

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

May 9, 2019
9 AM to 11 AM
Agenda

Meeting called to order

1. Welcome and Introductions
2. Additions to the Agenda
3. Approval of March 14th 2019 Meeting Minutes*
4. Administrative Items
 - a. Project Harmony Continuation Grant Application July 1, 2019–June 30, 2021
 - b. WIC Management Evaluation Results*
5. Fiscal Management
 - a. Approval of Paid Invoices—March and April 2019*
 - b. Approval of Financial Statements*
6. Executive Committee Update
 - a. Update from Doherty regarding Breastfeeding Peers
 - b. CHS Pay Schedule & Performance Based Steps*
 - c. Performance Evaluation Options
 - d. Procurement Cards*
 - e. CHS Mileage Policy
7. Administrative Functions Update
 - a. Reactions to March MDH Presentation and Identification of Next Steps
 - b. CHS Personnel Policies
8. Affirm 2019 Meeting Locations

Adjourn

Attachments:

- March 14, 2019 Meeting Minutes
- WIC Management Evaluation Results
- March & April 2019 Paid Invoices
- Financial Statements
- CHS Pay Schedule & Performance Based Steps
- CHS Administrator Transition Plan
- Procurement Cards - PFM Payment Solutions

2019 DATES

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

Thursday, March 14, 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
Brett Nelson.....present

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

Mary Bachman.....present
Rose Anderson.....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

- a. 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.
- b. 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

- a. 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
Fax Number (320) 693-5399

- 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

Date



Protecting, Maintaining and Improving the Health of All Minnesotans

April 24, 2019

Ms. Diane Winter
Interim CHS administrator
Meeker-McLeod-Sibley Community Health Board
114 N Holcombe Avenue, Suite 250
Litchfield, MN 55335

Dear Ms. Winter:

We are writing to provide you the results of the Management Evaluation (ME) of the Meeker-McLeod-Sibley WIC Program that Maggie Donohue WIC Consultant conducted with the assistance of Blair Haesly, WIC Consultant, in February 2019. The Management Evaluation is part of our ongoing monitoring of local WIC agencies. We would like to express our appreciation to Heidi Tydlacka, Patty Buerkle, Ilene Nelsen WIC Coordinators, Jess Remington Nutrition Education Coordinator and all the WIC staff in the three counties for the courtesy and cooperation shown to us during the evaluation process.

Our overall review during the ME included Nutrition Services; Breastfeeding Services; Civil Rights; Referrals; Program Integrity Practices; Voucher Security; Participant Certification; Record Retention and Program Administration. In addition to observing local site operations, we reviewed a sampling of participant files and reviewed local program reports and files. At the conclusion of the ME, we spoke with your staff to discuss the results.

Caseload changes and staff composition

Please see attached summary of WIC participation numbers for Meeker, McLeod and Sibley Counties from 2005 through 2019. This document shows the number of participants served in each County decreased substantially. In 2008, the average monthly caseload for the three counties was approximately 2,500 compared to the average caseload in 2019 of 1,500. WIC participation has decreased nationwide and in the rest of Minnesota. The WIC grant is directly related to caseload, and as fewer people are served in WIC, the grant amount drops. In recent years, Meeker McLeod Sibley WIC program overspent their grant.

Also during this time, the focus of actual work in clinic has changed. As the data system has become more established and sophisticated, the number of administrative tasks have decreased. This shift creates a greater need for more professional staff hours and fewer hours for clerical/administrative duties.

During the management evaluation, many interactions between participants and administrative staff were observed. These interactions were uniformly supportive and positive. It is obvious that all the staff in clinic care about and want the best for WIC families.

However, given the drop in caseload and the reduced need for administrative support, we strongly encourage Meeker and Sibley Counties to evaluate their staffing pattern and consider reducing the number of hours of administrative staff used in WIC clinics. In both these Counties, there are usually two administrative staff working during clinic. Contrast this with the staffing pattern used by the majority of WIC clinics, which operate either with one or zero administrative staff.

A final area of staffing we suggest you review and evaluate is the number of CPA staff. Finding the “right” balance of CPAs is not easy. You need enough staff to be able to cover vacations and sick time, but because there is so much detail involved in providing WIC services, staff need to work in clinic enough to remain current with procedures and to justify the required training. We feel that a better staffing pattern will include fewer CPA staff working more WIC hours. Staff need to know WIC policies and procedures, how to navigate the data system, have health and nutrition knowledge but also must have strong counseling techniques and good interpersonal skills. In order to achieve these skills, staff need to work enough clinic hours in WIC.

Recommended Actions

The following are recommendations. A written response is not necessary; however, we encourage you to consider these recommendations to enhance the quality of your services and/or to ensure the integrity of your program.

The stairs that enter into the building in Hutchinson slope down from the top of the top step back toward the building and in the winter this causes ice to form on the top step which is dangerous. It was snowing heavily on the day we attended clinic in Hutchinson and the WIC coordinator needed to shovel the steps and sidewalk several times during clinic. Further, this entrance is not handicap accessible. The alternate entrance, which can be used for handicap access, is not convenient to WIC clinic.

Continue to work with all WIC staff to further improve participant centered skills (PCS). Some staff demonstrated strong PCS skills during the management evaluation, but other staff are not as strong with the use of these counseling techniques. We encourage you to consider reinstating PCS mentoring and to renew the training related to PCS in the upcoming years. The State office will be providing additional PCS training during the next year.

Required Actions

We identified one area in which your agency failed to meet the minimum standard for demonstrating compliance with a federal WIC requirement. A corrective action plan, including a timeline, is required for each item, and is due within 30 days.

Participant privacy was identified as an unmet standard in each of the three clinic locations observed. In each of the past two management evaluations, privacy concerns were discussed. Each County has unique privacy challenges and some recent improvements have been made in

Sibley County. There is not auditory privacy in any of the sites. In all of the three sites, people in the next office or in the waiting area can overhear certification discussions in the adjacent cubicle or office. Each location will need to consider their approach.

Especially troubling, in Hutchinson, there is a rolling partition that separates the waiting room for one area of County Government from a cubicle where WIC certifications take place. This situation is not acceptable. Non-WIC County staff and citizens in the waiting area could overhear WIC counseling. In addition to not being private, the partition is unstable and could present a danger to toddlers and young children in the WIC area.

The rolling partition has been in the clinic for some time, and at the last management evaluation it was understood that the County expected to begin renovations that would improve the clinic space in Hutchinson. However, the rolling partition is still being used as a wall in the WIC area.

