Public Health
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Meeker McLeod Sibley
Community Health Services

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

August 20, 2019
9 AM to 11 AM
Agenda

Meeting called to order

1. Welcome and Introductions

2. Additions to the Agenda

3. Approval of July 11th, 2019 Meeting Minutes*

4. Fiscal Management
   a. Approval of Paid Invoices—July and August 2019*
   b. Approval of Financial Statements
   c. Finance Committee Update*

5. Administrative Items
   a. Suicide Prevention Grant Award in the Amount of $20,000 per year for 4 years
   b. Project Harmony Grant Extension Update

6. CHS Administrator Recruitment Process
   a. Affirm Interview Committee and Set Interview Dates
   b. Establish Interview Questions
   c. Interview Process
      i. Select Applicants Receiving an Interview
      ii. Process Questions

7. CHS Administrative Updates
   a. Community Health Assessment Update
   b. CDS Staff Changes
   c. CHS Staff Performance Appraisals
   d. 2020 Budget

8. State Audit Update

9. T21 Discussion*

10. Other Agenda Items
    a. Everyday Hero Award Recipients
    b. Peer Breastfeeding Award

11. Affirm 2019 Meeting Locations

Adjourn

Attachments:

- July 11, 2019 Meeting Minutes
- July and August 2019 Paid Invoices
- August 8, 2019 Finance Committee Minutes
- SHIP 4 Work Plan—Tobacco Strategy

2019 DATES
October 10th
November 14th
December 12th

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

Public Health
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Community Health Services

Meeker-McLeod-Sibley Community Health Services

1805 Ford Avenue, Suite 200
Glencoe, Minnesota 55336

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

MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD Meeting Minutes
Thursday July 11, 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.....present	Bill Pinske.....present	Bobbie Harder.....present
Mike Housman.....present	Doug Krueger.....absent	Joy Cohrs.....absent

Staff Present

Diane Winter.....present	Amanda Maresh.....present	Julie Schrum.....present
John Glisczinski ...absent	Rachel Fruhwirth.....present	Rose Anderson.....absent

Guests: Julie Erickson, Director HHS, McLeod and Sheila Murphy, Interim County Administrator

1. **Meeting called to order by Mike Housman at 9:00 a.m.**

2. **Welcome and introductions**

3. **Additions to Agenda**
   Motion to approve the agenda made by Joe Nagel and seconded by Bill Pinske. Motion carried.

4. **Approval of June 13th 2019 Meeting Minutes**
   Motion to approve the June 13, 2019 meeting minutes made by Beth Oberg and seconded by Bobbi Harder. Motion carried.

5. **Administrative Items**
   a. Actuary for OPEB Report discussed. Motion to reach out to Meeker County and use the same company for actuary consultant as Meeker County was made by Bill Pinske and seconded by Ron Shimanski. Motion carried.

6. **Fiscal Management**
   a. Approval of Paid Invoices –June 2019
      Motion by Bill Pinske and seconded by Bobbi Harder to approve the paid June 2019 invoices. Motion carried.
   b. Approval of Financial Statements
      No financial statements were presented for board to approve.

7. **SCHAC Update**
   Amanda Maresh and Bobbie Harder attended SCHAC and reported: focus was on jails and importance of visitation, as it results in better inmate behaviors, need to make jails more family friendly, also noted that the suicide rate among farmers has surpassed veterans and posed question - how does public health address and improve this situation, what areas of SHIP need focusing on and T-21 also discussed. SCHAC stated budget for Health and Human Service at 98% and 2% for MDH. Blue Ribbon commission will have health and human services representations on board for improvement, prevention and intervention strategies.

8. **Executive Committee Update**
   a. Update regarding Breastfeeding Peers and Employment Agreement with Doherty
      With increased understanding of Doherty's wage policies and actions, it was decided Diane will find a historical report on wage increases and board will then adjust hereafter. Motion made by Joe Nagel to grant a 2.5% COLA to Breastfeeding Peers starting today, seconded by Bill Pinske. Motion carried.

