



MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD Meeting Minutes

Thursday, May 9, 2019

9 AM to 11 AM

McLeod County Solid Waste Large Room, Hutchinson

Board Members

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

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

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

Staff Present

Diane Winter.....present
Laurie Tarning.....present

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

Rose Anderson.....present

Guests: None

1. Meeting called to order by Mike Housman at 9:07 a.m.

2. Welcome and Introductions

3. Additions to Agenda – None

Motion to approve agenda by Beth Oberg, seconded by Ron Shimanski. Motion carried.

4. Approval of March 14th 2019 Meeting Minutes

Motion by Ron Shimanski and seconded by Bill Pinske to approve the March 14, 2019 meeting minutes. Motion carried.

5. Administrative Items

a. Project Harmony Continuation Grant Application July 1, 2019 – June 30, 2021

Notice was received, in early April; the Project Harmony Grant would be extended 2 years, ending June 30, 2021, with \$150,000 awarded each year. An additional \$30,000 was requested to possibly fund another peer recovery specialist, or after reviewing needs, will determine best use.

b. WIC Management Evaluation Results

The State evaluates WIC every two years. Most of findings centered on space and privacy needs as well as staffing concerns. Steps are being taken to address these issues. Lengthy discussion held explaining the WIC system in each county and specifically why changes are necessary. On May 23, a meeting will be held with the three county WIC coordinators, directors and CHS dietician to consider recommendations and find solutions necessary to complete State WIC mandates.

6. Fiscal Management

a. Approval of Paid Invoices–March and April 2019

Motion by Beth Oberg and seconded by Ron Shimanski to approve March and April 2019 Paid Invoices. Motion carried.

b. Approval of Financial Statements

Two additional 2019 Statement of Receipts and Disbursements were reviewed which added two columns to detail and provide a clear picture of actual balance in accounts. The invoicing and reporting process continues to be timelier and plans are to have Julie Schrum report at a future financial committee meeting to explain and update on changes. Board agreed the following reports would be helpful and therefore will be shared with board monthly: Local

Meeker-McLeod-Sibley Community Health Services

1805 Ford Avenue, Suite 200
Glencoe, Minnesota 55336

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

Public Health Transaction detailed by account and Profit and Loss Statement. Request was made to identify year to date within statement headers.

Motion by Bill Pinske and seconded by Ron Shimanski to approve the Financial Statements.

Motion carried.

7. Executive Committee Update

- a. Update from Doherty regarding Breastfeeding Peers
There are no automatic salary increases for the breastfeeding peers from Doherty. The markup in contract reflects business cost increases. Discussion centered on Doherty's role in salary increase and determined Doherty would be responsible for administering.
- b. CHS Pay Schedule & Performance Based Steps
See attachment for detail. Steps have been updated to reflect COLA and employees placed on schedule.
- c. Performance Evaluation Options
Sibley and Meeker County systems were considered. Motion made by Ron Shimanski and seconded by Bill Pinske to adopt the Meeker County Performance Evaluation System, **Performance Pro**, and to accept the pay schedule with corrected level for Peer Recovery Specialist. Motion carried.
- d. Procurement Cards
See attachment for detail. After explanation of procurement card system and discussion, it was decided that the current use of credit card for CHS employees has been successful and there is no need for change.
- e. CHS Mileage Policy
Discussion established a need for uniformity; one policy is necessary. Policy will be shared with employees directly. Motion by Beth Oberg and seconded by Bobbie Harder to adopt McLeod County policy for CHS employees mileage policy, which reads: "Mileage reimbursement shall be paid for the most reasonable and shortest route either from home or work." Motion carried.

8. Administrative Functions update

- a. Reactions to March MDH Presentation and Identification of Next Steps
General Administrative Function Updates: Fiscal reports are completed independently by each county and then a meeting is held, prior to state submission, to insure all reporting is consistent. Verizon and Reliance Standard issues are corrected. Time lines are being met. Two requests made for Finance Committee agenda: there are fiscal report options available and with an upcoming LOA, how sick and vacation will be paid and from what pay source. CHB Finance Committee offered to dovetail meeting with CHS board meetings to address county finance worker's questions. Overall, Programs are running smoothly. Lengthy discussion held reviewing current situation and timelines being met on administrator transition plan. General consensus held that MDH presentation on options available was helpful and current situation is a viable option that is working well. Designated Fiscal position sited as beneficial in view of positive changes and recommended for future plan. However, without an administrator, there are areas that are not being addressed. County directors cited less support, especially for health educators, and non-attendance at MDH meetings. Will continue to look into options and maintain status quo.
- b. CHS Personnel Policies
Recommendation to set aside policies and readdress after MMS CHS administration decision has been made. Currently, Meeker County Human Resources director has been consulted for clarification with concerns.

9. Affirm 2019 Meeting Locations

June 13, 2019 Board Meeting has been scheduled to be held at Meeker County Family Services Building in Litchfield, Room 200. Venue continues to be scheduled on a monthly basis.

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10. Adjourn

Motion by Ron Shimanski and seconded by Bill Pinske to adjourn at 10:40 a.m. Motion carried.

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
- Revised 2019 Receipts and Disbursement Statements

2019 DATES

June 13th – FSB Litchfield

July 11th

August 8th

September 12th

October 10th

November 14th

December 12th

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



Ron Shimanski, MMS CHS Board Secretary

6-13-19

Date