In Meeker and Sibley Counties, at a minimum, something must be done to increase auditory privacy in the clinic area. Because the WIC clinic in Sibley County is only used by WIC staff and participants, we will not insist that the cubicles be changed to increase visual privacy, although that would improve services. In Meeker County, it may be difficult to improve auditory privacy but conversations in one cubicle can easily be overheard in the adjacent cubicle.

Both of us are available to assist you, Patty Buerkle, Ilene Nelsen, Heidi Tydlacka and Jess Remington in any way that would be helpful. Please don't hesitate to call. You can reach Maggie Donohue at 651-201-4413 or Blair Haesly at 651-201-3596.

Send your written response to: Maggie Donohue
MDH, WIC Program
P.O. Box 64882
St. Paul, MN 55164-0882

Upon receipt of your letter, I will review your plan and write a response. I look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "Maggie Donohue". The signature is written in a cursive, flowing style.

Maggie Donohue, RDN, MPH
WIC Consultant

cc: Heidi Tydlacka, WIC Coordinator
Patty Buerkle, WIC Coordinator
Ilene Nelsen, WIC Coordinator
Jess Remington, WIC Nutrition Education Coordinator
Blair Haesly, MDH WIC Consultant
State Project file

Monthly Average Caseload for Meeker McLeod Sibley CHB WIC program

FY	Total	McLeod	Meeker	Sibley	% change for CHB from previous year
2019 (5 mo)	1497	655	546	296	-2.5%
2018	1534	671	569	314	-9.4%
2017	1693	756	593	344	-6.9%
2016	1810	817	626	366	-1.6%
2015	1840				-1.5%
2014	1867				-3.6%
2013	1936				-0.6%
2012	1947				-9.1%
2011 (10 mos)	2142	924	702	517	+9.2%
2010 (10 mos)	1958	1040	751	558	-21.6%
2009	2468	1049	811	608	-3.6%
2008	2561	1111	803	646	+2.6%
2007	2497	1057	819	621	+3.0%
2006	2424	1022	800	601	+3.5%
2005	2342	1019	776	547	
Individual LA numbers not readily available when table created for 2012 to 2015					

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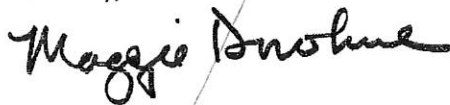
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Send your written response to:

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MDH, WIC Program
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Sincerely,



Maggie Donohue, RDN, MPH
WIC Consultant

cc: Heidi Tydlacka, WIC Coordinator
Patty Buerkle, WIC Coordinator
Ilene Nelsen, WIC Coordinator
Jess Remington, WIC Nutrition Education Coordinator
Blair Haesly, MDH WIC Consultant
State Project file

**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			Total Expenses	Balance on Hand as of 3/31/2019		
		Grant Dollars	Other Dollars	Total Revenue	Vendors	Employees	Meeker County			McLeod County	Sibley County
100 Local Public Health Grant	289,301.75	4,500.00	346.48	4,846.48	43,326.11	15,582.12	8,691.06	13,480.56	5,577.60	86,657.45	207,490.78
103 Healthy Communities Act	12,690.18	4,500.00	0.00	4,500.00	2,656.65	0.00	0.00	0.00	0.00	2,656.65	14,533.53
104 CRABC	904.60	0.00	184.83	184.83	40.00	0.00	0.00	0.00	0.00	40.00	1,049.43
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	1,050.00	0.00	1,050.00	0.00	0.00	75.00	0.00	0.00	75.00	975.00
205 Follow Along	0.00	1,944.00	0.00	1,944.00	0.00	0.00	648.00	648.00	0.00	1,944.00	0.00
206 FPSP	(4,076.31)	17,346.92	0.00	17,346.92	385.12	0.00	1,182.80	1,317.98	1,699.75	4,585.65	8,684.96
209 MCH	434.00	20,111.00	0.00	20,111.00	0.00	0.00	867.21	12,014.66	7,663.13	20,545.00	0.00
212 Project Harmony Grant	(54,868.02)	125,953.64	0.00	125,953.64	10,841.67	19,226.64	19,630.99	27,539.63	1,410.80	78,649.73	(7,564,111.11)
224 TANF	29,046.48	39,440.02	0.00	39,440.02	0.00	0.00	21,495.76	33,432.21	13,558.50	68,486.47	0.03
225 WIC-Admin	(24,576.75)	273,267.00	0.00	273,267.00	9,804.99	28,056.28	72,359.60	85,842.85	39,198.51	235,262.23	13,428.02
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)	92,018.33	0.00	92,018.33	6,206.36	15,925.02	13,334.72	78.70	5,170.59	40,715.39	14,877.21
234 WIC Peer Grant	(8,199.01)	9,625.00	0.00	9,625.00	4,037.95	2,603.65	628.00	0.00	0.00	7,269.60	(5,843.61)
300 Disease Prev. & Control	0.00	175.00	0.00	175.00	175.00	0.00	0.00	0.00	0.00	175.00	0.00
401 Healthy Homes	0.00	9,647.51	0.00	9,647.51	0.00	0.00	2,057.86	3,608.97	3,980.68	9,647.51	0.00
501 MRC	8,449.71	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	6,449.71
502 Emergency Preparedness	(15,034.11)	20,282.21	0.00	20,282.21	6,649.12	14,417.60	0.00	0.00	0.00	21,066.72	(15,818.62)
505 EP - CRI	(3,843.41)	0.00	0.00	0.00	232.68	3,379.20	0.00	0.00	0.00	3,611.88	(7,455.29)
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	189,221.21	671,023.76	531.31	671,555.07	86,355.65	99,190.51	159,651.00	199,851.55	89,502.70	634,551.41	226,224.87