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b. CHS Administration Options and Discussion
Lengthy discussion held on job descriptions and options for hiring financial manager and CHS director. Motion made to advertise and hire a part-time non-contracted CHS administrator for up to 30 hours per week with financial/support staff to remain the same until the end of the year by Bill Pinske and seconded by Joe Nagel. Motion carried.
Executive Committee will meet, following this meeting, to determine salary, benefits and advertising/hiring details. Recommendation made to strike language in CHS administrator job description under other requirements: "MN Driver's license and proof of automobile insurance needed within two years". McLeod County offered software/template to help with developing advertisement and job description.

9. Administrative Functions Update
Community Health Assessment in process, county staff collecting qualitative data via focus groups and interviews on 2 issues, ATOD use among youth including e-cigarettes and mental health issues. The CHS staff performance evaluation process has been delayed by the absence of a staff within Meeker HR department; CHS staff job descriptions are entered into the Performance Pro system, adjusting the factors which the employee is evaluation against is on hold until the HR staff returns. Project Harmony grant extension contract has yet to be received, assured by DHS grants manager that grantees can continue the work and will be reimbursed for expenses beginning with the July 1, 2019, the start date of the extension.

10. Affirm 2019 Meeting Location
August 8, 2019 Board Meeting has been scheduled to be held at the McLeod County Solid Waste Large Room in Hutchinson, MN.

11. Adjourn
Motion made to adjourn meeting at 10:25 a.m. made by Bill Pinske and seconded by Ron Shimanski.

Attachments:
- June 13m 2019 Meeting Minutes
- June 2019 Paid Invoices
- Financial Statements
- Draft CHS Administrator Job Description
- Draft Business Manager Job Description
- Draft MMS CS Organization Chart

2019 DATES
August 8th
September 12th
October 10th
November 14th
December 12th

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

_____ _____
Ron Shimanski, MMS CHS Board Secretary Date

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES
INVOICE PAYMENT REQUEST FORM

Upload to CDS: 07/10/19

Vendor Name	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
Conway, Deuth & Schmiesing, PLLP	MN	55355	$ 3,811.60	264943	Local Public Health Grant	Professional Services	100	6265	Professional Services
Julie Kloeckl	MN	55335	$ 82.95	Jun-19	Emergency Preparedness	Meals/Lodging/Parking & Misc.	502	6336	PHEP meeting/Coalition Meeting/PHEP meeting
Meeker Memorial Hospital	MN	55355	$ 192.56	23202	FPSP	STD Testing	206	6260	Chlamydia testing

INVOICE PAYMENT REQUEST FORM

Date Uploaded to CDS:

Vendor Name	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
Coborn's Pharmacy	$ 40.54	Jul-19	FPSP	STD Testing	206	6260	STD treatment
Conway, Deuth & Schmiesing, PLLP	$ 4,688.60	265226	Local Public Health Grant	Professional Services	100	6265	Professional Services
Doherty Staffing Solutions	$ 779.55	171018	WIC-Breastfeeding Program	Contracted Services	226	6154	WIC Peers
Doherty Staffing Solutions	$ 1,269.59	172556	WIC-Breastfeeding Program	Contracted Services	226	6154	WIC Peers
Jeanne Hofield	$ 6.75	Jul-19	Project Harmony Grant	Meals/Lodging/Parking & Misc.	212	6336	Meals
Immanuel Lutheran School	$ 322.92	Jul-19	SHIP-Schools	Office Supplies	232	6402	School Action Plan
Minnesota Counties Computer Cooperative	$ 106.33	1907184	Local Public Health Grant	Meeting Expense	100	6353	Meeting Expense
Office of the State Auditor	$ 3,906.78	70041	Local Public Health Grant	Professional Services	100	6265	Professional Services
Vivid Image, Inc	$ 76.96	14088	FPSP	Printing & Publishing	206	6241	Advertising
Vivid Image, Inc	$ 100.58	13926	FPSP	Professional Services	206	6265	Advertising
Vivid Image, Inc	$ 157.62	13926	Local Public Health Grant	Printing & Publishing	100	6241	Banner Stands
Vivid Image, Inc	$ 819.00	14156	Local Public Health Grant	Professional Services	100	6265	Annual Website renewal
Vivid Image, Inc	$ 100.00	14156	FPSP	Professional Services	206	6265	Advertising

