

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

March 14, 2019

9 AM to 11 AM

Agenda

1. Meeting called to order
2. Welcome and Introductions
3. Additions to the Agenda
4. Approval of February 15th 2019 Meeting Minutes*
5. Dee Finley, MDH Community Health Division and Linda Bauck-Todd, Public Health Nurse Consultant—Role of the Community Health Board
6. Administrative Items
 - a. Consideration of Resolution 2019-4* for designation of Interim Administrator and agent of the board*
 - b. Approve amendment to the TANF agreement July 1, 20017—June 30, 2019 increasing the contract award amount to \$220,009
7. Brett Nelson, MMS CHS Health Educator—Tobacco Use Among Youth and Proposed Tobacco 21 Legislation
8. Fiscal Management
 - a. Approval of Expenses—February 2019*
 - b. Approval of Financial statements
 - c. Updates from MMS CHB Finance Committee
9. Executive Committee Update
 - a. Breastfeeding Peers
10. Administrative Functions Update
11. CHS Administration Transition
 - a. CHS Personnel Policies
 - b. Performance Evaluation Process
12. Affirm 2019 Meeting Dates, Format and Locations

Adjourn

Attachments:

- February 15, 2019 Meeting Minutes
- February 2019 Paid Invoices
- Resolution 2019-4, Agent of the Board

2019 DATES

April 11th –Litchfield

May 9th

June 13th

July 11th

August 8th

September 12th

October 10th

November 14th

December 12th

All meetings **9-11** unless
otherwise specified



MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD Meeting Minutes

Friday, February 15, 2019

9 AM to 11 AM

McLeod County Solid Waste Large Room, Hutchinson

Board Members

Beth Oberg.....present
Joe Nagel.....absent
Mike Housman.....present

Joe Tacheny.....absent
Bill Pinske.....present
Doug Krueger.....absent

Ron Shimanski.....present
Bobbie Harder.....present
Joy Cohrs.....absent

Staff Present

Diane Winter.....present
John Glisczinski ...present

Amanda Maresh.....present
Rachel Fruhwirth.....present

Rose Anderson.....present

Guests: Paul Virnig-Meeker County Administrator

1. Meeting called to order by Mike Housman at 9:08 a.m.

2. Welcome and Introductions

3. Additions to the Agenda

CDSA Amendment added and placed under administration items.

Motion by Beth Oberg to approve the agenda, seconded by Bobbie Harder. Motion carried.

4. Approval of Meeting Minutes

Motion was made by Bill Pinske and seconded by Bobbie Harder to approve the November 8, 2018, and January 10, 2019 minutes, with requested correction of complete name spellings. Motion carried.

5. Election of Officers

Motion by Beth Oberg and seconded by Ron Shimanski to approve the following 2019 Officers: Chair: Mike Housman, Vice Chair: Bobbie Harder, Secretary: Ron Shimanski.

Motion carried.

6. Appoint Executive and Finance Committee Members

Motion by Beth Oberg and seconded by Ron Shimanski to keep precedence of Executive Committee Members being same as Board Officers (see item 5) and to appoint the following Finance Committee Members: Joe Nagel, Bobbie Harder, and Mike Housman. Motion carried.

7. Consent Agenda from January 8, 2019

Motion by Ron Shimanski to appoint: Bobbie Harder as SCHSAC Representative and Beth Oberg as alternate, CLT Representative as Beth Oberg, and MMS-CHS Legal Representative as Mike Junge, seconded by Bill Pinske. Motion carried.

8. Fiscal Management

a. Approval of Expenses: December 2018 & January 2019

Discussion was held regarding coding of newly purchased office furniture for CHS employees. Decided it will be coded to small equipment and office furniture under Capital Assets. Also discussed, CDS \$85 charge for updating payroll deductions for employee health insurance. Diane Winter will inquire about the charge. Motion by Beth Oberg and seconded by Bill Pinske to approve expenses for December 2018 and January 2019. Motion carried.

b. Approval of Financial Statements

Motion by Ron Shimanski and seconded by Beth Oberg to approve Financial Statement. Motion carried.

