



Public Health
Prevent. Promote. Protect.

Meeker McLeod Sibley
Community Health Services

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

November 14, 2019
9:00 AM to 11:00 AM
Agenda

Meeting called to order

1. Welcome and Introductions
2. Additions to the Agenda
3. Approval of October 15th meeting minutes*
4. CHS Administrator Recruitment Update
5. Fiscal Management
 - a. Approval of Paid Invoices—October 2019*
 - b. Approval of Financial Statements
6. Finance Committee
 - a. 2020 CHS Employee Benefits*
 - b. 2020 CHS Employee COLA
 - c. 2020 CHS Administration Budget*
7. CHS Administrative Items
 - a. 2020 CHS Total Grant Budget*
 - b. Resolution 2020-1, Agent of the Board*
8. Other Agenda Items
9. Affirm 2020 Meeting Dates and Locations*

Adjourn

Attachments:

- October 15, 2019 Meeting Minutes
- October 2019 Paid Invoices
- MMS CHS Benefits Effective January 2020
- 2020 CHS Administrative Budget & Detail
- 2020 CHS Total Grant Budget
- Resolution 2020-1
- 2020 Meeting Dates

2019 DATES

December 12th --canceled

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

MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD Meeting Minutes

Tuesday, October 15, 2019

1 PM to 3 PM

Family Services Building Suite 200, Litchfield

Board Members

Beth Oberg.....present
Joe Nagel.....present
Mike Housman.....present

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

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

Staff Present

Diane Winter.....present
Rachel Fruhwirth...present

Amanda Maresh.....present
Rose Anderson.....present

Julie Schrum.....present
Julie Erickson.....present

Guests: State Auditors: Stephanie Erickson and Marie Henning

1. Meeting called to order by Chair Mike Housman at 1:05 p.m.

2. Welcome and introductions

3. Additions to Agenda

Motion to approve the agenda made by Joe Nagel and seconded by Ron Shimanski. Motion carried.

4. Approval of September 20, 2019 Meeting Minutes

Motion to approve the September 20, 2019 meeting minutes made by Ron Shimanski and seconded by Bill Pinske. Motion carried.

5. State Audit Exit Meeting—Stephanie Erickson and Marie Henning

Auditors thanked everyone who helped in the audit process. Written findings noted one non-compliance within WIC program and one internal control non-compliance in finance area. Corrective action plan is included in report.

6. Fiscal Management

a. Approval of Paid Invoices

Motion to approve paid September 2019 invoices made by Beth Oberg and seconded by Joe Nagel. Motion carried.

b. Approval of Financial Statements

All second quarter grant payments have been received and disbursed to counties with the exception of SHIP July and August payments not yet received. Motion to approve the Financial Statements by Ron Shimanski and seconded by Bill Pinske. Motion carried.

7. CHS Administrator Recruitment

Four candidates were interviewed on September 30, 2019. Motion by Joe Nagel to authorize interview committee to re-interview one of the candidates and make offer, if appropriate, within the parameters and guidelines of previous posting. Seconded by Bill Pinske. Motion carried.

8. CHS Administrative Updates

a. CHS Staff Performance Appraisals

In process, all 5 will be completed by December 31, 2019.

b. CHS Employee 2020 Benefit Enrollment

The enrollment is in process and allows employees to make changes until the December 1, 2019 deadline.

Meeker-McLeod-Sibley Community Health Services

1805 Ford Avenue, Suite 200
Glencoe, Minnesota 55336

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

- c. 2020 CHS Budget
2019 statement of receipts and disbursements along with a rough draft of 2020 Administration budget were distributed. Explanation of what is included in line items and justification was given. Discussion held on use of CHS office space, expenses associated with, and possibility of discontinuing renting of space to cut expenses.

9. Other Agenda Items

None.

10. Affirm 2019 Meeting Locations

Next meeting to be held on November 14, 2019 from 9-11 a.m. in the McLeod County Solid Waste Building in Hutchinson, MN.

11. Adjourn

Board Chair closed meeting at 1:55 p.m.

