee will assess current accounting practices, and financial controls to determine conformity with GASB (Governmental Accounting Standards Board) as well as applicable FASB (Financial Accounting Standards Board).	Nov-Dec 2018
#2	MMS Finance Committee will review all policies related to fiscal management, and revise or create policies related to accounting practices (GASB/FASB), payroll, purchasing, etc.	Nov-Dec 2018

#3	MMS CHB will approve updated and new fiscal management policies.	Jan 2019
#4	MMS Finance Committee will assess successful implementation of policies on a routine basis, including staff capacity.	Jan-Dec 2019

## 5. Implement a system for tracking and monitoring multiple funding sources.- COMPLETED

MMS contracts with Conway, Deuth and Schmiesing (CDS), a local accounting firm that provides assistance with fiscal management and bookkeeping services by certified public accountants. The software used by CDS allows tracking and monitoring of revenue and expenses from multiple funding sources similar to county financial systems.

## 6. Implement a system of tracking of employee time from multiple funding sources.- COMPLETED

MMS uses Ph.Doc (Public Health Documentation System) to track employee time and mileages from multiple funding sources. Employees record time and mileage through the use of a *daily*. The *daily* allows an employee to record: hours worked, mileage, location, program, activity, category and reason through various codes. These codes are set-up according to the various grant funds. PH.Doc can create different reports indicating employee time by funding source.

2019 CHS Total GRANT Budget						
	Receipts	Expenditures				
		Meeker	McLeod	Sibley	CHS	Total
<b>Local Public Health Grant</b>						
<i>State Funds</i>	\$ 311,427	\$ 25,503	\$ 39,557	\$ 16,367	\$ 230,000	\$ 311,427
<i>TANF</i>	\$ 95,010	\$ 29,757	\$ 46,156	\$ 19,097		\$ 95,010
<i>MCH</i>	\$ 82,180	\$ 25,739	\$ 39,923	\$ 16,518		\$ 82,180
<i>Follow Along</i>	\$ 5,799	\$ 1,933	\$ 1,933	\$ 1,933	\$ -	\$ 5,799
<b>Health Disparities</b>	\$ 1,883	\$ -	\$ -	\$ -	\$ 1,883	\$ 1,883
<b>Healhty Homes</b>	\$ 40,000	\$ 13,668	\$ 20,321	\$ 6,011	\$ -	\$ 40,000
<b>Immunization Grant</b>					\$ -	\$ -
<b>WIC</b>	\$ 382,878	\$ 101,914	\$ 136,193	\$ 48,771	\$ 96,000	\$ 382,878
<b>WIC Peer Breastfeeding Grant</b>	\$ 50,258	\$ 3,476	\$ -	\$ -	\$ 46,782	\$ 50,258
<b>Family Planning</b>	\$ 40,000	\$ 10,962	\$ 17,003	\$ 7,035	\$ 5,000	\$ 40,000
<b>C&amp;TC Outreach</b>	\$ 229,013	\$ 72,900	\$ 103,180	\$ 50,294	\$ 2,639	\$ 229,013
<b>Newborn Hearing Scrrening Program</b>	\$ 3,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 3,000
<b>Emergency Preparedness</b>	\$ 85,209	\$ -	\$ -	\$ -	\$ 85,209	\$ 85,209
<b>FASD Project Harmony</b>	\$ 150,000	\$ 40,716	\$ 63,154	\$ 26,130	\$ 20,000	\$ 150,000
<b>Healthy Communities</b>	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000
<b>SHIP</b>	\$ 226,848	\$ 81,840	\$ 5,000	\$ 52,000	\$ 88,008	\$ 226,848
<b>Total</b>	<b>\$ 1,707,505</b>	<b>\$ 409,408</b>	<b>\$ 473,420</b>	<b>\$ 245,156</b>	<b>\$ 579,521</b>	<b>\$ 1,707,505</b>
<b>Community Health Board, Chair</b>				<b>Date</b>		

Local Public Health Grant Allocation	TANF	2018	MCH		State		Total
	%	\$ Allocated	%	\$ Allocated	%	\$ Allocated	Allocation
Meeker	31.32%	\$ 29,757.13	31.32%	\$ 25,738.78	31.32%	\$ 25,502.94	\$ 80,998.85
McLeod	48.58%	\$ 46,155.85	48.58%	\$ 39,923.03	48.58%	\$ 39,557.23	\$ 125,636.11
Sibley	20.10%	\$ 19,097.01	20.10%	\$ 16,518.18	20.10%	\$ 16,366.83	\$ 51,982.02
Subtotal	100.00%	\$ 95,009.99	100.00%	\$ 82,179.99	100.00%	\$ 81,427.00	\$ 258,616.98

	TANF	MCH	State	Total
Total Allocation	\$ 95,010.00	\$ 82,180.00	\$ 311,427.00	\$ 488,617.00
CHS Adm			\$ 230,000.00	\$ 230,000.00
County Allocation	\$ 95,010.00	\$ 82,180.00	\$ 81,427.00	\$ 258,617.00
% of total	19.44%	16.82%	63.74%	100.00%

Expense	
2019 CHS Budget Total	\$ 241,184
Total	\$ 241,184
Revenue	
Local Public Health Grant Allocation	\$ 230,000
Other Grants	
CTC	\$ 2,930
Project Harmony	\$ 8,254
County Contribution	
Third Party Billing	\$ -
Total	\$ 241,184

CHS TOTALS	
Total Revenue	\$ 241,184
Total Expense	\$ 241,184
Balance*	\$ 0

\*Any remaining funds at the end of 2019 will be reallocated back to the counties

	TANF	MCH	LPHG	TOTAL COUNTY
	\$95,010.00	\$82,180.00	\$81,427.00	
Meeker				
31.32%	29,757.13	25,738.78	\$25,502.94	80,998.84
McLeod				
48.58%	46,155.86	39,923.04	\$39,557.24	125,636.14
Sibley				
20.10%	19,097.01	16,518.18	\$16,366.83	51,982.02
TOTAL GRANT	95,010.00	82,180.00	\$81,427.00	258,617.00

**2019 CHS Administration Budget**

	2017 Budget	Approved 2018 Budget	YTD Expenditures	DRAFT 2019 BUDGET
<b>CHS Staff (CHS Administrator)</b>				
CHS Administrator Wages	109,612	109,612	72,936	86,320
Health Insurance			10,997	13,205
\$100 Contribution (HSA)			991	1,200
AD&D				42
PERA			5,381	6,474
FICA			4,878	5,896
<b>Total</b>	<b>109,612</b>		<b>95,183</b>	<b>113,137</b>
<b>Contracted Services</b>	30,000	10,000	1,560	
Evaluation Consultant				15,000
Consultant fees(S.L)	30,000	30,000	17,808	2,000
Rent		44,724		9,600
<b>Mileage, Meals, Lodging, Parking &amp; Misc</b>	7,000	5,000	6,386	7,500
<b>Training</b>	5,000	2,500	510	1,000
<b>Dues &amp; Registration-NAACHO, LPHA</b>	2,000	2,000	1,150	1,000
<b>Meeting Expenses</b>	1,000	1,000	1,139	1,000
<b>Office Supplies/Equipment</b>	0			
Work Stations	0	18,800		
Executive Office desk/chair	0	1,200		
Tables/ Chairs for conf. room/		4,500		
Breakroom equipment	0	1,500		
Copier/ paper/ink supplies	0	2,700	741	1,500
Shredder	0	350		
<b>Communications</b>	1,000			
Internet service		2,579		2,400
Telephone services		3,231		
Cell phone/air cards/hot spots		1,000	985	1,268
Key Fobs	0	300		
McLeod County Network/IT Support	0	0		14,000
<b>Professional Services</b>	0			
WebsiteMaintenance	1,000	1,000	1,079	2,000
MCCC PH Doc software	24,000	30,000	23,929	30,000
PH Doc Hosting Services	0	26,597	2,945	3,500
IT Desktop Assistance		4,800		
Technology Maintenance		720		
Audit Fees	6,000	12,000		12,000
Fiscal Hosting	10,000	20,000	4,018	13,668
Payroll Services	0	2,700	2,490	6,783
CDSA- Flex and HSA Administration	0		861	
Other Services & Charges	0	0	370	300
<b>Other Services &amp; Charges</b>	0			
Work Comp & Liability Insurance	8,500	8,500	11,969	3,528
Accreditation Fee's	3,100	3,100	3,100	
Utilities		6,200		
Sharps Removal		150		
Badging System		1,500		
Signage		1,200		
Janitorial Services		2,400		
<b>TOTAL</b>	<b>347,824</b>	<b>361,863</b>	<b>176,223</b>	<b>241,184</b>



## CPAS & ADVISORS

Proposal for  
Meeker-McLeod-Sibley  
Community Health  
Services

Litchfield, MN

## Top 25 CPA Firm in Minnesota

Date Submitted: October 25, 2018

### Contacts

**Dave Corneil, CPA, CVA and Partner**

**Main Phone** (320) 693-7975

**Toll-free** (888) 388-1040

**Fax** (320) 693-7502

[dcorneil@cdscpa.com](mailto:dcorneil@cdscpa.com)

**Michelle Hanson, CPP, CHRS, Partner**

**Director of Payroll Services**

**Main Phone** (320) 214-2947

**Toll-free** (888) 388-1040

**Fax** (320) 214-2960

[mhanson@cdscpa.com](mailto:mhanson@cdscpa.com)

**Conway, Deuth & Schmiesing, PLLP**

CPAS & ADVISORS

820 Sibley Ave N

Litchfield, Minnesota 55355





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October 25, 2018

Allie Elbert, Director  
Meeker-McLeod-Sibley Community Health Services  
1805 Ford Ave SE, Ste 200  
Glencoe, MN 55336

**To Ms. Elbert and Meeker-McLeod-Sibley Community Health Services Board of Directors:**

On behalf of Conway, Deuth & Schmiesing, PLLP (CDS), I am pleased to submit this proposal for Meeker-McLeod-Sibley Community Health Services for a variety of on-going services. We appreciate the opportunity to bid these services, and your consideration of our firm.

The attached proposal addresses the qualifications of our firm, the depth and breadth of the services we will provide your Organization, and our commitment to meet the deadlines while providing the highest quality work through a process that is both efficient and effective.

If you have any questions regarding the content of our proposal, please feel free to call me at (320) 693-7975. We look forward to hearing from you.

Sincerely,

Dave Corneil  
Certified Public Accountant  
Certified Valuation Analyst  
Partner

**Willmar Office**  
331 Third St SW, Ste 2  
PO Box 570  
Willmar, MN 56201  
(320) 235-3311  
(888) 388-1040

**Benson Office**  
1209 Pacific Ave, Ste 3  
Benson, MN 56215  
(320) 843-2302

**Morris Office**  
401 Atlantic Ave  
Morris, MN 56267  
(320) 589-2602

**Litchfield Office**  
820 Sibley Ave N  
Litchfield, MN 55355  
(320) 693-7975

**Sartell Office**  
Ste 110  
2351 Connecticut Ave  
Sartell, MN 56377  
(320) 252-7565  
(800) 862-1337

[www.cdscpa.com](http://www.cdscpa.com)

Members: American Institute of Certified Public Accountants, Minnesota Society of Certified Public Accountants

## LICENSED TO PRACTICE IN STATE OF MINNESOTA

All of our Certified Public Accountants are licensed to practice in Minnesota and meet the continuing education requirements. This is achieved by using various resources available, including conferences, continuing education classes and self-study continuing education.



## A Dedicated Team of Experts

### FIRM QUALIFICATIONS AND EXPERIENCE

CDS is a local, multi-office firm with offices in Willmar, Benson, Morris, Litchfield, and Sartell, Minnesota. Our staff includes thirteen partners, forty-eight staff accountants (a total of thirty-four Certified Public Accountants), and thirteen support staff members. We are a Top 25 CPA Firm in Minnesota. The proposed engagement for Meeker-McLeod-Sibley Community Health Services would be served by staff from our Willmar and Litchfield offices.



## Quality | Dedication | Integrity

### PEER REVIEW

The firm participates in the American Institute of Certified Public Accountants Peer Review program as administered by the Minnesota Society of Certified Public Accountants. The last review was for the year ended June 30, 2017, and was accepted by the administrating body on November 2, 2017. One of the objectives of the Peer Review Program is to ensure that the financial statements issued by our office are performed with the utmost professional care and quality. The firm received an unqualified opinion and no letter of comments. There have been no federal, state desk, or field reviews of our audit engagements during the past three years. In addition, there have been no disciplinary actions taken nor are any pending against our firm by state regulatory bodies or professional organizations. The firm does not conduct any SEC engagements and as a result, no SEC engagements were included as part of this peer review. We have attached a copy of our most recent External Quality Control Review Report at the end of this report.



## OUR COMPREHENSIVE TEAM OF EXPERTS

In addition to our audit team, the following additional CDS specialists will be available to Meeker-McLeod-Sibley Community Health Services. We offer a full range of business and advisory services to help small and medium sized clients increase their efficiency and financial performance. Our experts are easily accessible and able to respond promptly and effectively to your needs.

OTHER BUSINESS AND ADVISORY SERVICES	
Specialist(s)	Areas of Expertise
Richard (Rick) Conway, CPA and Partner	Financial and Managerial Consulting
Roger Deuth, CPA, CVA, ABV, and Retired Partner	Business Valuations
Jim Rudnick, CPA, CVA, and Partner	Business Valuations and Sales and Use Tax
Dave Corneil, CPA, CVA, and Partner	Business Valuations
Kelly O'Farrell, CPA, CVA and Manager	Business Valuations
Matt Itterman, CPA, CVA and Senior Accountant	Business Valuations
Mark Olson, CPA, CSEP, and Retired Partner	Estates and Trusts
Mike Zager, CPA, CSEP, and Partner	Estates and Trusts
Annette Benson, CPA, CFE, and Partner	Forensic Accounting
Paul Harvego, CPA, CFE, and Partner	Forensic Accounting
Kari Steinbeisser, CPA, CFE, and Manager	Forensic Accounting
Val Amberg, CHRS and Managing Partner at affiliated company, CDS Administrative Services, LLC	Employee Benefits Administration and Health Care Reform
Michelle Hanson, CPP, CHRS, Director of Payroll Services and Partner	Payroll and Health Care Reform
Lori Reich, CPP	Payroll
Lisa McLaughlin, CPP	Payroll
Deb Ritter, CPP	Payroll
Patrice Struthers, Network Administrator	Information Technology
Jean Geselius	Marketing Services
Chance Hooper, CPA, CFP, LPL Financial Advisor	Wealth Management
Alec Saunders, CFP, CRPC, EA, LPL Financial Advisor	Wealth Management
35 Certified Public Accountants	Financial Statements
35 Certified Public Accountants	Tax Planning and Preparation



## PROFESSIONAL FEES FOR ON-GOING SERVICES FOR MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES

**Name of Firm:** Conway, Deuth & Schmiesing, PLLP

**Date:** October 25, 2018

Service	Cost
Quarterly Financial Statements	\$795/Quarter
Quarterly Attendance at MMS Community Health Board meetings	\$350/Quarter
Monthly Bank Statement Reconciliations	\$50/month
Monthly Account Reports	\$270/month
Invoice Processing Every 2 Weeks	\$215/month
Preparation of any Required Tax Forms	\$125/Quarter, plus \$150 additional at year-end
Fund Balance Assistance	(1 time – approximately 4 hours) \$560
Annual Audit Support	\$140/hour based on time needed
Bi-weekly Payroll	\$95/payroll
Flex and HSA Administration	\$55/month (based on number of participants) \$250 Annual Re-enrollment and Non-Discrimination Testing
CDS HR On-Demand Services	\$40/month

Services will be provided by Conway, Deuth & Schmiesing, PLLP (CDS) and CDS Administrative Services, LLC (CDSA), but you will only receive invoices from Conway, Deuth & Schmiesing, PLLP (CDS).

### **Report on the Firm's System of Quality Control**

To the Partners of Conway, Deuth, and Schmiesing, PLLP  
and the Peer Review Committee of the Minnesota Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Conway, Deuth, and Schmiesing, PLLP (the firm) in effect for the year ended June 30, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

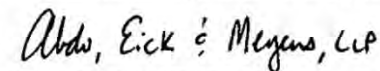
#### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

#### **Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Conway, Deuth, and Schmiesing, PLLP in effect for the year ended June 30, 2017 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Conway, Deuth, and Schmiesing, PLLP has received a peer review rating of pass.

  
ABDO EICK & MEYERS, LLP  
*Certified Public Accountants & Consultants*

100 Warren Street, Suite 600  
P.O. Box 3166  
Mankato, MN 56002-3166  
507.625.2727 | Fax 507.388.9139



**Public Health**  
Prevent. Promote. Protect.

**Meeker McLeod Sibley**  
Community Health Services



# MEEKER - MCLEOD - SIBLEY COMMUNITY HEALTH SERVICES PROPOSAL

# SUMMARY

## Are HR Solutions Your Top Priority?

When it comes down to it, HR challenges are a daily occurrence. We're sure your team spends much of the day dealing with such occurrences, whether it is processing payroll, dealing with government compliance, educating new employees, or the administration of benefits, it all takes time and expertise... that's where we come in.

## Challenge:

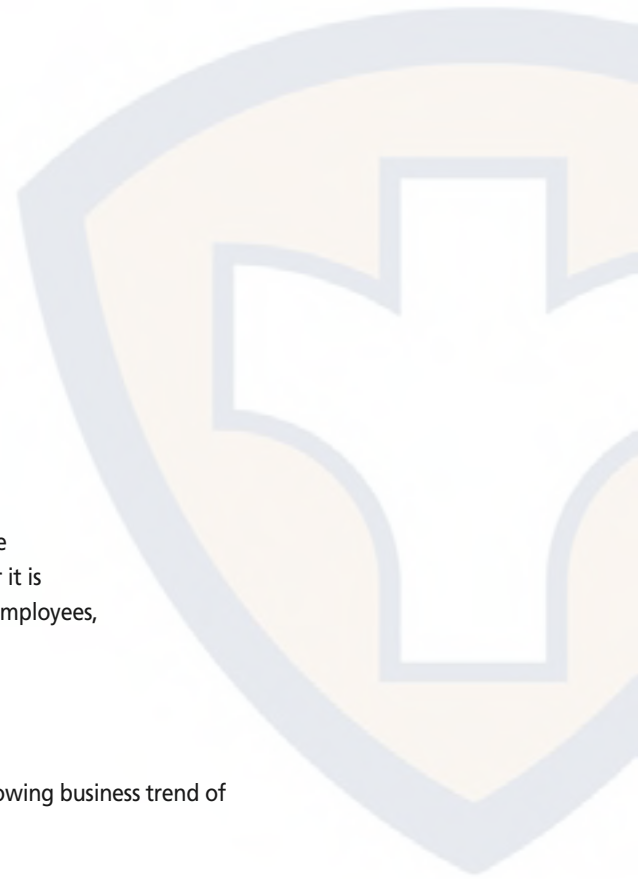
Meeker McLeod Sibley Community Health Services is embarking on the growing business trend of outsourcing. With outsourcing they can:

- Gain access to greater corporate efficiency allowing MMS Community Health Services to focus on their business, improving their competitive position and bottom-line.
- Protect their most valuable asset— their employees, recognize each employee's individual needs and reduce potential litigation with proper human resources policies and procedures
- Strengthen the foundation they have built and continue to solidify their position in the market place.