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 2/28/2019	2019 Receipts			2019 Disbursements						Balance on Hand as of 3/31/2019
		Grant Dollars	Other Dollars	Total Revenue	Vendors	Employees	Meeker County	McLeod County	Sibley County	Total Expenses	
100 Local Public Health Grant	208,253.35	0.00	0.00	0.00	762.57	0.00	0.00	0.00	0.00	762.57	207,490.78
103 Healthy Communities Act	15,397.95	0.00	0.00	0.00	864.42	0.00	0.00	0.00	0.00	864.42	14,533.53
104 CRABC	1,048.43	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1,049.43
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	975.00	0.00	975.00	0.00	0.00	0.00	0.00	0.00	0.00	975.00
205 Follow Along	1,296.00	0.00	0.00	0.00	0.00	0.00	648.00	0.00	648.00	1,296.00	0.00
206 FPSP	12,885.49	0.00	0.00	0.00	0.00	0.00	1,182.80	1,317.98	1,699.75	4,200.53	8,684.96
209 MCH	8,307.18	0.00	0.00	0.00	0.00	0.00	731.28	0.00	7,575.90	8,307.18	0.00
212 Project Harmony Grant	(51,233.03)	66,284.86	0.00	66,284.86	3,009.48	5,027.52	0.00	14,578.94	0.00	22,615.94	(7,564.11)
224 TANF	23,734.39	0.00	0.00	0.00	0.00	0.00	14,056.51	0.00	9,677.85	23,734.36	0.03
225 WIC-Admin	93,981.15	31,002.00	0.00	31,002.00	2,592.02	8,226.43	61,174.55	6,684.39	32,877.74	111,555.13	13,428.02
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	(21,291.33)	51,636.22	0.00	51,636.22	1,691.29	4,542.40	7,188.25	0.00	2,045.74	15,467.68	14,877.21
234 WIC Peer Grant	(4,630.10)	0.00	0.00	0.00	280.69	479.82	453.00	0.00	0.00	1,213.51	(5,843.61)
300 Disease Prev. & Control	175.00	0.00	0.00	0.00	175.00	0.00	0.00	0.00	0.00	175.00	0.00
401 Healthy Homes	9,647.51	0.00	0.00	0.00	0.00	0.00	2,057.86	3,608.97	3,980.68	9,647.51	0.00
501 MRC	7,649.71	0.00	0.00	0.00	1,200.00	0.00	0.00	0.00	0.00	1,200.00	6,449.71
502 Emergency Preparedness	(9,292.65)	0.00	0.00	0.00	2,076.77	4,449.20	0.00	0.00	0.00	6,525.97	(15,818.62)
505 EP - CRI	(6,777.45)	0.00	0.00	0.00	42.24	635.60	0.00	0.00	0.00	677.84	(7,455.29)
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	284,569.43	149,898.08	1.00	149,899.08	12,694.48	23,360.97	87,492.25	26,190.28	58,505.66	208,243.64	226,224.87

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

[illegible]

Salary Range				(Hourly)			Sterling										Mid-Point										MAX
GRADE	MIN	MID	MAX	MIN	MID	MAX	A	B	C	D	E	F	G	H	I	J	K	L									
16	82,766.30	101,553.74	120,341.18	39.79	48.82	57.86	39.79	41.17	42.60	44.08	45.61	47.19	48.82	50.51	52.25	54.06	55.93	57.86									
15	77,351.69	94,910.04	112,468.40	37.19	45.63	54.07	37.19	38.48	39.81	41.20	42.62	44.10	45.63	47.21	48.84	50.52	52.27	54.07									
14	72,291.29	88,700.97	105,110.65	34.76	42.64	50.53	34.76	35.96	37.21	38.50	39.83	41.22	42.64	44.12	45.64	47.22	48.85	50.53									
13	67,561.95	82,898.11	98,234.26	32.48	39.85	47.23	32.48	33.61	34.77	35.98	37.23	38.52	39.85	41.23	42.65	44.13	45.65	47.23									
12	63,142.02	77,474.86	91,807.71	30.36	37.25	44.14	30.36	31.41	32.50	33.63	34.79	36.00	37.25	38.53	39.86	41.24	42.67	44.14									
11	59,011.23	72,406.42	85,801.60	28.37	34.81	41.25	28.37	29.35	30.37	31.43	32.52	33.64	34.81	36.01	37.26	38.54	39.87	41.25									
10	55,150.68	67,669.55	80,188.42	26.51	32.53	38.55	26.51	27.43	28.39	29.37	30.39	31.44	32.53	33.66	34.82	36.02	37.27	38.55									
9	51,542.69	63,242.57	74,942.44	24.78	30.41	36.03	24.78	25.64	26.53	27.45	28.40	29.39	30.41	31.46	32.54	33.66	34.83	36.03									
8	48,170.74	59,105.20	70,039.66	23.16	28.42	33.67	23.16	23.96	24.79	25.65	26.54	27.46	28.42	29.40	30.41	31.46	32.55	33.67									
7	45,019.38	55,238.51	65,457.63	21.64	26.56	31.47	21.64	22.39	23.17	23.97	24.81	25.67	26.56	27.47	28.42	29.40	30.42	31.47									
6	42,074.19	51,624.77	61,175.35	20.23	24.82	29.41	20.23	20.93	21.66	22.41	23.18	23.99	24.82	25.68	26.56	27.48	28.43	29.41									
5	39,321.68	48,247.45	57,173.23	18.90	23.20	27.49	18.90	19.56	20.24	20.94	21.67	22.42	23.20	24.00	24.83	25.68	26.57	27.49									
4	36,749.22	45,091.07	53,432.92	17.67	21.68	25.69	17.67	18.28	18.91	19.57	20.25	20.95	21.68	22.43	23.20	24.00	24.83	25.69									
3	34,755.07	42,141.19	49,937.31	16.71	20.26	24.01	16.71	17.29	17.89	18.51	19.15	19.81	20.50	21.21	21.94	22.70	23.48	24.29									
2	32,098.20	39,384.29	46,670.38	15.43	18.93	22.44	15.43	15.97	16.52	17.09	17.69	18.30	18.93	19.59	20.27	20.96	21.69	22.44									
1	29,998.32	36,807.75	43,617.18	14.42	17.70	20.97	14.42	14.92	15.44	15.98	16.53	17.10	17.70	18.31	18.94	19.59	20.27	20.97									

2019 MMS CHS ADMINISTRATOR TRANSITION PLAN

PHASE ONE

January-February

January 15th	Deputy Director resumes minimal day to day operations of CHS, including fiscal responsibilities
January 10th	Formal request made to Meeker County Board, for CHS Administrator Services
January 10th	Formal request made to Meeker County Board for additional Fiscal Management Services
February 7th	MDH staff can attend MMS Board meeting (Dee Finley and Linda Bauck-Todd)
February 28th	Negotiation Period

PHASE TWO

March-September

March	Interim CHS Administrator identified
March-April	Contract or purchase service agreements are developed and approved for interim CHS Administrator and Fiscal Management Services
April-May	MDH notified and qualification review is completed
May-September	Research and review of options for CHS Administrator

PHASE THREE

October-December

October	Decision made for permanent CHS Administrator
	Transition period (recruitment, etc.)
December	MDH Qualification review (if needed)



PFM Payment Solutions

The PFM Payment Solutions Program is a cost-free payments mechanism, that reduces the typical requisition process and related costs associated with purchasing materials and services. The base of the Payment Solutions program, which is a special type of credit card, streamlines the purchase of supplies, furniture, construction materials, utilities and much more, saving staff time and money for your entity.