Attachments:

- September 20, 2019 Meeting Minutes
- September 2019 Paid Invoices

2019 DATES

November 14th

December 12th

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

Ron Shimanski, MMS CHS Board Secretary

Date

Date Uploaded to CDS:
Oct 2 2019

Printed 10/1/2019

Date Uploaded to CDS: **Oct 16, 2019**

2018 CHS Remittal Invoice Workbook
Printed 10/15/2019

On-Line Payment Notification and Breakdown by Program

[illegible]

Date Uploaded to CDS:

2018 CHS Remittal Invoice Workbook
Printed 10/29/2019

MEEKER-SIBLEY-McLEOD COMMUNITY HEALTH

Benefits Effective January 2020

HEALTH

HEALTH PARTNERS

35470

OPEN ACCESS \$4,100 - 100% HSA PLAN

Deductible:	\$4,100 / \$8,200
Maximum OOP:	\$4,100 / \$8,200

CHS Pays:

100% of Employee Premium
50% of Spouse / Dependent Premium

BASE LIFE and AD&D

RELIANCE STANDARD

#GL753947

\$25,000 Life	\$25,000 AD&D
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CHS Pays 100% of Premium

VOLUNTARY LONG TERM DISABILITY

RELIANCE STANDARD

LTD728983

60% to \$7,500	Table Rated by Age
90 Day Elimination Period	SSNRA Benefit Period

EMPLOYEE Pays 100% of Premium - Tax-Free Benefit when received

VOLUNTARY SHORT TERM DISABILITY

RELIANCE STANDARD

#STD703101

1st Day Accident / 8th Day Sickness	Table Rated by Age
13 Week Benefit Period	60% to \$1,500

EMPLOYEE Pays 100% of Premium - Tax-Free Benefit when received

VOLUNTARY DENTAL

RELIANCE STANDARD

#136-381870

Deductible	\$50 / \$150
* Preventive	100%
Basic	80%
Major	50%
Annual Max Benefit	\$1,000

* Deductible does not pertain

Employee	\$45.44
Employee + 1	\$87.16
Family	\$144.43

EMPLOYEE Pays 100% of Premium

MEEKER MCLEOD SIBLEY COMMUNITY HEALTH SERVICES

HEALTH PARTNERS RENEWAL

	CURRENT RATES				RENEWAL RATES			
	Open Access \$3,850 - 100% HSA (Silver)				Open Access \$4,100 - 100% HSA (Silver)			
	EE	SPOUSE	CHILD	TOTAL	EE	SPOUSE	CHILD	TOTAL
Lindsay Hanson	421.05			421.05	434.57			434.57
Jeanne Holfield	1033.68			1033.68	1066.86			1066.86
Julie Kloeckl	803.86		345.94	1149.80	829.66		357.04	1186.70
Brett Nelson	374.54			374.54	386.56			386.56
Jessica Remington	421.05			421.05	434.57			434.57
	3,054.18			\$ 3,400.12	3,152.22			\$ 3,509.26

+3.21%

Out Of Pocket Maximum	
Single	\$4,100
Family	\$8,200

Meeker-McLeod- Sibley Community Health Service
2020 ADMINISTRATION BUDGET

Income	2020 Budget	YTD Jan--Sept	2019 Budget
5336 Local Public Health Grant	311,427	316,135	311,427
5860 Miscellaneous	0	88	11,184
5990 Refunds & Reimbursements	0	259	0
Total Income	311,635	316,482	322,611