## Supporting Solutions:

PROCare HR has the solutions to help business grow. Solutions for MMS Community Health Services are the following:

- By outsourcing your human resources, benefits and payroll administrative tasks to PROCare HR, MMS Community Health Services can take advantage of our economies of scale and broad expertise to gain access to cost-saving solutions.
- Assistance with human resource functions such as:
  - Employee handbooks • On-site supervisory training programs
  - Hiring, firing and disciplinary procedures /documentation
  - Job Description development • On call assistance and consultation
- Outsourcing transactional and administrative responsibilities allows MMS Community Health Services to combine the necessary but non-revenue generating areas of their business. This will free them to determine what strategies will best serve them.



# HUMAN RESOURCE SOLUTIONS THAT MAKE YOUR BUSINESS GROW

## HR ADMINISTRATION

HR Administration takes years of education & practice. You don't have time to spend hours reading shelves of information on personnel practices. A PEO assigns your business a certified HR Manager who will help you to maximize your staff's full potential through every step of the employment cycle; from recruitment through post employment. Your HR Manager will aid you in the following areas:

- HR consulting via telephone (or on-site) as needed
- Provide legally required labor postings
- Assist with SUTA claims, hearings and appeals
- Develop customized employee handbook and update as needed
- Provide all human resource forms and employee paperwork
- Provide employee job descriptions
- Assist in managing and resolving employee conflicts
- Assisting with employee performance reviews
- Provide assistance in wrongful termination claims
- Assist in the event of federal wage and hour claims
- Provide compliance assistance with Title VII
- Compliance assistance with the Americans with Disabilities Act
- Compliance assistance and record keeping with FMLA
- Compliance assistance and record keeping for immigration laws
- PRWORA compliance (Deadbeat Parents Act)
- Administer COBRA
- Maintaining employee files

## BENEFITS ADMINISTRATION

PROCare HR offer comprehensive benefits packages. This helps you to compete with any company. Allowing you to recruit and maintain the best employees. They handle all paperwork and administration from enrollment to claims. And our experience provides the best solutions for your company's needs. Employees and Employers are able to pick and choose from a list of fringe benefits including:

- Administering employee benefit plans
- Provide tax advantage through Section 125 Plans
- Enroll employees in benefit plans
- Respond to employee benefit inquiries, claims, and questions
- Provide access to 401k plans
- Provide Life insurance plans
- Provide access to voluntary Dental plans
- Customized group health insurance plans
- Provide access to employee discount programs
- Supplemental Insurance Products
- Short-Term Disability Plans
- Negotiate Renewals

## PAYROLL ADMINISTRATION

Your company will be assigned a Payroll Specialist, freeing your company from the time-consuming drudgery of payroll management. From checks- through year-end reports. Even costly payroll audits. Your payroll is handled by experts with total accuracy and efficiency

- Process payroll checks and direct deposits
- Deposit Federal withholding tax liabilities
- Deposit State unemployment tax
- Create journals and summaries
- File 941 and 940 forms
- File state unemployment tax returns
- File and mail W-2's and filing the W-3
- Process garnishments for child support
- Provide detailed payroll reports
- Job costing reports
- Certified payroll reports
- Answer employee inquiries
- Eliminate IRS payroll tax audits
- Reduce paperwork and overhead
- Respond to employment & wage verifications
- Maintain & store all employee records and files

## WORKERS' COMPENSATION / RISK MANAGEMENT

Your company will be assigned a risk manager who will ensure a safer workplace and controlled workers' compensation costs. Our safety experts and Workers' Compensation Professionals will deliver efficiency and complete satisfaction resulting in favorable work comp rates while minimizing unwanted risk.

- Negotiate & procure workers' comp insurance coverage
- Eliminate workers' compensation down payment
- Eliminate workers compensation audit & audit premium
- Perform risk management safety inspections
- Fraud investigation
- Provide safety manual
- Provide periodic safety training
- Process and manage workers' compensation claims
- Assist with workers' compensation hearings
- Assist with OSHA reviews
- Coordinate a return to work program



# CONTENTS

## Human Resource Solutions That Make Your Business Grow

### Who We Are

Who is PROCare HR  
Demands Of Change  
The Future Of PEOs

### What We Do

Payroll Administration  
Employee Screening  
Workers' Compensation/Risk Management  
Benefits Administration  
Workplace Programs  
Employee Assistance Programs

### How We Help

The Benefits Of Outsourcing With PROCare HR  
Shared Legal Responsibilities  
Online Benefits  
The Confidentiality Benefit



## Business Challenges

### The Benefits of Outsourcing

### The Bottom Line

### Client Testimonials

### Proposed Services



# WHO WE ARE

## Who Is PROCare HR?

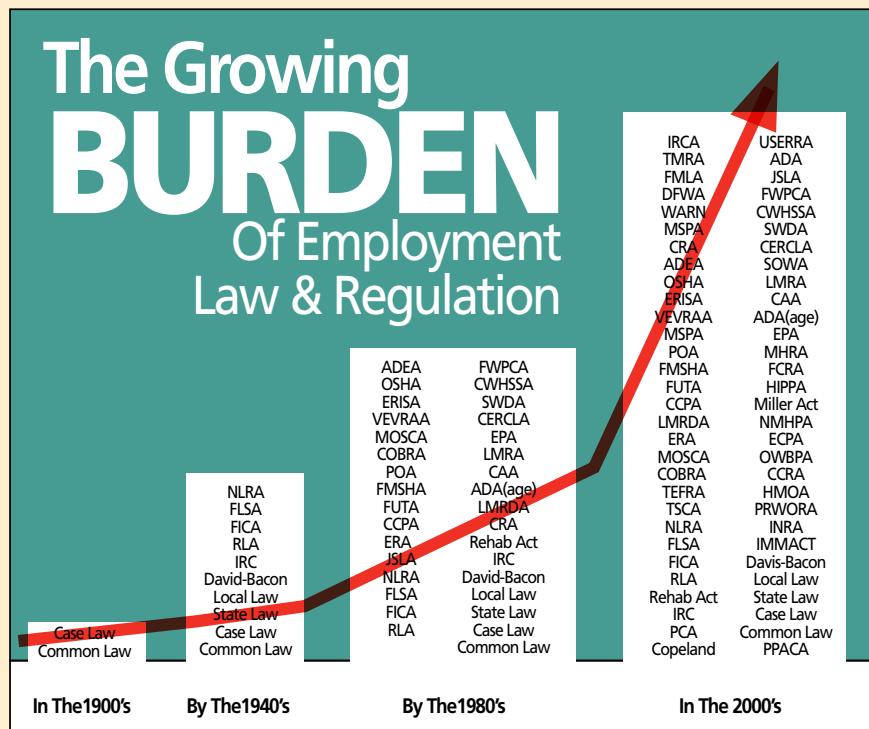
PROCare HR Corporation is a Professional Employer Organization (PEO) that designs and implements human resource solutions for clients in small and mid-sized markets.

Since 1991, PROCare HR has helped hundreds of clients develop creative solutions that increase productivity, improve the focus on core operations and maximize the return on their human capital investment. But each client has unique needs and no one solution fits all organizations.

PROCare HR has the experience and resources to create a customized human resources solution that meets the specific goals and need of each client.

## Demands Of Change

American business is undergoing fundamental changes in human resource management, and the PEO industry is a response to market demands. There are several factors driving the growth of the industry. First, over the last two decades, this nation has seen a significant increase in employment-related federal, state, and local laws and regulations. Second, the expertise required to manage a small to mid-sized business has outgrown the experience and training of many entrepreneurs who started these businesses. Third, working Americans demand comprehensive, affordable health care, retirement savings plans, and other employee benefits for themselves and their families.



NAPEO

## The Future Of PEOs

The US Department of Labor Statistics predicts that by the year 2020, more than half of American employees will be employed by a PEO. Employee leasing reflects the demands of a new business era, and a fundamental change in human resource management. Driven by the needs of business owners seeking solutions to the increasingly complex "business of employment," PEOs lead the way as the staffing solution of the future.

# WHAT WE DO

As A Professional Employer Organization, PROCare HR Provides The Following Services:

## Payroll Administration

- Payroll Checks And Direct Deposits
- Payroll Reports
- Online Payroll & HR Solutions
- Employee Online Access To Individual Payroll & HR Information
- Deposit Federal & State Withholding Tax Liabilities
- Create Journals And Summaries
- File 941 And 940 Forms
- File State Unemployment Tax Returns
- File And Mail W-2's And Filing The W-3
- Process Garnishments For Child Support, Etc.
- Provide Detailed Payroll Reports
- Answer Employee Inquiries
- Eliminate IRS And State Payroll Tax Audits
- Reduce Paperwork And Overhead
- Respond To Employment & Wage Verifications
- Maintain & Store Employee Payroll Records And Files

## Employee Screening & Workers' Compensation Risk Management

- Negotiate & Procure Workers' Compensation Insurance Coverage
- Eliminate Workers' Compensation Down Payments
- Eliminate Workers' Compensation Audit & Audit Premiums
- Perform Risk Management Safety Inspections
- Fraud Investigation
- Process And Manage Workers' Compensation Claims
- Conduct Workers' Compensation & Unemployment Hearings
- Assist With OSHA Reviews
- Loss Control Programs

## Benefits Administration

- 401(k)
- Section 125 Cafeteria Plan
- Insurance (Health, Dental, & Vision)
- Employee Discount Program

## Workplace Programs

- PRO Wellness
  - Health Risk Assessment
  - Weight Control
  - Food Portions
  - Walking Programs
  - Body Mass Index (BMI)
  - Heart Rate
  - Blood Pressure
  - Lipid Profile
- PRO Safety
  - Provide Safety Manual
  - Safety Audits
  - Customized Safety Programs
  - OSHA Compliance
  - Effective Return-To-Work Programs
  - Aggressive Claims Management Best Practices



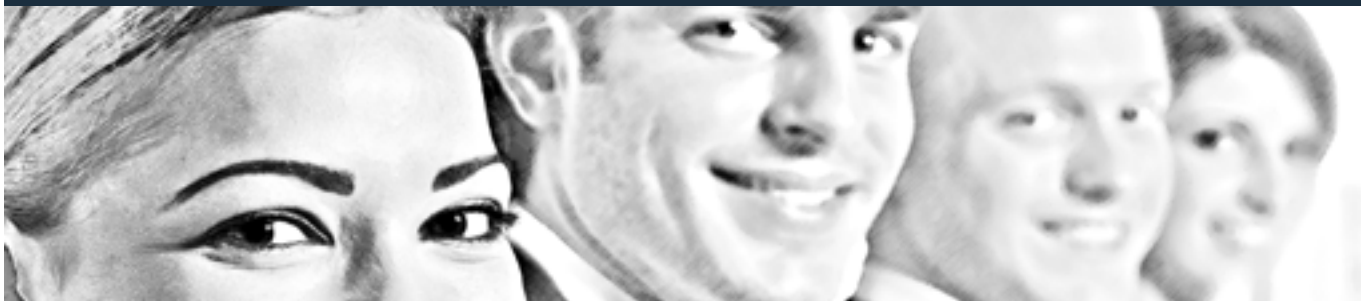
## Employee Assistance Programs

Current research has substantiated organizations that have an Employee Assistance Program (EAP) save significant dollars through early intervention and prevention efforts, as well as creating a sense of caring for the employees.

For each dollar invested in an EAP, a return of five dollars is often realized through increased productivity and reduced health claims.

In addition, an effective EAP can often identify high stress levels, potential mental health problems, drug abuse and behavioral problems at the job site. This will enable the employer to develop interventions that aid in preventing or reducing workplace problems, as well as employee risk.

The resulting benefits to your company can include: reduced absenteeism and tardiness, increased productivity and decreased workers' compensation claims. Most importantly, you will enjoy the satisfaction of providing a safe and healthy drug-free environment for you, your employees and their families.



# HOW WE HELP

## The Benefits Of Outsourcing With PROCare HR

One of the many perks, when outsourcing, are the shared functions and leveraging power a PEO can bring to a business—most companies find it priceless.

## Shared Legal Responsibilities

More than simply a payroll administration provider, PROCare HR contractually assumes certain legal and financial responsibilities as it relates to employer obligations. We also aid as an immediate resource for employees and are the outsiders unemotional view to confer and validate solution to avoid litigation.

## Shared Online Benefits

We offer top-of-the-line HR software which is a benefit to all our clients. Imagine taking on the cost of not only the software but also the annual updates and the cost of hiring an outside firm IT consultant to come in and configure servers, manage the system, or even make repairs that occur. With PROCare HR handling the online service and updates, the cost and potential headache you're alleviating in these areas are immeasurable.

## The Confidentiality Factor

We've all seen it. A deserving employee gets a pay increase at 11:00a.m. and by the time lunch is over, more than you and the employee know about the raise. This can turn into jealousy—even harsh personal feelings.

When you outsource your payroll administrative tasks you can avoid this type of "water cooler" talk and continue to keep employee confidentiality and morale at an all-time high.

# BUSINESS CHALLENGES

Your time and resources are your most valuable assets. Whether you are a new business or a growing one, finding time and maintaining costs and cash flow will be some of your biggest challenges.

Everybody wants more time in the day and the burden of employee administration can be a daunting task for any good business owner. While being continually bombarded by changes to business such as; laws & regulations, mountains of paperwork (reports, forms & filings), and deadlines that have to be met.

All these challenges are real.

Here's the good news. This is your business and you are in-charge. You get to make the daily decisions that will make your company grow. The downside... where are you going to find the time to call on new prospects and keep loyal customers happy when you are being buried by transactional HR duties?

It's time to give it a rest. Take those burdens to the experts at PROCare HR so you can rest easy and get back that passion for your business. Start running your business again... instead of it running you.





# CONSIDER THE COSTS

The Small Business Administration (SBA) and the Society for Human Resources Management estimate that small employers with less than 500 employees spend between 3% to 9% of gross payroll on distractions and lost opportunities.

With just two employees at \$2,000 each per month, this equates to at least \$120 all the way up to \$360 per month. Much more than the cost of letting PROCare HR do all this work for you.

Therefore if you outsource to PROCare HR, you will actually spend less money out of your bottom line profits by outsourcing, than by doing it yourself.

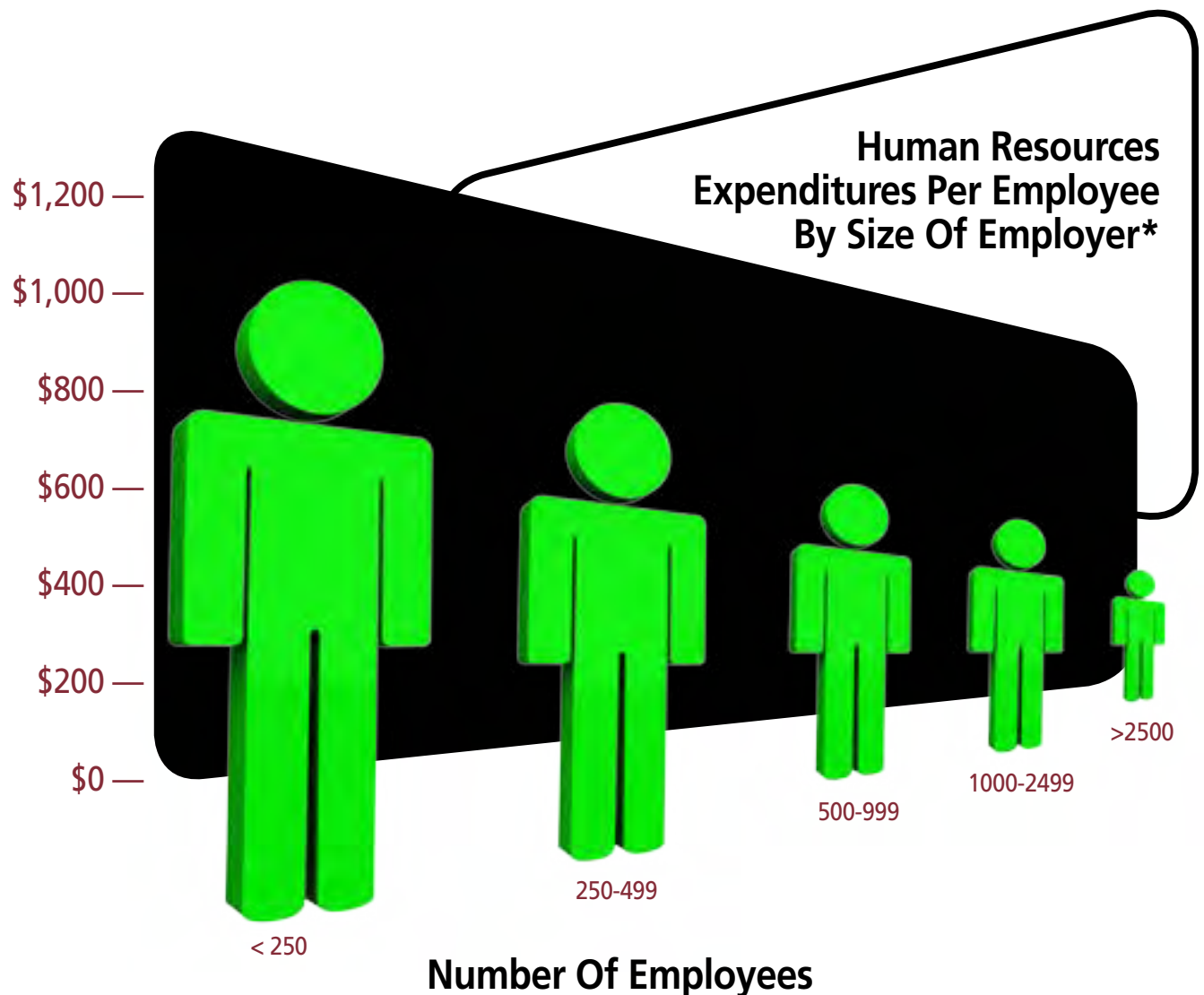
## **Your True Costs Entail All The Time And Money Expended In Performing The Following:**

- Employer Compliance issues with all federal, state and local laws
- Payroll administration and reporting
- Personnel file maintenance
- Shopping for your various insurance requirements
- Employee queries about payroll, insurance, benefits, corrections, etc.
- Associated computer, printer, software, upgrades and support specialists costs
- Record-keeping of all types
- Tax filings
- Costs of turnover, recruiting and training new administrative hires
- Trips to the bank and bank per-check fees
- Costs of paychecks, envelopes, mailings, etc.
- Various types of claims
- Audits
- Training bookkeepers and administrators
- Downtime of office staff
- Fines from compliance violations
- Late fees
- Legal fees and time coordinating with legal counsel
- Penalties
- Employee litigation, etc
- W-2's and W-3's
- Filing court ordered garnishments and tax liens
- Procurement of legally required postings
- Developing employee handbooks
- Development and implementation of safety programs
- Return to work program development and administration



# EMPLOYEE ADMINISTRATION

## WHAT ARE THE COSTS TO YOU?



\*Source: Bureau Of National Affairs



# BENEFITS OF OUTSOURCING

According To Don McLoughlin from The Practical Accountant and Source Media, Inc., there are four reasons why your business clients should stop processing their own payroll right now:

## **1. It takes more time than they may realize**

Payroll management is more than writing checks every pay period; it is also properly calculating net pay, preparing quarterly and year-end tax forms, filing W-2s, and handling employee inquiries. Many small businesses underestimate the total time they devote to payroll-related tasks.

