

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

July 11, 2019
9 AM to 11 AM
Agenda

Meeting called to order

1. Welcome and Introductions
2. Additions to the Agenda
3. Approval of June 13th 2019 Meeting Minutes*
4. Administrative Items
5. Fiscal Management
 - a. Approval of Paid Invoices—June 2019*
 - b. Approval of Financial Statements*
6. SCHAC Update
7. Executive Committee Update
 - a. Update regarding Breastfeeding Peers and Employment Agreement with Doherty
 - b. CHS Administration Options and Discussion
8. Administrative Functions Update
9. Affirm 2019 Meeting Locations

Adjourn

Attachments:

- June 13, 2019 Meeting Minutes
- June 2019 Paid Invoices
- Financial Statements
- Draft CHS Administrator Job Description
- Draft Business Manager Job Description
- Draft MMS CHS Organizational Chart

2019 DATES

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, June 13, 2019

9 AM to 11 AM

Family Services Building – Suite 200, Litchfield MN

Board Members

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

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

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

Staff Present

Diane Winter.....present
Laurie Terning.....present

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

Mary Bachmann.....present
Rose Anderson.....present

Guests: John Glisczinski, McLeod County Administrator

1. Meeting called to order by Mike Housman at 9:04 a.m.

2. Welcome and Introductions

3. Additions to Agenda

Motion to approve agenda by Ron Shimanski, seconded by Bill Pinske. Motion carried.

4. Approval of May 9th 2019 Meeting Minutes*

Request to strike "See attachment for details." on May 9th, 2019 minutes under item 5. b.

Motion by Bobbie Harder to approve the May 9, 2019 minutes with correction. Seconded by Ron Shimanski. Motion carried.

5. Administrative Items

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

Motion to adopt Resolution 2019-5 Support of Federal TANF Funding made by Ron Shimanski and seconded by Bill Pinske. Roll call vote taken – all voted yes. Motion carried. Resolution adopted.

b. Resolution 2019-6 Support of Federal Public Health Emergency Preparedness Funding*

Motion to adopt Resolution 2019-6 Support of Federal Public Health Emergency Preparedness Funding was made by Beth Oberg and seconded by Bill Pinske. Roll call vote taken – all voted yes. Motion carried. Resolution adopted.

6. Fiscal Management

a. Approval of Paid Invoices-May 2019*

Discussion held on a concern involving invoice privacy issues. By consensus, it was determined that private information, such as names and dates, will be redacted on invoices and the Remittal Sheet only will be published.

The Family Planning Grant work plan was reviewed and discussed with no revisions made. Motion by Beth Oberg and seconded by Ron Shimanski to approve May 2019 paid invoices. Motion carried.

b. Approval of Financial Statements*

Two DHS grant payment issues were discussed. Project Harmony grant funds have not been received for first quarter of 2019; however, expenses, including salary, have been applied therefore showing a negative balance. Agreed to hold back when payment arrives, anticipated to be \$35,000, to cover recovery coach and CHS expenses, and then reimburse counties. Because this grant has been slow delivering payment, if grant is awarded in the future, would request to submit invoices monthly.

Meeker-McLeod-Sibley Community Health Services

1805 Ford Avenue, Suite 200
Glencoe, Minnesota 55336

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

CTC payments currently go directly to McLeod County and efforts have been made to redirect to CHS. When directing questions to DHS, their response is the file remains open. So the matter is still under review with no knowledge of closure.

Question concerning when and how grant money is divided between counties was asked. Finance committee will discuss and report.

Motion by Beth Oberg and seconded by Ron Shimanski to approve the Financial Statements. Motion Carried.

7. Executive Committee Update

No Discussion.

8. Administrative Functions Update

Work continues on improving the work flow within the financial structure.

Job descriptions for a few CHS employees still need defining on Performance Pro system before evaluations can begin.

Directors met with Linda Bauck-Todd, MDH Public Health Nurse Consultant. A productive conversation resulted in good options for program organization.

Staff Feedback to the CHB handout, submitted by CHS Team, was distributed with ideas on various program successes and challenges that they have noted since the CHS fulltime administrator position ended.

Discussion held concerning Diane Winter's time and observations as Interim CHS Administrator.

