1. Meeting called to order

2. Welcome and Introductions

3. Additions to the Agenda

4. Approval of September 17th 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 17th 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 12th</td>
<td>9-11</td>
<td>Large Conference Room</td>
</tr>
<tr>
<td>August 9th</td>
<td>9-11</td>
<td>CANCELED</td>
</tr>
<tr>
<td>September 17th</td>
<td>9-11</td>
<td>RESCHEDULED</td>
</tr>
<tr>
<td>October 14th</td>
<td>9-11</td>
<td>CANCELED</td>
</tr>
<tr>
<td>October 15th</td>
<td>9-11</td>
<td>CANCELED</td>
</tr>
<tr>
<td>November 8th</td>
<td>9-11</td>
<td>McLeod Solid Waste Bldg</td>
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</table>
MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD Meeting Minutes
Monday September 17th, 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


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 12th 2018 meeting minutes*  Motion made by Ron Shimanski. 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
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 1st, 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 mmspublichealth.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 15th and November 8th 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 18th 2018 Meeting minutes
- Financial Reports
- Delegation Agreement and Exhibits
- Grant Coordinator Duties
- Meeker County Lease Agreement

_________________________________________________

CHB Secretary
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

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<th>Vendor State</th>
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<th>Account</th>
<th>Grant/Program Number</th>
<th>Object Number</th>
<th>Reason for Payment</th>
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<td>Make It OK - MRC</td>
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<td>6350</td>
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BILLING SUMMARY

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

Program: LPH6
Account # 0285
Description: delegation consultation
Approved by:

Please Refer to Privacy Notice on Reverse Side.
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
Glenoak, MN 55336

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

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<th>Amount</th>
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<td>0.40</td>
<td>80.00</td>
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<td>Review and forward lease and purchase service agreement to client for review and action.</td>
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Total current fees: 2,575.00

Disbursements

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<td>78.48</td>
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<td>7/6/2018</td>
<td>Check paid to Scott M. LePak - 5/29/18 Mileage to Hutchinson - 144 miles.</td>
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TOTAL DISBURSEMENTS: 468.70
TOTAL CURRENT BILLING: 3,043.70

PAYMENTS AND CREDITS

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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
TOTAL BALANCE DUE 3,043.70
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1.5% Finance Charge on past due balance

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<th>Email</th>
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<tbody>
<tr>
<td>320-753-3665</td>
<td>320-753-3661</td>
<td><a href="mailto:chris@crowriverpress.com">chris@crowriverpress.com</a></td>
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Program: 501 - mec
Account #: 0241
Description: Make it OK - mec
Approved by: AE
PO Box 99, Hutchinson, MN 55350

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<th>Bill To</th>
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<td>McLeod County Central Services</td>
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<tr>
<td>830 E 11TH St, Suite 10</td>
<td>Invoice Number: 37873</td>
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<tr>
<td>Glencoe, MN 55336</td>
<td>Transaction Date: 7/31/2018</td>
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Program: 501- MRC
Account #: 0241
Description: Make It OK - MRC
Approved by:

1.5% Finance Charge on past due balance

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<tbody>
<tr>
<td>320-753-3665</td>
<td>320-753-3661</td>
<td><a href="mailto:chris@crowriverpress.com">chris@crowriverpress.com</a></td>
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| Discount         | $0.00  |
| Freight          | $0.00  |
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| Tax Value        | $0.00  |
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Make Check Payable to Doherty Staffing Solutions, Inc.
A service charge (annual percentage rate of 18%) is charged on all unpaid invoices.

### Customer Information

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<td>Reg</td>
<td>3.75</td>
<td>$21.71</td>
<td>$81.41</td>
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<tr>
<td>Schlueter, Meg L</td>
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<td>Reg</td>
<td>3.25</td>
<td>$18.68</td>
<td>$60.71</td>
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Thank You For Your Business!
If you have any questions, Call (952) 832-8376
<table>
<thead>
<tr>
<th>Description</th>
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<th>Type</th>
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<td>$28.02</td>
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<td><strong>Reg: 59.25 OT: 0 DT: 0 Total Hours: 72</strong></td>
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<tr>
<td><strong>IF PAID AFTER : 09/11/2018</strong></td>
<td></td>
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<td><strong>$1,262.03</strong></td>
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Program: **WIC peer - 234**
Account #: **L02065**
Description: **BF peer staffing expense**
Approved by: **AE**

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

Invoice

Use of Fellowship Hall for “Mom’s Like You” Breastfeeding Support Group

<table>
<thead>
<tr>
<th>Date of Use</th>
<th>Number of Hours</th>
<th>Per Hour</th>
<th>Total Due</th>
<th>Total Paid</th>
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<td>3-17-18</td>
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<td>4-21-18</td>
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<td><strong>$60.00</strong></td>
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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.
From:
Mary Bachman
225 Dale Circle
Green Isle, MN  55338
Phone (507) 317-1846

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: SHIP
Account #: 0350
Description: 3-County SHIP Coord.
Approved by: [Signature]
**Statement**

<table>
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<tr>
<th>Service Date</th>
<th>Patient Bill No./Description</th>
<th>Service Type</th>
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<td>122553-0001-001U</td>
<td>Nonpatient Lab</td>
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<td>07/26/2018</td>
<td>100876-0005-001U</td>
<td>Nonpatient Lab</td>
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**Program:** 2016 - FISP

**Account #:** 10260

**Description:** FISP - STD Testing

**Approved by:** [Signature]

**Insurance Pending:** $0.00

**Last Pmt Date:** 07/16/2018

**Last Pmt Amount:** $481.40

**Due Date:**

**Total Amount Due:** $770.24

---

*This indicates that we billed the insuror and waiting for payment on this account.*
Bill To:

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

<table>
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<th>Customer PO#</th>
<th>Terms</th>
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<th>Ship Date</th>
<th>Ship Via</th>
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<tr>
<td></td>
<td>Net 30</td>
<td>9/21/18</td>
<td>8/22/18</td>
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<td>Outgoing Postage - Meeker, McLeod and Sibley Health Survey</td>
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Program: **SHIP**
Account #: **07165**
Description: **Comm Behavior Survey Postbox**
Approved by: **AE**

Thank you for your business.

Total $5,000.00
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<tr>
<th>Vendor Name</th>
<th>Vendor Address</th>
<th>Vendor City</th>
<th>Vendor State</th>
<th>Vendor Zip-Code</th>
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<th>Invoice Date</th>
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<th>Account</th>
<th>Grant/Program Number</th>
<th>Object Number</th>
<th>Reason for Payment</th>
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<td>MRC</td>
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<td>501</td>
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<td>MN</td>
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<td>Other Charges &amp; Services</td>
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<td>6350</td>
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<td>MN</td>
<td>55485-3600</td>
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<td>Health &amp; Life Ins-County Share</td>
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<td>Health Ins Prem AE</td>
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<td>Health &amp; Life Ins-County Share</td>
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<td>3811 Scenic Heights Ct SW</td>
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<td>Joanne Moxe, LLC</td>
<td>4351 Harriet Ave</td>
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<td>Lester Prairie Public Schools, ISD #424</td>
<td>Alice Daak, 131 Hickory Ave</td>
<td>St. Paul</td>
<td>MN</td>
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# Statement of Account

**Community Health Services**  
1805 Ford Avenue  
Glencoe, MN 55336  

<table>
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<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>CHARGES</th>
<th>CREDITS</th>
<th>ACCOUNT BALANCE</th>
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<td>8/1/2018</td>
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Program: 501 mrc  
Account #: 10205  
Description: QPR Class  
Approved by: AE
# Request for Payment Claim Voucher

**Vendor Information**

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<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Vendor Number</td>
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</tr>
<tr>
<td>Name:</td>
<td>Brett Nelson</td>
</tr>
<tr>
<td>Attention/Others:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>340 Nathan LN N #340</td>
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<tr>
<td>City, State, Zip Code:</td>
<td>Plymouth, MN, 55441</td>
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**Program:** 230-SHIP  
**Account #:** 6350  
**Description:** SHIP Tobacco  
**Approved by:**  
**Voucher Number:** AE

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**Total Amount of Check:** 98.75

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

**Mailing Instructions**

- [X] 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

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

ACCOUNT RECEIPT SUMMARY

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<th>Date</th>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>07-16-2018</td>
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Product Type: MN - HP SE HSA SILVER/SE376

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**Program:** 160 - LPHC  
**Account #:** 6-153  
**Description:** Health Ins  
**Approved by:** AE  

**Program:** 212 - Project Harmony  
**Account #:** 6-153  
**Description:** Health Ins Prem  
**Approved by:** AE  

**Program:** 330 - SHIP  
**Account #:** 4-153  
**Description:** Health Ins Prem  
**Approved by:** AE  

**Program:** 335 - WIC  
**Account #:** 6-153  
**Description:** Health Ins Prem  
**Approved by:** AE
INVOICE

Hutchinson Event Center
Hutchinson’s Meeting Place!

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 Servic

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 Amount Due

***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.
Billing to: Kerri Ward

Program: 212 Project Haraway
Account #: 6353
Description: Staff workshop
Approved by: AE

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<th>P.O. No.</th>
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<td>Gratuity</td>
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Total $648.41
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

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<td>$75.00</td>
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<td>and healthy communities project committee (Healthy Access for Kids project)</td>
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<td>Worksite Wellness: Meeting and goals and objectives for SWIF worksite,</td>
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<td>$75.00</td>
<td>$412.50</td>
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<td>planning and outreach to grant eligible worksites</td>
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<td>Tool development: Survey Monkey for Hands on Produce, Wellbeing at Work</td>
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<td>$112.50</td>
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<td>Consortium meeting evaluation</td>
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<tr>
<td>Summary of results/reports: SFMUH Evaluation report, Matter of Balance</td>
<td>14.5</td>
<td>$75.00</td>
<td>$1087.50</td>
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<tr>
<td>and Living Well with Diabetes summaries</td>
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<tr>
<td>Mileage - 410 miles</td>
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<td>$0.545/mile</td>
<td>$223.45</td>
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**TOTAL** $2,435.95

Make all checks payable to Joanne Moze, LLC

Program: 230 SHIP  
Account #: 62465  
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

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

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<td>8/13/18</td>
<td>MMSH Grant Award</td>
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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
Allie Freidrichs
Director
Meeker McLeod Sibley Community Health Services
1805 Ford Ave SE
Suite 200
Glencoe, MN 55336

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

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Billings to Date

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<td>2,094.80</td>
<td>3,075.00</td>
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I declare under penalty of law that this account is just and correct and that no part of it has been paid.