## **2. Compliance is hard work!**

Tax laws and employment regulations are constantly changing and keeping up with these ever changing regulations requires constant attention. Any business can easily fall out of compliance with new laws or regulations, resulting in costly fines.

## **3. There's nowhere to turn with questions**

By and large, payroll is not a core competency for many business owners. By outsourcing, owners can access a team of experts to help with issues and answer questions regarding payroll, tax and HR.

## **4. It's easier to add additional benefits**

Businesses that outsource their payroll can take advantage of other services that they might not otherwise be able to offer-such as retirement plans, premium payment programs for workers' compensation, direct deposit and payment cards.

*“Tax laws and employment regulations are constantly changing and keeping up with these changes requires constant attention.”*



# THE BOTTOM LINE

## Do You Remember Why You Started Your Business? Remember The Excitement?

When you think about it, were your goals something like this:

- Be Your Own Boss
- Make Money
- Have Time To Do The Things You Want

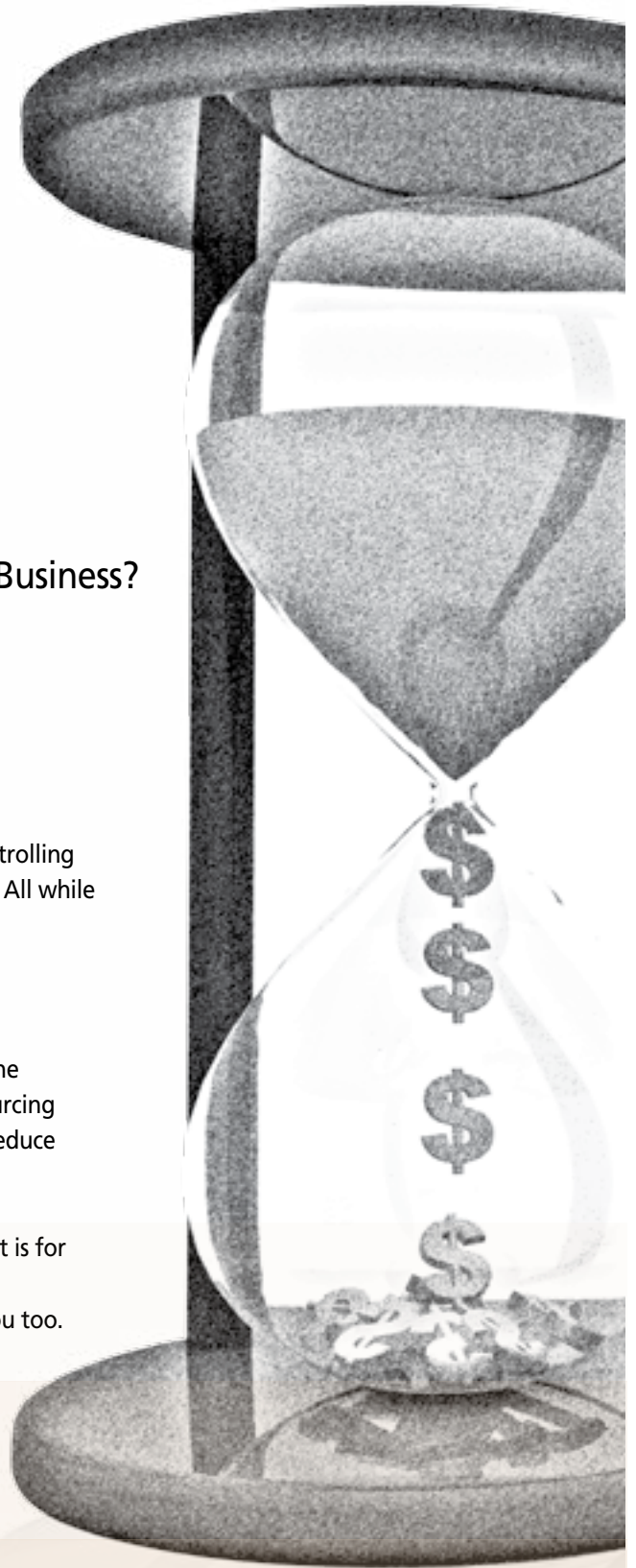
Many business owners are faced with the real challenges of controlling costs, reducing risks, keeping good employees, and saving time. All while trying to maintain focus on daily business.

It sounds like a lot... but it doesn't need to be.

PROCare HR realizes that time is money. In fact, time is one of the most valuable assets for any business. The bottom line... Outsourcing your employee and payroll administration to PROCare HR will reduce your administrative costs and ease your financial liability.

For years, PROCare HR has been there for companies. Whether it is for outsourcing burdensome employee administrative functions or performing audits. We have seen it all, and we'll be there for you too.

Hey, were in your "backyard"—we're large enough to take care of your business and small enough to know you by name.



# CLIENT TESTIMONIALS

**"They seem less like a business partner and more like a friend we can rely on."**



"We were introduced to PRO Resources in 2017, and immediately felt comfortable in trusting their staff to handle our payroll, HR benefits and more. They have served as incredible role models for the young employees that make up our business and have helped us through numerous growing pains as we expand our operations."

Jack Yakowicz • Office Sign Company

**"I have been impressed with their professionalism."**



"We are a fast growing start-up company and having PRO Resources manage all of our HR needs has taken away any concern regarding compliance of our benefits, payroll, unemployment and other HR services allowing me to focus on management of our business. I have been impressed with their professionalism, knowledge base and speed of response whenever I have questions."

Gloria Palm Connor • Beyond Realty

**"One of the main reasons is time savings"**



"It's nice to have them to turn to with questions on human resources and employee problems. It's good to know the legalities and make sure we're doing it right."

Tom Schmitz • Schmitz Body Paint & Repair

"We'd rather spend our time on things pertaining to our customers."

**"Competitive rates and excellent service too."**



"It's even more cost effective for a trucking company like ours to use PRO Resources than to have our own human resources department."

Frank Foltz • Foltz Trucking

**"It's so easy now."**



"They save us literally one employee in the time it takes to deal with workers' compensation, unemployment claims and the workers' compensation audit —plus more."

Brett Friesen • Friesen's, Inc.

"It also saves me 15% of my own time that I can spend doing more productive things."

**"It has exceeded my expectations."**



"It really makes more sense. We now just focus on designing products, selling products and working with customers."

Bob Klabunde • Alderon Industries

"I've compared my employment costs, and the service we get from PRO Resources. It would cost a lot more if we did it in-house."



## **Congratulations, You've Got PRO—**

*Large enough to take care of you,  
small enough to know you by name,  
and appreciate your business*

# PROPOSAL OF SERVICES

## PROCare HR Corporation Proposal For MMS Community Health Services **PAYROLL FACTOR:**

**Clerical MN8810):** 9.97% Plus Client SUTA

**Public Health Nursing (ND8835):** 12.48% Plus Client SUTA

*All required payments to the following are included in your  
total payroll factor (s):*

- Workers' Compensation Insurance
- FICA(Social Security / Medicare)
- FUTA (Federal Unemployment)

### **Additional Services Included:**

- Payroll & Benefits Administration
- Quarterly & Annual Reports
- Complete Online Payroll & HR System
- All Claims Processing
- Policies & Procedures Guide
- Free Advertising Opportunity
- Customized Employee Handbook
- Human Resources Services
- Risk Management
- Return To Work Program
- Workplace Safety Program
- PRO Online Plus HRIS

### **Employee Benefits Included:**

- Flex Plan (Cafeteria Plan)
- 401 (K) & retirement Plans
- 24 hr Employee Assistance Program
- Employee Discounts & Buyers Program

*Proposal subject to review if not accepted within 90 days.*

# All Things PRO!

## *MMS - CHS*



**Public Health**  
Prevent. Promote. Protect.

**Meeker McLeod Sibley**  
Community Health Services

# Company Overview

PRO Resources Corporation is a Professional Employer Organization

- *Founded in 1991*
- Nearly 400 Clients
- Service over 6,400 Employees
- Processed 8,958 W-2's

Ownership/Board of Directors:

- Mike Brodsho/CEO
- Scott Busker/CBDO
- Matt Johnson/COO

Detroit Lakes, Minneapolis, Fargo, Bismarck, Grand Forks



**PRO**

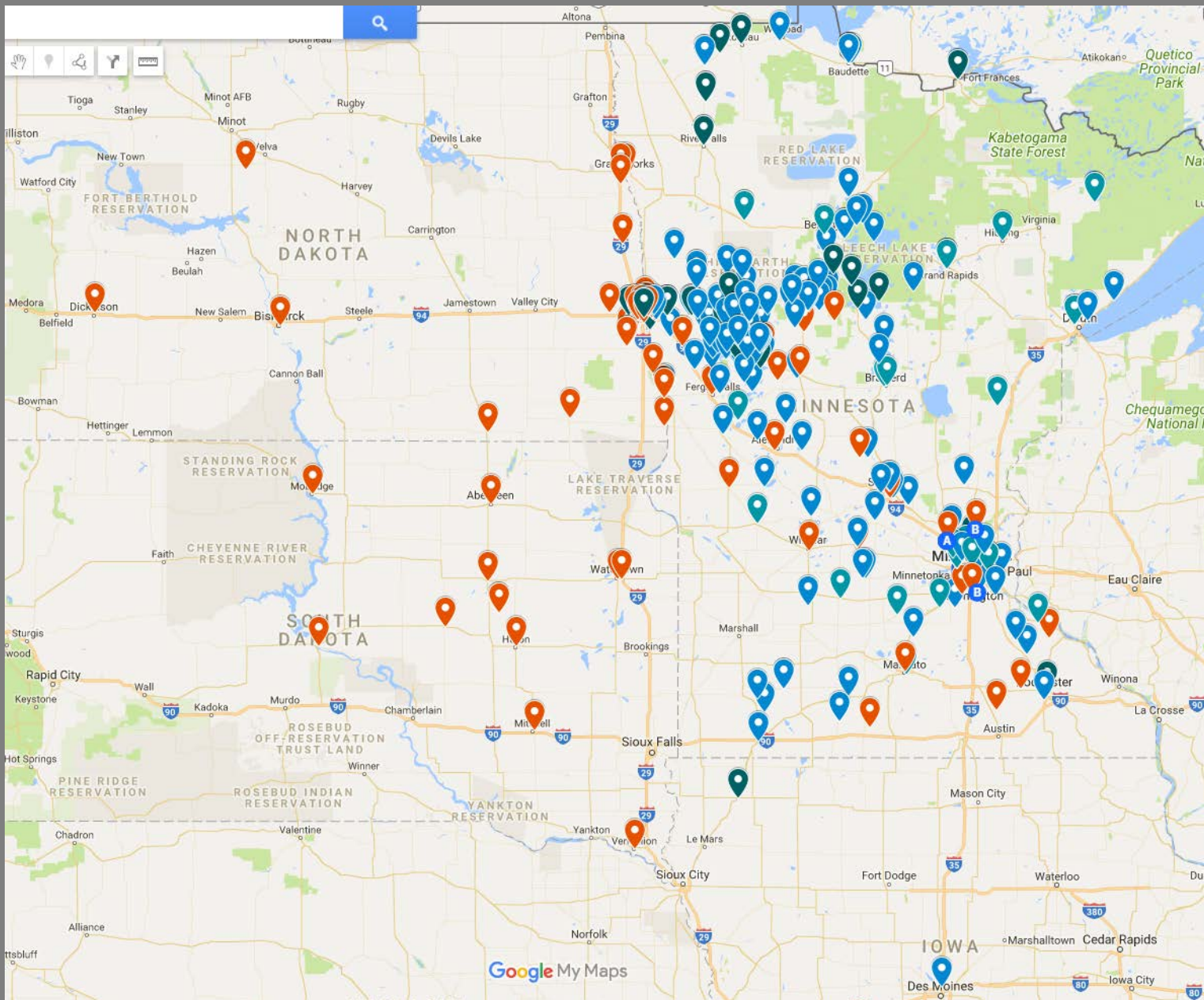
1271 Hwy 10 W  
Detroit Lakes, MN 56501

**800.776.4671**  
**701.212.9393**  
**www.ProResourcesHR.com**

**KRISS BURNS**  
Business Consultant  
kburns@ProResourcesHR.com

*Solutions To Help Business Grow*





**Clients in  
5 states  
Employees  
in  
36 states**



## Our Value Model: How Does PRO Resources Impact Your Biggest Spend?

HR Expense Management	Leveraging Leadership Time	Business & Asset Protection	Long Term HR Cost Containment	Turnover Reduction	Attracting Best Talent	Employee Productivity
Payroll and Tax Administration	Human Resources	Workers' Compensation	Benefits Management	Culture		
<ul style="list-style-type: none"><li>• Shift of Payroll Liability</li><li>• Process Payroll Checks &amp; Direct Deposit</li><li>• Deposit Federal and State Tax Withholding's</li><li>• Create Journals and Summaries</li><li>• File and Mail W-2's</li><li>• Respond to Employment and Wage Verification Requests</li><li>• File State Unemployment Returns</li><li>• Process Garnishments</li><li>• Detailed Payroll Reporting</li></ul>	<ul style="list-style-type: none"><li>• HR Policy and Compliance Audits, Updates, Completion</li><li>• Electronic Employee Files and Tracking</li><li>• Electronic Time/Attendance &amp; Scheduling</li><li>• Shift and Reduction of HR Liability</li><li>• Employee Handbook Creation &amp; Updates</li><li>• Create and Customize HR Paperwork and Forms</li><li>• Assist with SUTA claims, hearings, appeals</li></ul>	<ul style="list-style-type: none"><li>• Workers Compensation Claims Management</li><li>• Workers Comp Fraud Investigations</li><li>• Risk Management Evaluations and Strategy</li><li>• Assist with Workers' Comp Hearings</li><li>• Coordinate Return-to-Work Program</li><li>• Assist with OSHA Reviews</li><li>• Eliminate Workers' Compensation Down Payment and Audit Premium</li></ul>	<ul style="list-style-type: none"><li>• Benefits Plan Administration</li><li>• Assist with Benefits Compliance</li><li>• Economies of Scale Pricing</li><li>• Enroll Employees in Benefits Plans</li><li>• Employee Education</li><li>• Respond to Employee Benefit Inquiries, Claims and Questions</li><li>• PPACA Compliance</li><li>• Eliminate Employer 401K Audit</li><li>• Benefit Market Evaluation and Review</li></ul>	<ul style="list-style-type: none"><li>• Employee EAP Program</li><li>• Wellness Programs</li><li>• Wellness and Benefit Fairs</li><li>• Employee Recognition Programs and Events</li><li>• Supervisor and Leadership Training</li><li>• Online Safety Training</li><li>• Online Wellness</li><li>• Employee Safety Training</li></ul>		

To Learn More Visit Our Website: [www.PROResourcesHR.com](http://www.PROResourcesHR.com)



## PRO Team Experts:

Dustin Ulmer

- Client Human Resources Manager

Kriss Burns

- HR Business Consultant



# Solutions That Help Business Grow

## We solve employers problems in:

- Human Resources
- Payroll & Tax Administration
- Worker's Compensation
- Safety/Risk Management
- Employee Benefits & Administration
- Employee Wellness
- Culture

## We can help our clients:

- Increase Profitability
- Maximize Productivity
- Reduce Time Spent Doing Transactional HR
- Reduce Employment Related Liability
- Reduce Labor Costs



# PRO Online+

Access your information 24/7  
via PRO's HRIS Online Portal

- Pay Stubs/Check History
- Vacation/PTO Tracking
- Update Personal Information
  - Direct Deposit
  - Address
  - W-4
- Deductions
- HR & Benefit Information
- W-2's available online
- Employee Handbooks

The screenshot displays the PRO HRIS Online Portal interface. At the top, a navigation bar contains icons and labels for: Personal Data, HR Center, Time Off Center, Payroll Center, Scheduling Center, Reports Center, Employee Onboarding, and Help Center. Below this, the main header features the PRO RESOURCES logo on the left and the PRO ONLINE PLUS logo on the right. The central area is divided into six login tiles: 1. **Employer**: Login to perform the collection, integration, and distribution of all employee information. 2. **Employee**: Sign in to your online employee self service portal. 3. **Time Clock**: Sign in to punch in or out using the online time clock. 4. **Smart Phone**: Sign in to punch in or out using your smart phone. 5. **Supervisor**: Login to maximum access to company provided benefits and communications. Each tile includes a 'Login' button. At the bottom right, there are links for [Benefit Enroller](#), [Careers](#), and [Careers Admin](#).

**PRO**  
1271 Highway 10 West  
Detroit Lakes, MN 56501  
T 800.776.4671  
P 218.314.1015  
F 218.847.2173  
W [www.ProResourcesHR.com](http://www.ProResourcesHR.com)

**ASHLEY DREWES**  
Client Relations Manager  
[adrewes@ProResourcesHR.com](mailto:adrewes@ProResourcesHR.com)

*Solutions To Help Business Grow*



» AMERICANS WITH DISABILITY  
ACT (ADA)

» ATTENDANCE MANAGEMENT

» COACHING

» CONFLICT RESOLUTION

» DEALING WITH CHANGE

» DIVERSITY

» EFFECTIVE COMMUNICATION

» EMPLOYEE COUNSELING & EAP

» EMPLOYEE DISCIPLINE

» EMPLOYEE PERFORMANCE

» EMPLOYMENT LAW

» ENCOURAGING EMPLOYEE INPUT

» FAIR LABOR STANDARDS ACT

» HANDLING EMPLOYEE COMPLAINTS

» INTERVIEWING SKILLS

» LEADERSHIP SKILLS

» MOTIVATING EMPLOYEES

» PERFORMANCE APPRAISALS:  
HOW TO CONDUCT EFFECTIVELY

» PROBLEM SOLVING

» PROFESSIONAL BEHAVIOR

» REDUCING TURNOVER  
& INCREASING RETENTION

» SEXUAL HARASSMENT

» SUBSTANCE ABUSE IN THE WORKPLACE

» TEAM BUILDING

» TERMINATING EMPLOYEES

» TIME MANAGEMENT

» TITLE VII DISCRIMINATION

» WORKPLACE ETHICS

» WORKPLACE HARASSMENT

» WORKPLACE PRIVACY

» WORKPLACE THEFT

TP 800.776.4671

P 218.847.9277

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~ Since 1991  
**PRO**  
RESOURCES

# Human Resources

Our HR Team aids clients in these areas:

- Employment related concerns
- Point of contact for PRO related questions
- HR Consulting
- Job Descriptions Assistance
- Unemployment Claims, Hearings, Appeals
- Handbook and Policy guidance
- Talent and Performance Management
- Compliance and Risk Mitigation
- Assist with Background/Drug Testing
- Supervisors Training

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1271 Highway 10 West  
Detroit Lakes, MN 56501

TP 800.776.4671  
P 218.314.1007  
F 218.847.2173  
W www.ProResourcesHR.com

**DUSTIN ULMER**  
Client Human Resources Manager  
dulmer@ProResourcesHR.com

Solutions To Help Business Grow

**PRO**  
RESOURCES



# Employee Assistance Program

## EMPLOYEE ASSISTANCE PROGRAM

Personal difficulties can complicate your life at home and on the job. These difficulties may involve relationship issues, stress, grief, financial, legal, alcohol, drug, or gambling. Most of these situations can be helped; which is why PRO makes an EAP available to ALL employees.