Benefits

- NO COST
- Rebates on 100% of dollars spent
- Reduced check writing costs
- Expedited payment to vendors (24 - 48 hours)
- Reduced paperwork for requisitions, purchase orders and invoices
- With five cards or more, you receive employee misuse insurance of \$100,000 per cardholder; with two to four cards, \$25,000 per cardholder under MasterCard's MasterCoverage®
- \$0 liability for lost or stolen cards
- Ensures quick startup - program implemented 6 to 8 weeks from the receipt of application
- Best suited to clients who will spend more than \$100,000 annually on goods and services

Cash Rebates

Participants in the PFM Payment Solutions Program receive cash rebates on their purchases if the aggregate annual spend on the card equals or exceeds \$100,000. The more items purchased using the card, the greater the rebate percentage. Rebates are calculated on 100% of aggregate spending on the P-Card. All purchases are eligible for the rebate.

Lower Costs, Improved Technology And Access

The premier web-based management technology solution streamlines administrative functions and provides online access to all cardholders 24/7/365. It features multi-level access where your entity's administrators can setup permission levels for each user. It allows for users to view/modify transactions, run and view over 85 standard and custom reports, and export report data. Online access to information on all transactions is available within 24 to 48 hours of a purchase.



PFM Added Value

- Sample policies and procedures manual
- Additional support to program administration through presentations and webinars
- Monthly spend reports with projected annual spend and rebate, plus next level spend and expected rebate
- Quarterly newsletter
- Targeted mailings throughout the year to highlight best practices which will help maximize the value of your program
- Email bulletins on current PCard changes/initiatives and updates to online system

Why Choose PFM?

PFM's exceptional customer service commitment and unwavering support of our clients, sets us apart from other financial institutions. We continually work with our clients to help them maximize the value of their programs to not only reduce operating costs but also to generate an annual revenue stream.

More Information

You can join the hundreds of clients who now pay for goods and services using our Payment Solutions program. If you're ready to start reducing costs and earning a rebate for this year's purchases, please contact us today by visiting www.pfm.com/asset-management/specialized-services/procurement-card-program/ or call 631.542.5315 or by emailing smithb@pfm.com.

The PFM Group of Companies

PFM Financial Services LLC provides procurement card services to government, schools, and health care providers. PFM works with state associations to develop statewide card programs for their members. PFM Asset Management LLC (PFMAM), provides investment advice and portfolio management for governmental and not-for-profit organizations, corporations, pension funds and other institutions. PFM's financial advisory practice (collectively refers to PFM Financial Advisors LLC and Public Financial Management, Inc.) is consistently ranked the nation's number one financial advisor and offers its clients a complete scope of services and products to meet all of their financial needs.

Beth Smith

Senior Managing Consultant
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05/07/19

Accrual Basis

Meeker-Mcleod-Sibley Community Health Services Local Public Health - Transaction Detail By Account

April 2019

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
6177 · Unemployment Compensation								
Check	04/23/2019		Dept of Employment & Eco Development	Unemployment compensation	1001 · Cash	238.59		-238.59
Total 6177 · Unemployment Compensation						238.59	0.00	-238.59
6203 · Communications								
Check	04/24/2019		Verizon	Air card, desk phone, cell phone	1001 · Cash		31.22	31.22
Total 6203 · Communications						0.00	31.22	31.22
6245 · Dues & Registrations Fees								
Check	04/23/2019	995339	MN Counties Computer Coop	Dues & Registrations	1001 · Cash	109.88		-109.88
Total 6245 · Dues & Registrations Fees						109.88	0.00	-109.88
6264 · PH,DOC Software								
Check	04/07/2019		MN Counties Computer Coop	PH-Doc Software	1001 · Cash	6,620.00		-6,620.00
Total 6264 · PH,DOC Software						6,620.00	0.00	-6,620.00
6265 · Professional Services								
Check	04/01/2019	995320	Conway, Deuth & Schmielesing	Professional services	1001 · Cash	1,438.00		-1,438.00
Check	04/01/2019	995323	McLeod County Auditor-Treasurer	Professional services	1001 · Cash	3,869.55		-5,307.55
Check	04/01/2019	995324	Meeker County Public Health	Professional services	1001 · Cash	10,515.00		-15,822.55
Check	04/07/2019	995330	Meeker County Public Health	Professional Services	1001 · Cash	11,240.00		-27,062.55
Check	04/07/2019		Vivid Image	Professional Services	1001 · Cash	95.32		-27,157.87
Check	04/23/2019	995338	MN Counties Computer Coop	Professional Services	1001 · Cash	6,620.00		-33,777.87
Total 6265 · Professional Services						33,777.87	0.00	-33,777.87
6268 · Bank Service Fees & Charges								
Check	04/10/2019		Security Bank & Trust	Billpay service fee	1001 · Cash	6.95		-6.95
Total 6268 · Bank Service Fees & Charges						6.95	0.00	-6.95
6269 · Payroll Services								
Liability Check	04/09/2019		QuickBooks Payroll Service	Fee for 5 direct deposit(s) at \$1.75 each	1001 · Cash	8.75		-8.75
Liability Check	04/23/2019		QuickBooks Payroll Service	Fee for 5 direct deposit(s) at \$1.75 each	1001 · Cash	8.75		-17.50
Total 6269 · Payroll Services						17.50	0.00	-17.50
6340 · Rent								
Check	04/01/2019	995325	meeker County Treasurer	Rent	1001 · Cash	2,400.00		-2,400.00
Total 6340 · Rent						2,400.00	0.00	-2,400.00
6353 · Meeting Expense								
Check	04/23/2019		Hutchinson Event Center	Meeting expense	1001 · Cash	115.00		-115.00
Total 6353 · Meeting Expense						115.00	0.00	-115.00
TOTAL						43,285.79	31.22	-43,254.57

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05/07/19

Accrual Basis

Meeker-McLeod-Sibley Community Health Services
Juniper - Transaction Detail By Account

April 2019

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
5501 - Fees for Services								
Deposit	04/30/2019	Cash	Class Participants	Book fees for participants	1001 - Cash		60.00	60.00
Total 5501 - Fees for Services						0.00	60.00	60.00
TOTAL						0.00	60.00	60.00

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Accrual Basis

Meeker-McLeod-Sibley Community Health Services
Early Hearing & Detection - Transaction Detail By Account

April 2019

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
6864 · Early Hearing & Dect. CP								
Check	04/01/2019	995318	Sibley County	Payment for Oct-Dec 2018	1001 · Cash	525.00		-525.00
Check	04/01/2019	995317	Meeker County	Payment for Oct-Dec 2018	1001 · Cash	450.00		-975.00
Total 6864 · Early Hearing & Dect. CP						975.00	0.00	-975.00
TOTAL						975.00	0.00	-975.00