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.
INVOICE

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

<table>
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<tr>
<th>SERVICE</th>
<th>QTY</th>
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<td>720.00</td>
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<tr>
<td>mmspublichealth.org</td>
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<tr>
<td>SSL Certificate - Annual Renewal</td>
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<td>99.00</td>
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<tr>
<td>EMail Bundle</td>
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<td>120.00</td>
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<tr>
<td>Bundle of 5 accounts ($10/month, $120/annual)</td>
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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 $939.00

Program: 100_LPHG
Account #: 0265
Description: CHS website, emails
Approved by: AE

Vivid Image is a premier provider of Nontaxable Creative Promotional & Advertising Services.
INVOICE

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

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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 - LP H6
Account #: 6205
Description: CHS website
Approved by: A2

Vivid Image is a premier provider of Nontaxable Creative Promotional & Advertising Services.
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<th>Vendor State</th>
<th>Vendor Zip-Code</th>
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<th>Invoice 1</th>
<th>Account Class</th>
<th>Account Description</th>
<th>Grant/Program Number</th>
<th>Object Number</th>
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<td>MMS Family Planning</td>
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<td>6260</td>
<td>STD Tx</td>
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COMPLETED BY PHARMACY:

- Plan B
- Plan A One Step

**Pharmacy Name:** Coborns Pharmacy

**Pharmacy Address:** 2211 11th St

**Pharmacy Staff Signature:** [Signature]

**Cost:** $36.00

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

Meeker-Mcleod-Sibley Community Health Services
Family Planning Services
114 N Holcombe Ave., 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
The Employment Experts
Remit To: Doherty Staffing Solutions
CM 3608
St. Paul, MN 55170-3808

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

Week Work Ending: Aug 12 2018
12:00AM
Collett, Emily
Huberty, Amber L
Nicholson, Andrea Joy
Schlueter, Meg L

Consultant
Consultant
Consultant
Consultant

Week Work Ending: Aug 19 2018
12:00AM
Collett, Emily Consultant
Huberty, Amber L Consultant
Nicholson, Andrea Joy Consultant
Schlueter, Meg L Consultant

Consultant
Consultant
Consultant
Consultant

Week Work Ending: Aug 26 2018
12:00AM
Collett, Emily Consultant
Huberty, Amber L Consultant
Nicholson, Andrea Joy Consultant
Schlueter, Meg L Consultant

Consultant
Consultant
Consultant
Consultant

Week Work Ending: Sep 2 2018
12:00AM
Collett, Emily Consultant
Huberty, Amber L Consultant
Nicholson, Andrea Joy Consultant
Schlueter, Meg L Consultant

Consultant
Consultant
Consultant
Consultant

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

INVOICE

Invoice Amount
$1,939.67

Payment Terms
Net On Receipt

Invoice Date
09/09/2018

Invoice No.
154692

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.

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Total This Week Work Ending: $300.27

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 #: 02605
Description: WIC Peer Staffing
Approved by: [Signature]

Thank You For Your Business!
If you have any questions, Call (952) 832-8376
Please return your remittance with the top portion of this invoice on or before 10-01-2018. Include documentation detailing changes.
Program: 100
Account #: 60153
Description: Health Ins Plan.
Approved by: AE

Program: 212
Account #: 60153
Description: Health Ins Plan
Approved by: AE

Program: 230
Account #: 60153
Description: Health Ins Plan
Approved by: AE

Program: 225
Account #: 60153
Description: Health Ins Plan
Approved by: AE

Total: $4,868.85
Jessica Remington  
Meeker - McLeod - Sibley Community Health Services  
1805 Ford Ave. N. Ste.200  
Glencoe, MN 55336

Program: 234  
Account #: 18353  
Description: Room rental - Sept.

Approved by: 

---

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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
851-231-2797

* I will email her on address & phone & when she responds

Program: 100 - LPHG-
Account #: 0353
Description: Workshop Expense
Approved by: AE

37.41

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

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

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*Msg & Data Rates May Apply
You will receive 1 autodialed message with a link to join Michaels alerts.
**REMIT TO SPARTANNASH**
ECONOFoods - 3335
1531 MOMENTUM PLACE
CHICAGO, IL 60689

Program 206
Account 6260
Description STD TX
Approved by: AE

MEEKER PUBLIC HEALTH
114 N. HOLCOMBE #250
LITCHFIELD, MN 55355

PLEASE DETACH HERE AT PERFORATION AND RETURN THE TOP PORTION WITH YOUR REMITTANCE.

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<tr>
<th>TRANSACTION DATE</th>
<th>DESCRIPTION / TRANSACTION NUMBER</th>
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<th>PAYMENTS/ CREDITS</th>
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SEP 9 2018

| Current Charges    | 193.84 |
| 90 Days Past Due   | 0.00   |
| 60 Days Past Due   | 0.00   |
| 30 Days Past Due   | 0.00   |
| Over 90 Days Past Due | 0.00 |

**AMOUNT DUE**
$193.84

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

616-978-8584-
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<td><strong>INVOICE PAYMENT REQUEST FORM</strong></td>
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<tr>
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<tr>
<td>A&amp;T Dylan Enterprises</td>
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<td>Barna, Guzy &amp; Steffen, LTD.</td>
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<td>Doherty Staffing Solutions</td>
<td>CM 3808</td>
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<td>Double Tap, LLC</td>
<td>508 2nd Ave NW, PO Box 4</td>
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<td>Glencoe-Silver Lake School ISD #2859</td>
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<td>HLWW Schools</td>
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<tr>
<td>Hutchinson Leader</td>
<td>170 Shady Ridge NW</td>
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<tr>
<td>Mary Bachman</td>
<td>225 Dale Circle</td>
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<tr>
<td>Meeker Memorial</td>
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<td>Mid-Minnesota Dev Commission</td>
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<td><strong>MBC</strong></td>
<td>c/o Barb King, 3941 Ashland Ave</td>
</tr>
<tr>
<td>MnCCC</td>
<td>100 Empire Dr, Suite 201</td>
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<td>MnCCC</td>
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<tr>
<td>Joanne Moze, LLC</td>
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<td>Prince of Peace Retirement Living</td>
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<td>Harmony River Living Center</td>
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<td>Regent of the University of MN</td>
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<td>10/8/2018</td>
<td>QPR Class Arlington Community Ed</td>
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<tr>
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<td>QPR Presentation Hutchinson Health Primary (280 participants)</td>
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Program: 501  
Account: 6265  
Description: QPR Classes (MRC)  
Approved by: AE
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.

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Thank You For Your Business!
If you have any questions, Call (952) 832-8376
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IF PAID AFTER: 11/06/2018 $1,540.90

Program: 234
Account #: 0265
Description: WIC Peer Staffing
Approved by: [Signature]

Thank You For Your Business!
If you have any questions, Call (952) 832-8376
Barna, Guzy & Steffen, Ltd.
ATTORNEYS AT LAW
200 Coon Rapids Boulevard, Suite 400
Minneapolis, Minnesota 55433-5894

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

67180-001
RE: JOINT POWERS AGREEMENT
STATEMENT DATE: 09/30/18 - CLOSING DATE: 09/30/18
STATEMENT NO: 193647

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.

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
TOTAL BALANCE DUE 2,340.00

Program: __________
Account #: __________
Description: Delegation Consultation Services
Approved by: __________

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
GLENOCE, MN 55336

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

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<th>DESCRIPTION</th>
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<th>AMOUNT</th>
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<td>REVIEW OF MMS DELEGATION DOCUMENTS, GRANT COORDINATOR OPTIONS AND COUNTY LEASE AGREEMENT.</td>
<td>DRS</td>
<td>3.20</td>
<td>480.00</td>
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<tr>
<td>9/12/2018</td>
<td>REVIEW PROPOSED LEASE WITH MEEKER; DRAFT EMAIL TO ALLIE E ON SAME ISSUE; REVIEW BOARD PACKET.</td>
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<td>1.70</td>
<td>340.00</td>
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<tr>
<td>9/13/2018</td>
<td>REVIEW EMAILS FROM ALLIE ON PROPOSED CHANGES AND COMMENTS TO AGREEMENTS; REVIEW RESPONSE FROM STATE ON AGREEMENTS.</td>
<td>SML</td>
<td>0.70</td>
<td>140.00</td>
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<tr>
<td>9/14/2018</td>
<td>REVIEW MATERIALS FOR MMS MEETING.</td>
<td>SML</td>
<td>1.00</td>
<td>200.00</td>
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<tr>
<td>9/17/2018</td>
<td>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.</td>
<td>SML</td>
<td>5.10</td>
<td>1,020.00</td>
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<td>9/19/2018</td>
<td>TELEPHONE CONFERENCE WITH ALLIE ON NEXT STEPS.</td>
<td>SML</td>
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TOTAL CURRENT FEES: 2,340.00

TOTAL CURRENT BILLING: 2,340.00

PAYMENTS AND CREDITS

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TOTAL PAYMENTS AND CREDITS: 3,043.70

BILLING SUMMARY

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

---

***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

Event Information:
Thank you for registering for the Minnesota Breastfeeding Coalition 11th Annual Meeting and Workshop. Please check the website 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 mnbfoevents@gmail.com for questions.

