

MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD Meeting Minutes

Thursday, March 14, 2019

9 AM to 11 AM

McLeod County Solid Waste Large Room, Hutchinson

Board Members

Beth Oberg.....present	Joe Tacheny.....absent	Ron Shimanski.....present
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	Mary Bachman.....present
John Glisczinski ...present	Rachel Fruhwirth.....present	Rose Anderson.....present
Brett Nelson.....present		

Guests: Dee Finley, MDH Community Health Division and Linda Bauck-Todd, PH Nurse Consultant

1. Meeting called to order by Mike Housman at 9:10 a.m.

2. Welcome and Introductions

3. Additions to Agenda – None

4. Approval of February 15th

Motion by Beth Oberg to approve the February 15, 2019 meeting minutes and seconded by Bill Pinske. Motion carried.

5. Dee Finley, MDH Community Health Division and Linda Bauck-Todd, Public Health Nurse Consultant presented on the Role of the Community Health Board.

Handouts were distributed: Governance and Organizational Structures in Minnesota's Community Health Boards (3/2019), Community Health Services Administrators (Qualifications and Expectations), and Minnesota Local Public Health Act (Summary of MN Statute 145A). Handouts are attached.

Lengthy discussion followed explaining in detail the structure and relationship between the MN Department of Health and community health boards, options available and other factors to consider, along with possible scenarios, for filling the CHS director position. Ultimately, it will be the board's decision on how they wish to proceed.

6. Administrative Items

- Motion by Ron Shimanski and seconded by Bill Pinske to approve Consideration of Resolution 2019-4* for designation of Interim Administrator and agent of the board*. Roll call vote taken – all voted yes. Motion carried. Resolution adopted.
- Additional TANF funding made available by MDH to be used exclusively for family health nurse training by June 30, 2019 approximately \$30,000 was awarded bringing grant total to \$220,009. Motion by Ron Shimanski and seconded by Beth Oberg to approve amendment to the TANF agreement July 1, 2017-June 30, 2019 increasing the contract award amount to \$220,009. Motion carried.

7. Fiscal Management

- Approval of Expenses: February 2019
Motion by Beth Oberg and seconded by Bill Pinske to approve February 2019 expenses.
Motion carried.

Meeker-McLeod-Sibley Community Health Services

114 Holcombe Avenue No, Suite 250
Litchfield, Minnesota 55355

Direct Line (320) 639-5370
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b. **Approval of Financial Statement**

Motion by Bill Pinske and seconded by Beth Oberg to approve the Financial Statement. Motion carried.

Discussion: CDS prepared additional material on spreadsheets to provide clarity on funding remaining. Grant funding has been coming in on a steady basis. Project Harmony and SHIP payments have been received within the month, however, are not reflected on spreadsheets. The approved process for payment to counties has been running smoothly with the exception of Project Harmony (to be resolved soon) and payments are up to date. State is comfortable with process.

c. **Updates from MMS CHB finance Committee**

Discussion: Diane Winter looking into using procurement card like Sibley and Wright counties as a possibility to resolve credit card issue. CDS will do asset tracking as discussed at last meeting. State audit currently in progress and there are no red flags.

8. Executive Committee Update

Breastfeeding Peers: Diane Winter will reach out to Doherty for details on 5% wage determination/COLA questions.

9. Administrative Functions Update

The focus continues to be on MDH reports matching our workbooks. Separation of duties and communication has improved flow, creating a much smoother process. CDS agrees.

10. CHS Administration Transition

a. **CHS Personnel Policies:** When working on options for future direction during the interim process for CHS staff, focus has been on personnel policies and performance evaluations. There is a need to identify discrepancies and inconsistencies to develop policies that adequately evaluate the performance of our employees to provide increases according to our compensation plan, as well as clarify hiring and employment end processes. When policy clarifications are completed locally, will ask CDS to do an overview.

b. **Performance Evaluation Process:** Search continues to identify a performance evaluation tool. CHS employees do not have access to county systems where performance evaluations are located. The question was asked if networking could be developed to rectify. Diane Winter will look into options.

11. Affirm 2019 Meeting Dates, Format and Locations:

April 11, 2019 Board Meeting has been scheduled to be held at Meeker County Family Services Building in Litchfield, Room 200. May 9, 2019 meeting is scheduled at McLeod County Solid Waste Large Room in Hutchinson. At this point, meeting venue will be scheduled on a monthly basis.

12. Brett Nelson, MMS CHS Health Educator – Tobacco Use Among Youth and Proposed Tobacco 21 Legislation

Brett gave a very informative presentation on statistics, cost, who's targeted, marketing tactics, and availability of tobacco and vaping products. Multiple physical examples of apparatus used were explained and available to examine.

Tobacco 21 is a growing topic that proposes raising the legal minimum sales age for all tobacco products to age 21. 23 Minnesota cities and counties have incorporated Tobacco 21.

13. Adjourn

Motion by Ron Shimanski and seconded by Bill Pinske to adjourn at 11:25 a.m. Motion carried.

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Attachments:

- February 15, 2019 Minutes
- Handouts:
 - Governance and Organizational Structures in Minnesota's Community Health Boards
 - Considerations for the Role of CHS Administrator
 - Minnesota Local Public Health Act
- Resolution 2019-4, Agent of the Board
- 12.31.18 - 2019 Statement of Receipts and Disbursements
- 01.31.19 - 2019 Statement of Receipts and Disbursements

2019 Board Meeting Dates

April 11th – FSB/Litchfield
May 9th – HHW/Hutchinson
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

5-9-19

Date