Meeker-McLeod-Sibley Community Health Services

1805 Ford Avenue, Suite 200
Glencoe, Minnesota 55336

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

- c. Updates from MMS CHB Finance Committee
Discussion: MDH has reviewed the Financial Policy and one suggestion given and remedied. State auditors will review the end of February and give their suggestions/recommendations. As Finance Committee requested, a capital assets tracking record, pg. 13 of finance report, reflects creation of asset tag to accomplish this. CDS has a fixed asset module for tracking and are working with Donna Miller. CDS will charge for setup which will then become part of the normal bill. Two budget handouts reflect an improvement to track cash balances and will continue to work on improving. CHS Budget will be left as is. Motion by Bill Pinske and seconded by Ron Shimanski to approve updates from MMS CHB Finance committee. Motion carried.

9. Executive Committee Update

- a. CHS Staff 2019 COLA and Salary Adjustments
Motion by Bill Pinske to approve the recommendation to adjust entire salary schedule by a 2.5% COLA and adjust Jessica Remington's salary to mid-point, aligning her with other employees, necessitating an approximate 5.7% increase including COLA, Ron Shimanski seconded. Motion carried.
Discussion followed concerning Breastfeeding Peers not being classified on salary schedule. Last year they were given same COLA increase as CHS employees. Lengthy discussion followed concerning who and how wage is determined and managed. It was determined that Peers receive an automatic 5% increase, or increase based on consumer index, annually by Doherty.
- b. CHS Mileage Reimbursement Rate – recommend adoption of federal rate of \$0.58/mile
Motion by Beth Oberg and seconded by Bobbie Harder to adopt federal rate of \$0.58/mile for CHS Mileage Reimbursement Rate. Motion carried.
- c. Establish CHS Holidays
Motion by Bill Pinske and seconded by Beth Oberg to add Christmas Eve day as a holiday, if it falls Monday thru Friday, to the existing schedule for CHS employees. Motion carried.
- d. Project Harmony
A summary of Project Harmony was provided. It is a 3 year DHS grant and currently in the 3rd year, running July 1, 2018 – June 30, 2019. Grant totals \$150,000 with the \$22,000 STR amendment. This covers nurse's salaries and support expenses to approximately 30 clients. Due to increased Peer recovery specialists time, the budget is stressed reflected by being 75% spent the end of December 2018. Finance committee will meet following this meeting to look at current staffing patterns and possible reductions to make a final decision on resolving issue.

10. Administrative Items

- a. Motion to ratify Child and Teen Check-up contract agreement in the amount of \$229,013 for the time period of 1/1/2019-12/31/2019 by Bill Pinske and seconded by Ron Shimanski. Motion carried.
- b. Motion by Ron Shimanski and seconded by Bobbie Harder to approve Resolution 2019-1, Designation of Security Bank & Trust Co. as MMS CHB official bank and designation of staff to conduct financial transactions. Roll call vote taken – all voted yes. Motion carried. Resolution adopted.
- c. Motion by Ron Shimanski and seconded by Bobbie Harder to approve Resolution 2019-2, Amendment of Exhibit A, ADMINISTRATIVE SERVICES OF the 2018 Delegation Agreement. Roll call vote taken – all voted yes. Motion carried. Resolution adopted.
- d. Motion by Beth Oberg and seconded by Bill Pinske to adopt Resolution 2019-3, Support to pursue funding offered by MDH to implement community-based suicide prevention. Roll call vote taken – all voted yes. Motion carried. Resolution adopted.
- e. CDSA Amendment
Discussion was held on COBRA on Demand as a \$38 add-on to current contract each month to manage all details of COBRA premiums. Motion by Ron Shimanski to approve

Meeker-McLeod-Sibley Community Health Services

1805 Ford Avenue, Suite 200
Glencoe, Minnesota 55336

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

an addendum to CDSA contract to include COBRA services, and seconded by Bobbie Harder. Motion carried.