Do you organize events?
Start selling in minutes with Eventbrite!
www.eventbrite.com
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Order Information
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Name
Meg Schlueber

Event Information:


Do you organize events?
Start selling in minutes with Eventbrite!
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

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

Oct payment 9,458.90

ACCOUNT RECEIPT SUMMARY

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

Product Type: MN - HP SE HSA SILVER/SE376

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Description: Health Ins. Prem.
Approved by: AE

Program: 212
Account #: 0153
Description: Health Ins. Prem.
Approved by: AE

Program: 230
Account #: 0153
Description: Health Ins. Prem.
Approved by: AE

Program: 225
Account #: 0153
Description: Health Ins. Prem.
Approved by: AE

Program: 502
Account #: 0153
Description: Health Ins. Prem.
Approved by: AE

Total: 1,747.35

Project Harmony
Emmi = 410.14 + Retro: 820.32 = 1,230.46
Jeanne = 978.03
Total = 3,208.51

SHIP
Brett = 347.21

WIC
Jessica = 396.91
Lindsay = 1,399.44
Total = $1,796.37

PHEP
Julie = 1,070.13 + Retro: 1,070.13 =
Total = $2,140.24

8,239.70
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**Period:** 11-01-2018 to 11-30-2018

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

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

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

Thank you for your Bull Publishing order!

We've emailed your receipt to maryb@co.sibley.mn.us.

Estimated delivery date:
October 27, 2018 — October 29, 2018

Receipt for Order #BPP8WD033XHC

Shipping Information

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

Payment Information

Master card ending in 5113

Mary Bachman
225 Dale Circle
Green Isle, MN 55336
US
(507) 237-4048

Order Summary

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Subtotal: $511.20
Sales Tax: $0.00
Shipping Cost: $54.06
Total: $565.26
October 11, 2018

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 $39.42

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,

Janna Tessmer
Business Manager

Program: 230
Account #: 6350
Description: Partner Shared - HE/AL
Approved by: [Signature]
DECKER EQUIPMENT
216 SOUTH SHERMAN ST.
P.O. BOX 176
VASSAR, MI 48768-8802
PHONE: 800-762-4899
FAX: 800-762-4894
www.SchoolFIX.com

Order # 250337A

Invoice

Invoice Date 07/12/18

Bill To
ACCOUNTS PAYABLE
SIBLEY EAST SCHOOL DISTRICT
202 3RD AVE NW
ARLINGTON, MN 55307-

PHONE: (507) 964-2292
ALT/FAX: ( ) -

Ship To
BOB PICHTELMAAN
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

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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

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

Program: 230
Account #: 0350
Description: Partner stipend
Approved by: TAC
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
JSD #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: xxxxx-0737

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Shipping & Handling $0.00
Grand Total $299.75
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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: 800.270.6887 | 94 Outwater Ln / Garfield, NJ 07026

Email Address: jolson@hlww.k12.mn.us

Order Date: October 10, 2018

Shipping Method: FedEx Ground

Status: Processing

Shipping Address
Jennifer Olson
Winsted Elementary
431 N 4th Street, Box 160
Winsted, MN 55395
United States
320-543-4869

Billing Address
Jennifer Olson
ISD #2687- HLWW Schools
8700 COUNTY RD 6 SW, BOX 708
HOWARD LAKE, MN 55349
United States
320-543-4864

jolson@hlww.k12.mn.us  jolson@hlww.k12.mn.us

Payment Method
Payment Terms: Credit Card
Card Type: Mastercard
Card Number: ******** 0737
Card Expiration: 04/21
Transaction: Approved
Amount Charged*: $519.22

Item Image

Description & Size

Item #: X5683
Size: 14¼ x 2 x 50½" Panel + 17½ x 27 x 3½" Base
Material: Reflective Sheeting Mounted to Double-Sided Plastic Frame
Packaging: Sold Individually - Mounting hardware is Not required. Ships in 2 separate packages.

Qty    Price     Total

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.

Subtotal: $449.90
Shipping Charge: $69.32
Sales Tax: $0.00

Invoice Total: $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.
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

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Hours</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/09/18</td>
<td>Meeker County Trails per contract agreement</td>
<td>NA</td>
<td>NA</td>
<td>$2,500.00</td>
</tr>
<tr>
<td></td>
<td>Trails Planning - Meeker County</td>
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</table>

Program: 230
Account #: 0350
Description: Partner Stipend HE/AL
Approved by: AE

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

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

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

Email:  BRET.T.NELSON@MMSPUBLICHEALTH.ORG

<table>
<thead>
<tr>
<th>Customer</th>
<th>Customer PO No</th>
<th>Sales Order No</th>
<th>Terms</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 1787</td>
<td>MEEKER MCLEOD SIBLEY</td>
<td></td>
<td>Due 1st Day of Month</td>
<td>11/01/2018</td>
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<table>
<thead>
<tr>
<th>No. SKU Code/Description/Comments</th>
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<th>U/M</th>
<th>Units</th>
<th>Rate</th>
<th>Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 PORTABLE IN STREET YIELD TO PEDESTRIAN WITHIN CROSSWALK SIGN SKU#: R1-6-WB</td>
<td>No</td>
<td></td>
<td>4.00</td>
<td>206.10</td>
<td>824.40</td>
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Program: 230
Account #: 0337
Description: Partner Street - HE/AL
Approved by: [Signature]

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

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<tr>
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<tr>
<td>Meeker-McLeod-Sibley CHS</td>
<td>1344</td>
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<th>U/M</th>
<th>Units</th>
<th>Rate</th>
<th>Extended</th>
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<tbody>
<tr>
<td>1 Start Up Enhancement supplies for active School and Healthy Eating</td>
<td>No</td>
<td>EA</td>
<td>1.00</td>
<td>2,000.00</td>
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Program: 230 - School
Account #: 6350
Description: Partner Stipend - School
Approved by: AE

<p>| | |</p>
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<tr>
<th></th>
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<tr>
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<td>$0.00</td>
</tr>
<tr>
<td>Balance Due</td>
<td>$2,000.00</td>
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</table>
Bill To:
Meeker-McLeod-Sibley Comm Health Services
Attn: Mary Bachman
PO Box 237
Gaylord MN 55334

<table>
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<th>Ship Date</th>
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<tr>
<td></td>
<td>Net 30</td>
<td>10/24/18</td>
<td>9/24/18</td>
<td>N/A</td>
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<tr>
<th>Item</th>
<th>Description</th>
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<th>Unit Price</th>
<th>Amount</th>
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</thead>
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<tr>
<td>4610 - Postage</td>
<td>Outgoing Postage - Meeker, McLeod and Sibley Health Survey</td>
<td>1</td>
<td>5,000.00</td>
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<td></td>
<td>Mailing #1, Qty 5400</td>
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<td></td>
<td>Mailing #2, Qty 4500</td>
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<td></td>
<td>Postcard Mailing, Qty 5400</td>
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<td></td>
</tr>
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<td></td>
<td>Delivery to Post Office</td>
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<td></td>
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</tr>
<tr>
<td></td>
<td>Grand Total $11,880, Invoice #18-12200 for $5,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Invoice 18-12243 for $5,000, Remainder $1,880 to be invoiced at a later date, thank you</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Program: 230
Account #: 0265
Description: Survey Services - Surveillance
Approved by: 

Thank you for your business.

Total $5,000.00
University of Minnesota

Please Remit To:
Regents of the University of Minnesota
NW 5960
PO Box 1450
Minneapolis MN 55485-5960

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

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

<table>
<thead>
<tr>
<th>Line</th>
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<th>UOM</th>
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<tr>
<td>1</td>
<td>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: $300.00 Invoice total: $510.00 Questions, please contact Christy Kallew @ 320-235-0726</td>
<td>1.00</td>
<td>EA</td>
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<td>510.00</td>
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Subtotal:   510.00
Amount Due: 510.00 USD

Program: 100
Account #: 0360
Description: All staff workshop

Approved by: A

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

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

Amount Enclosed

5013503 0300021338 000051000 1
<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>CHARGES</th>
<th>PAYMENTS</th>
<th>INSURANCE PENDING</th>
<th>PATIENT PAY (YOU OWE)</th>
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</tr>
<tr>
<td>8/9/2018</td>
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<td>7/28/2018</td>
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<td>9/17/2018</td>
<td>SELF PAY</td>
<td></td>
<td>96.28</td>
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</tr>
</tbody>
</table>

MESSAGES

THANK YOU FOR YOUR PAYMENT

TOTAL | INSURANCE PENDING | AMOUNT DUE NOW

ACCOUNT NO. | STATEMENT DATE

Continued...
### Account Statement

**Program:** 206  
**Account #:** 12260  
**Description:** FP Testing  

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Charges</th>
<th>Payments</th>
<th>Insurance Pending</th>
<th>Patient Pay (You Owe)</th>
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<tbody>
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<tr>
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<tr>
<td>8/9/2018</td>
<td>NONPATIENT LAB OTHER</td>
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<td>8/9/2018</td>
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<tr>
<td>8/9/2018</td>
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<td></td>
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<td>96.28</td>
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</tbody>
</table>

**Total:** 1,155.36  
**Amount Due Now:** 1,155.36
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
Prince of Peace Retirement Living
301 Glen St. SW
Hutchinson, MN  55350

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

<table>
<thead>
<tr>
<th>P.O. No.</th>
<th>Terms</th>
<th>Project</th>
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<table>
<thead>
<tr>
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<th>Description</th>
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<tbody>
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Program: 103
Account #: 6350
Description: CLT mini-grant
Approved by: AZ

Total $300.00
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<th>6</th>
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</table>

**Billed Account Name and Address**

MMS COMMUNITY HEALTH SERVICES  
ALLIE ELBERT  
1805 FORD AVE  
GLENCOE MN 55336

**Amount Paid:**  
______________

**Comments:**  
______________

**Please Return Upper Portion With Payment**

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<th>18</th>
<th>19</th>
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<tbody>
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<td>Reference</td>
<td>Description</td>
<td>Other Comments/Charges</td>
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**Program:**  
__________________

**Account #:**  
__________________

**Description:**  
FP - media outreach

**Approved by:**  
__________________

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

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<th>Current Net Amount Due</th>
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<th>60 Days</th>
<th>Over 90 Days</th>
<th>Unapplied Amount</th>
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**Due date: 10/15/18**

**Hutchinson Leader - Litchfield**

(320) 753-3635

**Invoice Number**  
0918387370

**Billing Period**  
09/2018

**Billed Account Number**  
387370

**Advertiser/Client Name**  
MMS COMMUNITY HEALTH SERVICES

* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE
MMS Community Health Services
1805 Ford Ave SE
Suite 200
Glencoe, MN 55336