The Employee Assistance Program is:

☐ **Confidential**

No one else will know you are using the program unless you tell them.

☐ **Safe**

It will not threaten your job, your reputation or your opportunity to be promoted.

☐ **Easy to Use**

Simply call Scott Sheryak at 218-841-6549. There is no charge.

☐ **Professional**

Professionally trained to identify the problem & refer you to the best source of help.

Your insurance may be used to cover the cost of additional help. If the help is not covered, the Counselor will recommend services that are based on ability to pay.



Confidential assistance available  
24/7 for employees & family.

- Financial
- Relationship issues
- Stress
- Alcohol
- Drugs
- Gambling
- Grief
- Depression
- Marriage troubles
- Divorce



# Safety/Risk Management

PRO offers compliance programs & safety trainings that enhance clients safety culture.

- Customize safety manual & written plans
- Customize & conduct safety & OSHA training
  - Safety topics 24/7
- Facilitate safety committee efforts
- Perform periodic safety inspections
- Assist with OSHA investigations & abatement measures
- Complete root cause analysis after an incident to avoid recurrence



## SAFETY TRAINING OPTIONS

- » Accident Investigation – Root Cause Training (Variations for Employee, Supervisor)
- » Blood Borne Pathogens
- » Claims Management
- » Distracted Driving Awareness
- » Driver Logs (CDL Drivers)
- » Electrical Safety
- » Emergency Action Plans
- » Ergonomics –
  - Office Ergonomics
  - Body Mechanics (Variations based on company risks)
- » Extreme Weather Driving
- » Fall Protection – (Variations for General & Construction Industries)
- » Fire Prevention & Fire Safety
- » First Aid Training
- » Forklift Safety – Operator Certification (3 hour course + Awareness Training For All Employees)
- » Hand and Power Tool Safety
- » Hearing Conservation
- » Heat Injuries
- » Ladder Safety
- » Lock Out/Tag Out
- » Machine Guarding
- » New Employee Safety Orientation Customized for company needs, Safety Goals, Claims Management Practices, Reporting Procedures, and an overview of OSHA required topics
- » OSHA Awareness Customized presentations
- » Right to Know & Hazard Communication Training (OSHA Required)
- » Scissor Lift, Platform Lift & Scaffold Safety
- » Customized Topics Based On Company Needs And Assessments

**PRO**  
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Empowering  
PEOPLE  
To Maximize  
Productivity  
& Profits

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T 800.776.4671  
P 218.847.9277  
W [ProResourcesHR.com](http://ProResourcesHR.com)

**PRO**

1271 Highway 10 West,  
Detroit Lakes, MN 56501

T 800.776.4671

P 218.847.2646

W [www.ProResourcesHR.com](http://www.ProResourcesHR.com)



**LAURIE PERLMUTTER**  
Loss Prevention Specialist

[lperlmutter@ProResourcesHR.com](mailto:lperlmutter@ProResourcesHR.com)

Solutions To Help Business Grow

**PRO**  
RESOURCES

# Workers' Comp/Claims Management

**If You Become Injured At Work**  
**Call: 218-847-0583**

(If the injury is critical call 911 or transport the employee to an emergency care facility.)

**1**



Immediately  
Tell your  
supervisor  
you've been  
injured



**2**



Call the PRO  
Work Injury  
phone number  
218-847-0583



**3**

Get additional  
information to  
help you in the  
healing process



Our claims manager will deliver expert adjudication strategies and will minimize claim costs.

SAVE CLIENTS TIME & MONEY BY:

- Procure workers' comp insurance
- Eliminate workers' comp down payment
- Complete required audit processes
- Investigate fraud
- Implement proactive claims management to minimize exposure
- Coordinate return to work program to mitigate claims cost

Fraud Hotline: 800-776-4671







## WELLNESS TRAINING & EDUCATION

PRO Wellness is a worksite wellness program designed to energize your team by getting them healthier and happier. Our team provides individualized or group coaching and implementation strategies for companies of any size. We will work with your team to deliver positive changes, as well as encourage and motivate your employees.

Research shows that companies with worksite wellness programs typically see:

- Reduced Healthcare Costs
- Increased Productivity
- Increased Employee Morale and Self-esteem
- Lower Rates Of Absenteeism
- Reduced Injury and Accident Rates

- (BMI) Body Mass Index Profiles
- Blood Pressure Screenings
- Lipid Profiles & Education
- Flu Shots
- Customized Goal Setting
- Exercise Plans
- Healthier Lifestyle Education
- Nutritional Education
- Stress Management
- Tobacco Cessation
- Weight Loss & Weight Loss Maintenance
- Wellness Event Planning
- Personal Wellness Coach

**PRO**  
RESOURCES

Empowering  
PEOPLE  
To Maximize  
Productivity  
& Profits

With  
PRO Resources  
You Have A

**PERSONAL  
WELLNESS  
COACH**

**PRO**  
RESOURCES

TF 800.776.4671

P 218.847.9277

W PROResourcesHR.com

# PRO Wellness

A Worksite Wellness Program to help employees become healthier & happier.

- Blood Pressure Screenings
- Flu Shots
- Exercise Plans
- Weight Loss & Weight Maintenance
- Stress Management
- Tobacco Cessation
- Personal Wellness Coach & PERK Health
- Company Wellness Challenges
- Wellness Event Planning
  - Foltz Trucking Semi-Annual Meeting
  - Local Community Expos/Events

**PRO**  
RESOURCES

# Benefit Administration

PRO offers a comprehensive benefit package to all full-time employees.  
(30+ hours a week)

- Review benefits offered by PRO
- Recap why benefits are important
- Why clients choose to offer PRO benefits
- Ways PRO assists our clients
- Employee experience



1111 Westrac Drive • Suite 100  
Fargo, ND 58103  
T 800.776.4671  
C 701.371.1861  
W [www.ProResourcesHR.com](http://www.ProResourcesHR.com)



TIFFANY REESE | PHR | SHRM - CP  
Benefits Manager  
[treese@ProResourcesHR.com](mailto:treese@ProResourcesHR.com)

**Solutions To Help Business Grow**



## BENEFITS CONSULTING & PLAN DESIGN

**PRO RESOURCES**  
Empowering  
PEOPLE  
To Maximize  
Productivity  
& Profits

PRO offers a core package of benefits to all full time (30+hours per week) permanent employees the first of the month following 60 days of employment. All core benefits are voluntary, allowing employees the freedom of choice. These benefits do not cost you, the employer, anything unless you choose to pay a portion of the premiums.

**Why Offer PRO Benefits?**  
Take the headaches of benefits administration away and let us handle it for you! Benefits can be confusing, if you don't have to worry about it, then don't.

**Let PRO simplify your benefit offerings!**  
PRO will handle all employee communications, from employee questions to benefit eligibility notices, it all goes through our office. You are hassle free!

» (401(k) Retirement Plan	» Employee Assistance Program
» Accident Insurance	» Employee Rewards Program
» Administration of Health Insurance	» Health Savings Account
» Basic Group Life / AD&D Insurance	» Medical Flexible Spending Account
» Cancer Insurance	» Medical Bridge Insurance
» Critical Illness Insurance	» Short Term Disability Insurance
» Dental Insurance	» Vision Insurance
» Dependent Care Flexible Spending Account	» Voluntary Life / AD&D Insurance



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P 218.847.9277  
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# PRO Rewards

Access to member only discounts on:

- Fast Food
- Fine Dining
- Recreation
- Movies
- Hotel Stays
- Airfare
- & more!

There is an easy-to-use application you can download and search for savings near you!

## EMPLOYEE REWARDS PROGRAM

Become part of a growing trend and save! PRO Resources brings you an Employee Rewards Program that gives you online access to special "members only" discounts on purchases such as:

- Fast Food • Fine Dining • Hair & Beauty Products
- Recreation • Movies • AirFare • Hotel Stays • And More



Get Your PRO Resources Membership/Access Card.  
Sign-up Today!





# Before vs After

## Comparison Of Your Duties As An Executive Director

### Duties BEFORE PRO Resources

#### Insurance Benefits

Healthcare Plans	X
Dental / Vision	X
Life / Disability Plans	X
Employee Deductions	X
Open Enrollment Administration	X
Employee Inquiries	X
Claims Assistance	X
COBRA Administration	X
Payment of Premiums	X
Invoice Reconciliation	X

#### Other Fringe Benefits

401(k) Administration	X
Section 125 Administration	X
Employee Discounts	X
Flexible Spending Accounts	X

#### Payroll Administration

Report Hours/Salaries	X
Compute Pay & With holdings	X
Compute Deductions	X

Write Checks	X
Reconcile Accounts	X
Track Eligibility Dates	X
Employment Verification	X
Court-Ordered Payments	X
Immigration Audits	X

#### Employer Taxes

SUTA / FUTA Computations	X
State / Federal Withholding	X
940 Filing	X
941 Filing	X
Produce W-2s & Mail	X
Penalties	X
IRS Payroll Audits	X

#### Supervision

Pay Changes	X
Hiring / Terminations	X
Overtime Approval	X
Discipline Notices	X
Industry Training	X
Management Selection	X

#### Human Resource Management

Review Employee Performance	X
Hiring & Terminating	X
Review Employee Applications	X
Check References	X
Drug Testing Administration	X
Background Checks	X
Immigration Compliance Services	X
I-9 Management/Filing W-4	X
Government Compliance	X
Employee Handbook	X
Annual Employee Policy Reviews	X
Legal Advice on Employee Issues	X
Harassment Claims	X
Discrimination Claims	X
Employment Agreements	X

#### Workers' Compensation

Safety Training	X
Claims / Risk Management	X
Return to Work Programs	X
Premium Payments	X
OSHA Logs	X

### Duties AFTER PRO Resources

#### Insurance Benefits

Healthcare Plans	
Dental / Vision	
Life / Disability Plans	
Employee Deductions	
Open Enrollment Administration	
Employee Inquiries	
Claims Assistance	
COBRA Administration	
Payment of Premiums	
Invoice Reconciliation	

#### Other Fringe Benefits

401(k) Administration	
Section 125 Administration	
Employee Discounts	
Flexible Spending Accounts	

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Report Hours/Salaries	X
Compute Pay & With holdings	
Compute Deductions	

Write Checks	
Reconcile Accounts	
Track Eligibility Dates	
Employment Verification	
Court-Ordered Payments	
Immigration Audits	

#### Employer Taxes

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IRS Payroll Audits	

#### Supervision

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Hiring / Terminations	X
Overtime Approval	X
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Industry Training	X
Management Selection	X

#### Human Resource Management

Review Employee Performance	X
Hiring & Terminating	X
Review Employee Applications	X
Check References	X
Drug Testing Administration	
Background Checks	
Immigration Compliance Services	
I-9 Management/Filing W-4	
Government Compliance	
Employee Handbook	
Annual Employee Policy Reviews	
Legal Advice on Employee Issues	
Harassment Claims	
Discrimination Claims	
Employment Agreements	

#### Workers' Compensation

Safety Training	
Claims / Risk Management	
Return to Work Programs	
Premium Payments	
OSHA Logs	

## Let's talk and see if we're a fit.

Without exception, through both direct and indirect savings, PRO Resources immediately decreases the cost of being an employer.

Click or Call Today for a **FREE Consultation & Proposal**— [www.ProResourcesHR.com](http://www.ProResourcesHR.com)  
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This guide is meant to cover only the major points of each benefit and does not contain all details of each policy, notable limitations or exclusions. A more detailed Summary Plan Description for each benefit can be obtained from the insurance carrier. Should there be a conflict between the information in this Benefits Guide and an official plan document, the formal wording in those documents will govern. PRO retains the right to change its benefits program at any time.

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www.ProResourcesHR.com • 218.847.9277



# ENROLLMENT BASICS

## Eligibility

Regular full time employees working 30 or more hours per week, are considered eligible for PRO's benefits. A new hire enrollment packet will be mailed to the employee's home address letting them know when they are eligible. They can enroll either by calling our Benefits Enrollment Center or online through our Benefits Enrollment Wizard. Their actual premiums for each benefit will be reflected in the Benefits Enrollment Wizard, accounting for any employer contributions.

Employees must enroll during the enrollment period which is generally a three week period the month prior to eligibility. If they do not enroll during the required time frame, it will be deemed a "Waiver of Participation".

## Results of Waiving Coverage & Eligibility Periods

If coverage is waived during their initial enrollment period, future entrance into any benefits plan will only be allowed if they experience a Qualified Life Event (i.e. Marriage, Divorce, Birth of child, Adoption, Death of a dependent, Loss of other coverage, Dependent ineligibility) or Open Enrollment Periods, held at the end of each calendar year with changes taking effect January 1st. If they waive benefit coverage during the initial enrollment period, future enrollment into benefits plans may be subject to late entrant and pre-existing condition limitations.

If an employee is enrolled in benefits and their employment is terminated for any reason, their benefit coverages will terminate on the last day of the month following their last day of employment. Employees will be offered COBRA if applicable.

## Payroll Deductions for Benefits Plan

The contributions for all employee benefits are paid through payroll deduction, taken either 48 times per year if paid weekly or 24 times per year if paid bi-weekly.

In the event that we are unable to deduct insurance premiums from one of their paychecks, we will do a catch-up deduction out of their next paycheck.

The following deductions will be deducted on a pre-tax basis, reducing their taxable income:

- |                              |                                |
|------------------------------|--------------------------------|
| • Health Insurance           | • Accident Care Insurance      |
| • Health Savings Account     | • Cancer Insurance             |
| • Flexible Spending Accounts | • Hospital Indemnity Insurance |
| • Dental Insurance           | • 401(k)                       |
| • Vision Insurance           |                                |

The following deductions will be deducted on a post-tax basis:

- |                                      |                              |
|--------------------------------------|------------------------------|
| • Short Term Disability Insurance    | • Critical Illness Insurance |
| • Supplemental Life Insurance & AD&D | • 401(k) Roth                |
| • Long Term Disability               | • Legal Plan                 |

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# Complete Human Resources Management System

## Standard System Services

PRO Resources offers a full, comprehensive Human Resources management system that allows employers to access, track, and deliver relevant data at the click of a mouse. Through a single system, employers can do everything from distributing company documents and benefits to updating payroll records, eliminating double entry and fragmented systems.

### Employee Information

- Add New Hires
- Orientation Checklist and Receipts
- Employee Information Database
- Edit Employee Info
- Status/Position
- Rates
- Benefit Alerts
- Terminations
- Terminated employee record history database
- Attendance Records
- Education and Certification
- Performance Reviews and History
- Part Time/Full Time Benefits Eligibility Report
- PTO, Sick, Vacation, and Personal Time Tracking
- Safety and Training Records
- Skills Inventory
- Employee Supervisor History
- Unemployment Insurance Tracking
- W4, I9 Status, EEOC Reporting Data, ADA, VETS 100, Union, Shift, Visa Expiration Tracking, I-9 Tracking, and Workers' Compensation Class Code
- Online Work Schedule
- Organization Information (including history, assigned location, division, department, job title, and job description)

### Online Benefits

- Benefit Enrollment Signup
- Benefit Enrollment Summary
- Retirement Enrollment
- Beneficiaries Add/Edit Report
- Benefit Change Report
- Benefit Confirmation Mailer
- Benefit Eligibility Dates
- Benefit Enrollment Census
- Close Enrollment
- Consolidated Billing Report
- Dependents Add/Edit Report
- Enrollment Tracking Summary
- Group Life Coverage Report
- Insurance Age Band Change
- New Enrollee Welcome Email
- Plan Summaries
- Plan Rates
- COBRA Alerts
- Employee Benefit Statements
- ERISA
- HIPAA



#### **Online Benefit Enrollment and Administration**

- 401k enrollment and census reporting for discrimination testing.
- Have dependent info and the number of dependents covered under benefits.
- Offline enrollments upload capability.
- Send HIPAA secure data transfers to insurance carriers.
- Benefits enrollment alert module.
- Benefit status change report.
- Consolidated billing report to facilitate invoice audits.
- Claims filing hyperlink.
- FMLA, ADA tracking, eligibility (qualifying event), payments, notification letters, and exceptions reports.
- Dependent information for benefit enrollment.
- Employee benefit census for discrimination testing, 5500 reporting, and future RFPs.
- Employee enrollment confirmation statements.
- Form letters for eligible employees.
- Online enrollment forms.
- Open enrollment tracking.
- Plan descriptions online.
- Rate tables for each specific plan.
- Real time benefits reports.
- Reports that can differentiate between pre-tax and post-tax.
- Workflow process that will notify HR, benefit administrators, payroll, and/or brokers of employee eligibility, enrollment, and changes or service actions needed.

#### **Employee Online Self-Service Benefits Center**

- Benefit Center
- View plans, coverage, employer rates, and employee rates
- Self-Service Enrollment Module
- Edit Demographics
- Beneficiaries Edit
- Dependents Add/Edit

#### **Compliance**

- ERISA
- SPD Final Reg.
- DOL employee benefit plan disclosure requirements
- Qualified Medical Child Support Orders
- Women's Health and Cancer Rights (WHCRA)
- Reservists being called to active duty
- Newborns' and Mothers' Health Protection (Newborns' Act)
- OSHA injuries and illnesses, OSHA 300 log information
- Federal and State Compliance Links

#### **Reports**

- Anniversary List
- Birthday List
- Benefit Reports
- COBRA Tracking
- Dependent Reports
- Emergency Information
- Employee Pay History
- Employee Census
- Employee Counseling
- Employee Turnover
- Education History
- FMLA Reports
- Inactive/Terminated Employees
- New Hires
- Payroll Time Submission History

## **Comprehensive Benefit Management**





## Complete connection of your information.

- Performance Reviews
- Time Sheet Tracking
- Training History
- Accruals
- Work Schedule vs. Actual Time Punch
- Export and Import Capability (.xls, CSV, ASCII, .txt)
- PDF Support

### **Time and Attendance**

- Edit and adjust timesheet data, store timesheet history, calculate overtime, and add custom pay codes and functions.
- Run timesheet reports such as time audit reports, specialty punch reports, custom reports, missed punches reports, and tracking reports.
- Export the payroll profile of new employees to any payroll provider (in CSV or .txt format).
- Our standard online time clock offers simple clock-ins and outs, specific breaks, and custom lunch settings. Clock into specific locations and departments or by job number.
- HRMS time and attendance functions integrate with our payroll system, eliminating time spent keying in and manipulating data.
- Managers can view and edit employee timesheets in real time.
- Standard online time sheet export (in CSV or .txt format).

### **Recruitment & Applicant Tracking (Optional additional fees apply)**

- Interview questions.
- Interview evaluation documentation.
- Online job applicant database.
- Background or reference checking links to third party vendors.
- Contact data, such as the applicant's name, address, the date applied, applicant ID address, telephone number, and email address.
- EEO information.
- File attachments (e.g., the applicant's resume), faxes, and PDFs.
- Import applications to the employee records database.
- Instant notification to payroll.
- New hire procedures and database.
- Notes.
- Previous employers.
- Position applied for.
- Skills inventory.
- Search, sort, and report capabilities.

### **Workers' Compensation Management Module**

- OSHA Log 300 Information Database.
- Actual Premium Calculation.
- Annual Audit Management.
- Certificate Request.
- Claim Filing and Management.
- Injury Reporting.