9. CHS Administration Transition*

Lengthy discussion focused on formulating a plan to define what position or activity the board wants to clearly focus on and define. There is a timely need to propose an evolution of processes, strategic planning for structure organization, define goals in order to keep the momentum of progress made and provide clarity. Plans are to bring ideas, suggestions and focus on at next meeting. The Executive Committee will meet prior to the July CHB meeting to define the process.

10. Environmental Health

Update presented on MDH Environmental Health Activities* occurring specific to each County. The Healthy Homes Brochure* outlines the programs offered within each county that are available to everyone.

11. Affirm 2019 Meeting Locations

July 11, 2019 Board Meeting has been scheduled to be held at the McLeod County Solid Waste Large Room in Hutchinson, MN.

12. Adjourn

Board Chair closed meeting at 10:32 a.m.

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
- Financial Statements

2019 DATES

July 11th HHW Hutchinson

August 8th

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Ron Shimanski, MMS CHS Board Secretary

Date

Date Uploaded to CDS:	6/12/2019
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2018 CHS Remittal Invoice Workbook
Printed 6/11/2019

[illegible]

On-line Auto Payment Date	7/1/2019
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CHS Credit Card Payment Workbook
Printed 6/13/2019

Position: Community Health Services Administrator

FLSA Status: Exempt

General Definition of Work

Performs complex professional work providing overall leadership, operational oversight and administrative responsibility for county community health services, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the CHS Board. Position provides leadership and management to the organization as a whole.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- 1) Assures compliance with Minnesota Statute 145A, and related rules, including submission of reports and required documents.
- 2) Provides administration and oversight to grants, programs and services of the Community Health Board (CHB).
- 3) Provides leadership to the Meeker-McLeod-Sibley Community Health Services (CHS) Management Team.
- 4) Provides supervision of CHS staff, including hiring, disciplines and discharges of personnel.
- 5) Provides leadership in collaboration with Management Team to agency staff involved with CHS teams.
- 6) Provides fiscal oversight to fiscal processes, including preparation of agency and program budgets, and expenditure reports working in cooperation of the fiscal host/CHB business manager to ensure compliance with state and federal requirements; conduct sub recipient monitoring, and cooperation/communication with during MDH and state financial audits.
- 7) Provides orientation, education, administrative consultative services and updates to the CHB, including drafting policies and ordinances for CHB consideration and/or approval. In addition, provides information on the effect of federal, state and local government policies and action on the health of the community.
- 8) Negotiates, reviews and signs contracts on behalf of the CHB.
- 9) Provides oversight of the procurement and maintenance of necessary workforce, supplies, equipment and space for efficient operation of the CHS; including providing necessary training for a competent workforce.
- 9)10) Ensures a competent workforce such as providing necessary orientation/training, work space and equipment for staff to do their job.
- 10)11) Develops and maintains relationships with local community stakeholders working to improve the health of the residents of Meeker, McLeod and Sibley Counties through attendance and leadership on various task forces and collaborations.
- 11)12) Implements performance management system at the community, agency and program level, including preparations of policy, procedures and reports.
- 12)13) Develops a CHS Strategic Plan, including implementation, on-going monitoring and revisions as necessary.
- 13)14) Represents CHS and local public health interests with various policy making groups including, but not limited to State and Federal Legislative bodies, State Community Health Services Advisory Committee, Association of Minnesota Counties, and Local Public Health Association.
- 14)15) Provides input to State and Federal Government Agencies and/or workgroups on public health problems, development of public health goals and effective strategies to meet these goals.
- 15)16) Provides presentations either by invitation or by submitting proposals on any topic related to the CHS, public health topic or program level topic, including agency staff, regional public health staff, policy makers, community groups, local government bodies, statewide workshops/conferences or national workshops/conferences and residents of Meeker, McLeod and Sibley Counties.
- 16)17) Conducts in partnership with community stakeholders a Community Health Assessment, and assures implementation of Community Health Improvement plans in accordance with MN Statute 145A.

Commented [AM1]: Could possibly combine these two duties?

17)18) Coordinates media outreach to increase awareness, and to educate and inform the general public on various and relevant public health topics.

18)19) Serves as a resource and liaison to the local public health leaders officer to assure public health nuisances, disease outbreaks, public health emergency, etc. are dealt with in accordance with state and local laws by working with other local government bodies and community groups.