2018 - 4th Quarter PH-DOC Software Support
(Oct 1 - Dec 31)

Program: 100
Account #: 02685
Description: PH. Doc software
Approved by: AE

6,489.66

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

2Y1810036
10/2/18
6,489.66

Remit To:
M & I Lockbox: MCCC
MI 33: P.O. Box 1150
Minneapolis, MN 55480-1150
Nov 1, 2018

Invoice Number
Invoice Date
Amount
Due Date
Minnesota Counties Computer Cooperative
100 Empire Drive
Suite 201
St. Paul, MN 55128-1846

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 #: 8205
Description: PH. Dec Mls 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
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<td>Joe Heying - TAX UG-Manatron mileage reimbursement for 8/2 and 8/23 meetings</td>
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<tr>
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<td>Sharon Robinson - TAX UG-Manatron Advisory Committee 9/6 at St Paul mileage</td>
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<td>Roseau County Treasurer - TAX UG-Manatron Advisory Committee meeting</td>
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MCLEOD COUNTY
Request for Payment Claim Voucher

Vendor Information

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<tbody>
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Name: Vivid Image

Attention/Other: 

Address: 897 Hwy 15 South

City, State, Zip Code: Hutchinson, MN 55350

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

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<th>Account Number</th>
<th>Amount</th>
<th>Description (30 Characters)</th>
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Total Amount of Check: 11,000.00

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: 
Approved By: 
Date: 
Date: 

Date: 10/16/2018
MMS - Block Hours Proposal
Meeker McLeod Sibley Healthy Communities
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:**

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<tr>
<th>Description</th>
<th>Price</th>
<th>Qty</th>
<th>Subtotal</th>
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**Total** $11,000
**SHIP INVOICE**

**SHIP SITE:** Joanie's Catering

**Contact Person:** Joan R Halter

**Mailing Address:** 213 North High Drive Apt 110
Hutchinson, MN 55350
(320) 282-1821

---

**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

---

**INVOICE DATE** | 10/16/18

---

**PLEASE PAY THIS AMOUNT:** $300.00

---

**FOR OFFICE USE ONLY: (circle one)**

Healthy School Food
Active Living
Tobacco Free Living
<table>
<thead>
<tr>
<th>Joyanne's Catering</th>
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<tr>
<td>Healthy Food in the Community</td>
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<tr>
<td>Advance Linkages with Health Reform</td>
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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

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<th>DESCRIPTION - attach additional documentation as appropriate</th>
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<td>10/16/2018</td>
<td>Well Being At Work Consortium Partner Mini-grant for PSE changes in workplace wellness</td>
<td>$1,000.00</td>
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**PLEASE PAY THIS AMOUNT:** $1,000.00
Healthy School Food          Active Living          Tobacco Free Living
Healthy Food in the Community Child Care
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

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

**SHIP INVOICE**

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

$1,000.00
Program: 230
Account: 6350
Description: Partner Stipend-worksite wellness
Approved by: AE
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<th>Vendor Zip-Code</th>
<th>Payment Amount</th>
<th>Invoice #</th>
<th>Account Class</th>
<th>Account</th>
<th>Grant/Program Number</th>
<th>Obliged Number</th>
<th>Reason for Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hunters Ridge Community Church</td>
<td>850 School Road SW</td>
<td>Hutchinson</td>
<td>MN</td>
<td>55350</td>
<td>$60.00</td>
<td>Oct. Invoice</td>
<td>WIC Peer Grant</td>
<td>Meeting Expense</td>
<td>234</td>
<td>6353</td>
<td></td>
</tr>
<tr>
<td>Jeanne Holfeld</td>
<td>860 School Rd NW</td>
<td>Hutchinson</td>
<td>MN</td>
<td>55350</td>
<td>$14.63</td>
<td></td>
<td>Project Harmony Grant</td>
<td>Meeting Expense</td>
<td>212</td>
<td>6353</td>
<td></td>
</tr>
<tr>
<td>Meeker County Treasurer</td>
<td>325 Sibley Ave N</td>
<td>Litchfield</td>
<td>MN</td>
<td>55355</td>
<td>$2,400.00</td>
<td>100</td>
<td>Local Public Health Grant</td>
<td>Other Charges &amp; Services</td>
<td>100</td>
<td>6350</td>
<td></td>
</tr>
<tr>
<td>SHI International Corp</td>
<td>PO Box 952123</td>
<td>Dallas</td>
<td>TX</td>
<td>75395-2121</td>
<td>$2,032.00</td>
<td>809008629</td>
<td>Local Public Health Grant</td>
<td>Small Equipment</td>
<td>100</td>
<td>6612</td>
<td></td>
</tr>
<tr>
<td>SHI International Corp</td>
<td>PO Box 952123</td>
<td>Dallas</td>
<td>TX</td>
<td>75395-2121</td>
<td>$394.00</td>
<td>8206882518</td>
<td>Local Public Health Grant</td>
<td>Small Equipment</td>
<td>100</td>
<td>6612</td>
<td></td>
</tr>
<tr>
<td>Small Beginnings Group - Paid ON-LINE</td>
<td>PO Box 952123</td>
<td>Dallas</td>
<td>TX</td>
<td>75395-2121</td>
<td>$50.00</td>
<td>8B893975AO</td>
<td>CRABC</td>
<td>Other Charges &amp; Services</td>
<td>104</td>
<td>6350</td>
<td></td>
</tr>
</tbody>
</table>
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 #: 6353
Description: Room rental
Approved by: AG

Invoice

Use of Fellowship Hall for “Mom’s Like You” Breastfeeding Support Group

<table>
<thead>
<tr>
<th>Date of Use</th>
<th>Number of Hours</th>
<th>Per Hour</th>
<th>Total Due</th>
<th>Total Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-20-18</td>
<td>2</td>
<td>$30.00</td>
<td>$60.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>2-17-18</td>
<td>2</td>
<td>$30.00</td>
<td>$60.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>3-17-18</td>
<td>2</td>
<td>$30.00</td>
<td>$60.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>4-21-18</td>
<td>2</td>
<td>$30.00</td>
<td>$60.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>5-19-18</td>
<td>2</td>
<td>$30.00</td>
<td>$60.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>6-16-18</td>
<td>2</td>
<td>$30.00</td>
<td>$60.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>7-21-18</td>
<td>2</td>
<td>$30.00</td>
<td>$60.00</td>
<td>$60.00</td>
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<tr>
<td>8-18-18</td>
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<td>9-15-18</td>
<td>2</td>
<td>$30.00</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>10-20-18</td>
<td>2</td>
<td>$30.00</td>
<td>$60.00</td>
<td></td>
</tr>
</tbody>
</table>

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.

850 School Road SW  Hutchinson, MN  55350
(320)587-8374  e-mail:hrcsec@gmail.com
Website: huntersridgecommunitychurch.org
**Meeker-McLeod-Sibley Community Health Services**

**Request for Payment Claim Voucher**

**Vendor Information**

<table>
<thead>
<tr>
<th>Vendor Number</th>
<th>Address Change</th>
<th>Account #</th>
<th>Description</th>
<th>Approved by</th>
<th>Voucher Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>10353</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name: Jeannne Holfield</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 860 School Rd., NW</td>
</tr>
<tr>
<td>City, State, Zip Code: Hutchinson, MN 55350</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Amount</th>
<th>Description (30 Characters)</th>
<th>Invoice Number (13 Spaces)</th>
<th>Report Code</th>
<th>Accrual Code</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$14.63</td>
<td>Food for PH Women's Recovery mtg</td>
<td>Sales Slip</td>
<td>See Attached</td>
<td></td>
</tr>
</tbody>
</table>

**Total Amount of Check**

| 0.00 |

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

**Mailing Instructions**

- [X] 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: Jeannne Holfield

Approved By: [ ]

Date: 6/5/18
Walmart

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

ST# 01738 0# 009049 T# 49 TR# 00328
RITZ 004400003113 F 2.56 N
CHEESECAKE 007674011131 F 5.98 0
8 OZ EW MR 007592530111 F 2.43 0
JVL SNR SSG 007754200011 F 3.66 0
SUBTOTAL 14.63 0
TOTAL 14.63

VISA TEND 14.63

US DEBIT - 2730 1 0 APPL#090869
REF # 827700532021
TRANS ID - 582777803124183
VALIDATION - 0X42
PAYMENT SERVICE - E
AID A000000000000840
TC OFCCA153647FC916
TERMINAL # SC010543
*NO SIGNATURE REQUIRED

10/04/18 17:18:38

CHANGE DUE 0.00

# ITEMS SOLD 4

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

***CUSTOMER COPY***

Scan with Walmart app to save receipts

See back of receipt for your chance
to win $1000 ID #: 7MS0KCI1D0N

*
### MEEKER COUNTY

**Meeker County Administrator**

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

#### BILL TO:

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

#### INVOICE

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

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

---

**Program:** 100  
**Account #:** 6350  
**Description:** Rent - 4th qtr 2018  
**Approved by:**

---

**MEEEKER COUNTY TREASURER:** 325 Sibley Avenue North, Litchfield, MN 55355

THANK YOU FOR YOUR BUSINESS!
<table>
<thead>
<tr>
<th>Ship Date</th>
<th>Salesperson</th>
<th>Purchase Order</th>
<th>Ship Via</th>
<th>FOB</th>
<th>Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/19/2018</td>
<td>Greg Rohleder</td>
<td>091018CHShw</td>
<td>FEDEX GROUND</td>
<td>FOB DEST</td>
<td>NET 30</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Item No. Mfg Part No.</th>
<th>Description</th>
<th>Qty Ordered</th>
<th>Qty Shipped</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>35696652 20L6S70V00</td>
<td>Notebook ThinkPad T480 20L6CTO1WW Rx Hardware Hardware Contract number: Open Market</td>
<td>2</td>
<td>2</td>
<td>1,016.00</td>
<td>2,032.00</td>
</tr>
<tr>
<td>Serial #: PF1F5J6X Serial #: PF1F5J71</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Quote: 15922441

Program: 100
Account #: 6012
Description: Dietitian laptops
Approved by: AE

Sales Balance: 2,032.00
Freight: 0.00
Recycling Fee: 0.00
Sales Tax: 0.00
Total: 2,032.00
Currency: USD
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

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

Quote: 15922441

Program: 100

Account #: 16612

Description: Defician docking station

Approved by: A3

| Sales Balance | 394.00 |
| Freight | 0.00 |
| Recycling Fee | 0.00 |
| Sales Tax | 0.00 |
| Total | 394.00 |
| Currency | USD |
Transaction details - PayPal

Transaction details

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

Donation Sent
Payment Status: Completed

Gross amount
-$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
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

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
17132885ed31228e61e5899fa686e685899

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

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

Memo
17132885ed31228e61e5899fa686e685899

Program: 107
Account #: 0350
Description: CRABC Big Latch On
Approved by: A3

https://www.paypal.com/activity/payment/8FB93975AD956884P 8/31/2018
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.