Diane L. Winter

Date Online Auto-Payment was Made	7/21/2019
Date Uploaded to CDS:	7/30/2019

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES

On-Line Payment Notification and Breakdown by Program

Vendor Name	Vendor Address	Vendor City	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
Verizon - paid ON-LINE					$ 248.88	9831134933	WIC Peer Grant	Communications	234	6203	WIC Peer Cell phones
					$ -		Local Public Health Grant	Communications	100	6203	air card, desk phone, cell phone
					$ 62.22		Project Harmony Grant	Communications	212	6203	cell phone, air card
					$ 107.23		Emergency Preparedness	Communications	502	6203	cell phone, air card
					$ 162.96		WIC-Admin	Communications	225	6203	cell phone, air card
					$ 62.22		SHIP-Community	Communications	230	6203	cell phone
				TOTAL	**$ 643.51**						

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES
INVOICE PAYMENT REQUEST FORM

Diane L. Winter

Date Uploaded to CDS:	7/25/2019										
Vendor Name	Vendor Address	Vendor City	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
Meeker County	114 N Holcombe Suite 250	Litchfield	MN	55355	$ 16,643.00		Child & Teen Check-Up	C & TC County Payment	601	6867	Jan-March 2019
					$ 511.00		Project Harmony Grant	Project Harmony County Payment	212	6862	Jan-March 2019
					$ 7,674.87		WIC-Admin	WIC County payment	225	6856	June 2019 Payment
					$ 9,123.19		WIC-Admin	WIC County payment	225	6856	May 2019 Payment
					$ 459.00		WIC-Admin	WIC County payment	225	6856	WIC Supplemental Funding Breast Pumps Jan2019
					$ 589.48		FPSP	FPSP County Payment	206	6858	Jan-March 2019
				TOTAL	$ 35,000.54						

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES
INVOICE PAYMENT REQUEST FORM

Diane L. Winter

Date Uploaded to CDS:	7/25/2019										
Vendor Name	Vendor Address	Vendor City	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
McLeod County	2391 Hennepin Ave N.	Glencoe	MN	55336	$ 8,976.84		WIC-Admin	WIC County payment	225	6856	June 2019 Payment
					$ 17,300.02		Child & Teen Check-Up	C & TC County Payment	601	6867	Jan-March2019
					$ 144.00		Project Harmony Grant	Project Harmony County Payment	212	6862	Jan-March2019
					$ 10,512.60		WIC-Admin	WIC County payment	225	6856	May 2019 Payment
					$ 414.00		WIC-Admin	WIC County payment	225		Supplemental Funding Travel Nov2019
					$ 2,234.02		FPSP	FPSP County Payment	206	6858	Jan-March2019
					$ 9,152.59		MCH	MCH County Payment	209	6859	Jan-March2019
				TOTAL	**$ 48,734.07**						

Diane L. Winter

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES
INVOICE PAYMENT REQUEST FORM

Date Uploaded to CDS:	7/25/2019										
Vendor Name	Vendor Address	Vendor City	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
Sibley County	111 8th St Box 237	Gaylord	MN	55334	$ 12,436.44		Child & Teen Check-Up	C & TC County Payment	601	6867	Jan-March 2019
					$ 3,892.30		WIC-Admin	WIC County payment	225	6856	June 2019 Payment
					$ 4,620.21		WIC-Admin	WIC County payment	225	6856	May 2019 Payment
					$ 710.63		FPSP	FPSP County Payment	206	6858	Jan-March 2019
					$ 4,730.53		MCH	MCH County Payment	209	6859	Jan-March 2019
				TOTAL	**$ 26,390.11**						

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES

On-Line Payment Notification and Breakdown by Program

Online Auto-Pay Date	6/26/2019
Date Uploaded to CDS:	7/5/2019

Vendor Name	Vendor Address	Vendor City	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
Health Partners ON-LINE Automatic Payment					$ -		Local Public Health Grant	Health & Life Ins-County Share	100	2045	
					$ 1,463.00		Project Harmony Grant	Health & Life Ins-County Share	212	2045	June Health Ins. Premium
					$ 836.60		WIC-Admin	Health & Life Ins-County Share	225	2045	June Health Ins. Premium
					$ 1,112.93		Emergency Preparedness	Health & Life Ins-County Share	502	2045	June Health Ins. Premium
					$ 361.10		SHIP-Community	Health & Life Ins-County Share	230	2045	June Health Ins. Premium
				TOTAL	**$ 3,773.63**						