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Accrual Basis

Meeker-McLeod-Sibley Community Health Services
FPSP - Transaction Detail By Account
 April 2019

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
5400 · Federal Grant								
Deposit	04/26/2019	196596	State of MN	MDH,FPSP-CFDA 93.558.R.Q1.2019	1001 · Cash		2,797.35	2,797.35
Total 5400 · Federal Grant						0.00	2,797.35	2,797.35
6265 · Professional Services								
Check	04/07/2019		Meeker Memorial	Professional Services	1001 · Cash	96.28		-96.28
Total 6265 · Professional Services						96.28	0.00	-96.28
6439 · Prescriptions								
Check	04/07/2019		Cash Wise Pharmacy	Contracted Services	1001 · Cash	32.27		-32.27
Total 6439 · Prescriptions						32.27	0.00	-32.27
TOTAL						128.55	2,797.35	2,668.80

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Accrual Basis

Meeker-McLeod-Sibley Community Health Services
Project Harmony - Transaction Detail By Account
April 2019

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
6105 - Salaries & Wages-FT								
Paycheck	04/10/2019	DD1209	Holfield, Jeanne M	Direct Deposit	1001 - Cash	1,512.01		-1,512.01
Paycheck	04/24/2019	DD1214	Holfield, Jeanne M	Direct Deposit	1001 - Cash	1,512.01		-3,024.02
Total 6105 - Salaries & Wages-FT						3,024.02	0.00	-3,024.02
6152 - HSA Insurance-County Share								
General Journal	04/11/2019	148		Reclass to correct account	6152 - HSA Insurance-County Share	50.00		-50.00
Total 6152 - HSA Insurance-County Share						50.00	0.00	-50.00
6153 - Health & Life Ins-County Share								
General Journal	04/11/2019	148		Reclass to correct account	6152 - HSA Insurance-County Share	577.72		-577.72
General Journal	04/25/2019	149		Reclassify to correct category	6152 - HSA Insurance-County Share	577.72		-1,155.44
Total 6153 - Health & Life Ins-County Share						1,155.44	0.00	-1,155.44
6163 - PERA-County Share								
General Journal	04/11/2019	148		Reclass to correct account	6152 - HSA Insurance-County Share	113.40		-113.40
General Journal	04/25/2019	149		Reclassify to correct category	6152 - HSA Insurance-County Share	113.40		-226.80
Total 6163 - PERA-County Share						226.80	0.00	-226.80
6175 - FICA-County Share								
Paycheck	04/10/2019	DD1209	Holfield, Jeanne M	Direct Deposit	1001 - Cash	100.78		-100.78
Paycheck	04/24/2019	DD1214	Holfield, Jeanne M	Direct Deposit	1001 - Cash	100.77		-201.55
Total 6175 - FICA-County Share						201.55	0.00	-201.55
6203 - Communications								
Check	04/24/2019		Verizon	Cell phone, air card	1001 - Cash	55.07		-55.07
Total 6203 - Communications						55.07	0.00	-55.07
6335 - Mileage								
General Journal	04/11/2019	148		Reclass to correct account	6152 - HSA Insurance-County Share	192.56		-192.56
General Journal	04/25/2019	149		Reclassify to correct category	6152 - HSA Insurance-County Share	279.56		-472.12
Total 6335 - Mileage						472.12	0.00	-472.12
6862 - Project Harmony CP								
Check	04/01/2019	995318	Sibley County	Payment for Oct-Dec 2018	1001 - Cash	1,776.97		-1,776.97
Check	04/01/2019	995317	Meeker County	Payment for Oct-Dec 2018	1001 - Cash	20,283.50		-22,060.47
Total 6862 - Project Harmony CP						22,060.47	0.00	-22,060.47
TOTAL						27,245.47	0.00	-27,245.47

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Meeker-McLeod-Sibley Community Health Services
WIC Admin - Transaction Detail By Account

Accrual Basis

April 2019

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
5400 - Federal Grant	04/29/2019	196683	State of MN	MDH,WIC,CFDA,R.10.577,MAR2019	1001 - Cash		69,623.00	69,623.00
Deposit								
Total 5400 - Federal Grant						0.00	69,623.00	69,623.00
6105 - Salaries & Wages-FT								
Paycheck	04/10/2019	DD1208	Hanson, Lindsay	Direct Deposit	1001 - Cash	2,271.20		-2,271.20
Paycheck	04/10/2019	DD1212	Remington, Jessica D	Direct Deposit	1001 - Cash	1,610.24		-3,881.44
Paycheck	04/24/2019	DD1213	Hanson, Lindsay	Direct Deposit	1001 - Cash	2,271.20		-6,152.64
Paycheck	04/24/2019	DD1217	Remington, Jessica D	Direct Deposit	1001 - Cash	1,561.44		-7,714.08
General Journal	04/30/2019	152		Adjust for Jessica's dependent care	2030 - Acc. Salaries & Wages Payable		281.44	-7,432.64
Total 6105 - Salaries & Wages-FT						7,714.08	281.44	-7,432.64
6152 - HSA Insurance-County Share								
General Journal	04/11/2019	148		Reclass to correct account	6152 - HSA Insurance-County Share	100.60		-100.60
General Journal	04/25/2019	149		Reclassify to correct category	6152 - HSA Insurance-County Share	100.60		-201.20
Total 6152 - HSA Insurance-County Share						201.20	0.00	-201.20
6153 - Health & Life Ins-County Share								
General Journal	04/11/2019	148		Reclass to correct account	6152 - HSA Insurance-County Share	420.56		-420.56
General Journal	04/25/2019	149		Reclassify to correct category	6152 - HSA Insurance-County Share	420.56		-841.12
Total 6153 - Health & Life Ins-County Share						841.12	0.00	-841.12
6163 - PERA-County Share								
General Journal	04/11/2019	148		Reclass to correct account	6152 - HSA Insurance-County Share	326.48		-326.48
General Journal	04/25/2019	149		Reclassify to correct category	6152 - HSA Insurance-County Share	330.14		-656.62
Total 6163 - PERA-County Share						656.62	0.00	-656.62
6175 - FICA-County Share								
Paycheck	04/10/2019	DD1208	Hanson, Lindsay	Direct Deposit	1001 - Cash	159.92		-159.92
Paycheck	04/10/2019	DD1212	Remington, Jessica D	Direct Deposit	1001 - Cash	105.26		-265.18
Paycheck	04/24/2019	DD1213	Hanson, Lindsay	Direct Deposit	1001 - Cash	159.93		-425.11
Paycheck	04/24/2019	DD1217	Remington, Jessica D	Direct Deposit	1001 - Cash	102.46		-527.57
Total 6175 - FICA-County Share						527.57	0.00	-527.57
6203 - Communications								
General Journal	04/11/2019	148		Reclass to correct account	6152 - HSA Insurance-County Share	25.00		-25.00
Check	04/24/2019		Verizon	Cell phone, air card	1001 - Cash	100.85		-125.85
General Journal	04/25/2019	149		Reclassify to correct category	6152 - HSA Insurance-County Share	25.00		-150.85
Total 6203 - Communications						150.85	0.00	-150.85
6335 - Mileage								
General Journal	04/11/2019	148		Reclass to correct account	6152 - HSA Insurance-County Share	383.38		-383.38
General Journal	04/25/2019	149		Reclassify to correct category	6152 - HSA Insurance-County Share	256.36		-639.74
Total 6335 - Mileage						639.74	0.00	-639.74
TOTAL						10,731.18	69,904.44	59,173.26