An equal opportunity employer.
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 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

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)
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 8th board meeting. The improvement plan is enclosed for your review and feedback.

Sincerely,

Joe Nagel, Chair of Meeker-McLeod-Sibley Community Health Board
20849 196th 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.**

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

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

<table>
<thead>
<tr>
<th>Recommendation TWO Action Steps</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1 MMS Finance Committee will revise existing subrecipient monitoring policy.</td>
<td>Nov-Dec 2018</td>
</tr>
<tr>
<td>#2 MMS CHB will approve subrecipient monitoring policy.</td>
<td>Jan 2019</td>
</tr>
<tr>
<td>#3 MMS CHS Administrator will assure completion of subrecipient monitoring duties and documentation according to policy.</td>
<td>On-going</td>
</tr>
</tbody>
</table>
3. Implement internal controls to ensure required approval of expenditures.

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

Additional Recommendations

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

<table>
<thead>
<tr>
<th>Recommendation FOUR Action Steps</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>#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).</td>
<td>Nov-Dec 2018</td>
</tr>
<tr>
<td>#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.</td>
<td>Nov-Dec 2018</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Local Public Health Grant</th>
<th>Receipts</th>
<th>Expenditures</th>
<th>Meeker</th>
<th>McLeod</th>
<th>Sibley</th>
<th>CHS</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State Funds</strong></td>
<td>$311,427</td>
<td>$25,503</td>
<td>$39,557</td>
<td>$16,367</td>
<td>$230,000</td>
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<td>$311,427</td>
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<tr>
<td>TANF</td>
<td>$95,010</td>
<td>$29,757</td>
<td>$46,156</td>
<td>$19,097</td>
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<td>$95,010</td>
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<tr>
<td>MCH</td>
<td>$82,180</td>
<td>$25,739</td>
<td>$39,923</td>
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<td>Follow Along</td>
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<td>$1,933</td>
<td>$1,933</td>
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<td>$ -</td>
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<td>$5,799</td>
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<tr>
<td>Health Disparities</td>
<td>$1,883</td>
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<td>$ -</td>
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<td>$1,883</td>
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<tr>
<td>Healthy Homes</td>
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<td>$13,668</td>
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<td>Immunization Grant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ -</td>
<td></td>
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<tr>
<td>WIC</td>
<td>$382,878</td>
<td>$101,914</td>
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<td>Emergency Preparedness</td>
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<td>FASD Project Harmony</td>
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__________________________
Community Health Board, Chair       Date
### Local Public Health Grant Allocation

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<tr>
<th>County</th>
<th>TANF 2018 %</th>
<th>TANF 2018 $</th>
<th>MCH 2018 %</th>
<th>MCH 2018 $</th>
<th>State %</th>
<th>State $</th>
<th>Subtotal %</th>
<th>Subtotal $</th>
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<tbody>
<tr>
<td>Meeker</td>
<td>31.32%</td>
<td>$29,757.13</td>
<td>31.32%</td>
<td>$25,738.78</td>
<td>31.32%</td>
<td>$25,502.94</td>
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<tr>
<td>McLeod</td>
<td>48.58%</td>
<td>$46,155.85</td>
<td>48.58%</td>
<td>$39,923.03</td>
<td>48.58%</td>
<td>$39,557.23</td>
<td>100.00%</td>
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<tr>
<td>Sibley</td>
<td>20.10%</td>
<td>$19,097.01</td>
<td>20.10%</td>
<td>$16,518.18</td>
<td>20.10%</td>
<td>$16,366.83</td>
<td>100.00%</td>
<td>$51,982.02</td>
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| Subtotal    | 100.00%     | $95,009.99  | 100.00%    | $82,179.99 | 100.00% | $81,427.00 | 100.00%    | $258,616.98 |

<table>
<thead>
<tr>
<th>Total Allocation</th>
<th>$95,010.00</th>
<th>$82,180.00</th>
<th>$81,427.00</th>
<th>$258,617.00</th>
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</thead>
<tbody>
<tr>
<td>County Allocation</td>
<td>$95,010.00</td>
<td>$82,180.00</td>
<td>$81,427.00</td>
<td>$258,617.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense</th>
<th>TANF MCH State Total</th>
<th>TANF MCH LPHG TOTAL COUNTY</th>
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<tbody>
<tr>
<td>2019 CHS Budget Total</td>
<td>$241,184</td>
<td>$95,010.00 $82,180.00 $81,427.00</td>
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<td>Total</td>
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<thead>
<tr>
<th>Revenue</th>
<th>Local Public Health Grant Allocation</th>
<th>Other Grants</th>
<th>Project Harmony</th>
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<tr>
<td>Total</td>
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<table>
<thead>
<tr>
<th>County Contribution</th>
<th>Third Party Billing</th>
<th>Total</th>
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<tr>
<td></td>
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</table>
## 2019 CHS Administration Budget

<table>
<thead>
<tr>
<th>CHS Staff (CHS Administrator)</th>
<th>2017 Budget</th>
<th>Approved 2018 Budget</th>
<th>YTD Expenditures</th>
<th>DRAFT 2019 BUDGET</th>
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<tr>
<td>CHS Administrator Wages</td>
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<td>109,612</td>
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<td>86,320</td>
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<td>Health Insurance</td>
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<td>$100 Contribution (HSA)</td>
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<tr>
<td>AD&amp;D</td>
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<tr>
<td>PERA</td>
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<td>FICA</td>
<td></td>
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<td>4,878</td>
<td>5,896</td>
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<td>Contracted Services</td>
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<td>Evaluation Consultant</td>
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<td>Consultant fees(S.L)</td>
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<td>17,808</td>
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<td>Breakroom equipment</td>
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<td>Copier/ paper/ink supplies</td>
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<td>Shredder</td>
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<td>McLeod County Network/IT Support</td>
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<td><strong>Professional Services</strong></td>
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<td>WebsiteMaintenance</td>
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<td>MCCC PH Doc software</td>
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<td><strong>Badging System</strong></td>
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<td><strong>Signage</strong></td>
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<td><strong>Janitorial Services</strong></td>
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<td><strong>TOTAL</strong></td>
<td>347,824</td>
<td>361,863</td>
<td>176,223</td>
<td>241,184</td>
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</tbody>
</table>
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

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

Conway, Deuth & Schmiesing, PLLP
CPAS & ADVISORS
820 Sibley Ave N
Litchfield, Minnesota 55355
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<table>
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<th>Section</th>
<th>Page</th>
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<tr>
<td>Licensed to Practice in State of Minnesota</td>
<td>4</td>
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<tr>
<td>Firm Qualifications and Experience</td>
<td>5</td>
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<tr>
<td>Peer Review</td>
<td>6</td>
</tr>
<tr>
<td>Our Comprehensive Team of Experts</td>
<td>7</td>
</tr>
<tr>
<td>Professional Fees For On-going Services</td>
<td>8</td>
</tr>
<tr>
<td>Appendix A - Copy of Most Recent Quality Control External Review Report</td>
<td>9</td>
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</table>
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
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.
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.
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.

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

Name of Firm: Conway, Deuth & Schmiesing, PLLP

Date: October 25, 2018

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

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/psreview. 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 remediation 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
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

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

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

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

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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.

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.

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.

The Growing BURDEN
Of Employment Law & Regulation

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

**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 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

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

Human Resources Expenditures Per Employee By Size Of Employer*

Number Of Employees

*Source: Bureau Of National Affairs
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.
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.

Tom Schmitz • Schmitz Body Paint & Repair

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

“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 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.”
PROPOSAL OF SERVICES

Congratulations,
You’ve Got PRO—
Large enough to take care of you,
small enough to know you by name,
and appreciate your business

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
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/CBD
- Matt Johnson/COO

Detroit Lakes, Minneapolis, Fargo, Bismarck, Grand Forks

KRIS BURNS
Business Consultant
kburns@ProResourcesHFL.com

Solutions To Help Business Grow

PRO Main Office: 800-776-4671 or 218-847-9277 | 1271 Highway 10 West | Detroit Lakes, MN 56501
Clients in 5 states
Employees in 36 states
**PRO Team Experts:**

- **Dustin Ulmer**
  - Client Human Resources Manager

- **Kriss Burns**
  - HR Business Consultant

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

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**Payroll and Tax Administration**
- Shift of Payroll Liability
- Process Payroll Checks & Direct Deposit
- Deposit Federal and State Tax Withholding's
- Create Journals and Summaries
- File and Mail W-2's
- Respond to Employment and Wage Verification Requests
- File State Unemployment Returns
- Process Garnishments
- Detailed Payroll Reporting

**Human Resources**
- HR Policy and Compliance Audits, Updates, Completion
- Electronic Employee Files and Tracking
- Electronic Time/Attendance & Scheduling
- Shift and Reduction of HR Liability
- Employee Handbook Creation & Updates
- Create and Customize HR Paperwork and Forms
- Assist with SUTA claims, hearings, appeals

**Workers’ Compensation**
- Workers Compensation Claims Management
- Workers Comp Fraud Investigations
- Risk Management Evaluations and Strategy
- Assist with Workers’ Comp Hearings
- Coordinate Return-to-Work Program
- Assist with OSHA Reviews
- Eliminate Workers’ Compensation Down Payment and Audit Premium

**Benefits Management**
- Benefits Plan Administration
- Assist with Benefits Compliance
- Economics of Scale Pricing
- Enroll Employees in Benefits Plans
- Employee Education
- Respond to Employee Benefit Inquiries, Claims and Questions
- PPACA Compliance
- Eliminate Employer 401K Audit
- Benefit Market Evaluation and Review

**Culture**
- Employee EAP Program
- Wellness Programs
- Wellness and Benefit Fairs
- Employee Recognition Programs and Events
- Supervisor and Leadership Training
- Online Safety Training
- Online Wellness
- Employee Safety Training

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

Confidential assistance available 24/7 for employees & family.