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES

On-Line Payment Notification and Breakdown by Program

Date Online Auto-Payment was Made	6/21/2019
Date Uploaded to CDS:	7/5/2019

Vendor Name	Vendor Address	Vendor City	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
Verizon - paid ON-LINE					$ 349.62	9831134933	WIC Peer Grant	Communications	234	6203	WIC Peer Cell phones
					$ -		Local Public Health Grant	Communications	100	6203	air card, desk phone, cell phone
					$ 62.22		Project Harmony Grant	Communications	212	6203	cell phone, air card
					$ 107.23		Emergency Preparedness	Communications	502	6203	cell phone, air card
					$ 62.22		WIC-Admin	Communications	225	6203	cell phone, air card
					$ 62.22		SHIP-Community	Communications	230	6203	cell phone
				TOTAL	**$ 643.51**						

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES
INVOICE PAYMENT REQUEST FORM

Date Uploaded to CDS: Aug. 21, 2019									
Vendor Name	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
Conway, Deuth & Schmiesing, PLLP	MN	55355	$ 3,912.25	266546	Local Public Health Grant	Professional Services	100	6265	Professional Services
Hutchinson Event Center	MN	55350	$ 115.00	31-Jul-19	Local Public Health Grant	Meeting Expense	100	6353	Event Rental
Pam Bagley	MN	56243	$ 25.98	14-Aug-19	Local Public Health Grant	Meeting Expense	100	6353	Food Focus Groups

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES
INVOICE PAYMENT REQUEST FORM

Date Uploaded to CDS:	8/7/2019										
Vendor Name	Vendor Address	Vendor City	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
A&T Diehn Enterprises, LLC	21092 451st Ave	Arlington	MN	55307	$ 400.00	7/31/2019	MRC	Professional Services	501	6265	QPR Class CHS
Branded Solutions	16807 206th Circle	Hutchinson	MN	55350	$ 1,458.86	1791	Healthy Communities Coalition	Office Supplies	103	6402	Paper bags w/handles
Corborn's Pharmacy #2027	2211 11th St E	Glencoe	MN	55336	$ 31.72	8/1/2019	FPSP	Prescriptions	206	6439	STD treatment
Hutchinson Event Center	1005 Hwy 15 S	Hutchinson	MN	55350	$ 115.00	6/19/2019	Emergency Preparedness	Meeting Expense	502	6353	Event rental
Litchfield High School	901 N Gorman Ave	Litchfield	MN	55355	$ 769.46	7/18/2019	SHIP-Community	Office Supplies	230	6402	Incentives & banners
Meeker County Public Health	114 N Holcombe Ave, Suite 250	Litchfield	MN	55355	$ 9,262.50	May-19	Local Public Health Grant	Professional Services	100	6265	Professional Services
Meeker County Public Health	114 N Holcombe Ave, Suite 250	Litchfield	MN	55355	$ 8,240.00	Jun-19	Local Public Health Grant	Professional Services	100	6265	Professional Services
Meeker Memorial Hospital	612 S Sibley Ave	Litchfield	MN	55355	$ 96.28	7/18/2019	FPSP	STD Testing	206	6260	STD testing
Reliance Standard	ATTN: RSL Group Admin, PO Box 650804	Dallas	TX	75265-0804	$ 773.87	8/1/2019					Dental, Life & Disability Ins.
Tammy Diehn	21092 451st Ave	Arlington	MN	55307	$ 400.00	6/27/2019	MRC	Professional Services	501	6265	QPR Class Glencoe Regional Health
Vivid Image, Inc	897 Hwy 15 S	Hutchinson	MN	55350	$ 720.00	14247	Healthy Communities Coalition	Professional Services	103	6265	MMS Website Hosting
Vivid Image, Inc	897 Hwy 15 S	Hutchinson	MN	55355	$ 83.00	14345	FPSP	Professional Services	206	6265	MMS Facebook Ad

