



Meeker-McLeod-Sibley Community Health Services

1805 Ford Avenue, Suite 200
Glencoe, Minnesota 55336

Direct Line (507) 766-3531
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MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD Meeting Minutes

Thursday, January 10th, 2019

9 AM to 11 AM

McLeod County Solid Waste Large Room, Hutchinson

Board Members

Beth Oberg.....present	Joe Tacheny.....absent	Ron Shimanski.....absent
Joe Nagel.....absent	Bill Pinske.....present	Bobbie Harder.....present
Mike Housman.....present	Doug Krueger.....absent	Joy Cohrs.....absent

Staff Present

Diane Winter.....present	Amanda Maresh.....present	
John Glisczinski ...present	Rachel Fruhwirth.....present	Kerry Ward.....present

Guests: Roxy Traxler, Sibley County Administrator, Paul Virnig Meeker County Administrator

1. Additions to the Agenda

Under Administration section add consideration of quote

2. Approval of November 2018 meeting minutes*

3. Election of Officers

Current 2018 Officers

- Chair – Joe Nagel (McLeod)
- Vice Chair – Mike Housman (Meeker)
- Secretary – Bobbie Harder (Sibley)
- Rotate up – Mike Housman-chair, Bobbie Harder-vice chair, Ron Shimanski-Secretary

4. Appoint SCHSAC Representative and Alternate*

Expectations;

- i. Attend meetings as a representative of MMS CHB providing appropriate contributions,
- ii. Provide a summary report of meeting to all MMS CHB members.

See handout for additional information.

SCHSAC Update – Diane has an update that can be sent out to the board.

Bobbie Harder will remain as the 2019 representative.

Beth Oberg is willing to be alternate representative for 2019.

5. Appoint CHB Representative to the Healthy Community leadership Team (HCLT)*

Expectations;

- i. Attend meetings as a representative of MMS CHB providing appropriate contributions,
- ii. Provide a summary report of meeting to all MMS CHB members.

See handout for additional information.

Beth Oberg will be the 2019 Representative for Healthy Communities.

6. Appoint Legal Representative for MMS CHB

Mike Junge, McLeod County Attorney is willing to continue as legal representation for MMS CHS.

7. Conflict of Interest Policy to be completed and signed (enclosed)*

This will be filled out and handed into Kerry Ward to file.

8. Fiscal Administration

- a) Approval of Expense Report* - summary that will be sent from Sarah for a report.

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- b) Approval of Financial statements* - on hold-no quorum
- c) Updates from MMS CHB Finance Committee- Mike, Bobbie and Ron currently sit on this committee. John has been working policies that are required by MDH and will work to have these documents acceptable to MDH and the State Auditor. John will send out a Doodle poll to set up a next meeting date. Finance team will have to draft an exhibit to address the CHS documentation in PH-DOC in regards to CHS work vs. Public Health work.

Sarah would not need to attend all CHS meetings but could be available by phone as needed. Julie Schrum could possibly be a better fit to attend and answer questions in the future.

Discussion about undesignated fund balance of the CHS occurred. John will work to update on the board regarding this.

Office Furniture purchase cancellation was not doable at this time except for additional side chairs which was about \$250 dollars. County Administrators will look to provide places to use these items if they are not used in the CHS office area.

9. Administrative Items

- a. Ratification of Child and Teen Check-up contract agreement in the amount of \$229,013 for the time period of 1/1/2019-12/31/2019
On hold – no quorum
- b. Consideration of Nuvera Quote for IT services – services for the CHS office in Meeker County. \$860 total for start-up fee. Monthly charges will include DSL, Modem and back up services along with one additional computer and office 365 would be \$135. Maintenance will include annual site visits and help desk fees which would be \$96.75 annually. The total quote received was \$1,716.75. Diane will send out the full quote.
No decision – no quorum

10. Consideration of Resolution 2019-1*, Designation of Security Bank & Trust Co. as MMS CHB official bank and designation of staff to conduct financial transactions.

Diane and John are currently on file for signature at the bank. Business can occur at this point even though resolution is not able to be signed.
On hold – no quorum

11. Consideration of Resolution 2019-2* Amendment of Exhibit A ADMINISTRATION SERVICES of the 2018 MMS Delegation Agreement

On hold – no quorum

12. CHS Employee Compensation

- a. Performance Evaluation – no process in place at this time
- b. Cost of Living increases – look at an adjustment recommendation set to the scale regardless of a performance evaluation. A 2 ½% increase is recommended as it is the middle of what is offered at the counties. A report was requested as to where staff currently sits on the scale plus the years served to make an informed decision. A suggestion was made to have an anniversary date for scale increase and a cost of living at the first of the year. A review of what has been decided regarding the scale was also requested.
- c. Step Increases; midpoint

Market study adjustment was made by CHB in the middle of 2018.
On hold – no quorum

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13. CHS Administrator Transition**

a. Board meeting format*

A discussion on delegation agreement between Meeker County and MMS CHS in regards to the interim CHS Administrator will need to held and a proposal can be brought the next CHB meeting. \$50 an hour for Diane, \$40 an hour for fiscal and \$30 hour for support staff. Cell phone and office items returned. Discuss process to change number on website, letter etc. The computer will be turned into McLeod when she is done. Files and other documents have been brought to the CHS office in Meeker County. Electronic files will be placed on an external drive to be given to Diane Winter to access.

PH-DOC will help with tracking time for CHS Administration work vs. Meeker County Public Health time.

The CHB will have to work through the process of what is needed for the CHS Administrator and then start the process of hiring a replacement for Allie.

On hold – no quorum

14. Meeting Date change for February

The meeting for February was tentatively changed from February 7th to February 15th from 9am to 11am at McLeod County Solid Waste Large Conference Room. Kerry Ward will not be available to take minutes for this meeting if held on 2/15/2019.

Adjourn

Attachments:

- November 2018 Meeting minutes
- SCHSAC Summary
- HCLT Summary
- Conflict of Interest Statement
- Resolution 2019-1 Bank Designation
- Resolution 2019-2 Exhibit A Amendment
- CHS Administrator Transition Plan
- MDH Letter, Qualification Review, 145A Requirements
- Board format

2019 DATES

February 15th at HHW
March 14th
April 11th
May 9th
June 13th
July 11th
August 8th
September 12th
October 10th
November 14th
December 12th

Meetings will be from 9 AM to 11 AM
unless otherwise stated.



CHS Board Secretary