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

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.

For 24/7 Confidential Assistance
Call Your E.A.P. Today!
218.841.6549
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
Workers’ Comp/Claims Management

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
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 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
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!
## Duties BEFORE PRO Resources

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</tr>
<tr>
<td>Invoice Reconciliation</td>
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### Other Fringe Benefits

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<thead>
<tr>
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<tbody>
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<tbody>
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</tr>
<tr>
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<tr>
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</tr>
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<td>X</td>
</tr>
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</table>

### Human Resource Management

- Review Employee Performance
- Hiring & Terminating
- Review Employee Applications
- Check References
- 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.

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**PRO Resources**

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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.

Call TOLL FREE: 800.PRO.4671
1271 Highway 19 West • Detroit Lakes, MN 56501
www.ProResourcesHR.com • 218.647.9377

PRO
Solutions To Help Business Grow

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
- Health Savings Account
- Flexible Spending Accounts
- Dental Insurance
- Vision Insurance
- Accident Care Insurance
- Cancer Insurance
- Hospital Indemnity Insurance
- 401(k)

The following deductions will be deducted on a post-tax basis:

- Short Term Disability Insurance
- Supplemental Life Insurance & AD&D
- Long Term Disability
- Critical Illness Insurance
- 401(k) Roth
- Legal Plan
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
- W-4, 10 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
- 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).
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
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

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  • Life Insurance
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    » 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

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- 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
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

» Custom HR documents
   Create customized documents, letters, forms, and job descriptions

» Employee handbooks
   Create a customized, comprehensive employee handbook

» Free HR training videos
   Each HR training is recorded by an HR professionals 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.
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.

LOCATIONS
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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?

An employee broke a piece of equipment while working. Can we deduct the cost of purchasing new equipment from his check?

My employee is not showing up to work on time and I want to fire him. What do I need to do?

We’re terminating an employee tomorrow. She has 2 weeks of paid vacation accrued. Do we have to pay her for those 2 weeks?

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?

We have employees who would like to work through lunch and leave early. Can we allow them to do that?

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?

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.
<table>
<thead>
<tr>
<th>Service</th>
<th>CDS Costs</th>
<th>Pro Resources Costs</th>
<th>Service Cost Difference</th>
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<tr>
<td>Not included in CDS proposal:</td>
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<tr>
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<td>TOTAL COMPARISON</td>
<td>$9,796.00</td>
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<td>$9,912.62</td>
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</tbody>
</table>
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
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 therefore the only one offered to employees
## HEALTH PARTNERS RENEWAL

### CURRENT RATES

**OPEN ACCESS $3,600 - 100% HSA (SILVER) EMBEDDEDDEDUCTIBLE**

<table>
<thead>
<tr>
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### RENEWAL RATES: 1/1/2019

**OPEN ACCESS $3,850 - 100% HSA (SILVER) EMBEDDEDDEDUCTIBLE**

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**+5.50%**

### Out Of Pocket Maximum

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## HEALTH PARTNERS ALTERNATE OPTIONS

### OPEN ACCESS $4,000 - 100% HSA (SILVER) EMBEDDEDDEDUCTIBLE

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**+5.57%**

### OPEN ACCESS $4,500 - 100% HSA (SILVER) EMBEDDEDDEDUCTIBLE

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<tr>
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**+2.57%**

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### Out Of Pocket Maximum

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# MEEKER MCLEOD SIBLEY COMMUNITY HEALTH SERVICES

## MEDICA

**MN PASSPORT $3,850 - 0% HSA (SILVER)**  
**EMBEDDED DEDUCTIBLE**

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**Out Of Pocket Maximum**

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### BLUE CROSS BLUE SHIELD

**BLUE ACCESS $4,000 - 0% HSA (PLAN 645)**  
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**Out Of Pocket Maximum**

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### BLUE ACCESS $4,500 - 0% HSA (PLAN 640)**  
**EMBEDDED DEDUCTIBLE**

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**Out Of Pocket Maximum**

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<tr>
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<td>$4,500</td>
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## Minnesota Public Employees Insurance Program (PEIP) Advantage Health Plan 2018 - 2019 Benefits Schedule

### Value Option

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<td>A. Preventive Care Services</td>
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<td>Nothing</td>
<td>Nothing</td>
<td>Nothing</td>
</tr>
<tr>
<td>• Routine medical exams, cancer screening</td>
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<td></td>
</tr>
<tr>
<td>• Child health preventive services, routine immunizations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Prenatal and postnatal care and exams</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Adult immunizations</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>• Routine eye and hearing exams</td>
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<tr>
<td>B. Annual First Dollar Deductible *</td>
<td>$500/1,000</td>
<td>$700/1,400</td>
<td>$1,100/2,200</td>
<td>$1,800/3,600</td>
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<td>(single/family)</td>
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<tr>
<td>C. Office visits for Illness/Injury, for Outpatient</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical, Occupational or Speech Therapy,</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>and Urgent Care</td>
<td></td>
<td></td>
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<tr>
<td>• Outpatient visits in a physician’s office</td>
<td>$30 copay per visit</td>
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<td>$95 copay per visit</td>
<td>$120 copay per visit</td>
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<td>annual deductible applies</td>
<td>annual deductible applies</td>
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<tr>
<td>• Outpatient mental health and chemical dependence</td>
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</tr>
<tr>
<td>• Urgent Care clinic visits (in or out of network)</td>
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<tr>
<td>D. Network Convenience Clinics and online care</td>
<td>$0 copay</td>
<td>$0 copay</td>
<td>$0 copay</td>
<td>$0 copay</td>
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<tr>
<td>E. Emergency Care (in or out of network)</td>
<td>$125 copay per visit</td>
<td>$125 copay per visit</td>
<td>$125 copay per visit</td>
<td>$125 copay per visit</td>
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<tr>
<td>• Emergency care received in a hospital emergency room</td>
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</tr>
<tr>
<td>F. Inpatient Hospital Copay</td>
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<td>G. Outpatient Surgery Copay</td>
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<td>annual deductible applies</td>
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<tr>
<td>H. Hospice and Skilled Nursing Facility</td>
<td>Nothing</td>
<td>Nothing</td>
<td>Nothing</td>
<td>Nothing</td>
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<tr>
<td>I. Prosthetics and Durable Medical Equipment</td>
<td>20% coinsurance</td>
<td>20% coinsurance</td>
<td>25% coinsurance</td>
<td>35% coinsurance</td>
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<tr>
<td>J. Lab (including allergy shots), Pathology, and X-ray (not included as part of</td>
<td>10% coinsurance</td>
<td>10% coinsurance</td>
<td>20% coinsurance</td>
<td>35% coinsurance</td>
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<tr>
<td>preventive care and not subject to office visit or facility copayments)</td>
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<td>annual deductible applies</td>
<td>annual deductible applies</td>
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<tr>
<td>K. MRI/CT Scans</td>
<td>10% coinsurance</td>
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<td>20% coinsurance</td>
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<tr>
<td>L. Other expenses not covered in A – K above, including but not limited to:</td>
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<td>10% coinsurance</td>
<td>20% coinsurance</td>
<td>35% coinsurance</td>
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<tr>
<td>• Ambulance</td>
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<td>annual deductible applies</td>
<td>annual deductible applies</td>
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</tr>
<tr>
<td>• Home Health Care</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>• Outpatient Hospital Services (non-surgical)</td>
<td>10% coinsurance</td>
<td>10% coinsurance</td>
<td>20% coinsurance</td>
<td>35% coinsurance</td>
</tr>
<tr>
<td>• Radiation/Chemotherapy</td>
<td>annual deductible applies</td>
<td>annual deductible applies</td>
<td>annual deductible applies</td>
<td>annual deductible applies</td>
</tr>
<tr>
<td>• Dialysis</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Day treatment for mental health and chemical dependency</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Other diagnostic or treatment related outpatient services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M. Prescription Drugs</td>
<td>$20 tier one</td>
<td>$20 tier one</td>
<td>$20 tier one</td>
<td>$20 tier one</td>
</tr>
<tr>
<td>• 30-day supply of Tier 1, Tier 2, or Tier 3 prescription drugs, including insulin</td>
<td>$40 tier two</td>
<td>$40 tier two</td>
<td>$40 tier two</td>
<td>$40 tier two</td>
</tr>
<tr>
<td>or a 3-cycle supply of oral contraceptives.</td>
<td>$65 tier three</td>
<td>$65 tier three</td>
<td>$65 tier three</td>
<td>$65 tier three</td>
</tr>
<tr>
<td>N. Plan Maximum Out-of-Pocket Expense for Prescription Drugs (excludes infertility)</td>
<td>$1,000/2,000</td>
<td>$1,000/2,000</td>
<td>$1,000/2,000</td>
<td>$1,000/2,000</td>
</tr>
<tr>
<td>(single/family)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>O. Plan Maximum Out-of-Pocket Expense (excluding prescription drugs) (single/family)</td>
<td>$2,200/4,400</td>
<td>$2,200/4,400</td>
<td>$3,200/6,400</td>
<td>$4,200/8,400</td>
</tr>
</tbody>
</table>

*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.*

---

*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 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 leave) and college students. It is also available to all dependent children and spouses permanently residing outside the service area. These members pay a $250 single or $700 family deductible (separate and distinct from the deductibles listed in section B above) and 30% coinsurance to the out-of-pocket maximum 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.*
# MEEKER - MCLEOD - SIBLEY COMMUNITY HEALTH