### **Compensation**

- Amount and pay periods for normal pay periods.
- Annualized earning report, salary history since hire date, and a performance review system.
- Bonus tracking, award dates, bonus types, review dates, flat amount or percentage of pay, and comments.
- Cost center allocation.
- Effective dates for any pay adjustments.
- FLSA.
- Interface to employee records.
- Last review date, review period and next review date.
- Pay rates.
- Online time clock with payroll EDI or integration.
- Overtime reporting and query by date, pay period, month, quarter, or year.
- Review documentation (format, ratings, comments, and reviewer information).



Complete connection of your information.

#### General System Features

- All client-specific forms online. **(Optional additional fees apply)**
- Controlled access and security protocols to provide secure employee and manager self service and total client access.
- Custom report writer.
- Online employee handbook delivery and update using your current handbook. **(Optional additional fees apply)**
- Employee communications capability (e.g., news bulletin board, email center, etc.).
- File import/export capabilities.
- Link to general references (e.g., Social Security Administration, OSHA, DOL, ERISA, INS, and other state and federal sites).
- Link to customized sites for ancillary services.
- Job description generation and updates.
- Standard online time and attendance tracking.
- Succession planning.
- Vacation and PTO approval.

#### Security

- System security module, including IP restriction, login and change logs, and unique user accounts and passwords.
- Advanced firewalls provided by FortiGate Antivirus Firewalls for Enterprise.
- Servers hosted by Latisys. Latisys provides an extensive set of physical and virtual security services based on the latest state-of-the-art security technologies on the market.

#### Payroll Services

##### Comprehensive payroll outsourcing services:

- Process Payroll Checks and Direct Deposits
- Deposit Federal and State Withholding Tax Liabilities
- Create Journal and Summaries
- Generate and Mail W-2s
- General Ledger Interface
- Electronic Reports
- Employee Access





## Employee Handbooks

- » Create new handbook or update current handbook
- » Keep up-to-date with law changes and/or policy changes
- » First line of defense in employment lawsuit or investigation

## On-line Training Videos

- » Find and hire the right candidate
- » Interviewing compliance
- » Protected categories of race and disability
- » Office culture
- » Conflict management
- » Staff training and development
- » Sexual harassment prevention
- » Workplace diversity and how to manage effectively
- » Multi-generational workplaces
- » Creating a leave Policy
- » Severance agreements
- » Emergency And disaster preparedness
- » Devising workplace dress codes
- » Workplace safety
- » HIPAA privacy overview
- » Navigating social media in the workplace

## State and Federal Laws

- » Minimum wage laws
- » Overtime rules
- » Sick time laws
- » Vacation laws
- » New hire procedure laws

## Policy Library

- » Performance evaluations
- » Worker's compensation rules
- » Personal cell phone usage policies
- » Bonus plans
- » Corrective action policy
- » Attendance/tardiness policy
- » Drug & alcohol testing policy
- » Bereavement leave policy
- » FMLA (Family Medical Leave Act)

## HR Consulting

- » Submit an HR question and receive an answer within 24 hours



## LOCATIONS

Willmar | Benson | Morris | Litchfield | St. Cloud-Sartell

P (320) 214-2922 T (888) 388-1040 E [vamberg@cdscpa.com](mailto:vamberg@cdscpa.com)

## CDS ADMINISTRATIVE SERVICES, LLC (CDSA) SERVICES

### » Retirement Plan Design, Administration, and Compliance, Including:

- Plan Document and Summary Plan Description
- Participant Statements
- Creative Plan Design (Safe Harbor, Cross Testing, Integration, etc.)
- Non-Discrimination Testing
- Annual Notices:
  - » Fee Disclosure Notice
  - » Qualified Default Investment Alternative (QDIA) Notice
  - » Safe Harbor Notice
- Profit Sharing Allocation Calculations
- Fidelity Bond Education
- 5500 Forms
- Summary Annual Report
- Plan Distributions
  - » Termination Distributions
  - » In-Service Distributions
  - » Loans
  - » Hardship Distributions
  - » Required Minimum Distributions (RMD)
  - » Qualified Domestic Relations Order (QDRO) Distributions
- 8955-SSA Forms
- 5330 Forms
- 1099-R Forms
- 945 Forms
- Consulting

### » Flex Benefits (FSA) Plan Design, Administration, and Compliance

### » Health Reimbursement Arrangement (HRA) Plan Design, Administration, and Compliance

- Qualified Small Employer Health Reimbursement Arrangements (QSEHRA)

### » Retiree HRA's

### » Health Savings Accounts

### » HR Consulting

- CDS HR On-Demand

### » Cobra Services

### » Dental/Vision HRA's

- Above Benefit Plans Include:
  - » Plan Documents
  - » Quarterly Participant Statements
  - » Creative Plan Design
  - » Non-Discrimination Testing
  - » Employee Education
  - » Annual Enrollment Meetings
  - » Process Reimbursements
  - » 5500 Forms
  - » On-Line Access
  - » Debit Cards
  - » Medicare Reporting

### » Health Care Reform Compliance, Including But Not Limited To:

- Education
- Consulting
- Summary of Benefits Coverage (SBC) Statements
- PCORI Fee Form 720
- Form 1094/1095 Preparation and Filing
- Electronic Filing of 1094/1095 Forms
- Large Employer Calculation
- Track Variable Hour Employees for Measurement Period
- Individual Mandate Education
- Pay or Play Calculation
- Small Business Health Care Tax Credit

# CDSA

CDS ADMINISTRATIVE SERVICES

#### Contact Val Amberg

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T (888) 388-1040

Visit our website:

[www.cdsatpa.com](http://www.cdsatpa.com)

#### LOCATIONS

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Litchfield

St. Cloud-Sartell

## DANNER, BREKKE & EVERTS (DBE) FINANCIAL AND INSURANCE SOLUTIONS SERVICES

### » Group benefit packages with local service including:

- Health Insurance
- Life Insurance
  - » Term
  - » Permanent
  - » Universal Life
  - » Whole Life
- Disability Insurance
- Vision
- Dental Insurance, and
- Other Voluntary Benefits for Companies and their Employee

### » Identity Theft Protection Plans through Legal Shield

### » Other Personal Insurance Services

- Auto Insurance
- Boat, Yacht and Personal Watercraft Insurance
- Classic Car Insurance
- Condo Insurance
- Flood Insurance
- Home Insurance
- Motorcycle Insurance
- Motor Home & RV Insurance
- Renter's Insurance
- Umbrella Insurance
- Valuable Items Protection

### » Other Commercial/Business Insurance Services

- Auto Insurance
- Business Owners Policy (BOP)
- Business Interruption
- Directors and Officers Liability
- General Liability
- Professional Liability (E&O)
- Property Insurance
- Surety Bonds
- Umbrella Insurance
- Workers Compensation



#### Contact Brent Brekke

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#### LOCATIONS

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CDS ADMINISTRATIVE SERVICES

## A One-Stop Shop to Help Streamline Your Organization

CDS and CDSA work together to provide a coordinated solution for you. Whether your organization is large or small, we have the resources to meet your needs.

- » Flex Plans
- » Retirement Plans
- » HRAs
- » HSAs
- » COBRA Support Services
- » CDS HR On-Demand
- » Payroll Services
- » Health Care Reform
- » Accounting and Auditing Services





## Flex Plans

- » Plan design to meet the specific needs of your company
- » Plan Documents and Summary Plan Description updates
- » Employee online access
- » Nondiscrimination testing and analysis of corrective measures if necessary



## Retirement Plans

- » 401(k) Plans
- » 403(b) Plans
- » Money Purchase Pension Plans
- » Profit Sharing Plans
- » Solo K (Single Participant) Plans



## HSAs

- » Employees save on federal and state income tax, along with FICA and Medicare taxes
- » Unspent balances remain in the employee's account and rollover to the following year
- » Offers employees a savings vehicle for health-related expenses in retirement—the account is owned by the employee, meaning that the HSA will go with them
- » Employees may withdraw funds from their account for any expenses incurred on or after the opening of the account



## HRAs

- » The plan is solely funded by the employer and most commonly offered in conjunction with a High Deductible Health Plan
- » HRAs are very flexible, allowing the employer to design their plan to meet the unique needs of the company and their employees
- » Unspent balances can be carried over to the next year by design
- » Nondiscrimination testing and analysis of corrective measures if necessary



### **NEW** An Option for Small Business Owners and Employers—QSEHRA

- » An easier and more cost-effective way for small business owners to reimburse employees for the cost of individual insurance plans on a pre-tax basis

## What sets CDSA apart from other third party administrators?

- » Customized plan to fit your specific needs
- » With one TPA assigned to your plan, you receive personalized service and a relationship is built between you, your employees, and your TPA
- » On-site enrollment educational meetings with you and your employees
- » Local, personalized service and competitive pricing
- » Let us take the compliance burden off your plate so that you can get back to running your organization
- » Trusted advisors

## COBRA

- » Generating and sending all required COBRA notices to eligible participants/employees and beneficiaries experiencing a loss of coverage
- » Collecting participant payments and transferring premiums to the employer
- » Complete tracking of COBRA notices, deadlines, premiums received, etc. to meet all COBRA timelines
- » Mailing and documentation services
- » Notifying insurance carriers

## Health Care Reform

- » Large vs. Small Employer Determination – Determining FTEs
- » Pay or Play–Determining Employer Coverage Requirements and Penalties
- » Consulting on Tax Strategies Involved with Health Care Reform
- » Payroll and W-2 Requirements to Meet the Health Care Reform Mandates
- » Review and Consultation on Flex and HRA benefits in regard to Health Care Reform
- » Reporting Requirements Including:
  - » Form 1094-B/C and Form 1095-B/C
  - » Form 720 – Patient-Centered Outcomes Research Institute (PCORI) Filing Fee
  - » Summary of Benefit Coverage Statement





# CDS HR On-Demand

## Access to industry-leading HR tools and resources

### » Unlimited Ask the Pro

Ask questions via Chat or e-mail to solve your HR compliance and employee management concerns

### » Employee handbooks

Create a customized, comprehensive employee handbook

### » Custom HR documents

Create customized documents, letters, forms, and job descriptions

### » Free HR training videos

Each HR training is recorded by an HR professional and covers the most important Human Resources issues of the day

## Payroll Services

### » Payroll checks

### » Direct deposit

### » Quarterly and annual reports (W2s, 1099s, etc.)

### » Tax deposits

### » Employee earnings records

### » IRS audits and correspondence

### » Multi-state

### » Consulting

### » Health Care Reform

### » Wage garnishments



## CDS also provides the following services to help streamline your organization

### » Accounting

### » Auditing

### » Business Valuations

### » Consulting and Planning

### » Estates and Trusts

### » Forensic Accounting

### » QuickBooks

### » Tax

If you would like to learn more about our services to help streamline your organization, call us at (320) 214-2909.

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# CDS HR On-Demand



## 6 Ways It Can Help Streamline Your HR



### Unlimited Ask the Pro Consulting

Ask a certified HR Pro as many questions as you want, either online or over the phone.



### Custom Employee Handbooks

With the handbook wizard, you can create a customized employee handbook for your organization. You can also update your current handbook. This ensures that your organization is compliant and protected.



### Up-to-the-Minute Ticket Tracker

You'll always know the status of the questions you submit to the HR Pros, by using the Ticket Tracker. It displays detailed ticket information, including which HR Pro has been assigned to it, when an answer will be ready, as well as a summary of the question.



### Custom Job Descriptions and HR Documents

With HR On-Demand, you can create customized HR documents. The tool guides you through developing HR documents tailored to your organization — from job descriptions to letters.



### Free HR On-Demand Training

From your desktop or phone, you can view on-line training videos on topics ranging from FMLA to harassment.



### Live Chat

HR Live Chat feature helps you locate the tools and resources you need.

Call us today about our Human Resources  
Consulting services and online tools.

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# CDS HR On-Demand

## What Can a Team of Certified HR Pros Do For You?

Answer your toughest HR questions, for starters.

Do we have to pay an employee for overtime hours that he worked but that were not authorized?

We'd like to start paying our employee on an exempt salary basis because when she works hourly she tends to have a lot of overtime. Can we do this?

What are the rules for unpaid interns? Do we need to do an I-9 for them?

An employee broke a piece of equipment while working. Can we deduct the cost of purchasing new equipment from his check?

We have employees who would like to work through lunch and leave early. Can we allow them to do that?

My employee is not showing up to work on time and I want to fire him. What do I need to do?

My employee was summoned for jury duty. Do I need to pay him for that time?

My employee has not returned his company-owned cell phone. Can I deduct the value of the cell phone from his final paycheck?

We're terminating an employee tomorrow. She has 2 weeks of paid vacation accrued. Do we have to pay her for those 2 weeks?

Employee A told me that Employee B was stealing company property. Can I fire Employee B immediately?

I'm hesitant to fire this employee because I'm afraid she will claim unemployment and that will make my rates go up. Is there any way to prevent that?

Does the Health Care Reform employee mandate apply to me? What do I need to do to comply?

## Don't Worry, We've Got You Covered.

With live HR advice through HR On-Demand, you can take advantage of unlimited consulting with our team of certified HR Pros, who answer more than 20,000 HR questions a year. Plus, you get access to the HR Support Center, the industry's leading online solution for all of your HR compliance and employee relations needs. From Health Care Reform and employee leaves to hiring, termination, wage & hour issues, and more, we can help.

Let us focus on your HR needs so you can focus on building your organization.

Call us today about our Human Resources  
Consulting services and online tools.

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Val Amberg (320) 214-2922 Anya Wells (320) 214-2948 E [hrondemand@cdscpa.com](mailto:hrondemand@cdscpa.com)

CDS			Pro Resources		
Service		Costs	Service		Costs
Payroll	\$95/payroll	\$2,470.00	3% of payroll costs	Difference \$260.87	\$9,912.62
Flex Administration	\$55/month	\$660.00	Includes:		
<i>Annual re-enrollment and Non-</i>			<i>Payroll Administration</i>		
<i>discrimination testing</i>	\$250	\$250.00	<i>HR services</i>		
HR on Demand	\$40/month	\$480.00	<i>Employee Benefits</i>		
<i>Additional HR services</i>	\$125/hour	\$500.00	<i>PTO Accrual</i>		
COBRA	Paid when needed		<i>Time and attendance</i>		
			<i>Electronic on-boarding</i>		
			<i>Employee Handbook</i>		
			<i>Safety Manual</i>		
			<i>Safety/Risk Management</i>		
			<i>Workers Comp</i>		
<b>TOTAL</b>		<b>\$4,360.00</b>	<b>TOTAL</b>		<b>\$9,912.62</b>
Not included in CDS proposal:					
<i>Workers Comp</i>		\$5,436.00			
<b>TOTAL COMPARISON</b>		<b>\$9,796.00</b>	<b>\$9,912.62</b>		

# Pros and Cons

November 2018

## **ProResources**

### Pros

- No threshold requirements in order to offer volunteer benefits
- Employee liability transferred to ProResources
- Premiums paid by ProResources- no late payments
- Offers complete HR services
- Workers Comp. insurance included in the cost
- Current proposal offers better benefit options

### Cons

- More expensive
- Not “as” local company (still based in MN)
- Would need to transfer payroll to another company
- Employees would have to go through on-line onboarding process

# Pros and Cons

## November 2018

### **CDSA**

#### Pros

- Cheaper cost
- Local company
- Currently utilizing CDS and CDSA for bookkeeping, payroll and flex administration
- Rich Westlund willing to assist with new employee paperwork and open enrollment.
- On-line HR services are convenient

#### Cons

- Still need to work with broker for quotes on benefits and meet threshold requirements in order to offer voluntary benefits
- Does not take on liability
- Still need to pay premiums
- Offers basic HR support services; time-consuming duties still remain for the CHS Administrator



**Public Health**  
Prevent. Promote. Protect.

**Meeker McLeod Sibley**  
Community Health Services

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

114 N Holcombe  
Litchfield, Minnesota 55355

Direct Line (320)-510-2660

### **2018 Employer Contributions**

#### **Health insurance- Health Partners Health Savings Account (HSA)**

- 100% Single Coverage
- 50% Dependent Coverage

#### **Health Savings Account**

- \$100 a month/ per employee- can be put in HSA account, towards the purchase of voluntary benefits, or as cash benefit

#### **Accidental Death and Life Insurance- Reliance Standard**

- 100% for \$25,000 policy

#### **Other Voluntary Benefits- Long Term Disability, Short Term Disability, Dental, Vision**

- Long Term Disability was the only benefit that met enrollment threshold and therefor the only one offered to employees





# MEEKER MCLEOD SIBLEY COMMUNITY HEALTH SERVICES

## HEALTH PARTNERS RENEWAL

	CURRENT RATES				RENEWAL RATES: 1/1/2019			
	OPEN ACCESS \$3,600 - 100% <b>HSA</b> (SILVER) EMBEDDED DEDUCTIBLE				OPEN ACCESS <b>\$3,850</b> - 100% <b>HSA</b> (SILVER) EMBEDDED DEDUCTIBLE			
	EE	SPOUSE	CHILD	TOTAL	EE	SPOUSE	CHILD	TOTAL
Emmi Bratsch	410.16			410.16	429.32			429.32
Alethea Elbert	431.37	431.37	884.61	1747.35	456.54	456.54	919.98	1833.06
Lindsay Hanson	396.91	404.86	294.87	1096.64	418.30	423.81	306.66	1148.77
Jeanne Holfield	978.03			978.03	1033.68			1033.68
Julie Kloeckl	707.35		331.31	1038.66	768.37		344.56	1112.93
Brett Nelson	339.26			339.26	361.10			361.10
Jessica Remmington	396.91			396.91	418.30			418.30
	<b>3,659.99</b>			<b>\$ 6,007.01</b>	<b>3,885.61</b>			<b>\$ 6,337.16</b>

+5.50%

Out Of Pocket Maximum	
Single	\$3,850
Family	\$7,700

## HEALTH PARTNERS ALTERNATE OPTIONS

	OPEN ACCESS \$4,000 - 100% <b>HSA</b> (SILVER) EMBEDDED DEDUCTIBLE				OPEN ACCESS \$4,500 - 100% <b>HSA</b> (SILVER) EMBEDDED DEDUCTIBLE			
	EE	SPOUSE	CHILD	TOTAL	EE	SPOUSE	CHILD	TOTAL
Emmi Bratsch	429.62			429.62	417.41			417.41
Alethea Elbert	456.86	456.86	920.61	1834.33	443.88	443.88	894.45	1782.21
Lindsay Hanson	418.59	424.10	306.87	1149.56	406.69	412.05	298.15	1116.89
Jeanne Holfield	1034.40			1034.40	1005.00			1005.00
Julie Kloeckl	768.90		344.80	1113.70	747.05		335.00	1082.05
Brett Nelson	361.35			361.35	351.08			351.08
Jessica Remmington	418.59			418.59	406.69			406.69
	<b>3,888.31</b>			<b>\$ 6,341.55</b>	<b>3,777.80</b>			<b>\$ 6,161.33</b>

+5.57%

+2.57%

Out Of Pocket Maximum	
Single	\$4,000
Family	\$8,000

Out Of Pocket Maximum	
Single	\$4,500
Family	\$9,000

# MEEKER MCLEOD SIBLEY COMMUNITY HEALTH SERVICES

## MEDICA

### MN PASSPORT \$3,850 - 0% HSA (SILVER) EMBEDDED DEDUCTIBLE

	EE	SPOUSE	CHILD	TOTAL
Emmi Bratsch	465.72			465.72
Alethea Elbert	495.25	495.25	997.98	1988.48
Lindsay Hanson	453.76	459.74	332.66	1246.16
Jeanne Holfield	1121.31			1121.31
Julie Kloeckl	833.51		373.77	1207.28
Brett Nelson	391.71			391.71
Jessica Remington	453.76			453.76
	<b>4,215.02</b>			<b>\$ 6,874.42</b>

