



Public Health
Prevent. Promote. Protect.
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 November 8th , 2018 McLeod County Solid Waste Large Room, Hutchinson

Board Members

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

Staff Present

Diane Winter.....present	Allie Elbert.....present	
John Glisczinski ...present	Rachel Fruhwirth.....present	Kerry Ward.....present

Guests:, Amanda Maresh-McLeod County Public Health

- 1. Additions to the Agenda**
Decision on the delegation agreements and exhibit tweaks
Furniture bid request
Motion by Ron Shimanski and Beth Oberg. Motion Carries.
- 2. Exhibit A adjustments and delegation agreement discussion**
Under purchase agreement for delegated entity staff to discuss in the delegation agreement in the grant authority and grant lead responsibilities need to be addressed. Beth Oberg made a motion to remove language in regards to team lead language, remove the second paragraph with the intention that Allie will bring back alternative language to address this concern and seconded by Mike Housman. Motion carries.
- 3. Approval of September 17th 2018 meeting minutes*** Motion made by Mike Housman and seconded by Ron Shimanski. Motion carries.
- 4. Request approval of Resolution 2018-5 supporting submission of Family Connects grant proposal*** Discussion occurred regarding the program in regards to its relation to Supporting Hands, a proposed budget, would we need additional staff etc. CHS would like to use this program to identify the high risk moms to provide support and help set long term parenting goals. No counties are currently doing Family Connect model. Motion by Ron Shimanski and seconded by Beth Oberg. Motion Carries. Roll call 5 to 1 in favor.
- 5. Request approval for Vivid Image Block Proposal***
Page 81 of invoices to reference. This agency for our websites, emails and marketing/outreach pieces. Contact the board chair in the future prior to spending for approval and then bring to the board. Motion made by Beth Oberg and seconded by Bobbie Harder. Motion carries.

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6. Financial Reports

a. Expense Report*

b. Financial Statements*

Invoicing bugs are still being worked on. Donna from Meeker works to complete a combined document and the Board Chair reviews and then it comes to the Board for full discussion. Mary Bachman's stipend was discussed. This contract will end Dec. 2018. Community Health Survey bill discussed. Healthy Communities monies were discussed. SHIP dollars were discussed in regards to the Meeker County Trails Plan. Vivid Image was also discussed in regards to county emails and there will be some reimburse to the CHS in regards to email accounts because of our transition into using McLeod County. Family Planning expense discussed regarding to emergency contraception and our grant - Allie will be looking at the current grant cycle and what is approved and what is not and to see if this is an acceptable expense. Page 33 of board packet needs to be removed from the website for data protection. Expense report for approval motion made by Ron Shimanski and seconded by Joy Cohrs, motion carries. Financial Statements for approval motion made by Beth Oberg and seconded by Ron, motion carries.

7. Finance Committee Update

a. MDH Letter dated 10/25/18 and Response*

Discussion with MDH and the Finance Committee in regards to an improvement plan due to our transition of standing on our own vs under a county umbrella. CDS and CHS will continue to work on this improvement plan and have communication with grant managers at MDH. Motion made by Mike Housman and seconded by Bobbie Harder for materials that are being sent to MDH in response to their letter. Motion carries.

b. 2019 MMS Budget-DRAFT*

A discussion of a summary document of a 2019 MMS Budget and CHS Administrative Budget document took place. Allie is working with CDS on getting a process in place. Audit bid and IT bid are things with Allie is looking into things. Some costs could go down. Motion to approve budget was made by Ron Shimanski and seconded by Mike Housman. Motion carries.

8. Request approval of Conway, Deuth, Schimising (CDS) proposal for bookkeeping services.*

Breakdown of proposal given from CDS still comes in lower than the McLeod County proposal from 2017. Board could decide when Sarah needs to attend the board meetings. Motion to accept \$13,668 proposal by Beth Oberg and seconded by Ron Shimanski. Motion carries.

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9. Discussion of HR Service options*

a. Request approval of contract for HR services

Two proposals were shared from CDS and Pro Resources. CDS presentation was preferred from those who heard the presentation. Beth and Joe's recommendation is CDS. Pro Resources has a bigger pool for benefit resources (ie- dental) vs dealing with the broker. Dealing with a broker is added to Allie's workload and premium paying concerns. HR on Demand is the web-based for employees to use through CDS. Discussion of Workman's comp piece was also took place. Motion made by Joe Nagel and seconded by Beth Oberg to go with CDS for HR services. Motion carries.

10. Discussion of and approval of 2019 CHS Employer Benefit Contributions*

Documents sent out for discussion for 2019 benefit costs. 5.5% increase for employee insurance with current plan. Comparable plan information was shared. Peep is not age-banded. Rich Westlund's recommendation is to stay with the current HSA plan which is HealthPartners that is age-banded. The CHS provides 100% coverage of single and 50% coverage of spouse or dependant. Motion made by Ron Shimanski and seconded by Joy Cohrs to approve the proposed plan with current contributions. Motion carries.

11. Furniture Bid Discussion

Could the CHS look into what the counties have to use? A bid being considered is \$20,000 and what was budgeted is \$24,000. Purchase new office chairs. Motion made to Beth Oberg and seconded by Joe Nagel not to exceed \$16,000 for furniture purchases. Motion carries.

12. Determine 2019 CHB Meeting schedule

Discussion of meeting frequency – stay quarterly or every other month? Consideration must be given in regards to have more meetings on the calendar now. An every month meeting, if not full board than a committee meeting could be held. Hutchinson and Litchfield for meeting space as possibilities. Solid Waste space will not be available in the future so the fairgrounds could be an option. February meeting would be a conflict – February 7th would be considered. At this time the next meeting will January 10th, 2019.

Adjourn – Motion to adjourn was made by Ron Shimanski and seconded by Bobbie Harder. Motion carries.

Attachments:

- **September 17th 2018 Meeting minutes**
- **Financial Reports**
- **MDH Letter and response**
- **2019 CHS Administrative Budget**
- **CDS Bookkeeping Service Proposal**

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- **Information packet for HR Options**
- **2018 Employer Benefit Contributions**



CHB Secretary