Meeting called to order

1. Welcome and Introductions

2. Additions to the Agenda

3. Approval of May 9th, 2019 Meeting Minutes*

4. Administrative Items
   a. Resolution 2019-5 Support of Federal TANF Funding*

5. Fiscal Management
   a. Approval of Paid Invoices—May 2019*
   b. Approval of Financial Statements

6. Executive Committee Update

7. Administrative Functions Update

8. CHS Administration Transition*

9. Environmental Health*

10. Affirm 2019 Meeting Locations

Adjourn

Attachments:
- May 9, 2019 Meeting Minutes
- Resolution 2019-5
- Resolution 2019-6
- May Paid Invoices
- 2018 MDH Environmental Health Activities by County
- MMS CHS Healthy Homes Brochure
- CHS Administrator Transition Plan

2019 DATES
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, 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 Pinski...........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 Pinski 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 yrs.,
      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
      See attachment for details. 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 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 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 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.
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

Date
RESOLUTION 2019-5
Meeker-McLeod-Sibley Community Health Board

The Meeker-McLeod-Sibley Community Health Board supports the Federal Temporary Assistance for Needy Families (TANF) block grant. TANF funds allocated through the Minnesota Department of Health are used for ending dependence of at risk families on government benefits through family home visiting programs, nutrition counseling services at Women Infant and Children (WIC) clinic sites, and group teen pregnancy prevention efforts.

The application is for $95,010 per year July 1, 2019 through June 30, 2023.

Signed: ___________________________ 06.13.2019
Mike Housman, Community Health Board Chairperson  Date

Signed: ___________________________
Mike Housman, Community Health Board Chairperson
RESOLUTION 2019-6
Meeker-McLeod-Sibley Community Health Board

The Meeker-McLeod-Sibley Community Health Board supports the Public Health Emergency Preparedness Planning grant award in order to demonstrate organizational and operational capacity to carry out the CDC’s Public Health Emergency Preparedness and Response Capabilities.

The grant award is for $68,887 (Public Health Emergency Preparedness) and $12,000 (Cities Readiness Initiative) for the time period July 1, 2019 through June 30, 2020.

Signed: ___________________________________________ 06.13.2019
Mike Housman, Community Health Board Chairperson

Date
MDH Activities in Meeker County – 2018

Establishments Licensed by MDH in Meeker County: 125

Inspections Conducted by MDH in Meeker County: 112

MDH Contacts for Meeker County:
- Peter Lindell (peter.lindell@state.mn.us) 320-223-7345
- Tina Remmele (tina.reemmele@state.mn.us) 320-223-7302
- Jolene Ziegler (jolene.ziegler@state.mn.us) 320-223-7335

Complaints Investigated by MDH in Meeker County: 2

MDH Food, Pools & Lodging Services Statewide Activities - 2018

<table>
<thead>
<tr>
<th>Program Area</th>
<th>MN Statute</th>
<th>MN Rule</th>
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<tbody>
<tr>
<td>Food Code</td>
<td>157</td>
<td>4626</td>
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<td>4625</td>
</tr>
<tr>
<td>Manufactured Home Parks/Recreational Camping Areas</td>
<td>327.10-327.28</td>
<td>4630</td>
</tr>
<tr>
<td>Public Pools</td>
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<tr>
<td>Youth Camps</td>
<td>157, 144.71-144.74</td>
<td>4630</td>
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Plans Reviewed By MDH: 736

Establishments Licensed by MDH: 14,518

Inspectors Conducted by MDH: 16,692

Number of Complaints Investigated by MDH: 1,036

FPLS includes 85 Staff Located in 8 Offices Throughout Minnesota
MDH Activities in McLeod County – 2018

Establishments Licensed by MDH in McLeod County:
205

Plans Reviewed by MDH in McLeod County:
3

Inspections Conducted by MDH in McLeod County:
138

MDH Contacts for McLeod County:
Tom Wilfahrt (thomas.wilfahrt@state.mn.us) 507-344-2711
Ben Ische (ben.ische@state.mn.us) 507-344-2710

Complaints Investigated by MDH in McLeod County:
9

MDH Food, Pools & Lodging Services Statewide Activities - 2018

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FPLS includes 85 Staff Located in 8 Offices Throughout Minnesota
MDH Activities in Sibley County – 2018

Establishments Licensed by MDH in Sibley County: 86

Inspections Conducted by MDH in Sibley County: 58

Complaints Investigated by MDH in Sibley County: 2

MDH Contacts for Sibley County:
Tom Wilfahrt (thomas.wilfahrt@state.mn.us) 507-344-2711
Ben Ische (ben.ische@state.mn.us) 507-344-2710

MDH Food, Pools & Lodging Services Statewide Activities - 2018

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Healthy Homes

Each individual who receives an assessment may be eligible to receive a free Healthy Home assessment.