+14.44%

Out Of Pocket Maximum	
Single	\$3,850
Family	\$7,700

### MN PASSPORT \$4,500 - 0% HSA (SILVER) EMBEDDED DEDUCTIBLE

	EE	SPOUSE	CHILD	TOTAL
Emmi Bratsch	443.43			443.43
Alethea Elbert	471.55	471.55	950.22	1893.32
Lindsay Hanson	432.04	437.74	316.74	1186.52
Jeanne Holfield	1067.67			1067.67
Julie Kloeckl	793.62		355.89	1149.51
Brett Nelson	372.97			372.97
Jessica Remington	432.04			432.04
	<b>4,013.32</b>			<b>\$ 6,545.46</b>

+8.96%

Out Of Pocket Maximum	
Single	\$4,500
Family	\$9,000

## BLUE CROSS BLUE SHIELD

### BLUE ACCESS \$4,000 - 0% HSA (PLAN 645) EMBEDDED DEDUCTIBLE

	EE	SPOUSE	CHILD	TOTAL
Emmi Bratsch	432.93			432.93
Alethea Elbert	460.38	460.38	927.72	1848.48
Lindsay Hanson	421.82	427.37	309.24	1158.43
Jeanne Holfield	1042.38			1042.38
Julie Kloeckl	774.83		347.46	1122.29
Brett Nelson	364.14			364.14
Jessica Remington	421.82			421.82
	<b>3,918.30</b>			<b>\$ 6,390.47</b>

+6.38%

Out Of Pocket Maximum	
Single	\$4,000
Family	\$8,000

### BLUE ACCESS \$4,500 - 0% HSA (PLAN 640) EMBEDDED DEDUCTIBLE

	EE	SPOUSE	CHILD	TOTAL
Emmi Bratsch	418.10			418.10
Alethea Elbert	444.61	444.61	895.95	1785.17
Lindsay Hanson	407.37	412.74	298.65	1118.76
Jeanne Holfield	1006.68			1006.68
Julie Kloeckl	748.29		335.56	1083.85
Brett Nelson	351.66			351.66
Jessica Remington	407.37			407.37
	<b>3,784.08</b>			<b>\$ 6,171.59</b>

+2.74%

Out Of Pocket Maximum	
Single	\$4,500
Family	\$9,000



\$ 871.60  
2310.46

BCBS # 834 - single  
2048 - family

# Minnesota Public Employees Insurance Program (PEIP) Advantage Health Plan

## 2018 - 2019 Benefits Schedule

### Value Option

Benefit Provision	Cost Level 1 – You Pay	Cost Level 2 – You Pay	Cost Level 3 – You Pay	Cost Level 4 – You Pay
<b>A. Preventive Care Services</b> <ul style="list-style-type: none"> <li>• Routine medical exams, cancer screening</li> <li>• Child health preventive services, routine immunizations</li> <li>• Prenatal and postnatal care and exams</li> <li>• Adult immunizations</li> <li>• Routine eye and hearing exams</li> </ul>	Nothing	Nothing	Nothing	Nothing
<b>B. Annual First Dollar Deductible *</b> (single/family)	\$500/1,000	\$700/1,400	\$1,100/2,200	\$1,800/3,600
<b>C. Office visits for illness/injury, for Outpatient Physical, Occupational or Speech Therapy, and Urgent Care</b> <ul style="list-style-type: none"> <li>• Outpatient visits in a physician's office</li> <li>• Chiropractic services</li> <li>• Outpatient mental health and chemical dependency</li> <li>• Urgent Care clinic visits (in or out of network)</li> </ul>	\$30 copay per visit annual deductible applies	\$35 copay per visit annual deductible applies	\$95 copay per visit annual deductible applies	\$120 copay per visit annual deductible applies
<b>D. Network Convenience Clinics and online care</b>	\$0 copay	\$0 copay	\$0 copay	\$0 copay
<b>E. Emergency Care</b> (in or out of network) <ul style="list-style-type: none"> <li>• Emergency care received in a hospital emergency room</li> </ul>	\$125 copay annual deductible applies	\$125 copay annual deductible applies	\$125 copay annual deductible applies	30% coinsurance annual deductible applies
<b>F. Inpatient Hospital Copay</b>	\$150 copay annual deductible applies	\$325 copay annual deductible applies	\$750 copay annual deductible applies	30% coinsurance annual deductible applies
<b>G. Outpatient Surgery Copay</b>	\$100 copay annual deductible applies	\$175 copay annual deductible applies	\$350 copay annual deductible applies	35% coinsurance annual deductible applies
<b>H. Hospice and Skilled Nursing Facility</b>	Nothing	Nothing	Nothing	Nothing
<b>I. Prosthetics and Durable Medical Equipment</b>	20% coinsurance	20% coinsurance	25% coinsurance	35% coinsurance annual deductible applies
<b>J. Lab</b> (including allergy shots), <b>Pathology</b> , and <b>X-ray</b> (not included as part of preventive care and not subject to office visit or facility copayments)	10% coinsurance annual deductible applies	10% coinsurance annual deductible applies	20% coinsurance annual deductible applies	35% coinsurance annual deductible applies
<b>K. MRI/CT Scans</b>	10% coinsurance annual deductible applies	10% coinsurance annual deductible applies	20% coinsurance annual deductible applies	35% coinsurance annual deductible applies
<b>L. Other expenses not covered in A – K above, including but not limited to:</b> <ul style="list-style-type: none"> <li>• Ambulance</li> <li>• Home Health Care</li> <li>• Outpatient Hospital Services (non-surgical) <ul style="list-style-type: none"> <li>• Radiation/chemotherapy</li> <li>• Dialysis</li> <li>• Day treatment for mental health and chemical dependency</li> <li>• Other diagnostic or treatment related outpatient services</li> </ul> </li> </ul>	10% coinsurance annual deductible applies	10% coinsurance annual deductible applies	20% coinsurance annual deductible applies	35% coinsurance annual deductible applies
<b>M. Prescription Drugs</b> 30-day supply of Tier 1, Tier 2, or Tier 3 prescription drugs, including insulin; or a 3-cycle supply of oral contraceptives.	\$20 tier one \$40 tier two \$65 tier three	\$20 tier one \$40 tier two \$65 tier three	\$20 tier one \$40 tier two \$65 tier three	\$20 tier one \$40 tier two \$65 tier three
<b>N. Plan Maximum Out-of-Pocket Expense for Prescription Drugs</b> (excludes Infertility) (single/family)	\$1,000/2,000	\$1,000/2,000	\$1,000/2,000	\$1,000/2,000
<b>O. Plan Maximum Out-of-Pocket Expense</b> (excluding prescription drugs) (single/family)	\$2,200/4,400	\$2,200/4,400	\$3,200/6,400	\$4,200/8,400

Emergency care or urgent care at a hospital emergency room or urgent care center out of the plan's service area or out of network is covered as described in sections C and E above.

This chart applies only to in-network coverage. Point of Service coverage is available only for members whose permanent residence is outside the State of Minnesota and outside the service areas of the health plans participating in Advantage. This category includes employees temporarily residing outside Minnesota on temporary assignment or paid leave [including sabbatical leaves] and college students. It is also available to all dependent children and spouses permanently residing outside the service area. These members pay a \$350 single or \$700 family deductible (separate and distinct from the deductibles listed in section B above) and 30% coinsurance to the out-of-pocket maximums described in section O above. Members pay the drug copayment described at section M above to the out-of-pocket maximum described at section N.

A standard set of benefits is offered in all PEIP Advantage Plans. There are still some differences from plan to plan in the way that benefits, including the transplant benefits, are administered, in the referral and diagnosis coding patterns of primary care clinics, and in the definition of Allowed Amount.

\* This Plan uses an embedded deductible: If any family member reaches the individual deductible then the deductible is satisfied for that family member. If any combination of family members reaches the family deductible, then the deductible is satisfied for the entire family.



9/19/2018

# MEEKER - MCLEOD - SIBLEY COMMUNITY HEALTH

## RELIANCE STANDARD

### UPDATED RATES

	CURRENT	UPDATE
	<b>BASE LIFE and AD&amp;D</b>	
	<b>\$25,000</b>	
Life Rates/\$1,000 AD&D	Table Rated 0.18	Table Rated 0.226
Volume	100,000	175,000
Monthly Premium	<b>\$18.00</b>	<b>\$39.50</b>
Rate Guarantee	3 Years	2 Years
Participation	100%	100%

0-24	0.07	0.06
25-29	0.07	0.06
30-34	0.09	0.07
35-39	0.11	0.09
40-44	0.14	0.12
45-49	0.23	0.19
50-54	0.35	0.28
55-59	0.56	0.46
60-64	0.87	0.71
65-69	1.43	1.16
70-74	2.56	2.08
75 +	4.15	3.37

Elimination & Benefit Period  
Percentage of Salary  
Maximum Weekly Benefit  
Rate/\$10  
Volume  
Rate Guarantee  
Monthly Premium

	CURRENT	UPDATE
	<b>SHORT TERM</b>	
	<b>DISABILITY</b>	
1/8/13	1/8/13	1/8/13
60%	60%	60%
\$1,500	\$1,500	\$1,500
Table Rated	Table Rated	Table Rated
\$2,768	\$4,672	\$4,672
3 Years	3 Years	3 Years
	<b>\$186.92</b>	<b>\$363.25</b>

0-24	1.12	0.88
25-29	1.12	0.88
30-34	1.12	0.88
35-39	0.86	0.66
40-44	0.48	0.48
45-49	0.55	0.55
50-54	0.72	0.72
55-59	0.86	0.86
60-64	0.95	0.95
65-69	1.16	1.16
70-74	1.54	1.54
75 +	1.54	1.54

\*Currently not enrolled in STD

9/19/2018

# MEEKER - MCLEOD - SIBLEY COMMUNITY HEALTH

## RELIANCE STANDARD

### UPDATED RATES

	CURRENT	UPDATE
	DENTAL	
Deductible	\$50/150	\$50/150
Preventive	100%	100%
Basic	80%	80%
Major	50%	50%
Ortho	N/A	N/A
Annual Max Benefit	\$1,000	\$1,000
Endodontics	50%	50%
Periodontics	50%	50%
Participation	75%	75%
Reimbursement	90%	90%
Percentile		
Rate Guarantee	2 Years	1 Year

#### Monthly Cost

Employee	\$47.26	<b>\$45.44</b>
Employee + 1	\$90.64	<b>\$87.16</b>
Family	\$150.21	<b>\$144.43</b>

\*Currently not enrolled in Dental

Benefit %  
 Maximum Monthly Benefit  
 Elimination Period  
 Definition of Disability  
 Benefit Duration  
 Survivor Benefit  
 Mental & Nervous  
 Rate Guarantee  
 Rate

Monthly Premium

CURRENT	UPDATE
LONG TERM DISABILITY	
60%	60%
\$7,500	\$7,500
90 Days	90 Days
36 Months	36 Months
SSNRA	SSNRA
3 Months	3 Months
2 Years	2 Years
3 Years	3 Years
Table Rated	Table Rated
<b>\$248.17</b>	<b>\$446.07</b>

0-24	0.55	0.55
25-29	0.55	0.55
30-34	0.71	0.71
35-39	0.84	0.84
40-44	1.08	1.08
45-49	1.55	1.55
50-54	2.00	2.00
55-59	2.59	2.59
60-64	3.36	3.36
65-69	3.86	3.86
70-74	3.86	3.86
75 +	3.86	3.86



## 2018 CHS Budget Breakdown

	Approved 2018 Budget	1st Qtr Expenditures 25% of Year	2nd Qtr Expenditures 50% of Year
<b>CHS Staff (CHS Administrator)</b>			
CHS Administrator Wages	109,612	22,996	19,406
Health Insurance		3,344	3,279
\$100 Contribution (HSA)		209	313
AD&D		0	
PERA		1,635	1,456
FICA		1,592	1,264
<b>Total</b>		<b>29,776</b>	<b>25,719</b>
<b>Contracted Services</b>	10,000		
Consultant fees(S.L)	30,000	2,804	6,325
Rent	44,724		
<b>Mileage, Meals, Lodging, Parking &amp; Misc</b>	5,000	1,754	3,090
<b>Training</b>	2,500		
<b>Dues &amp; Registration-NAACHO, LPHA</b>	2,000	375	
<b>Meeting Expenses</b>	1,000	329	
<b>Office Supplies/Equipment</b>			
Work Stations	18,800		
Executive Office desk/chair	1,200		
Tables/ Chairs for conf. room/	4,500		
Breakroom equipment	1,500		
Copier/ paper/ink supplies	2,700	504	
Shredder	350		
<b>Communications</b>			
Internet service	2,579		
Telephone services	3,231		
Cell phone/air cards/hot spots	1,000	317	185
Key Fobs	300		
McLeod County Network/IT Support	0		
<b>Professional Services</b>			
WebsiteMaintenance	1,000	1,970	
MCCC PH Doc software	30,000	10,722	6,581
PH Doc Hosting Services	26,597	2,944	
IT Desktop Assistance	4,800		
Technology Maintenance	720		
Audit Fees	12,000	14,000	
Fiscal Hosting	20,000	3,001	1,932
Payroll Services	2,700		
CDSA- Flex and HSA Administration		1,555	111
Other Services & Charges	0	592	186
<b>Other Services &amp; Charges</b>			
Work Comp & Liability Insurance	8,500	11,969	
Accreditation Fee's	3,100		3,100
Utilities	6,200		
Sharps Removal	150		
Badging System	1,500		
Signage	1,200		
Janitorial Services	2,400		
<b>TOTAL</b>	<b>361,863</b>	<b>82,612</b>	<b>47,228</b>

22.4% of Budget

35.8% of Budget

Total Budget \$361,863

Total Expenses \$129,840

Remaining Amount \$232,024

QTR 1

YTD at 22.4% of budget

QTR 2

YTD at 35.8% of budget

**MEEKER - MCLEOD - SIBLEY COMMUNITY HEALTH SERVICES  
2018 STATEMENT OF RECEIPTS AND DISBURSEMENTS**

Grant Programs	Balance Forward as of 9/30/2018	2018 Receipts			2018 Disbursements						Balance on Hand as of 10/31/2018
		Grant Dollars	Other Dollars	Total Revenue	Vendors	Employees	Meeker County	McLeod County	Sibley County	Total Expenses	
100 Local Public Health Grant	327,740.41	0.00	0.00	0.00	20,233.89	6,822.00	0.00	0.00	0.00	27,055.89	300,684.52
103 Healthy Communities Act	16,753.09	0.00	0.00	0.00	570.00	0.00	0.00	0.00	0.00	570.00	16,183.09
104 CRABC	51.37	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	50.00	1.37
105 SAVE	4,605.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,605.86
203 Early Hearing Detection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
205 Follow Along	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206 FPSP	(2,409.72)	0.00	0.00	0.00	1,405.36	0.00	0.00	0.00	0.00	1,405.36	(3,815.08)
209 MCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
212 Project Harmony Grant	(27,946.08)	49,968.60	0.00	49,968.60	5,619.97	5,604.38	21,225.70	23,687.17	2,460.21	58,597.43	(36,574.91)
224 TANF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
225 WIC-Admin	15,525.41	35,215.00	24.00	35,239.00	3,539.78	7,707.48	30,681.94	0.00	16,997.98	58,927.18	(8,162.77)
226 WIC-Breastfeeding Program	(763.56)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(763.56)
230 SHIP	(33,752.33)	37,376.52	0.00	37,376.52	26,548.23	4,483.86	7,068.46	0.00	2,425.83	40,526.38	(36,902.19)
234 WIC Peer Grant	(13,820.40)	7,955.00	0.00	7,955.00	2,339.64	830.80	876.00	0.00	0.00	4,046.44	(9,911.84)
401 Healthy Homes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
501 MRC	(9,986.52)	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	(11,986.52)
502 Emergency Preparedness	4,564.35	0.00	0.00	0.00	1,183.48	3,782.00	5,854.21	9,080.37	3,757.01	23,657.07	(19,092.72)
505 EP - CRI	(1,077.26)	0.00	0.00	0.00	90.12	1,178.00	0.00	0.00	0.00	1,268.12	(2,345.38)
601 Child & Teen Checkups (C&TC)	(4,759.67)	0.00	0.00	0.00	2,000.00	0.00	0.00	37,341.08	0.00	39,341.08	(44,100.75)
<b>Total</b>	<b>274,724.95</b>	<b>130,515.12</b>	<b>24.00</b>	<b>130,539.12</b>	<b>65,580.47</b>	<b>30,408.52</b>	<b>65,706.31</b>	<b>70,108.62</b>	<b>25,641.03</b>	<b>257,444.95</b>	<b>147,819.12</b>

WIC - Women Infants Children Grant  
FPSP - Family Planning Special Project  
SHIP - Statewide Health Improvement Program  
PHER - Public Health Emergency Response

**MEEKER - MCLEOD - SIBLEY COMMUNITY HEALTH SERVICES  
2018 STATEMENT OF RECEIPTS AND DISBURSEMENTS**

Grant Programs	Balance Forward as of 8/31/2018	2018 Receipts			2018 Disbursements						Balance on Hand as of 9/30/2018
		Grant Dollars	Other Dollars	Total Revenue	Vendors	Employees	Meeker County	McLeod County	Sibley County	Total Expenses	
100 Local Public Health Grant	340,648.53	0.00	2,030.04	2,030.04	8,033.16	6,905.00	0.00	0.00	0.00	14,938.16	327,740.41
103 Healthy Communities Act	17,567.09	0.00	0.00	0.00	814.00	0.00	0.00	0.00	0.00	814.00	16,753.09
104 CRABC	51.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	51.37
105 SAVE	4,605.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,605.86
203 Early Hearing Detection	525.00	0.00	0.00	0.00	0.00	0.00	300.00	225.00	0.00	525.00	0.00
205 Follow Along	0.00	1,449.75	0.00	1,449.75	0.00	0.00	483.25	483.25	483.25	1,449.75	0.00
206 FPSP	(1,639.48)	0.00	0.00	0.00	770.24	0.00	0.00	0.00	0.00	770.24	(2,409.72)
209 MCH	13,381.87	0.00	0.00	0.00	0.00	0.00	4,191.20	6,500.91	2,689.76	13,381.87	0.00
212 Project Harmony Grant	(30,696.82)	12,569.87	0.00	12,569.87	4,309.14	5,509.99	0.00	0.00	0.00	9,819.13	(27,946.08)
224 TANF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
225 WIC-Admin	(10,460.08)	36,929.00	0.00	36,929.00	3,409.89	7,533.62	0.00	0.00	0.00	10,943.51	15,525.41
226 WIC-Breastfeeding Program	(763.56)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(763.56)
230 SHIP	(7,843.55)	0.00	0.00	0.00	10,391.23	4,539.26	7,320.16	0.00	3,658.13	25,908.78	(33,752.33)
234 WIC Peer Grant	(11,215.88)	0.00	0.00	0.00	1,642.96	961.56	0.00	0.00	0.00	2,604.52	(13,820.40)
401 Healthy Homes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
501 MRC	(9,473.71)	0.00	0.00	0.00	512.81	0.00	0.00	0.00	0.00	512.81	(9,986.52)
502 Emergency Preparedness	(23,351.37)	33,385.41	0.00	33,385.41	1,400.94	4,068.75	0.00	0.00	0.00	5,469.69	4,564.35
505 EP - CRI	(117.82)	0.00	0.00	0.00	68.19	891.25	0.00	0.00	0.00	959.44	(1,077.26)
601 Child & Teen Checkups (C&TC)	(5,759.68)	51,684.11	0.00	51,684.11	0.00	0.00	16,950.00	20,815.80	12,918.30	50,684.10	(4,759.67)
<b>Total</b>	<b>275,457.77</b>	<b>136,018.14</b>	<b>2,030.04</b>	<b>138,048.18</b>	<b>31,352.56</b>	<b>30,409.43</b>	<b>29,244.61</b>	<b>28,024.96</b>	<b>19,749.44</b>	<b>138,781.00</b>	<b>274,724.95</b>