Expense	2020 Budget	YTD Jan--Sept	2019 Budget
6105 Salaries & Wages	81,120	15,582	86,320
6151 WC Insurance	8,286	0	0
6152 HSA Insurance--CHS Share	0	102	1,200
6153 Health & Life Ins--CHS Share	0	1,121	13,247
6154 Contracted Services	0	0	26,600
6163 PERA--CHS Share	6,084	679	6,474
6175 FICA--CHS Share	6,206	1,135	5,896
6177 Unemployment	0	239	0
6203 Communications	1,980	377	17,668
6241 Printing & Publishing	1,500	158	0
6245 Dues & Registrations	1,000	0	1,000
6264 PH-Doc Software	27,000	6,620	0
6265 Professional Services	60,200	105,055	68,251
6266 Audit Expense	12,000	0	0
6268 Bank Service Fees & Charges	250	143	0
6269 Payroll Services	0	147	0
6270 IT Support	5,335	0	0
6335 Mileage	8,352	622	7,500
6336 Meals/Lodging/Parking	1,000	0	0
6340 Rent	0	6,000	0
6350 Other Charges & Services	14,500	12,786	3,528
6353 Meeting Expenses	1,000	1,547	1,000
6360 Training	1,000	125	1,000
6402 Office Supplies	1,680	16,653	1,500
6612 Small Equipment	1,500	0	0
6855 CHS County Payments	71,642	109,176	81,427
Total Expense	311,635	278,267	322,611

2020 CHS Administration Budget Detail

The following is a breakdown of expenses for line items that included multiple expenses or calculated based on a formula.

ACCOUNT NUMBER	DESCRIPTION	AMOUNT
6105--Salaries & Wages	CHS Administrator: 30 hrs/week @ \$52/hour	81,120
6163--PERA--CHS Share	7.5% gross earnings	6,084
6175--FICA--CHS Share	7.65% gross earnings (\$87,600)	6,206
6203--Communications	CHS Administrator cell phone & air card, estimated at \$165/month	1,980
6241--Printing & Publishing	Miscellaneous printing, CHA & CHIP documents	1,500
6245--Dues & Registrations	NACCHO & LPHA dues; GoTo meeting annual registration (\$500)	1,000
6264--PH-Doc Software	MNCCC Ph-Doc software support--\$26,480 & misc charges	27,000
6265--Professional Services	Vivid Image website support & Facebook--\$1,200; CDS/CDSA--\$33,000; purchase of service from a county for admin/fiscal support--10hrs/wk @ \$50/hr = \$26,000	60,200
6266--Audit Expense	State auditor	12,000
6268--Bank Fees & Charges	Monthly fees & charges	250
6270--IT Support	McLeod Co. IT--PH-Doc server hosting, CHS employee email & file storage	5,335
6335--Mileage	Estimated at 1,200 miles/month @ \$0.58/mile = \$8,352	8,352
6336--Meals/Lodging/Parking	CHS conference, AMC/LPHA annual meetings	1,000
6340--Rent		0
6350--Other Charges & Services	PHEP/CRI shortfall	14,500
6353--Meeting Expenses	CHS All Staff meetings	1,000
6360--Training		1,000
6402--Office Supplies	Basic office supplies	1,680
6612--Small Equipment	Lap Top Computer	1,200
6855--County Payments	Based on historical formula (Meeker 31%, McLeod 49%, Sibley 20%)	71,642

2020 CHS Total GRANT Budget							
	Receipts	Expenditures		McLeod	Sibley	CHS	Total
		Meeker					
Local Public Health Grant							
State Funds	\$ 311,635	\$ 25,568	\$ 39,658	\$ 16,409	\$ 230,000	\$ 311,635	
TANF	\$ 95,010	\$ 29,757	\$ 46,156	\$ 19,097	\$ -	\$ 95,010	
MCH	\$ 81,891	\$ 25,648	\$ 39,783	\$ 16,460	\$ -	\$ 81,891	
Follow Along	\$ 6,072	\$ 1,933	\$ 1,933	\$ 1,933	\$ -	\$ 5,799	
Health Disparities	\$ 1,883	\$ -	\$ -	\$ -	\$ 1,883	\$ 1,883	
Healthy Homes	\$ 20,000	\$ 6,200	\$ 9,800	\$ 4,000	\$ -	\$ 20,000	
Immunization Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
WIC	\$ 309,608	\$ 43,054	\$ 68,053	\$ 27,777	\$ 170,724	\$ 309,608	
WIC Peer Breastfeeding Grant	\$ 50,674	\$ 1,000	\$ -	\$ -	\$ 49,674	\$ 50,674	
Family Planning	\$ 34,074	\$ 9,788	\$ 15,471	\$ 6,315	\$ 2,500	\$ 34,074	
C&TC Outreach	\$ 229,411	\$ 73,641	\$ 105,529	\$ 50,241	\$ -	\$ 229,411	
Newborn Hearing Screening Program	\$ 3,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 3,000	
Emergency Preparedness	\$ 80,887	\$ -	\$ -	\$ -	\$ 80,877	\$ 80,877	
FASD Project Harmony	\$ 180,000	\$ 32,550	\$ 51,450	\$ 21,000	\$ 75,000	\$ 180,000	
Healthy Communities	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000	
SHIP	\$ 224,095	\$ 76,470	\$ 5,000	\$ 46,430	\$ 96,195	\$ 224,095	
Suicide Prevention	\$ 20,000	\$ -	\$ 8,000	\$ -	\$ 12,000	\$ 20,000	
Total	\$ 1,652,240	\$ 326,609	\$ 391,832	\$ 210,662	\$ 722,853	\$ 1,651,957	
Community Health Board, Chair				11.14.2019			
				Date			