11. Administrative Functions Update

a. IT Services

Lengthy discussion held regarding clarification on who would provide IT services to CHS staff housed in the Meeker County Family Services Building. Meeker County IT would provide desktop support, setup and maintenance, ISP (connectivity), and assist with purchasing technology equipment within state contract. Meeker County will not bill the CHS to set up connectivity. McLeod County providing file storage and backup through Q drive. There was a consensus agreement.

12. CHS Administration Transition

a. Purchase of Service Agreement with Meeker County

Motion by Bill Pinske and seconded by Ron Shimanski to approve the Purchase of Service Agreement with Meeker County. Motion carried.

b. Next steps moving forward

Discussion was held regarding timeline and where to place focus moving forward with CHS organization, staffing and expenses, specifically personnel policies, and performance reviews. Delivery of Project Harmony and WIC program needs to be addressed. Lengthy discussion on CHS Administration position with several options brought forward. For present, focus will continue to be on clarifying, evaluating and streamlining existing structure.

c. CHS Personnel Policies

Discussion held on plan to manage personnel policies by completing a minimum update to personnel policies and put forth to employees. After updates, present to Anya from CDSA, to help with critiquing and determining what they are able to help with.

d. Performance Evaluation Process

Discussion held regarding which counties policies to implement. Emphasis was on the importance of consistently doing performance reviews for all employees. Executive committee could possibly setup policies.

13. Affirm 2019 Meeting Dates, Format and Locations

- a. McLeod County Solid Waste Large Room in Hutchinson is booked for March 14, 2019 board meeting. Room 200 in Meeker County Family Services Building will be scheduled for April 11th Meeting.

14. Adjourn

Motion by Bill Pinske, seconded by Ron Shimanski to adjourn at 10:48 a.m. Motion carried.

Attachments:

- November 8, 2018 Minutes
- January 10, 2019 Minutes
- Resolution 2019-1
- Resolution 2019-2
- Resolution 2019-3
- Purchase of Service Agreement
- Proposal for Meeker-McLeod-Sibley CHS
- Capital Assets
- 2019 Statement of Receipts and Disbursements
- 2019 CHS Administration Budget
- 2018 CHS Administration Budget

2019 DATES

February 15th at HHW
March 14th at HHW
April 11th at Litchfield
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.

Ron Shimanski, MMS CHS Board Secretary



Public Health
Prevent. Promote. Protect.

Meeker McLeod Sibley
Community Health Services

Meeker-McLeod-Sibley Community Health Services

114 N Holcombe
Litchfield, Minnesota 55355

Direct Line (320)-510-2660

RESOLUTION 2019-4 Meeker-McLeod-Sibley Community Health Board

The Meeker-McLeod-Sibley Community Health Board, here after referred to as the Board, by virtue of its authority under Minnesota Statutes 145A and by this Resolution of the Board adopted at a scheduled meeting of the Meeker-McLeod-Sibley Community Health Board on March 14, 2019, hereby appoints and authorizes the following person(s) to act on the Board's behalf effective March 14, 2019 and bind the Board for the following purpose(s):

- A. To serve as the Community Health Services Interim Administrator and the Board's agent according to Minnesota Statute 145A.04, Subd. 2, in communicating with the Commissioner of Health between Board meetings, including receiving information from the Commissioner and disseminating that information to the Board, as well as providing information to the Commissioner on the Board's behalf.
- B. To sign and submit to the Commissioner the required components of the Local Public Health Act including identification of local priorities, progress reports and budgets according to Minnesota Statute 145A.04, Subd. 1a.
- C. To submit grant applications, sign and execute contracts on behalf of the Board for funding opportunities administered by the Minnesota Department of Health and other entities.
- D. To review, approve and submit invoices on behalf of the Board for activities for funding opportunities administered by the Minnesota Department of Health and other entities.