WIC - Women Infants Children Grant  
FPSP - Family Planning Special Project  
SHIP - Statewide Health Improvement Program  
PHER - Public Health Emergency Response

**MEEKER - MCLEOD - SIBLEY COMMUNITY HEALTH SERVICES  
2018 STATEMENT OF RECEIPTS AND DISBURSEMENTS**

Grant Programs	Balance Forward as of 1/1/2018	2018 Receipts			2018 Disbursements						Balance on Hand as of 10/31/2018
		Grant Dollars	Other Dollars	Total Revenue	Vendors	Employees	Meeker County	McLeod County	Sibley County	Total Expenses	
100 Local Public Health Grant	244,325.78	333,128.83	4,525.94	337,654.77	125,648.53	72,935.84	26,205.72	38,409.53	18,096.41	281,296.03	300,684.52
103 Healthy Communities Act	25,284.71	0.00	9,438.64	9,438.64	18,540.26	0.00	0.00	0.00	0.00	18,540.26	16,183.09
104 CRABC	0.00	0.00	323.39	323.39	322.02	0.00	0.00	0.00	0.00	322.02	1.37
105 SAVE	0.00	0.00	7,140.60	7,140.60	2,534.74	0.00	0.00	0.00	0.00	2,534.74	4,605.86
203 Early Hearing Detection	0.00	1,875.00	0.00	1,875.00	0.00	0.00	300.00	1,575.00	0.00	1,875.00	0.00
205 Follow Along	0.00	4,349.25	0.00	4,349.25	0.00	0.00	1,449.75	1,449.75	1,449.75	4,349.25	0.00
206 FPSP	(16,680.10)	87,563.10	150.00	87,713.10	26,557.35	0.00	16,380.68	12,706.28	19,203.77	74,848.08	(3,815.08)
209 MCH	0.00	77,000.54	0.00	77,000.54	0.00	0.00	29,813.13	35,071.79	12,115.62	77,000.54	0.00
212 Project Harmony Grant	(21,391.65)	168,172.92	0.00	168,172.92	27,279.87	37,488.61	50,034.70	60,552.98	8,000.02	183,356.18	(36,574.91)
224 TANF	0.00	45,499.27	0.00	45,499.27	0.00	0.00	14,466.25	26,837.95	4,195.07	45,499.27	0.00
225 WIC-Admin	(9,582.90)	352,025.00	0.00	352,025.00	20,237.69	52,225.70	125,188.47	83,074.46	69,878.55	350,604.87	(8,162.77)
226 WIC-Breastfeeding Program	0.00	0.00	0.00	0.00	209.56	0.00	554.00	0.00	0.00	763.56	(763.56)
230 SHIP	(2,360.00)	159,015.16	0.00	159,015.16	60,603.53	29,936.94	60,840.87	2,167.66	40,008.35	193,557.35	(36,902.19)
234 WIC Peer Grant	(13,841.80)	33,773.00	0.00	33,773.00	18,047.27	7,947.16	1,918.00	0.00	1,930.61	29,843.04	(9,911.84)
401 Healthy Homes	0.00	20,285.77	0.00	20,285.77	0.00	0.00	9,015.27	7,240.86	4,029.64	20,285.77	0.00
501 MRC	0.00	0.00	0.00	0.00	11,986.52	0.00	0.00	0.00	0.00	11,986.52	(11,986.52)
502 Emergency Preparedness	(8,949.31)	61,880.77	0.00	61,880.77	8,728.46	40,693.13	7,994.21	9,766.37	4,842.01	72,024.18	(19,092.72)
505 EP - CRI	0.00	0.00	0.00	0.00	164.13	2,181.25	0.00	0.00	0.00	2,345.38	(2,345.38)
601 Child & Teen Checkups (C&TC)	(4,759.66)	146,469.82	0.00	146,469.82	4,003.75	0.00	55,946.44	103,264.69	22,596.03	185,810.91	(44,100.75)
<b>Total</b>	192,045.07	1,491,038.43	21,578.57	1,512,617.00	324,863.68	243,408.63	400,107.49	382,117.32	206,345.83	1,556,842.95	147,819.12

WIC - Women Infants Children Grant

FPSP - Family Planning Special Project

SHIP - Statewide Health Improvement Program

PHER - Public Health Emergency Response



**MEEKER - MCLEOD - SIBLEY COMMUNITY HEALTH SERVICES  
2018 STATEMENT OF RECEIPTS AND DISBURSEMENTS**

Grant Programs	Balance Forward as of 1/1/2018	2018 Receipts			2018 Disbursements						Balance on Hand as of 9/30/2018
		Grant Dollars	Other Dollars	Total Revenue	Vendors	Employees	Meeker County	McLeod County	Sibley County	Total Expenses	
100 Local Public Health Grant	244,325.78	333,128.83	4,525.94	337,654.77	105,414.64	66,113.84	26,205.72	38,409.53	18,096.41	254,240.14	327,740.41
103 Healthy Communities Act	25,284.71	0.00	9,438.64	9,438.64	17,970.26	0.00	0.00	0.00	0.00	17,970.26	16,753.09
104 CRABC	0.00	0.00	323.39	323.39	272.02	0.00	0.00	0.00	0.00	272.02	51.37
105 SAVE	0.00	0.00	7,140.60	7,140.60	2,534.74	0.00	0.00	0.00	0.00	2,534.74	4,605.86
203 Early Hearing Detection	0.00	1,875.00	0.00	1,875.00	0.00	0.00	300.00	1,575.00	0.00	1,875.00	0.00
205 Follow Along	0.00	0.00	4,349.25	4,349.25	0.00	0.00	1,449.75	1,449.75	1,449.75	4,349.25	0.00
206 FPSP	(16,680.10)	87,563.10	150.00	87,713.10	25,151.99	0.00	16,380.68	12,706.28	19,203.77	73,442.72	(2,409.72)
209 MCH	0.00	77,000.54	0.00	77,000.54	0.00	0.00	29,813.13	35,071.79	12,115.62	77,000.54	0.00
212 Project Harmony Grant	(21,391.65)	118,204.32	0.00	118,204.32	21,659.90	31,884.23	28,809.00	36,865.81	5,539.81	124,758.75	(27,946.08)
224 TANF	0.00	45,499.27	0.00	45,499.27	0.00	0.00	14,466.25	26,837.95	4,195.07	45,499.27	0.00
225 WIC-Admin	(9,582.90)	316,786.00	0.00	316,786.00	16,697.91	44,518.22	94,506.53	83,074.46	52,880.57	291,677.69	15,525.41
226 WIC-Breastfeeding Program	0.00	0.00	0.00	0.00	209.56	0.00	554.00	0.00	0.00	763.56	(763.56)
230 SHIP	(2,360.00)	121,638.64	0.00	121,638.64	34,055.30	25,453.08	53,772.41	2,167.66	37,582.52	153,030.97	(33,752.33)
234 WIC Peer Grant	(13,841.80)	25,818.00	0.00	25,818.00	15,707.63	7,116.36	1,042.00	0.00	1,930.61	25,796.60	(13,820.40)
401 Healthy Homes	0.00	20,285.77	0.00	20,285.77	0.00	0.00	9,015.27	7,240.86	4,029.64	20,285.77	0.00
501 MRC	0.00	0.00	0.00	0.00	9,986.52	0.00	0.00	0.00	0.00	9,986.52	(9,986.52)
502 Emergency Preparedness	(8,949.31)	61,880.77	0.00	61,880.77	7,544.98	36,911.13	2,140.00	686.00	1,085.00	48,367.11	4,564.35
505 EP - CRI	0.00	0.00	0.00	0.00	74.01	1,003.25	0.00	0.00	0.00	1,077.26	(1,077.26)
601 Child & Teen Checkups (C&TC)	(4,759.66)	146,469.82	0.00	146,469.82	2,003.75	0.00	55,946.44	65,923.61	22,596.03	146,469.83	(4,759.67)
<b>Total</b>	192,045.07	1,356,150.06	25,927.82	1,382,077.88	259,283.21	213,000.11	334,401.18	312,008.70	180,704.80	1,299,398.00	274,724.95

WIC - Women Infants Children Grant

FPSP - Family Planning Special Project

SHIP - Statewide Health Improvement Program

PHER - Public Health Emergency Response



**Public Health**  
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**Meeker McLeod Sibley**  
Community Health Services

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

114 N Holcombe  
Litchfield, Minnesota 55355

Direct Line (320)-510-2660

### **REQUEST FOR OFFICE FURNITURE BIDS**

**October 26<sup>th</sup> 2018**

Meeker-McLeod-Sibley Community Health Services (MMS CHS) is a governmental joint powers entity established under Minnesota Statute 145A§.

The official office of MMS CHS has changed as of October 1<sup>st</sup> 2018 and is now located at 114 N. Holcombe, in Litchfield MN 55355.

With the new office space MMS CHS needs to purchase office furniture.

Specifically:

#### **Executive Office**

**Budget range: \$3000-\$5000**

- 1 U-Shaped Desk, with hutch. *See picture: CHS desk and CHS Office back*
  - Would like hutch against wall- where the blue tape is on the wall
  - 60 inch desk with 48 inch return shown in picture
- 1 Desk chair
- 1 lateral file cabinet either 2 or 3 drawer. If possible would be prefer to have 2 drawer and part of the U-shaped desk configuration
- 1 Bookshelf either 3 or 5 shelf, (preferably 5) *See picture: CHS file storage*
- Small conference table with 2 guest chairs. *See picture CHS office front*
- It would be a preference to have all the furniture coordinated and in the HON series.
- Prefer darker wood color- like Mahogany



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### **Work Stations**

**Budget Range: \$5,000-\$7,000**

- 2 L-shaped workstations that can be used with panels in the future.  
*See picture work station room #1*
  - 1 of the workstations needs to include a hutch and a sit to stand desk option. Could consider this work station to be a u-shaped desk. *See picture: work station room #2*
- 2 desk chairs
- 2 file mobile file storage pedestals (1 per work station)
- 1 bookshelf- with 5 shelves or another file storage unit
- Preference to be in the HON series
- Prefer the wood color laminate finish options

### **Additional Office Furniture**

**Budget Range: \$7000-\$8,000**

- Conference table- prefer the HON *Huddle* or *Motivate* type of tables to reconfigure for the demand. Enough tables for a maximum of 15-20 people. *See picture: conference area*
- 20 conference room chairs. Preference for arm rests and wheels. Example: HON VL303 Nestling Chair.
- Multi-use media and storage unit. A desk size printer/scanner unit would be placed on this unit. Underneath would be storage for office supplies (paper, pens, folders, etc.) Space available is about 5 feet for length and 32 inches for width. *See picture: work station room printer area*
- Prefer to be in HON series
- Prefer the tables and chairs to coordinate with other office furniture; ie wood color laminate, etc.

Price needs to include delivery and set-up. Rooms will be empty for set-up.

**Maximum Budget \$20,000**

**Bids need to be received by November 5<sup>th</sup>**



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Community Health Services

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

114 N Holcombe  
Litchfield, Minnesota 55355

Direct Line (320)-510-2660

### **Pictures:**



**CHS Desk**





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

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**CHS Office Back**



**CHS File Storage**



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Community Health Services

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

114 N Holcombe  
Litchfield, Minnesota 55355

Direct Line (320)-510-2660



**CHS Office Front**



**Work station room #1**



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Community Health Services

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Direct Line (320)-510-2660



**Work station room #2**



**Conference Area (approx..23ft x 24 ft)**



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Community Health Services

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

114 N Holcombe  
Litchfield, Minnesota 55355

Direct Line (320)-510-2660



### **Work Station room printer area**

**Area is approximately 5 feet for length and needs to be less than 3ft in depth from the wall.**



## Proposal

**Parameters**  
**800 Hennepin Avenue**  
**Suite 500**  
**Minneapolis, MN 55403**  
**Phone: 952-903-5200**  
**Fax: 952-903-5293**

Quote/Order No	9188
Date	11/05/2018
Customer PO No	
Customer Account	MEEKER
Sales Associate	Andy Dusek
Project Number	
Page	1 of 9

**T** Meeker-McLeod-Sibley Community Health Services  
**O** 114 N Holcombe Ave  
 Litchfield, MN 55355  
  
 ATTN: Allie Elbert  
 Phone: 320-510-2660  
 Email: Allie.Elbert@mmspubhealth.org

**S** Meeker-McLeod-Sibley Community Health Services  
**H** 114 N Holcombe Ave  
**I** Litchfield, MN 55355  
**P**  
  
**T** ATTN: Julie Kloeckl  
**O** Phone: 320-510-4839  
 Email: Julie.Kloeckl@mmspubhealth.org

Line	Quantity	Catalog Number/Description	Unit Price	Extended Amount
1	1.00 Each	Sys & Desk Univ Pedestal 20Dx15Wx28H BBF A-Pull OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: U Shaped Desk	149.27	149.27
2	1.00 Each	Ridgeline Lateral- 2-Dwr 30W A-Pull OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: U Shaped Desk	353.97	353.97
3	1.00 Each	Maxon Desking Bridge Brackets OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: U Shaped Desk	43.01	43.01
4	4.00 Each	Maxon Desking End Panel Leg 24" OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: U Shaped Desk	51.98	207.92
5	1.00 Each	Max Desking FullHtch 15x48 Opn Lwr.Bk StilPtd Dr OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: U Shaped Desk	294.40	294.40
6	1.00 Each	Maxon Desking Modesty Panel 54" Half Mod OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: U Shaped Desk	40.71	40.71
7	1.00 Each	Maxon Desking Modesty Panel 60" Full Mod. OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: U Shaped Desk	44.62	44.62
8	1.00 Each	Maxon Desking Modesty Panel 60" Half Mod OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: U Shaped Desk	41.86	41.86





## Proposal

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9	1.00 Each	Univ Rec WS 30 x 60 No Grommets OPTION: \$(L1PTR):L1 Partnership Lam Opts OPTION: .N:Mahogany OPTION: .~~~:*Woodgrain Colors* Mark Line For: U Shaped Desk	111.09	111.09
10	1.00 Each	Univ Rec WS 24 x 48 OPTION: \$(L1PTR):L1 Partnership Lam Opts OPTION: .N:Mahogany OPTION: .~~~:*Woodgrain Colors* Mark Line For: U Shaped Desk	92.92	92.92
11	1.00 Each	Univ Rec WS 24 x 60 OPTION: \$(L1PTR):L1 Partnership Lam Opts OPTION: .N:Mahogany OPTION: .~~~:*Woodgrain Colors* Mark Line For: U Shaped Desk	101.66	101.66
12	1.00 Each	Task Light 54W Mark Line For: U Shaped Desk	80.73	80.73
13	1.00 Each	Non Handed Diagonal Tray OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: U Shaped Desk	45.31	45.31
14	1.00 Each	Letter Tray (Letter Size Only) OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: U Shaped Desk	32.66	32.66
15	1.00 Each	Maxon Desking Accessory Rail 72W OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: U Shaped Desk	70.84	70.84
16	1.00 Each	Tool Box OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: U Shaped Desk	26.22	26.22
17	1.00 Each	Maxon Desking H B and T 15H72W OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige OPTION: \$(A):Grd A Fab OPTION: .ECH:Fab- Etch OPTION: 04:CLR- Crosshatch Mark Line For: U Shaped Desk	105.57	105.57



## Proposal

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**Fax: 952-903-5293**

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Sales Associate	Andy Dusek
Project Number	
Page	3 of 9

18	1.00 Each	Bookcase - 72H 5-Shelf OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: U Shaped Desk - Bookcase	276.23	276.23
19	1.00 Each	Prepare Medium Seated Height with Glides OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: Side Table	119.60	119.60
20	1.00 Each	Prepare Round TT 30"- No Power Caddy OPTION: \$(L1STD):L1 Standard Lam Opts OPTION: .PINC:Pinnacle OPTION: .PINC:Edg- Pinnacle Mark Line For: Side Table	119.60	119.60
21	2.00 Each	NP Guest Multi-Purp Stacking Leg Base Arm Mark Line For: Guest Chair	63.02	126.04
22	1.00 Each	Northport Exec Hi-Back 360 Swiv Tilt Adj Arms Mark Line For: Desk Chair	233.45	233.45
23	3.00 Each	Lock Core Kit OPTION: .X:Random Key Number Mark Line For: L Shape Desk	8.28	24.84
24	1.00 Each	F/F 27Hx24D Mob Ped Mtl-A-Pull OPTION: \$(CORE):Core Clr Opts OPTION: .MPT5:Greige OPTION: .L:Standard Lock Mark Line For: L Shape Desk	235.52	235.52
25	1.00 Each	Non Handed Diagonal Tray OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: L Shape Desk	45.31	45.31
26	2.00 Each	Letter Tray (Letter Size Only) OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: L Shape Desk	32.66	65.32
27	1.00 Each	Maxon Desking End Panel Leg 24" OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: L Shape Desk	51.98	51.98



## Proposal

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Customer Account	MEEKER
Sales Associate	Andy Dusek
Project Number	
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28	1.00 Each	Max Desking FullHtch 15x72 Opn Lwr.Bk StlPtd Drs OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: L Shape Desk	405.26	405.26
29	1.00 Each	Maxon Desking H B and T 15H72W OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige OPTION: \$(A):Grd A Fab OPTION: .ECH:Fab- Etch OPTION: 04:CLR- Crosshatch Mark Line For: L Shape Desk	105.57	105.57
30	1.00 Each	Maxon Desking Accessory Rail 72W OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: L Shape Desk	70.84	70.84
31	1.00 Each	Maxon Desking Gusset Support (pr) OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: L Shape Desk	24.61	24.61
32	1.00 Each	Maxon Desking Peninsula Modesty Panel 66W OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: L Shape Desk	108.56	108.56
33	1.00 Each	Univ Rec WS 24 x 42 OPTION: \$(L1STD):L1 Standard Lam Opts OPTION: .PINC:Pinnacle OPTION: .PINC:Edg- Pinnacle Mark Line For: L Shape Desk	85.33	85.33
34	1.00 Each	Univ Rec WS 30 x 72 OPTION: \$(L1STD):L1 Standard Lam Opts OPTION: .PINC:Pinnacle OPTION: .PINC:Edg- Pinnacle Mark Line For: L Shape Desk	129.49	129.49
35	1.00 Each	Worksurface Flat Bracket 24L Charcoal Mark Line For: L Shape Desk	13.80	13.80
36	1.00 Each	Prepare External Table Top Sup Chnl 60" Mark Line For: L Shape Desk	57.50	57.50



