



Public Health
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Meeker McLeod Sibley
Community Health Services

Meeker-McLeod-Sibley Community Health Services

1805 Ford Avenue, Suite 200
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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 Glisczynski ...present	Rachel Fruhwirth.....present	Kerry Ward.....present

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

1. **Meeting called to order**
2. **Welcome and Introductions**
3. **Additions to the Agenda** Motion made by Bill Pinske and seconded by Ron Shimanski. Motion carries.
4. **Approval of July 12th 2018 meeting minutes*** Motion made by Ron Shimanski. Seconded by Mike Housman, 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**

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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

2018 Meeting Dates

July 12th 9-11
August 9th 9-11
September 17th 9-11
~~October 11th 9-11~~

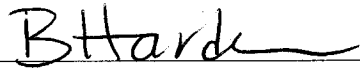
Large Conference Room
McLeod Solid Waste Bldg

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



CHB Secretary