## RELIANCE STANDARD

### UPDATED RATES

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>UPDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BASE LIFE and AD&amp;D</strong></td>
<td><strong>BASE LIFE and AD&amp;D</strong></td>
</tr>
<tr>
<td>$25,000</td>
<td>$25,000</td>
</tr>
<tr>
<td><strong>Life Rates/$1,000</strong></td>
<td><strong>Life Rates/$1,000</strong></td>
</tr>
<tr>
<td>Table</td>
<td>Table</td>
</tr>
<tr>
<td>Rated</td>
<td>Rated</td>
</tr>
<tr>
<td>0.18</td>
<td>0.226</td>
</tr>
<tr>
<td><strong>Volume</strong></td>
<td><strong>Volume</strong></td>
</tr>
<tr>
<td>100,000</td>
<td>175,000</td>
</tr>
<tr>
<td><strong>Monthly Premium</strong></td>
<td><strong>Monthly Premium</strong></td>
</tr>
<tr>
<td>$18.00</td>
<td>$39.50</td>
</tr>
<tr>
<td><strong>Rate Guarantee</strong></td>
<td><strong>Rate Guarantee</strong></td>
</tr>
<tr>
<td>3 Years</td>
<td>2 Years</td>
</tr>
<tr>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>UPDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SHORT TERM DISABILITY</strong></td>
<td><strong>SHORT TERM DISABILITY</strong></td>
</tr>
<tr>
<td>1/8/13</td>
<td>1/8/13</td>
</tr>
<tr>
<td>60%</td>
<td>60%</td>
</tr>
<tr>
<td>$1,500</td>
<td>$1,500</td>
</tr>
<tr>
<td>Table Rated</td>
<td>Table Rated</td>
</tr>
<tr>
<td>$2,768</td>
<td>$4,672</td>
</tr>
<tr>
<td><strong>Volume</strong></td>
<td><strong>Volume</strong></td>
</tr>
<tr>
<td>3 Years</td>
<td>3 Years</td>
</tr>
<tr>
<td><strong>Monthly Premium</strong></td>
<td><strong>Monthly Premium</strong></td>
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<tr>
<td>$186.92</td>
<td>$363.25</td>
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<table>
<thead>
<tr>
<th>Age Group</th>
<th>Base Rate</th>
<th>Update Rate</th>
</tr>
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<tbody>
<tr>
<td>0-24</td>
<td>0.07</td>
<td>0.06</td>
</tr>
<tr>
<td>25-29</td>
<td>0.07</td>
<td>0.06</td>
</tr>
<tr>
<td>30-34</td>
<td>0.09</td>
<td>0.07</td>
</tr>
<tr>
<td>35-39</td>
<td>0.11</td>
<td>0.09</td>
</tr>
<tr>
<td>40-44</td>
<td>0.14</td>
<td>0.12</td>
</tr>
<tr>
<td>45-49</td>
<td>0.23</td>
<td>0.19</td>
</tr>
<tr>
<td>50-54</td>
<td>0.35</td>
<td>0.28</td>
</tr>
<tr>
<td>55-59</td>
<td>0.56</td>
<td>0.46</td>
</tr>
<tr>
<td>60-64</td>
<td>0.87</td>
<td>0.71</td>
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<tr>
<td>65-69</td>
<td>1.43</td>
<td>1.16</td>
</tr>
<tr>
<td>70-74</td>
<td>2.56</td>
<td>2.08</td>
</tr>
<tr>
<td>75+</td>
<td>4.15</td>
<td>3.37</td>
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</table>

*Currently not enrolled in STD*
## Updated Rates

### DENTAL

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>UPDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deductible</td>
<td>$50/150</td>
</tr>
<tr>
<td>Preventive</td>
<td>100%</td>
</tr>
<tr>
<td>Basic</td>
<td>80%</td>
</tr>
<tr>
<td>Major</td>
<td>50%</td>
</tr>
<tr>
<td>Ortho</td>
<td>N/A</td>
</tr>
<tr>
<td>Annual Max Benefit</td>
<td>$1,000</td>
</tr>
<tr>
<td>Endodontics</td>
<td>50%</td>
</tr>
<tr>
<td>Periodontics</td>
<td>50%</td>
</tr>
<tr>
<td>Participation</td>
<td>75%</td>
</tr>
<tr>
<td>Reimbursement</td>
<td>90%</td>
</tr>
<tr>
<td>Percentile</td>
<td>2 Years</td>
</tr>
<tr>
<td>Rate Guarantee</td>
<td>$47.26</td>
</tr>
<tr>
<td>Employee + 1</td>
<td>$90.64</td>
</tr>
<tr>
<td>Family</td>
<td>$150.21</td>
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</tbody>
</table>

*Currently not enrolled in Dental*

### LONG TERM DISABILITY

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>UPDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefit %</td>
<td>60%</td>
</tr>
<tr>
<td>Maximum Monthly Benefit</td>
<td>$7,500</td>
</tr>
<tr>
<td>Elimination Period</td>
<td>90 Days</td>
</tr>
<tr>
<td>Definition of Disability</td>
<td>36 Months</td>
</tr>
<tr>
<td>Benefit Duration</td>
<td>SSNRA</td>
</tr>
<tr>
<td>Survivor Benefit</td>
<td>3 Months</td>
</tr>
<tr>
<td>Mental &amp; Nervous</td>
<td>2 Years</td>
</tr>
<tr>
<td>Rate Guarantee</td>
<td>3 Years</td>
</tr>
<tr>
<td>Rate</td>
<td>Table Rated</td>
</tr>
<tr>
<td>Monthly Premium</td>
<td>$248.17</td>
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</table>

<table>
<thead>
<tr>
<th>Age</th>
<th>0-24</th>
<th>25-29</th>
<th>30-34</th>
<th>35-39</th>
<th>40-44</th>
<th>45-49</th>
<th>50-54</th>
<th>55-59</th>
<th>60-64</th>
<th>65-69</th>
<th>70-74</th>
<th>75 +</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate</td>
<td>0.55</td>
<td>0.55</td>
<td>0.55</td>
<td>0.55</td>
<td>0.55</td>
<td>0.55</td>
<td>0.55</td>
<td>0.55</td>
<td>0.55</td>
<td>0.55</td>
<td>0.55</td>
<td>0.55</td>
</tr>
</tbody>
</table>
### 2018 CHS Budget Breakdown

<table>
<thead>
<tr>
<th>Category</th>
<th>Approved 2018 Budget</th>
<th>1st Qtr Expenditures 25% of Year</th>
<th>2nd Qtr Expenditures 50% of Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHS Staff (CHS Administrator)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHS Administrator Wages</td>
<td>109,612</td>
<td>22,996</td>
<td>19,406</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>3,344</td>
<td>837</td>
<td>2,479</td>
</tr>
<tr>
<td>$100 Contribution (HSA)</td>
<td>209</td>
<td>52</td>
<td>153</td>
</tr>
<tr>
<td>AD&amp;D</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PERA</td>
<td>1,635</td>
<td>403</td>
<td>1,232</td>
</tr>
<tr>
<td>FICA</td>
<td>1,592</td>
<td>398</td>
<td>1,194</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>29,776</td>
<td>7,387</td>
<td>22,389</td>
</tr>
<tr>
<td><strong>Contracted Services</strong></td>
<td>10,000</td>
<td>2,500</td>
<td>7,500</td>
</tr>
<tr>
<td>Consultant fees(S.L)</td>
<td>30,000</td>
<td>7,500</td>
<td>22,500</td>
</tr>
<tr>
<td>Rent</td>
<td>44,724</td>
<td>11,181</td>
<td>33,543</td>
</tr>
<tr>
<td><strong>Mileage, Meals, Lodging, Parking &amp; Misc</strong></td>
<td>5,000</td>
<td>1,250</td>
<td>3,750</td>
</tr>
<tr>
<td><strong>Training</strong></td>
<td>2,500</td>
<td>625</td>
<td>1,875</td>
</tr>
<tr>
<td><strong>Dues &amp; Registration-NAACHO, LPHA</strong></td>
<td>2,000</td>
<td>500</td>
<td>1,500</td>
</tr>
<tr>
<td><strong>Meeting Expenses</strong></td>
<td>1,000</td>
<td>250</td>
<td>750</td>
</tr>
<tr>
<td><strong>Office Supplies/Equipment</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Stations</td>
<td>18,800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Office desk/chair</td>
<td>1,200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tables/ Chairs for conf. room/</td>
<td>4,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakroom equipment</td>
<td>1,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copier/ paper/ink supplies</td>
<td>2,700</td>
<td>680</td>
<td>202</td>
</tr>
<tr>
<td>Shredder</td>
<td>350</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Communications</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Internet service</td>
<td>2,579</td>
<td></td>
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</tr>
<tr>
<td>Telephone services</td>
<td>3,231</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cell phone/air cards/hot spots</td>
<td>1,000</td>
<td>250</td>
<td>750</td>
</tr>
<tr>
<td>Key Fobs</td>
<td>300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>McLeod County Network/IT Support</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Professional Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Website Maintenance</td>
<td>1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MCCC PH Doc software</td>
<td>30,000</td>
<td>7,500</td>
<td>22,500</td>
</tr>
<tr>
<td>PH Doc Hosting Services</td>
<td>26,597</td>
<td>6,649</td>
<td>19,948</td>
</tr>
<tr>
<td>IT Desktop Assistance</td>
<td>4,800</td>
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<tr>
<td>Technology Maintenance</td>
<td>720</td>
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<tr>
<td>Audit Fees</td>
<td>12,000</td>
<td>3,000</td>
<td>9,000</td>
</tr>
<tr>
<td>Fiscal Hosting</td>
<td>20,000</td>
<td>5,000</td>
<td>15,000</td>
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<tr>
<td>Payroll Services</td>
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<tr>
<td>CDSA- Flex and HSA Administration</td>
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<td></td>
</tr>
<tr>
<td>Other Services &amp; Charges</td>
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<td>140</td>
<td>240</td>
</tr>
<tr>
<td><strong>Other Services &amp; Charges</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Work Comp &amp; Liability Insurance</td>
<td>8,500</td>
<td>2,125</td>
<td>6,375</td>
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<tr>
<td>Accreditation Fee's</td>
<td>3,100</td>
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</tr>
<tr>
<td>Utilities</td>
<td>6,200</td>
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<tr>
<td>Sharps Removal</td>
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</tr>
<tr>
<td>Badging System</td>
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<tr>
<td>Signage</td>
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</tr>
<tr>
<td>Janitoral Services</td>
<td>2,400</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>361,863</strong></td>
<td><strong>82,612</strong></td>
<td><strong>47,228</strong></td>
</tr>
</tbody>
</table>