A free Healthy Home assessment is available.

Your health is where Home is.

Healthy Homes

Promoting Healthy Homes for All Residents

Healthy Housing Initiative is an environmental healthier and safer approach to making indoor mold, mildew, and moisture management and improve the health of individuals and families. It is funded by the Minnesota Department of Health (MDH) and is a statewide focus on preventing, mitigating, and managing mold in homes and other indoor spaces. The initiative is intended to provide MDH with accurate information on the prevalence and impact of mold-related health issues. Each individual who receives an assessment may be eligible to receive a free Healthy Home assessment.

Healthy Farms Initiative is an environmental healthier and safer approach to making indoor mold, mildew, and moisture management and improve the health of individuals and families. It is funded by the Minnesota Department of Health (MDH) and is a statewide focus on preventing, mitigating, and managing mold in homes and other indoor spaces. The initiative is intended to provide MDH with accurate information on the prevalence and impact of mold-related health issues. Each individual who receives an assessment may be eligible to receive a free Healthy Home assessment.

To request a Free home assessment, contact the agency in your county:

Mcleod County: 320-864-3185
Meeker County: 320-693-5370
Sibley County: 507-237-4000

If interested in having your home assessed, please contact the agency listed at the address listed or call your local Public Health Agency.

To request a Free home assessment, contact the agency in your county:

Mcleod County Public Health
1805 Ford Ave N, Suite 200
Glencoe, MN 55336

Meeker County Public Health
114 W Hocomite Ave Suite 260
Litfield, MN 55355

Sibley County Public Health
111 1st St.
Gaylord, MN 55334

Phone: ____________________ State: ____________ Zip: ____________
City: ____________________ County: ____________ McLeod: Meeker: Sibley:
Maintained

Ventilated

Contaminant-Free

Safe

 Pest-Free

Clean

Dry

Healthy Home of a
Seven Principles

Lead

effects for occupants.
Growing on and may cause health
problems to the materials it is
found on. Moisture eventually
the building finishes and furnishings if there

3. Moisture

2. Nutrients (food)

1. Moderate Temperatures

simple elements to grow:

Mold

home.

your local public health agency has free

Radon

Radon is a colorless, odorless radioactive

gas that seeps up from the earth. When
# 2019 MMS CHS ADMINISTRATOR TRANSITION PLAN

## PHASE ONE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 15th</td>
<td>Deputy Director resumes minimal day to day operations of CHS, including fiscal responsibilities</td>
</tr>
<tr>
<td>January 10th</td>
<td>Formal request made to Meeker County Board, for CHS Administrator Services</td>
</tr>
<tr>
<td>January 10th</td>
<td>Formal request made to Meeker County Board for additional Fiscal Management Services</td>
</tr>
<tr>
<td>February 7th</td>
<td>MDH staff can attend MMS Board meeting (Dee Finley and Linda Bauck-Todd)</td>
</tr>
<tr>
<td>February 28th</td>
<td>Negotiation Period</td>
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</tbody>
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## PHASE TWO

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>March</td>
<td>Interim CHS Administrator identified</td>
</tr>
<tr>
<td>March-April</td>
<td>Contract or purchase service agreements are developed and approved for interim CHS Administrator and Fiscal Management Services</td>
</tr>
<tr>
<td>April-May</td>
<td>MDH notified and qualification review is completed</td>
</tr>
<tr>
<td>May-September</td>
<td>Research and review of options for CHS Administrator</td>
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</tbody>
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## PHASE THREE

<table>
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<tr>
<th>Month</th>
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<tbody>
<tr>
<td>October</td>
<td>Decision made for permanent CHS Administrator</td>
</tr>
<tr>
<td></td>
<td>Transition period (recruitment, etc.)</td>
</tr>
<tr>
<td>December</td>
<td>MDH Qualification review (if needed)</td>
</tr>
</tbody>
</table>