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Accrual Basis

Meeker-McLeod-Sibley Community Health Services SHIP - Transaction Detail By Account

April 2019

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
5300 · State Grant								
Deposit	04/24/2019	196341	State of MN	MDH.SHIP.STATE.R.FEB2019	1001 · Cash		15,143.01	15,143.01
Total 5300 · State Grant						0.00	15,143.01	15,143.01
6105 · Salaries & Wages-FT								
Paycheck	04/10/2019	DD1211	Nelson, Brett	Direct Deposit	1001 · Cash	2,271.20		-2,271.20
Paycheck	04/24/2019	DD1216	Nelson, Brett	Direct Deposit	1001 · Cash	2,271.20		-4,542.40
Total 6105 · Salaries & Wages-FT						4,542.40	0.00	-4,542.40
6152 · HSA Insurance-County Share								
General Journal	04/11/2019	148		Reclass to correct account	6152 · HSA Insurance-County Share	50.00		-50.00
General Journal	04/25/2019	149		Reclassify to correct category	6152 · HSA Insurance-County Share	50.00		-100.00
Total 6152 · HSA Insurance-County Share						100.00	0.00	-100.00
6153 · Health & Life Ins-County Share								
General Journal	04/11/2019	148		Reclass to correct account	6152 · HSA Insurance-County Share	181.43		-181.43
General Journal	04/25/2019	149		Reclassify to correct category	6152 · HSA Insurance-County Share	181.43		-362.86
Total 6153 · Health & Life Ins-County Share						362.86	0.00	-362.86
6163 · PERA-County Share								
General Journal	04/11/2019	148		Reclass to correct account	6152 · HSA Insurance-County Share	170.34		-170.34
General Journal	04/25/2019	149		Reclassify to correct category	6152 · HSA Insurance-County Share	170.34		-340.68
Total 6163 · PERA-County Share						340.68	0.00	-340.68
6175 · FICA-County Share								
Paycheck	04/10/2019	DD1211	Nelson, Brett	Direct Deposit	1001 · Cash	172.00		-172.00
Paycheck	04/24/2019	DD1216	Nelson, Brett	Direct Deposit	1001 · Cash	172.01		-344.01
Total 6175 · FICA-County Share						344.01	0.00	-344.01
6203 · Communications								
Check	04/24/2019		Verizon	Cell phone	1001 · Cash	62.33		-62.33
Total 6203 · Communications						62.33	0.00	-62.33
6265 · Professional Services								
Check	04/23/2019		Joanne Moze, LLC	Professional Services	1001 · Cash	3,599.49		-3,599.49
Total 6265 · Professional Services						3,599.49	0.00	-3,599.49
6335 · Mileage								
General Journal	04/11/2019	148		Reclass to correct account	6152 · HSA Insurance-County Share	217.50		-217.50
General Journal	04/25/2019	149		Reclassify to correct category	6152 · HSA Insurance-County Share	360.34		-607.84
Total 6335 · Mileage						607.84	0.00	-607.84
6865 · SHIP - County Payment								
Check	04/01/2019	995318	Sibley County	-MULTIPLE-	1001 · Cash	4,444.74		-4,444.74
Check	04/01/2019	995317	Meeker County	-MULTIPLE-	1001 · Cash	14,475.90		-18,920.64
Total 6865 · SHIP - County Payment						18,920.64	0.00	-18,920.64
TOTAL						28,880.25	15,143.01	-13,737.24

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Accrual Basis

Meeker-McLeod-Sibley Community Health Services WIC - Peer - Transaction Detail By Account

April 2019

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
6105 · Salaries & Wages-FT								
Paycheck	04/10/2019	DD1212	Remington, Jessica D	Direct Deposit	1001 · Cash	471.69		-471.69
Paycheck	04/24/2019	DD1217	Remington, Jessica D	Direct Deposit	1001 · Cash	569.28		-1,040.97
Total 6105 · Salaries & Wages-FT						1,040.97	0.00	-1,040.97
6175 · FICA-County Share								
Paycheck	04/10/2019	DD1212	Remington, Jessica D	Direct Deposit	1001 · Cash	30.83		-30.83
Paycheck	04/24/2019	DD1217	Remington, Jessica D	Direct Deposit	1001 · Cash	37.36		-68.19
Total 6175 · FICA-County Share						68.19	0.00	-68.19
6203 · Communications								
Check	04/24/2019		Verizon	WIC Peer Cell phones	1001 · Cash	249.32		-249.32
Total 6203 · Communications						249.32	0.00	-249.32
6265 · Professional Services								
Check	04/07/2019		Doherty Staffing Solutions	Professional Services	1001 · Cash	1,086.80		-1,086.80
Total 6265 · Professional Services						1,086.80	0.00	-1,086.80
6353 · Meeting Expense								
Check	04/01/2019	995322	Hunter Ridge Community Church	Meeting exprese - 1st qtr	1001 · Cash	180.00		-180.00
Total 6353 · Meeting Expense						180.00	0.00	-180.00
TOTAL						2,625.28	0.00	-2,625.28

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Accrual Basis

Meeker-McLeod-Sibley Community Health Services
Healthy Homes - Transaction Detail By Account

April 2019

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
5300 - State Grant								
Deposit	04/24/2019	196458	State of MN	MIDH HEALTHY HOUSING GRANT	1001 - Cash		7,218.04	7,218.04
Total 5300 - State Grant						0.00	7,218.04	7,218.04
TOTAL						0.00	7,218.04	7,218.04