Name: Diane Winter

Address: 114 North Holcombe, Suite 250, Litchfield, MN 55355

E-mail: diane.winter@co.meeker.mn.us

This resolution authorizes the above referenced appointee to act on behalf of and bind the Board to the extent and for the purposes indicated in this resolution. Resolution adopted date: March 14, 2019

Signed: _____
Mike Housman, Community Health Board Chairperson

03.14.2019
Date



**MEEKER - MCLEOD - SIBLEY COMMUNITY HEALTH SERVICES
2019 STATEMENT OF RECEIPTS AND DISBURSEMENTS**

Grant Programs	Balance Forward as of 1/31/2019	2019 Receipts			2019 Disbursements						Balance on Hand as of 2/29/2019
		Grant Dollars	Other Dollars	Total Revenue	Vendors	Employees	Meeker County	McLeod County	Sibley County	Total Expenses	
100 Local Public Health Grant	217,760.66	0.00	258.48	258.48	9,162.35	0.00	0.00	0.00	0.00	9,162.35	208,856.79
103 Healthy Communities Act	15,397.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,397.95
104 CRABC	1,048.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,048.43
105 SAVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
106 Juniper	2,685.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,685.00
203 Early Hearing Detection	75.00	0.00	0.00	0.00	0.00	0.00	75.00	0.00	0.00	75.00	0.00
205 Follow Along	0.00	1,944.00	0.00	1,944.00	0.00	0.00	0.00	648.00	0.00	648.00	1,296.00
206 FPSP	8,684.95	4,200.54	0.00	4,200.54	0.00	0.00	0.00	0.00	0.00	0.00	12,885.49
209 MCH	0.00	20,111.00	0.00	20,111.00	0.00	0.00	0.00	11,803.82	0.00	11,803.82	8,307.18
212 Project Harmony Grant	(42,107.16)	0.00	0.00	0.00	3,264.55	5,861.32	0.00	0.00	0.00	9,125.87	(51,233.03)
224 TANF	6,187.62	39,440.02	0.00	39,440.02	0.00	0.00	0.00	21,893.25	0.00	21,893.25	23,734.39
225 WIC-Admin	(21,145.07)	209,489.00	0.00	209,489.00	2,900.88	8,394.79	11,185.05	65,384.29	6,320.77	94,185.78	94,156.15
226 WIC-Breastfeeding Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
227 WIC-Client Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230 SHIP	(5,577.50)	0.00	0.00	0.00	1,733.82	4,708.69	6,146.47	0.00	3,124.85	15,713.83	(21,291.33)
234 WIC Peer Grant	(12,967.76)	9,625.00	0.00	9,625.00	463.53	823.79	0.00	0.00	0.00	1,267.32	(4,630.10)
300 Disease Prev. & Control	0.00	175.00	0.00	175.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00
401 Healthy Homes	0.00	9,647.51	0.00	9,647.51	0.00	0.00	0.00	0.00	0.00	0.00	9,647.51
501 MRC	8,449.71	0.00	0.00	0.00	800.00	0.00	0.00	0.00	0.00	800.00	7,649.71
502 Emergency Preparedness	(23,224.83)	20,282.21	0.00	20,282.21	1,903.43	4,078.40	0.00	0.00	0.00	5,981.83	(8,924.45)
505 EP - CRI	(5,504.12)	0.00	0.00	0.00	79.73	1,193.60	0.00	0.00	0.00	1,273.33	(6,777.45)
601 Child & Teen Checkups (C&TC)	(7,267.17)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(7,267.17)
Total	142,495.69	314,914.28	258.48	315,172.76	20,308.29	25,060.59	17,406.52	99,729.36	9,445.62	171,950.38	285,718.07

WIC - Women Infants Children Grant
FPSP - Family Planning Special Project
SHIP - Statewide Health Improvement Program
PHER - Public Health Emergency Response