**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
<table>
<thead>
<tr>
<th>Grant Programs</th>
<th>Balance Forward as of 9/30/2018</th>
<th>2018 Receipts</th>
<th>2018 Disbursements</th>
<th>Balance on Hand as of 10/31/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 Local Public Health Grant</td>
<td>327,740.41</td>
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<td>0.00</td>
<td>0.00</td>
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<tr>
<td>103 Healthy Communities Act</td>
<td>16,753.09</td>
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<td>0.00</td>
<td>0.00</td>
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<tr>
<td>104 CRABC</td>
<td>51.37</td>
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<tr>
<td>105 SAVE</td>
<td>4,605.86</td>
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<tr>
<td>203 Early Hearing Detection</td>
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<td>0.00</td>
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<tr>
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<tr>
<td>206 FPSP</td>
<td>(2,409.72)</td>
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<tr>
<td>209 MCH</td>
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<td>0.00</td>
<td>0.00</td>
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<tr>
<td>212 Project Harmony Grant</td>
<td>(27,946.08)</td>
<td>49,968.60</td>
<td>0.00</td>
<td>49,968.60</td>
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<td>224 TANF</td>
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<td>0.00</td>
<td>0.00</td>
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<tr>
<td>225 WIC-Admin</td>
<td>15,525.41</td>
<td>35,215.00</td>
<td>24.00</td>
<td>35,239.00</td>
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<tr>
<td>226 WIC-Breastfeeding Program</td>
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<tr>
<td>230 SHIP</td>
<td>(33,752.33)</td>
<td>37,376.52</td>
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<td>37,376.52</td>
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<tr>
<td>234 WIC Peer Grant</td>
<td>(13,820.40)</td>
<td>7,955.00</td>
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<tr>
<td>401 Healthy Homes</td>
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<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>501 MRC</td>
<td>(9,986.52)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>502 Emergency Preparedness</td>
<td>4,564.35</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>505 EP - CRI</td>
<td>(1,077.26)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>601 Child &amp; Teen Checkups (C&amp;TC)</td>
<td>(4,759.67)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>274,724.95</td>
<td>130,515.12</td>
<td>24.00</td>
<td>130,539.12</td>
</tr>
</tbody>
</table>

WIC - Women Infants Children Grant
FPSP - Family Planning Special Project
SHIP - Statewide Health Improvement Program
PHER - Public Health Emergency Response
## 2018 Statement of Receipts and Disbursements

<table>
<thead>
<tr>
<th>Grant Programs</th>
<th>Balance Forward as of 8/31/2018</th>
<th>2018 Receipts</th>
<th>2018 Disbursements</th>
<th>Balance on Hand as of 9/30/2018</th>
</tr>
</thead>
<tbody>
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WIC - Women Infants Children Grant
FPSP - Family Planning Special Project
SHIP - Statewide Health Improvement Program
PHER - Public Health Emergency Response
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WIC - Women Infants Children Grant
FPSP - Family Planning Special Project
SHIP - Statewide Health Improvement Program
PHER - Public Health Emergency Response
REQUEST FOR OFFICE FURNITURE BIDS

October 26th 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 1st 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:

<table>
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<tr>
<th>Executive Office</th>
<th>Budget range: $3000-$5000</th>
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<tbody>
<tr>
<td>• 1 U-Shaped Desk, with hutch. See picture: CHS desk and CHS Office back</td>
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<tr>
<td>o Would like hutch against wall- where the blue tape is on the wall</td>
<td></td>
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<tr>
<td>o 60 inch desk with 48 inch return shown in picture</td>
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</tr>
<tr>
<td>• 1 Desk chair</td>
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<tr>
<td>• 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</td>
<td></td>
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<tr>
<td>• 1 Bookshelf either 3 or 5 shelf, (preferably 5) See picture: CHS file storage</td>
<td></td>
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<tr>
<td>• Small conference table with 2 guest chairs. See picture CHS office front</td>
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<tr>
<td>• It would be a preference to have all the furniture coordinated and in the HON series.</td>
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<tr>
<td>• Prefer darker wood color- like Mahogany</td>
<td></td>
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</table>
Work Stations

- 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

- 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
- 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 5th
Pictures:

CHS Desk
Meeker-McLeod-Sibley Community Health Services
114 N Holcombe
Litchfield, Minnesota 55355

Direct Line (320)-510-2660

CHS Office Back

CHS File Storage
Meeker-McLeod-Sibley Community Health Services
114 N Holcombe
Litchfield, Minnesota 55355

Work station room #2

Conference Area (approx. 23ft x 24 ft)
Work Station room printer area

Area is approximately 5 feet for length and needs to be less than 3ft in depth from the wall.
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<td>Maxon Desking Accessory Rail 72W</td>
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<td>17</td>
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<td>Maxon Desking H B and T 15H72W</td>
<td>OPTION: $(CORE):MAX Core Clr Opts, OPTION: MPT5:Greige, OPTION: $(A):Grd A Fab, OPTION: ECH:Fab- Etch, OPTION: 04:CLR- Crosshatch</td>
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<td>Mark Line For: U Shaped Desk</td>
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<td></td>
</tr>
<tr>
<td>Item</td>
<td>Quantity</td>
<td>Description</td>
<td>Details</td>
<td>Unit Price</td>
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| 18   | 1.00     | Bookcase - 72H 5-Shelf | OPTION: $(CORE):MAX Core Clr Opts  
ilinear: .MPT5:Greige  
Mark Line For: U Shaped Desk - Bookcase | 276.23 | 276.23 |
| 19   | 1.00     | Prepare Medium Seated Height with Glides | OPTION: $(CORE):MAX Core Clr Opts  
linear: .MPT5:Greige  
Mark Line For: Side Table | 119.60 | 119.60 |
| 20   | 1.00     | Prepare Round TT 30"- No Power Caddy | OPTION: $(L1STD):L1 Standard Lam Opts  
linear: .PINC:Pinnacle  
linear: .PINC:Edg- Pinnacle  
Mark Line For: Side Table | 119.60 | 119.60 |
| 21   | 2.00     | NP Guest Multi-Purp Stacking Leg Base Arm | Mark Line For: Guest Chair | 63.02 | 126.04 |
| 22   | 1.00     | Northport Exec Hi-Back 360 Swiv Tilt Adj Arms | Mark Line For: Desk Chair | 233.45 | 233.45 |
| 23   | 3.00     | Lock Core Kit | OPTION: .X:Random Key Number  
Mark Line For: L Shape Desk | 8.28 | 24.84 |
| 24   | 1.00     | F/F 27Hx24D Mob Ped Mt-A-Pull | OPTION: $(CORE):Core Clr Opts  
linear: .MPT5:Greige  
linear: .L:Standard Lock  
Mark Line For: L Shape Desk | 235.52 | 235.52 |
| 25   | 1.00     | Non Handed Diagonal Tray | OPTION: $(CORE):MAX Core Clr Opts  
linear: .MPT5:Greige  
Mark Line For: L Shape Desk | 45.31 | 45.31 |
| 26   | 2.00     | Letter Tray (Letter Size Only) | OPTION: $(CORE):MAX Core Clr Opts  
linear: .MPT5:Greige  
Mark Line For: L Shape Desk | 32.66 | 65.32 |
| 27   | 1.00     | Maxon Desking End Panel Leg 24" | OPTION: $(CORE):MAX Core Clr Opts  
linear: .MPT5:Greige  
Mark Line For: L Shape Desk | 51.98 | 51.98 |
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<tr>
<td>29</td>
<td>1.00</td>
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<td>OPTION: .ECH:Fab- Etch</td>
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<td>OPTION: 04:CLR- Crosshatch</td>
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<tr>
<td>30</td>
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<td>Mark Line For: L Shape Desk</td>
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</tr>
<tr>
<td>32</td>
<td>1.00</td>
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<tr>
<td>33</td>
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<td>OPTION: .PINC:Edg- Pinnacle</td>
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<tr>
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<td>Worksurface Flat Bracket 24L Charcoal</td>
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<tr>
<td>36</td>
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<td>Each</td>
<td>Prepare External Table Top Sup Chnl 60&quot;</td>
<td>$57.50</td>
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<td>Mark Line For: L Shape Desk</td>
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<td>Quantity</td>
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<td>37</td>
<td>2.00</td>
<td>30&quot;D x 28&quot;H O-Leg Support</td>
<td>OPTION: $(CORE):MAX Core Clr Opts OPTION: .MPT5:Greige Mark Line For: L Shape Desk</td>
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<td>Prepare REC HA 72Wx24W</td>
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<td>43</td>
<td>1.00</td>
<td>Northport Exec Hi-Back 360 Swiv Tilt Adj Arms</td>
<td>Mark Line For: Desk Chair</td>
<td>$233.45</td>
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<td>44</td>
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<td>Bookcase - 72H 5-Shelf</td>
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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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<td>Installation</td>
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**TOTAL:** $15,262.04  
**EXEMPT:** $0.00  
**GRAND TOTAL:** $15,262.04

Price is subject to adjustment under Paragraph 3 of the attached Terms and Conditions of Sale. Checks preferred. 2% credit card fee.
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 confirm 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.
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

*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.
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.
Surpass L Shaped Desk with Hutch - $1,598.50
72”W x 72”D x 60”H
File file mobile ped ped per bid request
Pinnacle Laminate Top/Greige Metal Finishes/ TBD Tackboard Fabric

*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 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

*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.
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

*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.
Credenza - $707.02
22”H x 60”W x 18”D
Pinnacle Laminate Front/ Metal Finish Greige/ Silver Pull, Lock and Feet

M-ICCSF226018LBFO1A

*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.