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114 N Holcombe
Litchfield, Minnesota 55355

Direct Line (320)-693-5370

RESOLUTION 2019-7 Meeker-McLeod-Sibley Community Health Board

The Meeker-McLeod-Sibley Community Health Board by virtue of its authority under Minnesota Statutes 145A, in accordance with the Board's Operating Procedures, and by this Resolution of the Board adopted at a scheduled meeting on November 14, 2019 hereby appoints and authorizes the following persons to act on the Board's behalf and bind the board for the following purpose (s):

- A. To serve as the Community Health Services Administrator and the Board's agent according to Minnesota Statute 145A.04, Subd. 2, in communicating with the Commissioner of Health between Board meetings, including receiving information from the Commissioner and disseminating that information to the Board, as well as providing information to the Commissioner on the Board's behalf.

Name: Kiza Olson, CHS Administrator
Address: 114 No. Holcombe Ave, Suite 250, Litchfield, MN 55355
Telephone: (320) 693-5370

- B. To sign and submit to the Commissioner the required components of the Local Public Health Act including identification of local priorities, progress reports and budgets according to Minnesota Statute 145A.04, Subd. 1a.

Name: Kiza Olson, CHS Administrator
Address: 114 No. Holcombe Ave, Suite 250, Litchfield, MN 55355
Telephone: (320) 693-5370

Name: Diane Winter, CHS Deputy Administrator
Address: 114 No. Holcombe Ave, Suite 250, Litchfield, MN 55355
Telephone: (320) 693-5370

- C. To sign and execute, on behalf of the Board, contracts for funding and other administrative items under the following grant contracts administered by the Commissioner of Health or other granting entities.

Name: Kiza Olson, CHS Administrator
Address: 114 No. Holcombe Ave, Suite 250, Litchfield, MN 55355
Telephone: (320) 693-5370

Name: Diane Winter, CHS Deputy Administrator
Address: 114 No. Holcombe Ave, Suite 250, Litchfield, MN 55355
Telephone: (320) 693-5370





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Litchfield, Minnesota 55355

Direct Line (320)-693-5370

- D. To review, approve and submit invoices on behalf of the Board for activities for funding opportunities administered by the Minnesota Department of Health and other entities.

Name: Kiza Olson, CHS Administrator
Address: 114 No. Holcombe Ave, Suite 250, Litchfield, MN 55355
Telephone: (320) 693-5370

Name: Diane Winter, CHS Deputy Administrator
Address: 114 No. Holcombe Ave, Suite 250, Litchfield, MN 55355
Telephone: (320) 693-5370

This resolution authorizes the above-referenced appointees to act on behalf of, and bind, the Board to the extent, and for the purposes, indicated in this Resolution.

Signed: _____
Chairperson, Community Health Board

11-14-2019
Date





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Litchfield, Minnesota 55355

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2020 COMMUNITY HEALTH BOARD MEETING DATES

All meetings are 9:00—11:00, locations TBA

January 9

February 13

March 12

April 9

May 14

June 11

July 9

August 13

September 10

October 8

November 12

December 10