Meeker-McLeod-Sibley Community Health Services

MRC - Transaction Detail By Account

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Accrual Basis

April 2019

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
6265 · Professional Services								
Check	04/01/2019	995319	AT & T Diehn Enterprises	Professional services	1001 · Cash	800.00		-800.00
Check	04/01/2019	995319	AT & T Diehn Enterprises	Professional services	1001 · Cash	400.00		-1,200.00
Check	04/07/2019		AT & T Diehn Enterprises	Professional Services	1001 · Cash	800.00		-2,000.00
Check	04/23/2019		AT & T Diehn Enterprises	Professional services	1001 · Cash	400.00		-2,400.00
Total 6265 · Professional Services						2,400.00	0.00	-2,400.00
TOTAL						2,400.00	0.00	-2,400.00

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Accrual Basis

Meeker-McLeod-Sibley Community Health Services Emergency Preparedness - Transaction Detail By Account

April 2019

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
6105 · Salaries & Wages-FT								
Paycheck	04/10/2019	DD1210	Kloeckl, Julie M	Direct Deposit	1001 · Cash	2,033.92		-2,033.92
Paycheck	04/24/2019	DD1215	Kloeckl, Julie M	Direct Deposit	1001 · Cash	1,970.36		-4,004.28
Total 6105 · Salaries & Wages-FT						4,004.28	0.00	-4,004.28
6152 · HSA Insurance-County Share								
General Journal	04/25/2019	149		Reclassify to correct category	6152 · HSA Insurance-County Share	50.00		-50.00
Total 6152 · HSA Insurance-County Share						50.00	0.00	-50.00
6153 · Health & Life Ins-County Share								
General Journal	04/11/2019	148		Reclass to correct account	6152 · HSA Insurance-County Share	477.33		-477.33
General Journal	04/25/2019	149		Reclassify to correct category	6152 · HSA Insurance-County Share	477.33		-954.66
Total 6153 · Health & Life Ins-County Share						954.66	0.00	-954.66
6163 · PERA-County Share								
General Journal	04/11/2019	148		Reclass to correct account	6152 · HSA Insurance-County Share	190.68		-190.68
General Journal	04/25/2019	149		Reclassify to correct category	6152 · HSA Insurance-County Share	190.68		-381.36
Total 6163 · PERA-County Share						381.36	0.00	-381.36
6175 · FICA-County Share								
Paycheck	04/10/2019	DD1210	Kloeckl, Julie M	Direct Deposit	1001 · Cash	135.13		-135.13
Paycheck	04/24/2019	DD1215	Kloeckl, Julie M	Direct Deposit	1001 · Cash	130.92		-266.05
Total 6175 · FICA-County Share						266.05	0.00	-266.05
6203 · Communications								
Check	04/24/2019		Verizon	Cell phone, air card	1001 · Cash	107.34		-107.34
Total 6203 · Communications						107.34	0.00	-107.34
6245 · Dues & Registrations Fees								
Check	04/01/2019	995321	Diane Winter	Registration fees	1001 · Cash	35.00		-35.00
Check	04/23/2019		Ecumen	Dues & Registrations	1001 · Cash	20.00		-55.00
Total 6245 · Dues & Registrations Fees						55.00	0.00	-55.00
6335 · Mileage								
General Journal	04/11/2019	148		Reclass to correct account	6152 · HSA Insurance-County Share	108.46		-108.46
General Journal	04/25/2019	149		Reclassify to correct category	6152 · HSA Insurance-County Share	73.08		-181.54
Total 6335 · Mileage						181.54	0.00	-181.54
TOTAL						6,000.23	0.00	-6,000.23

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Accrual Basis

Meeker-McLeod-Sibley Community Health Services EP-CRI - Transaction Detail By Account

April 2019

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
6105 - Salaries & Wages-FT								
Paycheck	04/10/2019	DD1210	Kloeckl, Julie M	Direct Deposit	1001 - Cash	508.48		-508.48
Paycheck	04/24/2019	DD1215	Kloeckl, Julie M	Direct Deposit	1001 - Cash	572.04		-1,080.52
Total 6105 - Salaries & Wages-FT						1,080.52	0.00	-1,080.52
6175 - FICA-County Share								
Paycheck	04/10/2019	DD1210	Kloeckl, Julie M	Direct Deposit	1001 - Cash	33.78		-33.78
Paycheck	04/24/2019	DD1215	Kloeckl, Julie M	Direct Deposit	1001 - Cash	38.00		-71.78
Total 6175 - FICA-County Share						71.78	0.00	-71.78
TOTAL						1,152.30	0.00	-1,152.30

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Accrual Basis

Meeker-McLeod-Sibley Community Health Services Profit & Loss April 2019

	100 - Local Public Health Grant	106 - Juniper	203 - Early Hearing Detection
Ordinary Income/Expense			
Income			
5300 · State Grant	0.00	0.00	0.00
5400 · Federal Grant	0.00	0.00	0.00
5501 · Fees for Services	0.00	60.00	0.00
Total Income	0.00	60.00	0.00
Expense			
6105 · Salaries & Wages-FT	0.00	0.00	0.00
6152 · HSA Insurance-County Share	0.00	0.00	0.00
6153 · Health & Life Ins-County Share	0.00	0.00	0.00
6163 · PERA-County Share	0.00	0.00	0.00
6175 · FICA-County Share	0.00	0.00	0.00
6177 · Unemployment Compensation	238.59	0.00	0.00
6203 · Communications	-31.22	0.00	0.00
6245 · Dues & Registrations Fees	109.88	0.00	0.00
6264 · PH.DOC Software	6,620.00	0.00	0.00
6265 · Professional Services	33,777.87	0.00	0.00
6268 · Bank Service Fees & Charges	6.95	0.00	0.00
6269 · Payroll Services	17.50	0.00	0.00
6335 · Mileage	0.00	0.00	0.00
6340 · Rent	2,400.00	0.00	0.00
6353 · Meeting Expense	115.00	0.00	0.00
6439 · Prescriptions	0.00	0.00	0.00
6862 · Project Harmony CP	0.00	0.00	0.00
6864 · Early Hearing & Dect. CP	0.00	0.00	975.00
6865 · SHIP - County Payment	0.00	0.00	0.00
Total Expense	43,254.57	0.00	975.00
Net Ordinary Income	-43,254.57	60.00	-975.00
Net Income	-43,254.57	60.00	-975.00