Diane L. Winter

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES
INVOICE PAYMENT REQUEST FORM

Date Uploaded to CDS:	8/1/2019										
Vendor Name	Vendor Address	Vendor City	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
Meeker County	114 N Holcombe Suite 250	Litchfield	MN	55355	$ 10,736.21		TANF	TANF	224	6871	April-June 2019
					$ 6,234.08		SHIP-Community	SHIP County Payment	212	6865	May 2019 Payment
					$ 225.00		Early Hearing Detection	rly Hearing & detection Cty Payme	203	6864	BD Apr-Jun2019
					$ 503.00		WIC Peer Grant	IC Peer Counseling County Payme	234	6861	April-June 2019
				TOTAL	$ 17,698.29						

Diane L. Winter

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES
INVOICE PAYMENT REQUEST FORM

Date Uploaded to CDS:	8/1/2019										
Vendor Name	Vendor Address	Vendor City	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
Sibley County	111 8th St Box 237	Gaylord	MN	55334	$ 3,574.59		TANF	TANF	224	6871	April-June 2019 Payment
					$ 3,116.00		SHIP-Community	SHIP County Payment	230	6865	May 2019 Payment
				TOTAL	$ 6,690.59						

Diane L. Winter

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES
INVOICE PAYMENT REQUEST FORM

Date Uploaded to CDS:	8/1/2019										
Vendor Name	Vendor Address	Vendor City	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
McLeod County	2391 Hennepin Ave N.	Glencoe	MN	55336	$ 5,274.04		TANF	TANF	224	6871	April-June2019 Payment
					$ 675.00		Early Hearing Detection	Early Hearing & detection Cty Payment	203	6864	April-June2019 BD
				TOTAL	$ 5,949.04						

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES

On-Line Payment Notification and Breakdown by Program

Online Auto-Pay Date	7/30/2019
Date Uploaded to CDS:	8/2/2019

Vendor Name	Vendor Address	Vendor City	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
Health Partners ON-LINE Automatic Payment					$ (2,146.60)		Project Harmony Grant	Health & Life Ins-County Share	212	2045	Reimb. Mar-July
					$ 1,033.68		Project Harmony Grant	Health & Life Ins-County Share	212	2045	August Health Ins. Premium
					$ 836.60		WIC-Admin	Health & Life Ins-County Share	225	2045	August Health Ins. Premium
					$ 1,112.93		Emergency Preparedness	Health & Life Ins-County Share	502	2045	August Health Ins. Premium
					$ 361.10		SHIP-Community	Health & Life Ins-County Share	230	2045	August Health Ins. Premium
				TOTAL	$ 1,197.71						

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES
INVOICE PAYMENT REQUEST FORM

Date Uploaded to CDS:	8/8/2019										
Vendor Name	Vendor Address	Vendor City	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
Sibley County	111 8th St Box 237	Gaylord	MN	55334	$ 11,259.20		Child & Teen Check-Up	C & TC County Payment	601	6867	Oct-Dec2018 Payment
					$ 14,457.99		Child & Teen Check-Up	C & TC County Payment	601	6867	April-June2019
					$ 1,606.31		Project Harmony Grant	Project Harmony County Payment	212	6862	Jan-March2019 Payment
					$ 1,181.21		Project Harmony Grant	Project Harmony County Payment	212	6862	April-June2019
					$ 1,946.03		Healthy Homes	Healthly Homes-County Payment	401	6863	April-June2019
					$ 16,366.83		Local Public Health Grant	LPHG County Payment	100	6855	2019 Payment
				TOTAL	$ 46,817.57						

Diane L. Winter 08.09.19

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES
INVOICE PAYMENT REQUEST FORM