## Proposal

**Parameters**  
**800 Hennepin Avenue**  
**Suite 500**  
**Minneapolis, MN 55403**  
**Phone: 952-903-5200**  
**Fax: 952-903-5293**

Quote/Order No	9188
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Customer Account	MEEKER
Sales Associate	Andy Dusek
Project Number	
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37	2.00 Each	30"D x 28"H O-Leg Support OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: L Shape Desk	74.75	149.50
38	1.00 Each	Prepare 2-Stage C-leg Elec Pow Base 2 legs OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPBL:Black Mark Line For: Height Adjustable Desk	669.99	669.99
39	1.00 Each	Prepare Memory Controls for C-leg base Mark Line For: Height Adjustable Desk	71.76	71.76
40	1.00 Each	Prepare REC HA 72Wx24W OPTION: \$(L1STD):L1 Standard Lam Opts OPTION: .PINC:Pinnacle OPTION: .PINC:Edg- Pinnacle Mark Line For: Height Adjustable Desk	137.77	137.77
41	1.00 Each	Maxon Desking Peninsula Modesty Panel 66W OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: Height Adjustable Desk	108.56	108.56
42	1.00 Each	Prepare External Table Top Sup Chnl 60" Mark Line For: Height Adjustable Desk	57.50	57.50
43	1.00 Each	Northport Exec Hi-Back 360 Swiv Tilt Adj Arms Mark Line For: Desk Chair	233.45	233.45
44	1.00 Each	Bookcase - 72H 5-Shelf OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: L Shaped Desk - Bookcase	276.23	276.23
45	1.00 Each	Lock Core Kit OPTION: .X:Random Key Number Mark Line For: L Shaped Desk-B	8.28	8.28
46	1.00 Each	F/F 27Hx24D Mob Ped Mtl-A-Pull OPTION: \$(CORE):Core Clr Opts OPTION: .MPT5:Greige OPTION: .L:Standard Lock Mark Line For: L Shaped Desk-B	235.52	235.52
47	1.00 Each	Maxon Desking End Panel Leg 24" OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: L Shaped Desk-B	51.98	51.98



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48	1.00 Each	Maxon Desking Gusset Support (pr) OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: L Shaped Desk-B	24.61	24.61
49	1.00 Each	Maxon Desking Peninsula Modesty Panel 66W OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: L Shaped Desk-B	108.56	108.56
50	1.00 Each	Univ Rec WS 24 x 42 OPTION: \$(L1STD):L1 Standard Lam Opts OPTION: .PINC:Pinnacle OPTION: .PINC:Edg- Pinnacle Mark Line For: L Shaped Desk-B	85.33	85.33
51	1.00 Each	Univ Rec WS 30 x 72 OPTION: \$(L1STD):L1 Standard Lam Opts OPTION: .PINC:Pinnacle OPTION: .PINC:Edg- Pinnacle Mark Line For: L Shaped Desk-B	129.49	129.49
52	1.00 Each	Worksurface Flat Bracket 24L Charcoal Mark Line For: L Shaped Desk-B	13.80	13.80
53	1.00 Each	Prepare External Table Top Sup Chnl 60" Mark Line For: L Shaped Desk-B	57.50	57.50
54	2.00 Each	30"D x 28"H O-Leg Support OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: L Shaped Desk-B	74.75	149.50
55	1.00 Each	Northport Exec Hi-Back 360 Swiv Tilt Adj Arms Mark Line For: Desk Chair	233.45	233.45
56	1.00 Each	Bookcase - 72H 5-Shelf OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: L Shaped Desk - Bookcase	276.23	276.23
57	8.00 Each	Prepare REC TT 24Dx48W No Power Caddy OPTION: \$(L1STD):L1 Standard Lam Opts OPTION: .PINC:Pinnacle OPTION: .PINC:Edg- Pinnacle Mark Line For: Conf Tables	107.64	861.12





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58	8.00 Each	Prepare Flip Top Base for 24 x 48 Tops OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: Conf Tables	170.20	1,361.60
59	8.00 Each	Prepare 2 PACK Ganging Bracket Mark Line For: Conf Tables	11.96	95.68
60	20.00 Each	NP Mob Nesting Mark Line For: Conf Chairs	151.80	3,036.00
61	1.00 Each	22Hx60Wx18D LH Open/File Lam Front OPTION: \$(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige OPTION: .L:Standard Lock OPTION: \$(L1STD):L1 Standard Lam Opts OPTION: .PINC:Pinnacle OPTION: .MPPL:Color- Platinum Mark Line For: Multi-use media and storage unit	707.02	707.02
62	1.00 Each	Installation	1,980.00	1,980.00
			<b>TOTAL:</b>	<b>\$15,262.04</b>
			EXEMPT	\$0.00
			<b>GRAND TOTAL:</b>	<b>\$15,262.04</b>

Price is subject to adjustment under Paragraph 3 of the attached Terms and Conditions of Sale. Checks preferred. 2% credit card fee.



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### PARAMETERS - TERMS AND CONDITIONS OF SALE

#### 1. PRICES

Prices quoted are firm for 30 days from the date of the proposal, provided completion can be accomplished within manufacturer's current delivery cycle. Unless separately stated, prices quoted do not include any sales, use or excise taxes imposed by any governmental body. Such taxes will be added to the invoice at time of billing. Buyers who are exempt from taxes shall provide the seller with copies of exemption certificates upon acceptance of this proposal.

#### 2. DEPOSIT

A 50% deposit will be required with this order, unless modified or waived by the written consent of the seller. Deposit will be returned only with the written consent of the seller and, if agreed, net of related manufacturer's cancellation, restocking and order change charges.

#### 3. CREDIT CARDS

Prices quoted are for cash or check payment. If buyer elects to make payment by credit card, seller may add a credit card surcharge of up to 2% of the quoted price. Seller will inform buyer of the surcharge and amount before processing buyer's credit card payment.

#### 4. PAYMENT TERMS & SECURITY INTEREST, SUBJECT TO CREDIT REVIEW AND APPROVAL

Seller will invoice buyer upon manufacturer's shipment of the product. Payment is due Net 10 days (F.O.B. manufacturer, unless stated to the contrary). A service charge equal to the lesser of one and one half percent per month or the legal maximum rate permitted by law will be charged on all past due invoices. Seller retains security interest in the product until paid for in full. Buyer hereby authorizes seller to execute on its behalf such documents as may be necessary to perfect a security interest in the product.

#### 5. ORDER CHANGES AND CANCELLATIONS

Orders may not be changed or cancelled, in whole or in part, without the prior written consent of the seller. Changes may affect delivery dates. Customer will be liable for all resultant manufacturer charges, including restocking, for up to and including the total order value. Orders for special product, orders including customers own material and orders pursuant to expedited delivery programs, cannot be cancelled.

#### 6. STORAGE | HELD ORDERS

If buyer requests a delay after the time when seller can defer production, buyer will be invoiced for the product, payable in accordance to standard terms, when the order is ready for shipment. Seller may transfer the product to storage, in which case all expenses incurred in connection with storage shall be payable by buyer. Risk of loss to the product shall pass to the buyer upon delivery of the product into storage.

#### 7. DELIVERY & INSTALLATION

In the event that delivery and/or installation is required as a part of the proposal, the following provisions shall apply: The job site shall be clean, clear and free of debris prior to installation. Electric current, heat, hoisting and/or elevator service shall be furnished without charge to seller. Adequate facilities for off-loading, staging, moving and handling of product shall be provided. Delivery and Installation will be made during normal working hours. Additional labor costs resulting from overtime work performed at the buyer's request or resulting from labor or building conditions will be passed on to the buyer. Seller's ability to erect or assemble product shipped or knocked down or to permanently attach, affix, or bolt in place movable product is dependent on jurisdictional agreements between trade unions at the job site. If trade regulations or union disputes require onsite tradesman or outside labor to complete the installation, any additional cost will be paid by buyer. Delivery of unusual items requiring special handling such as insulated files, safes, bolting of files, etc., shall be charged to the buyer at applicable commercial rates for such handling. Product delivered and brought onto the job site as scheduled shall be inspected and conditionally accepted by the customer. The responsibility for the security and safeguarding of the delivered product shall pass to the buyer upon delivery. After arrival of the product at buyer's site, any loss or damage caused by other trades such as painting or plastering or by weather, fire, or other elements shall be buyer's responsibility, and buyer agrees to hold seller harmless from loss for such reasons.

#### 8. WARRANTY

Seller warrants that the product covered by this order shall conform to contract specifications. All other warranties expressed or implied, including without limitation any implied warranty of merchantability or fitness for any particular purpose, are excluded.



## Proposal

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### 9. CLAIM

All claims shall be deemed waived unless made in writing and delivered to seller within seven days after receipt of product by buyer. In no event will any claim be entered after product has been cut or otherwise processed. Buyer shall afford seller prompt and reasonable opportunity to inspect product as to which any claim is made as above stated. Seller reserves the right, at its sole discretion, to remedy any claimed defect in the product or to replace such product. If not replaced by Seller as herein provided, Seller's liability shall be limited to the stated selling price of any defective product. Seller shall in no event be liable for buyer's manufacturing costs, lost profits, good will or other special or consequential damages.

### 10. ENTIRE AGREEMENT

This contract constitutes the entire agreement between the parties, all prior representations and understandings have been merged herein. It may not be modified or terminated except in writing and signed by a duly authorized representative of the seller.

### 11. DELIVERIES IN INSTALLMENTS

Seller reserves the right to make deliveries in installments. All such installments shall be separately invoiced and paid for, without regard to subsequent deliveries. Delay in delivery of any installment shall not relieve buyer of its obligation to accept remaining deliveries.

### 12. SELLER'S CREDIT

Seller reserves the right to revoke any credit extended to buyer if buyer fails to pay any invoice when due. If in the Seller's opinion there is a material adverse change in buyer's financial condition, Seller shall have the right to suspend further shipments until receipt of adequate assurance of buyer's ability to pay therefore.

### 13. FORCE MAJEURE

Seller shall not be liable for failure to deliver or delays in delivery occasioned by causes beyond the Seller's control, including without limitations strikes, lockout, fires, embargoes, war or other breakout of hostilities, acts of God, inability to obtain shipping space, machinery breakdowns, delays of carriers or suppliers, and domestic or foreign governmental act or regulations.

### 14. GOVERNING LAW

This contract shall be governed by and construed according to the laws of the state of Minnesota.

### 15. ARBITRATION

Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association under its commercial rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The award shall include the costs of the arbitration and the legal fees of the prevailing party.

I accept the terms and conditions above.

Signed \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

## U Shaped Managers Desk with Side Table and Chairs



\*All preliminary pricing is budgetary only and is subject to change.  
Applicable freight charges, COM pricing, installation, and tax will be added to the final proposal.



U Shaped Desk with Hutch - \$ 1,842.76  
5'W x 8.5'L – 48" Return, 60"x30"main surface, 60"x 24" Back  
surface with Hutch  
Pinnacle Laminate Top/Greige Metal Finishes/ TBD Tackboard Fabric  
PO Typical – modified per bid requirements

\*All preliminary pricing is budgetary only and is subject to change.

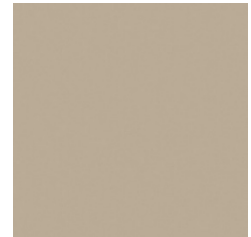
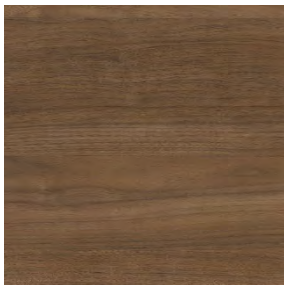
Applicable freight charges, COM pricing, installation, and tax will be added to the final proposal.





Prepare Side Table - \$63.02 each  
30" Round Diameter x 28"H  
Pinnacle Laminate Top/Greige Base

M-PP30RND



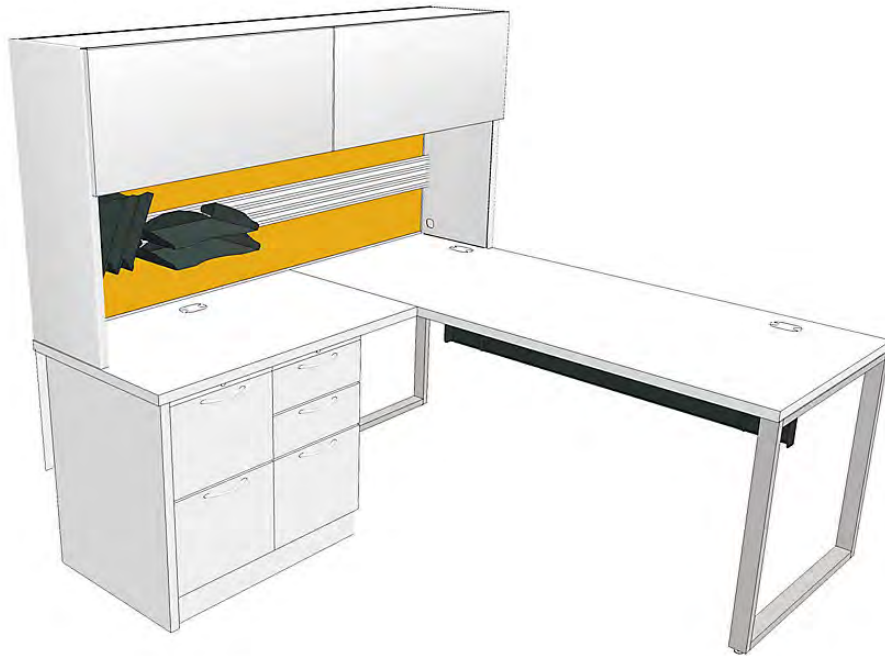
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Applicable freight charges, COM pricing, installation, and tax will be added to the final proposal.



Northport Multi-Purpose Guest Chairs - \$63.02 each  
21.5"W x 21.8"D x 33.5"H  
Black Mesh Back/Black Seat/Black Legs

M-SENP108

\*All preliminary pricing is budgetary only and is subject to change.  
Applicable freight charges, COM pricing, installation, and tax will be added to the final proposal.



Mobile or Freestanding  
File/File

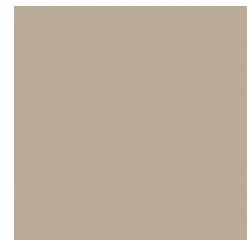
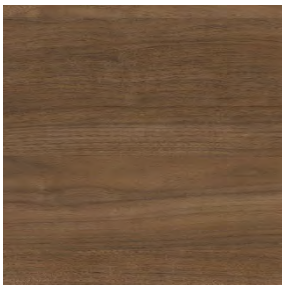
26 1/2"H x 15"W x  
18" / 23 1/4"D

Surpass L Shaped Desk with Hutch - \$1,598.50

72"W x 72"D x 60"H

File file mobile ped per bid request

Pinnacle Laminate Top/Greige Metal Finishes/ TBD Tackboard Fabric



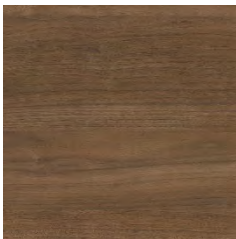
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Applicable freight charges, COM pricing, installation, and tax will be added to the final proposal.

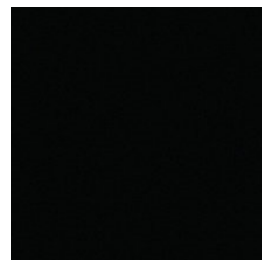


Prepare Height Adjustable Desk - \$849.39  
48"W x 24"D – Height range 27 ¾" - 47 3/8"

Pinnacle Laminate Top/ Black Base Finish(White and Silver are an  
upcharge)



M-PPBC2S



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Applicable freight charges, COM pricing, installation, and tax will be added to the final proposal.





Northport Exec Hi-Back 360 Swiv Tilt Adj Arms - \$233.45  
26 ½"W x 26 ¾"D x 42 ½"H  
Black Seat Fabric/Black Mesh/Black nylon base

M-SENP252

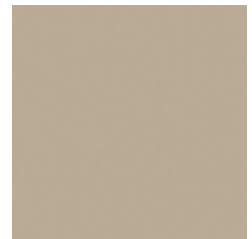
\*All preliminary pricing is budgetary only and is subject to change.  
Applicable freight charges, COM pricing, installation, and tax will be added to the final proposal.





Metal Bookcase – 5 Shelf - \$276.23 each  
72H" x 12 ¾ "D 34 ½"W  
Metal Finish - Greige

M-BS72



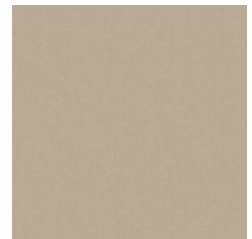
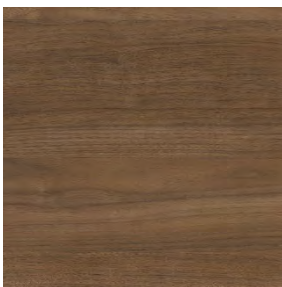
\*All preliminary pricing is budgetary only and is subject to change.  
Applicable freight charges, COM pricing, installation, and tax will be added to the final proposal.



Prepare Training Tables - \$289.80 each, \$2,318.40 total  
48"W x 24"D x 29"H

Pinnacle Laminate Top/Greige Finish Legs

M-PP2448RE1



\*All preliminary pricing is budgetary only and is subject to change.

Applicable freight charges, COM pricing, installation, and tax will be added to the final proposal.



Northpoint Nesting Chairs - \$151.80 each  
23.75"W x 23.75"D x 33.5"H  
Black Fabric/Black Frame

M-SENP103

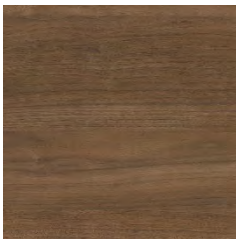
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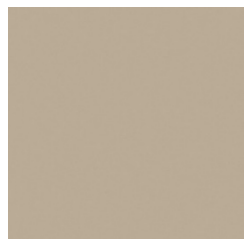
Credenza - \$707.02

22"H x 60"W x 18"D

Pinnacle Laminate Front/ Metal Finish Greige/ Silver Pull, Lock and Feet



M-ICCSF226018LBFOLA



\*All preliminary pricing is budgetary only and is subject to change.

Applicable freight charges, COM pricing, installation, and tax will be added to the final proposal.

Pricing Breakdown:

- Executive Office – U Shaped with Hutch – \$1,842.76
- Executive Office – Side Table and Chairs – \$365.24
- Executive Office – Desk Chair – \$233.45
- Executive Office – Bookcase (5 drawer) – \$276.23
- Workstation A – L-Shaped Desk with Hutch – \$1,573.43
- Workstation A – Add Sit Stand to be U shaped – \$1,045.58
- Workstation A – Bookcase (5 drawer) – \$276.23
- Workstation A – Desk Chair – \$233.45
- Workstation B – L-Shaped Desk without Hutch – \$864.57
- Workstation B – Bookcase (5 drawer) – \$276.23
- Workstation B – Desk Chair – \$233.45
- (8) Rectangular Training Tables, no Power – \$2,318.40
- (20) NP Nesting Chairs – \$3,036.00
- (1) Credenza for Multi-use media and Storage unit - \$707.02
- Installation during regular business hours - \$1,980.00

Overall Budget Pricing - \$15,262.04

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Applicable freight charges, COM pricing, installation, and tax will be added to the final proposal.