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

Staff Present
Diane Winter............present Amanda Maresh..............present
Laurie Terning.............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
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 Pinkske 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 administrating.
   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 Pinkske 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.
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