Date Uploaded to CDS:	8/8/2019										
Vendor Name	Vendor Address	Vendor City	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
Meeker County	114 N Holcombe Suite 250	Litchfield	MN	55355	$ 19,607.00		Child & Teen Check-Up	C & TC County Payment	601	6867	Oct-Dec2019 Payment
					$ 13,380.00		Child & Teen Check-Up	C & TC County Payment	212	6867	April-June 2019
					$ 18,431.00		Project Harmony Grant	Project Harmony County Payment	212	6862	Jan-March2019 Payment
					$ 5,681.00		Project Harmony Grant	Project Harmony County Payment	212	6862	April-June 2019
					$ 1,697.70		Healthy Homes	Healthly Homes-County Payment	401	6863	April-June 2019 Payment
					$ 25,502.94		Local Public Health Grant	LPHG County Payment	100	6855	2019 Payment
				TOTAL	$ 84,299.64						

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES
INVOICE PAYMENT REQUEST FORM

Date Uploaded to CDS:	8/8/2019										
Vendor Name	Vendor Address	Vendor City	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
McLeod County	2391 Hennepin Ave N.	Glencoe	MN	55336	$ 23,308.69		Child & Teen Check-Up	C & TC County Payment	601	6867	Oct-Dec2018 Payment
					$ 17,437.45		Child & Teen Check-Up	C & TC County Payment	601	6867	April-June2019 Payment
					$ 2,772.08		Healthy Homes	Healthly Homes-County Payment	401	6863	April-June2019 Payment
					$ 13,298.23		Project Harmony Grant	Healthly Homes-County Payment	212	6863	Jan-March2019 Payment
					$ 13,012.17		Project Harmony Grant	Healthly Homes-County Payment	212	6863	April-June2019 Payment
					$ 39,557.23		Local Public Health Grant	LPHG County Payment	100	6855	2019 Payment
				TOTAL	$ 109,385.85						

Date Online Auto-Payment was Made	8/21/2019
Date Uploaded to CDS:	8/27/2019

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES

On-Line Payment Notification and Breakdown by Program

Vendor Name	Vendor Address	Vendor City	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
Verizon - ON-LINE Automatic Payment					$ 251.08	9835095200	WIC Peer Grant	Communications	234	6203	WIC Peer Cell phones
					$ -		Local Public Health Grant	Communications	100	6203	air card, desk phone, cell phone
					$ 62.77		Project Harmony Grant	Communications	212	6203	cell phone, air card
					$ 107.78		Emergency Preparedness	Communications	502	6203	cell phone, air card
					$ 164.06		WIC-Admin	Communications	225	6203	cell phone, air card
					$ 62.77		SHIP-Community	Communications	230	6203	cell phone
				TOTAL	**$ 648.46**						

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES

On-Line Payment Notification and Breakdown by Program

Online Auto-Pay Date	8/30/2019
Date Uploaded to CDS:	8/27/2019

Vendor Name	Vendor Address	Vendor City	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
Health Partners ON-LINE Automatic Payment					$ 1,033.68		Project Harmony Grant	Health & Life Ins-County Share	212	2045	Sept Health Ins Premium
					$ 836.60		WIC-Admin	Health & Life Ins-County Share	225	2045	Sept Health Ins Premium
					$ 1,112.93		Emergency Preparedness	Health & Life Ins-County Share	502	2045	Sept Health Ins Premium
					$ 361.10		SHIP-Community	Health & Life Ins-County Share	230	2045	Sept Health Ins Premium
					$ -						
				TOTAL	$ 3,344.31						

Meeker-McLeod-Sibley Community Health Services

Finance Committee Meeting Minutes

Date: August 8, 2019 Time: 9:00 a.m. Location: HHW-Small Conference Room

Present: Ron Shimanski, Mike Housman, Bobbie Harder, Rachel Fruhwirth, Amanda Maresh, Diane Winter, Julie Schrum			
Absent:			
Guests:			
Topic	**Discussion/Plan**	**Action/Do**	**Follow up/Responsible Person/Deadline**
CDS Updates	Sara submitted her resignation; her last day is done tomorrow. She's trained in 2 accountants on our processes. Will be doing all she can to make sure everything is ready for the state auditor. Julie S. has her contact information if needed in the future.		
Breastfeeding peer historical pay report—only increase was 07/2018	Likely followed the COLA that had been given to other staff. Recommendation is to follow CHS employee COLA increases.		
PHEP/CRI budget shortfall	Diane spoke to the employee working in this program, she isn't interested in decreasing her hours at this time. She does help with the Disease Prevention & Control team. Shortfall of almost $16,000—in		