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Accrual Basis

Meeker-McLeod-Sibley Community Health Services Profit & Loss April 2019

	206 - FPSP	212 - Project Harmony Grant	225 - WIC-Admin
Ordinary Income/Expense			
Income			
5300 · State Grant	0.00	0.00	0.00
5400 · Federal Grant	2,797.35	0.00	69,623.00
5501 · Fees for Services	0.00	0.00	0.00
Total Income	2,797.35	0.00	69,623.00
Expense			
6105 · Salaries & Wages-FT	0.00	3,024.02	7,432.64
6152 · HSA Insurance-County Share	0.00	50.00	201.20
6153 · Health & Life Ins-County Share	0.00	1,155.44	841.12
6163 · PERA-County Share	0.00	226.80	656.62
6175 · FICA-County Share	0.00	201.55	527.57
6177 · Unemployment Compensation	0.00	0.00	0.00
6203 · Communications	0.00	55.07	150.85
6245 · Dues & Registrations Fees	0.00	0.00	0.00
6264 · PH.DOC Software	0.00	0.00	0.00
6265 · Professional Services	96.28	0.00	0.00
6268 · Bank Service Fees & Charges	0.00	0.00	0.00
6269 · Payroll Services	0.00	0.00	0.00
6335 · Mileage	0.00	472.12	639.74
6340 · Rent	0.00	0.00	0.00
6353 · Meeting Expense	0.00	0.00	0.00
6439 · Prescriptions	32.27	0.00	0.00
6862 · Project Harmony CP	0.00	22,060.47	0.00
6864 · Early Hearing & Deaf. CP	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	0.00	0.00
Total Expense	128.55	27,245.47	10,449.74
Net Ordinary Income	2,668.80	-27,245.47	59,173.26
Net Income	2,668.80	-27,245.47	59,173.26

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Accrual Basis

Meeker-McLeod-Sibley Community Health Services Profit & Loss April 2019

	230 - SHIP	234 - WIC Peer Grant	401 - Healthy Homes
Ordinary Income/Expense			
Income			
5300 · State Grant	15,143.01	0.00	7,218.04
5400 · Federal Grant	0.00	0.00	0.00
5501 · Fees for Services	0.00	0.00	0.00
Total Income	15,143.01	0.00	7,218.04
Expense			
6105 · Salaries & Wages-FT	4,542.40	1,040.97	0.00
6152 · HSA Insurance-County Share	100.00	0.00	0.00
6153 · Health & Life Ins-County Share	362.86	0.00	0.00
6163 · PERA-County Share	340.68	0.00	0.00
6175 · FICA-County Share	344.01	68.19	0.00
6177 · Unemployment Compensation	0.00	0.00	0.00
6203 · Communications	62.33	249.32	0.00
6245 · Dues & Registrations Fees	0.00	0.00	0.00
6264 · PH.DOC Software	0.00	0.00	0.00
6265 · Professional Services	3,599.49	1,086.80	0.00
6268 · Bank Service Fees & Charges	0.00	0.00	0.00
6269 · Payroll Services	0.00	0.00	0.00
6335 · Mileage	607.84	0.00	0.00
6340 · Rent	0.00	0.00	0.00
6353 · Meeting Expense	0.00	180.00	0.00
6439 · Prescriptions	0.00	0.00	0.00
6862 · Project Harmony CP	0.00	0.00	0.00
6864 · Early Hearing & Dect. CP	0.00	0.00	0.00
6865 · SHIP - County Payment	18,920.64	0.00	0.00
Total Expense	28,880.25	2,625.28	0.00
Net Ordinary Income	-13,737.24	-2,625.28	7,218.04
Net Income	-13,737.24	-2,625.28	7,218.04

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Accrual Basis

Meeker-McLeod-Sibley Community Health Services Profit & Loss April 2019

	501 - MRC	502 - Emergency Preparedness	505 - EP - CRI
Ordinary Income/Expense			
Income			
5300 · State Grant	0.00	0.00	0.00
5400 · Federal Grant	0.00	0.00	0.00
5501 · Fees for Services	0.00	0.00	0.00
Total Income	0.00	0.00	0.00
Expense			
6105 · Salaries & Wages-FT	0.00	4,004.28	1,080.52
6152 · HSA Insurance-County Share	0.00	50.00	0.00
6153 · Health & Life Ins-County Share	0.00	954.66	0.00
6163 · PERA-County Share	0.00	381.36	0.00
6175 · FICA-County Share	0.00	266.05	71.78
6177 · Unemployment Compensation	0.00	0.00	0.00
6203 · Communications	0.00	107.34	0.00
6245 · Dues & Registrations Fees	0.00	55.00	0.00
6264 · PH.DOC Software	0.00	0.00	0.00
6265 · Professional Services	2,400.00	0.00	0.00
6268 · Bank Service Fees & Charges	0.00	0.00	0.00
6269 · Payroll Services	0.00	0.00	0.00
6335 · Mileage	0.00	181.54	0.00
6340 · Rent	0.00	0.00	0.00
6353 · Meeting Expense	0.00	0.00	0.00
6439 · Prescriptions	0.00	0.00	0.00
6862 · Project Harmony CP	0.00	0.00	0.00
6864 · Early Hearing & Dect. CP	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	0.00	0.00
Total Expense	2,400.00	6,000.23	1,152.30
Net Ordinary Income	-2,400.00	-6,000.23	-1,152.30
Net Income	-2,400.00	-6,000.23	-1,152.30

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Accrual Basis

Meeker-McLeod-Sibley Community Health Services Profit & Loss

April 2019

	Unclassified	TOTAL
Ordinary Income/Expense		
Income		
5300 - State Grant	0.00	22,361.05
5400 - Federal Grant	0.00	72,420.35
5501 - Fees for Services	0.00	60.00
Total Income	0.00	94,841.40
Expense		
6105 - Salaries & Wages-FT	0.00	21,124.83
6152 - HSA Insurance-County Share	0.00	401.20
6153 - Health & Life Ins-County Share	0.00	3,314.08
6163 - PERA-County Share	0.00	1,605.46
6175 - FICA-County Share	0.00	1,479.15
6177 - Unemployment Compensation	0.00	238.59
6203 - Communications	0.00	593.69
6245 - Dues & Registrations Fees	0.00	164.88
6264 - PH,DOC Software	0.00	6,620.00
6265 - Professional Services	0.00	40,960.44
6268 - Bank Service Fees & Charges	0.00	6.95
6269 - Payroll Services	0.00	17.50
6335 - Mileage	0.00	1,901.24
6340 - Rent	0.00	2,400.00
6353 - Meeting Expense	0.00	295.00
6439 - Prescriptions	0.00	32.27
6862 - Project Harmony CP	0.00	22,060.47
6864 - Early Hearing & Deaf. CP	0.00	975.00
6865 - SHIP - County Payment	0.00	18,920.64
Total Expense	0.00	123,111.39
Net Ordinary Income	0.00	-28,269.99
Net Income	0.00	-28,269.99