



**MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD Meeting Minutes**  
**Friday, September 20, 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
Rachel Fruhwirth.....present	Rose Anderson.....present

**Guests:** None

**1. Meeting called to order by Mike Housman at 9:06 a.m.**

**2. Welcome and introductions**

**3. Additions to Agenda**

Motion to approve the agenda made by Joe Nagel and seconded by Beth Oberg. Motion carried.

**4. Approval of July 11, 2019 Meeting Minutes**

Motion to approve the July 11, 2019 meeting minutes made by Bill Pinske and seconded by Ron Shimanski. Motion carried.

**5. Fiscal Management**

a. Approval of paid Invoices–July and August 2019

Discussion held on credit card payment revolving charge, explained and resolved. Motion by Ron Shimanski and seconded by Bill Pinske to approve the paid July and August 2019 invoices. Motion carried.

b. Approval of Financial Statements

All second quarter grant payments have been received and disbursed to counties. Entire Local Public Health grant dollars have been received for 2019. Motion to approve the Financial Statements by Beth Oberg and seconded by Ron Shimanski. Motion carried.

c. Finance Committee Update

Finance Committee minutes are included in board packet.

**6. Administrative Items**

a. Suicide prevention Grant Award in the Amount of \$20,000 per year for 4 years

Notified of grant award at the end of August, anticipate a start date of November 1 but no contract has been received as of yet. Education based and target population includes the agriculture community. Motion to enter into the grant contract by Ron Shimanski and seconded by Bill Pinske. Motion carried.

b. Project Harmony Grant Extension Update

Signed contract recently received and is retro to July 1, 2019.

**7. CHS Administrator Recruitment Process**

a. Affirm Interview Committee and Set Interview Dates

Agreed by general consensus for the interview committee to consist of Ron Shimanski, Bobbi Harder, Mike Housman and the management team to interview the top four applicants recommended by the management team. Interviews will be conducted September 30 beginning 8:30 a.m. in Glencoe.

# *Meeker-McLeod-Sibley Community Health Services*

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- b. Establish Interview Questions  
Reviewed and accepted interview questions drafted by the management team.
- c. Interview Process  
Reviewed and agreed by general consensus on process questions with respect to benefits, office location, salary range and supervision of CHS employees.

## **8. CHS Administrative Updates**

- a. Community Health Assessment Update  
Qualitative data is currently being analyzed; next step is to identify the top ten issues in partnership with community partners and stakeholders to be reported to MDH. From the top ten issues, 2-3 priority areas will be identified and included in the Community Health Improvement Plan (CHIP).
- b. CDS Staff Changes  
Sara Schoeberl, accountant at CDS has resigned and replaced by Tera Pryzbilla and Deb Ritter. Anya Wells who was the contact for CDSA is no longer in that position, a replacement has not been named.
- c. CHS Staff Performance Appraisals  
Diane Winter thanked Meeker County HR staff for efforts entering CHS staff into Performance Pro which required a significant amount of time and several work arounds since all five appraisals are overdue. All five appraisals will be completed in time for the board to make a 2020 COLA decision.
- d. 2020 Budget  
Diane did not have a draft for discussion, the goal is to present to board in October.

## **9. State Audit Update**

The audit is complete and auditors will present exit interview during the October CHB meeting.

## **10. T21 Discussion**

Lengthy discussion on the T21 ordinance public hearing held in Litchfield, MN. It was decided in the future more detail about grant work will be presented to board.

## **11. Other Agenda Items**

- a. Everyday hero Award Recipients  
Awards presented annually through WIC program. Congratulations to Carol Sangren, Meeker County and Diane Pettis, Sibley County.
- b. Peer Breastfeeding Award  
The MMS CHS Peer Breastfeeding program received an award for their work with breastfeeding moms on WIC.

## **12. Affirm 2019 Meeting Locations**

October 15, 2019 meeting scheduled to be held at 1:00 p.m., at Family Services Building in Litchfield, MN, Suite 200.

## **13. Adjourn**

Board Chair closed meeting at 10:53 a.m.

### **Attachments:**

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



Ron Shimanski, MMS CHS Board Secretary

Date

### 2019 DATES

October 15<sup>th</sup>  
November 14<sup>th</sup>  
December 12<sup>th</sup>

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