**MEEKER - MCLEOD - SIBLEY COMMUNITY HEALTH SERVICES
2019 STATEMENT OF RECEIPTS AND DISBURSEMENTS**

Grant Programs	Balance Forward as of 12/31/2018	2019 Receipts			2019 Disbursements						Balance on Hand as of 2/28/2019
		Grant Dollars	Other Dollars	Total Revenue	Vendors	Employees	Meeker County	McLeod County	Sibley County	Total Expenses	
100 Local Public Health Grant	289,655.19	4,500.00	346.48	4,846.48	42,313.52	15,582.12	8,691.06	13,480.58	5,577.60	85,644.88	208,856.79
103 Healthy Communities Act	12,690.18	4,500.00	0.00	4,500.00	1,792.23	0.00	0.00	0.00	0.00	1,792.23	15,397.95
104 CRABC	904.60	0.00	183.83	183.83	40.00	0.00	0.00	0.00	0.00	40.00	1,048.43
105 SAVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
106 Juniper	2,685.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,685.00
203 Early Hearing Detection	0.00	75.00	0.00	75.00	0.00	0.00	75.00	0.00	0.00	75.00	0.00
205 Follow Along	0.00	1,944.00	0.00	1,944.00	0.00	0.00	0.00	648.00	0.00	648.00	1,296.00
206 FPSP	(4,076.31)	17,346.92	0.00	17,346.92	385.12	0.00	0.00	0.00	0.00	385.12	12,885.49
209 MCH	434.00	20,111.00	0.00	20,111.00	0.00	0.00	135.93	12,014.66	87.23	12,237.82	8,307.18
212 Project Harmony Grant	(54,868.02)	59,668.78	0.00	59,668.78	7,832.19	14,199.12	19,630.99	12,960.69	1,410.80	56,033.79	(51,233.03)
224 TANF	29,046.48	39,440.02	0.00	39,440.02	0.00	0.00	7,439.25	33,432.21	3,880.65	44,752.11	23,734.39
225 WIC-Admin	(24,576.75)	242,265.00	0.00	242,265.00	7,035.97	19,829.85	11,185.05	79,158.46	6,320.77	123,530.10	94,158.15
226 WIC-Breastfeeding Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
227 WIC Client Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230 SHIP	(36,425.73)	40,382.11	0.00	40,382.11	4,515.07	11,382.62	6,146.47	78.70	3,124.85	25,247.71	(21,291.33)
234 WIC Peer Grant	(8,199.01)	9,625.00	0.00	9,625.00	3,757.26	2,123.83	175.00	0.00	0.00	6,056.09	(4,630.10)
300 Disease Prev. & Control	0.00	175.00	0.00	175.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00
401 Healthy Homes	0.00	9,647.51	0.00	9,647.51	0.00	0.00	0.00	0.00	0.00	0.00	9,647.51
501 MRC	8,449.71	0.00	0.00	0.00	800.00	0.00	0.00	0.00	0.00	800.00	7,649.71
502 Emergency Preparedness	(14,984.11)	20,282.21	0.00	20,282.21	4,254.15	9,968.40	0.00	0.00	0.00	14,222.55	(8,924.45)
505 EP - CRI	(3,843.41)	0.00	0.00	0.00	190.44	2,743.60	0.00	0.00	0.00	2,934.04	(6,777.45)
601 Child & Teen Checkups (C&TC)	(7,267.17)	51,163.13	0.00	51,163.13	0.00	0.00	18,680.00	21,887.99	10,595.14	51,163.13	(7,267.17)
Total	189,624.65	521,125.68	530.31	521,655.99	72,915.95	75,829.54	72,158.75	173,661.29	30,997.04	425,562.57	285,718.07

WIC - Women Infants Children Grant
FPSP - Family Planning Special Project
SHIP - Statewide Health Improvement Program
PHER - Public Health Emergency Response