Commented [AM2]: Does this need to be included in the delegation agreement? Reference Statute 145A. Maybe we should separate out nuisances and disease outbreaks?

Knowledge, Skills and Abilities

Thorough knowledge of the principles, practices, methods and materials of public health services; thorough knowledge of public health laws and regulations relating to public health services; thorough knowledge of the available resources for treatment; thorough knowledge of programs of related health and social service agencies; ability to plan, organize and direct the activities of subordinate professional staff; ability to understand and interpret public health laws; ability to analyze data and prepare reports; ability to express oneself clearly and concisely both orally and in writing.

Education and Experience

Bachelor's degree in Administration, Public Health, Community Health, Environmental Health (i.e. Environmental Health Specialist, Sanitarian), or Nursing (Public Health Nurse, Registered Nurse) or related field and moderate experience in Public Health in an administrative or supervisory capacity, or equivalent combination of education and experience. Master's degree preferred.

Other Special Requirements

MN Driver's License and proof of automobile insurance

Nursing: Public Health Nurse, Registered Nurse-

Environmental Health: EH Specialist or Sanitarian

per state requirements - needed within 2 years.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms, tasting or smelling and pushing or pulling and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling and lifting; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Commented [AM3]: Reference Waseca job description for titles of sections (i.e. Minimum qualifications, preferred, other, conditions of employment, etc.)

Environmental Conditions

This work occasionally requires exposure to outdoor weather conditions, wearing a self-contained breathing apparatus and exposure to blood-borne pathogens which may require specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Last Revised: 9/5/2017



Employee name _____
Revised: May 2018
HR Initials: _____
(Human Resource Use Only)

WASECA COUNTY

Job Description

Position Title: Public Health/CHB Business Manager **Department:** Public Health
Job Classification: Non-union, Exempt **Pay Grade:** 8
Supervisor: Public Health Director/CHS Administrator **Position Supervised:** 2

POSITION SUMMARY:

Under general supervision of the Public Health Director, the Public Health/CHB Business Manager receives, accounts for, reports and disburses several funds available to the County Public Health agency; analyzes, interprets and prepares multiple fiscal and statistical reports; maintains financial records and accounts; preparation of agency budget; develops, implements, modifies and oversees use of agency's computer based accounting and time documentation system; provides work direction and supervision to clerical employees; and performs other duties as apparent or assigned. This position provides administrative work requiring the application of specialized procedural knowledge and communication skills in the planning, organizing, coordinating, supervising, managing or directing programs, activities, procedures, and policies.

ESSENTIAL JOB DUTIES:

- a) Provides direct supervision of support staff as well as consultation and training to other public health staff including Nurses and Social Workers. Leads, manages, directs and coordinates work distribution among diverse programs and employees.
- b) Provides review of reported time allocated to funding sources, corrects and trains all staff on Fraud, Waste and Abuse measures. Participates in resource development for the County and the bi-county Community Health Services (CHS) agency.
- c) Applies financial management and accounting principles to perform complex administrative functions managing the finances of Public Health and the CHS agency. Receives, accounts for, reports and disburses several funds available to both.
- d) Analyzes, interprets and prepares multiple fiscal and statistical reports to assist the agency in planning, implementing, managing programs and ensures compliance with rules, regulations, and contracts with funding sources.
- e) Directs the compilation and reporting of financial, contractual, and statistical grants and reports for the CHS agency, which includes providing statistical workbooks for partner agency, Le Sueur County Public Health. Develops the grant expenditure spreadsheets for quarterly review by the Public Health Directors, monitors spending and provides guidance and direction to ensure grants are fully expended within varying fiscal years and grant parameters.
- f) Partners in department budget preparation. Analyzes accounts, compares expenditures, and identifies spending trends. Generates, researches, compiles and prepares financial information necessary to complete monthly and/or quarterly reports for various State and Federal grants. Provides financial information requested by bonding firms and Minnesota Department of Revenue.
- g) Provides direction on new policies and procedures. Reviews and analyzes data for completeness and compliance with established policies. Implements procedures to improve efficiencies and maintain accuracies of the department, with an emphasis on budget implications. Sets up security for the budget, monitors data integrity and evaluates program changes.
- h) Fiscal supervision of all agency programs; reviews all department employees time reporting in PH Doc database; reconciles, verifies and tracks payroll figures and receipts documentation.
- i) Communicates and interacts effectively and respectfully with employees, supervisors, individuals from other organizations and clients.