	salary in fringe. Question: there's $2000 that would be going to the counties. It was decided that this money would remain at the CHS. Whatever we are short this year will come out of LPHA grant		
Project Harmony Grant Extension	Received an extension for Project Harmony for 2 years. The last grant ended June 30th. Had an email of a phone conversation with the grant manager saying that we could continue the work. When we received the contract there was language that included that you couldn't incur any expenses until contract was signed. Contract manager said we could still continue as is and then received a legal letter from DHS that we couldn't incur any expenses. At a cross point--not knowing what will happen next. With the last Project Harmony grant we thought we were way overspent—when things got changed over to the CHS we needed a new vendor and contract #. All unspent money was moved. Our assumption was if you didn't spend it, you lost	Reach out to Senator Newman and Representative Urdahl See if Julie Erickson HHS director at Public Health has ideas of what to do next. Will start working on layoff process in the event this needs to occur.	Diane/Management Team

	it...so we were able to claim all county expenses that we thought we weren't able to claim, which was about $73,000 more. We were able to do a budget revision and change line items. About $7,000 wasn't able to be claimed. Currently trying to work on being able to work on Community Health Worker (CHW) billing as our peer recovery specialist has this training.		
2020 CHS Budget	Should start working on this.		Diane
Payments to the counties	CHS often gets the grant money off the top and then other money is dispersed to county based on caseload. Everything is tracked and payments are going out to counties as quickly as possible.		
LPHG distribution to the counties	What will the payout be to the counties and how much? Counties across the state do it differently. Pay out the portions to the county that was budgeted. According to percentages in 2019 each County would get: • Meeker-$25,500 • McLeod-$39,557 • Sibley-$16,366		

	Will need to see if any payments were made to counties in January 2019.		Julie and Diane
State audit update	Have the entrance call tomorrow morning. Have provided them documentation already. Actuary has been hired for the OPEB report.		Julie and Diane
Other agenda items:	CHS administrator position is expected to be posted by the end of this week through McLeod's system. Position to close September 13th. Need to decide who will be on the interview committee (doesn't need to be decided at a board meeting—could be done by email).	Email CHB to determine interview committee	Diane
Next meeting	Will need to reschedule CHB meeting on September 12th, possibly September 26th?		Diane
Respectfully Submitted:	Amanda Maresh, PHN		

9.12 BRIEFLY DESCRIBE FUTURE WORK THAT WILL BUILD OFF THIS 12 MONTH WORK PLAN (Bullet Points Are Sufficient)
Food shelf board and staff continue looking for opportunities to expand healthy offerings at food shelf.

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10.1 PROJECT NAME	Tobacco Point of Sale Policy Work	Return to Top
10.2 STRATEGIES *Select all that apply if the project layers multiple topic areas*	☐ Community Healthy Eating ☒ Tobacco ☐ Worksite ☐ School ☐ Community Active Living ☐ Childcare ☐ Healthcare	
10.3 PRIORITY AREAS *Select all that apply*	☐ 60+ Senior Population ☐ Dementia	

10.4 COMMUNITY PARTNERS *List the Project's Community Partners (not partner sites, but organizations supporting this strategy)*	1. City of Litchfield 2. Meeker County 3. City of Glencoe 4. McLeod County 5. Sibley County Partnering in Prevention	6. Hutchinson 7. Public Health Law Center 8. ALA 9. Clearway 10. Meeker Area Partnering in Prevention (MAPP)
10.5 GOAL(S)	Reduce youth access to tobacco products through tobacco retail ordinance updates.	
10.6 OBJECTIVE(S) *Objectives should be specific, measurable, and have a defined completion date*	By October 31st, 2019, at least one new city council/county commissioner will have received education on the value of tobacco retail ordinance update. By October 31st, 2019, at least one school in Meeker, McLeod, or Sibley counties will have received education provided to staff on tobacco products marketed to and used by youth. By October 31st, 2019, at least one community or school will have updated their policy/ordinance on tobacco to aid in reducing youth use.	
1.7 PROJECT NARRATIVE	MMS SHIP staff will continue to build support for a comprehensive tobacco retail ordinance update to be inclusive of existing state policy language and go above and beyond to reduce youth access. Policy strategies may include updated electronic cigarette language, setting a minimum price for cigars, proximity to youth facilities, removal of PUP penalties and Tobacco 21. The city of Litchfield is currently voting on adopting a new tobacco policy which includes T21, minimum price for cigars, and others. The current discussion is whether or not PUP language will be included. Meeker County will most likely be the next community looking at a new tobacco ordinance including T21. Glencoe and McLeod County has shown some interest and there is potential in those communities. Sibley County is the least likely possibility to adopt a new tobacco ordinance unless a city plans to separate and create their own ordinance. Arlington would be the most likely candidate to do so from Sibley County.	
1.8 BUDGET ALLOCATED FOR THIS PROJECT *(Optional)*	Click or tap here to enter text.	

1.9 12-MONTH ACTIVITY PLANNING FOR PROJECT

[To include project planning details, community engagement activities, implementation steps, Community Leadership Team (CLT) activities (if applicable), etc.]

Activities	Lead Personnel	Timeframe	Budget Allocation &	Notes

			Description (Optional)	
Conduct 25 community presentations	MMS SHIP Staff	*Quarters 1 thru 4*	Click here to enter text.	Click here to enter text.
Develop policy goals and identify a target community	MMS SHIP Staff	*Quarter 1 and 2*	Click here to enter text.	Click here to enter text.
Work with MAPP to work towards a new Tobacco ordinance in Meeker County that mirrors the city of Litchfields ordinance	MMS SHIP Staff	*Quarter 1 and 2*	Click here to enter text.	Click here to enter text.
Prioritize communities with greater potential for adopting a new tobacco ordinance or new policy within their current ordinance	MMS SHIP Staff	*Quarter 1, 2, and 3*	Click here to enter text.	Click here to enter text.
Table at community outreach events	MMS SHIP staff	*Quarters 1 thru 4*	Click here to enter text.	Click here to enter text.
Determine community members who helps shape opinions of decision makers and meet with them 1:1	MMS SHIP staff, community membes	*Quarters 2 thru 4*	Click here to enter text.	Click here to enter text.
Help an identified school adopt a new tobacco curriculum centered around the education on vaping	MMS SHIP Staff	*Quarters 1 and 2*		

10.10 COMMUNICATION PLANNING FOR THIS PROJECT - *While additional communication activities are optional for each project, if the grantee is engaging in additional communication activities they should be documented here*

GOAL	AUDIENCE	OBJECTIVES	MESSAGES	TACTICS
What are we trying to do?	**Who do we need to reach?** • *Who is your priority audience?* • *What are their attitudes and beliefs?* • *What are social, cultural, and economic factors to consider?* • *Where can they be reach?*	**How will communications help?** • *What do we want the audience to do?* • *What barriers are keeping them from change?* • *How much change is*	**What do we need to say?** • *What is our position on the issue?* • *What is the audience doing now, or think about the issues now, relative to what we want them to do or think?* • *What are three supporting*	**How will our message be delivered?** • *Which channels will you use and which activities will you engage in?*

	• *What is their learning style?* • *What are their barriers to action?*	*needed?* • *What is the time frame for the change?*	*points?* • *What are three proof points for each supporting point?*	
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

10.11 ADDITIONAL EVALUATION PLANS FOR THIS PROJECT - *While additional evaluation activities are optional for each project, if the grantee is engaging in additional evaluation activities they should be documented here*

Additional Evaluation Activity (beyond REDCap partner site monitoring)	**Lead Personnel** (including SHIP staff, lead partners, and contractors)	**Evaluation Questions** *What do you wish to learn from this evaluation activity?*	**Evaluation Methods** *What methods will you use to collect evaluation data?*	**Using Findings** *How do you plan to share evaluation findings? How will you use evaluation findings to inform your work?*	**Evaluation Timeline** *When will evaluation activities take place?*
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

10.12 BRIEFLY DESCRIBE FUTURE WORK THAT WILL BUILD OFF THIS 12 MONTH WORK PLAN (Bullet Points Are Sufficient)

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