- j) Conducts internal audits of financial and budget system. Monitors flow of data to ensure accuracy. Coordinates with data processing to resolve problems that are identified.
- k) Develops, implements, modifies and oversees use of agency's computer-based documentation database in coordination with Waseca County Information Technology department and vendors.
- k)l) Provides the procurement and maintenance of necessary supplies and equipment in coordination with the CHS administrator.

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ADDITIONAL FUNCTIONS OF THE JOB:

- a) Performs complex accounting entries, transactions and reconciliations. Prepares timely journal entries and compiles financial data for monthly financial reports. Researches, compiles and prepares other statistical and financial reports as needed. Manages revenue and expenditure programs and generates monthly summary reports.
- b) Maintains continual contact with Board, Administrator, Director, Public Health Supervisor, local partners and state agencies. Provides timely, effective, accurate, and respectful communication and interactions with other employees, supervisors, individuals from other organizations and citizen customers.
- c) Prepares, submits and reconciles health services claims and documents.
- d) Prepares filing, schedules and responds to requests from state auditors. Prepares schedules and analyzes accounts. Assists in preparation of the County's comprehensive annual financial report. Recommends policies and implements procedures to improve the effectiveness of the state audit.
- e) Participates in professional staff development. Participates in training and education opportunities to maintain and improve proficiency. Attends and participates in professional organization. Associates with agents and departments from other counties and states to develop and maintain professionalism.
- f) Complies with the Minnesota Data Privacy Act and the Health Insurance Portability and Accountability Act (HIPAA).
- g) Provides leadership in Continuous Quality Improvement (QI) and Performance Management (PM) by serving on the QI Council and leading efforts to measure and improve quality; Lead efforts to achieve Health Equity by addressing the social determinants of health.
- h) Provides intervention, direction and supervision in crisis, emergency or drill situations; provides guidance and leadership to staff and coordinates resources during critical emergency conditions as required under Incident Command during an emergency, and as needed for planning and prevention purposes.
- i) This position is a mandatory reporter to the State Auditor's office of any fiscal malfeasance, misfeasance and nonfeasance that comes to their attention.
- j) Attendance during regularly scheduled work hours and outside regular hours as necessary.

PHYSICAL REQUIREMENTS:

This work requires occasional exertion of up to 25 pounds of force; work regularly requires using hands to finger dexterity, handle or feel, frequently requires sitting, speaking or hearing, reaching with hands and arms, pushing or pulling and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office with typewriters and/or computer printers, light traffic).

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles of budgeting
- Knowledge of accounting theory and approved methods of handling a wide variety of problems of business management
- Knowledge of the principles and practices of accounting
- Knowledge of data process procedures

- Knowledge of supervisory principles
- Ability to effectively plan, organize and assign work
- Ability to analyze workflow problems and to design procedures
- Ability to maintain satisfactory working relationships with the public and with co-workers
- Ability to communicate effectively verbally and in writing
- Ability to conduct performance evaluations

MINIMUM QUALIFICATIONS

- Associates Degree in accounting, business or related field plus four years of experience. -OR-
- A combination of six (6) years of education in accounting, business or related field with applicable progressive work experience.
- Computer proficiency with programs such as Word, Excel, Access, etc.

PREFERRED QUALIFICATIONS

- Experience with governmental accounting
- Experience in public health programs
- Supervisory experience
- Experience in database creation and management
- Proficient in multiple languages, especially Spanish.

OTHER QUALIFICATIONS

- Honorably discharged veteran status
- Disabled veteran status

CONDITIONS OF EMPLOYMENT:

- Must possess a valid driver's license and be able to drive in the State of Minnesota.
- Must satisfactorily pass a criminal background examination.
- Must comply with organizational and departmental policies.
- Execution of, and compliance with, a confidentiality agreement.

WORK SCHEDULE:

The typical work hours for this position are 8:00 a.m. to 4:30 p.m., Monday-Friday. Evening, weekend and other hours may be required as assigned.

OSHA/ADA REQUIREMENTS:

Employees in this position must meet related OSHA standards and requirements and perform all duties in a safe and consistent manner using appropriate safety equipment.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Meeker McLeod Sibley
Community Health Services
Organizational Chart

