

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

January 10<sup>th</sup>, 2020

9 AM to 11 AM

Agenda

1. Meeting called to order
2. Welcome Kiza Olson
3. Introductions
4. Additions to the Agenda
5. Approval of November 14, 2019 meeting minutes\*
6. Election of Officers
  - a. Current 2019 Officers
    - Chair –Mike Housman
    - Vice Chair –Bobbie Harder
    - Secretary-Ron Shimanski
7. Appoint Executive and Finance Committee Members
8. Appoint SCHSAC Representative and Alternate\*
9. Appoint CHB Representative to the Healthy Community Leadership Team (HCLT)\*
10. Appoint Legal Representative for MMS CHB
11. Conflict of Interest Policy to be completed and signed\*
12. Consideration of Resolution 2020-1\*, Designation of Security Bank & Trust Co. as MMS CHB official bank and designation of staff to conduct financial transactions
13. Fiscal Administration
  - a. Approval of Paid Invoices November and December 2019\*
  - b. Approval of Financial statements
14. Administrative Items
  - a. Employment Agreement—section 6\*
  - b. Office of the State Auditor Engagement Letter\*
  - c. Doherty Notice of Termination\*
  - d. Revisit Fiscal/Admin Support Purchase of Service\*

- e. Suicide Prevention Grant Agreement with MDH 12.02.2019 through 06.30.2023 in the amount of \$80,000 (\$20,000 per year)

15. SCHAC Updates\*

16. Other Agenda Items

Adjourn

Attachments:

- November 14, 2019 Meeting minutes
- SCHSAC At a Glance
- Healthy Community Leadership Team
- Conflict of Interest Policy
- Resolution 2020-1 Bank Designation
- Paid Invoices November & December 2019
- Employment Agreement
- Office of the State Auditor Engagement Letter
- Doherty Notice of Termination
- Purchase of Service with Meeker County
- SCHAC Updates

2020 DATES

February 13<sup>th</sup> at HHW

March 12<sup>th</sup>

April 9<sup>th</sup>

May 14<sup>th</sup>

June 11<sup>th</sup>

July 9<sup>th</sup>

August 13<sup>th</sup>

September 10<sup>th</sup>

October 8<sup>th</sup>

November 12<sup>th</sup>

December 10<sup>th</sup>

*All meetings 9-11 unless  
otherwise specified*

## **MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD Meeting Minutes**

**Thursday, November 14, 2019**

**9 AM to 11 AM**

**McLeod County Solid Waste Large Room, Hutchinson**

### **Board Members**

Beth Oberg.....present  
Joe Nagel.....absent  
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  
Julie Erickson.....present

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

Rose Anderson.....present

**Guests:** None

**1. Meeting called to order by Chair Mike Housman at 9:08 a.m.**

**2. Welcome and introductions**

**3. Additions to the Agenda**

Motion to approve the agenda made by Ron Shimanski and seconded by Bill Pinske. Motion carried.

**4. Approval of October 15th meeting minutes**

Motion to approve the October 15, 2019 meeting minutes made by Beth Oberg and seconded by Bobbie Harder. Motion carried.

**5. CHS Administrator Recruitment update**

Kiza Olson has accepted the conditional offer as CHS Administrator accepting the terms of the position as determined by the Executive Committee and pending receipt of successful background check. Kiza's start date is January 2. Permanent office space has not been identified, however; space will be provided in Meeker County Public Health Department initially to facilitate work with fiscal processes and year end reports. Per the CHB's request, Kiza will schedule a regular presence at all three county locations.

Discussion held on rental of CHS office space in Meeker County. The CHS employee who currently offices in the space has expressed willingness to relocate to Sibley County. Motion to discontinue the lease agreement with Meeker County effective January 1, 2020 by Beth Oberg, seconded by Bill Pinske. Motion carried. CHS office furniture will be dealt with once a permanent office location for the CHS Administrator has been determined and it is known what furniture may or may not be needed by the CHS.

**6. Fiscal Management**

a. Approval of Paid Invoices-October 2019

Motion by Bill Pinske and seconded by Ron Shimanski to approve the paid October 2019 invoices. Motion carried.

b. Approval of Financial Statements

Financial Statements were not received from CDS, therefore; no action taken. They will be forwarded when available.

# ***Meeker-McLeod-Sibley Community Health Services***

1805 Ford Avenue, Suite 200  
Glencoe, Minnesota 55336

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

## **7. Finance Committee**

### **a. 2020 CHS Employee Benefits**

Finance committee reported on discussion concerning market research on employee benefit offerings for 2020, presented by Rich Westland. Options were reviewed and recommended staying with same plan. Motion was made by Ron Shimanski to remain on Open Access 4100 plan, continue to do 100% of employee share and split 50% of the spousal/dependent coverage, for the five CHS employees in 2020, seconded by Beth Oberg. Motion carried.

### **b. 2020 CHS Employee COLA**

Motion made to apply 1.5% COLA effective January 1, 2020 for CHS employees by Beth Oberg and seconded by Ron Shimanski. Motion carried.

## **8. CHS Administrative Items**

### **a. 2020 CHS Total Grant Budget**

The 2020 Total Grant Budget was updated to reflect the increased CHS expenses for the WIC and Project Harmony programs. The allocation formula for county payments remains unchanged. Motion to approve 2020 CHS Total Grant Budget as presented by Ron Shimanski and seconded by Bill Pinske. Motion carried.

### **b. Resolution 2019-7, Agent of the Board**

Motion made by Ron Shimanski and seconded by Bobbie Harder to approve Resolution 2019-7, Agent of the Board. Roll call vote taken—all voted yes. Motion carried. Resolution adopted.

## **9. Other Agenda Items**

December 12, 2019 meeting canceled.

## **10. Affirm 2020 Meeting Dates and Locations**

January meeting rescheduled to the 10<sup>th</sup> at the McLeod County Solid Waste Building, Hutchinson. The board will meet monthly January and February and tentatively bi-monthly the remainder of the year. Finance and executive committees will continue to meet monthly as needed.

## **11. Adjourn:**

Motion made to adjourn meeting at 9:45 a.m. by Ron Shimanski and seconded by Bill Pinske. Motion carried.

## **Attachments:**

- October 14, 2019 Meeting Minutes
- October 2019 Paid Invoices
- MMS CHS Benefits Effective January 2020
- 2020 CHS Administrative Budget & Detail
- 2020 CHS Total Grant Budget
- Resolution 2019-7
- 2020 Meeting Dates

### 2019 DATES

December 12<sup>th</sup>—**canceled**

### 2020 DATES

January 10, 2020, Hutchinson  
February 13, 2020, Hutchinson

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

Ron Shimanski, MMS CHS Board Secretary

Date



sharing information with the media, your constituents, and your public health system partners when needed. Learn more about the Health Alert Network online at [www.health.state.mn.us/han/](http://www.health.state.mn.us/han/).

## SCHSAC at a glance

The State Community Health Services Advisory Committee (SCHSAC, pronounced like "shack") was created by the Minnesota Legislature in 1976 as a component of the Local Public Health Act.

The purpose of SCHSAC, as described in the Local Public Health Act, is to advise, consult with, and make recommendations to the Commissioner of Health on matters relating to the development, funding, and evaluation of community health services in Minnesota.

SCHSAC meets four times per year; an Executive Committee meets more frequently:

- Agendas and other materials are made available prior to meetings.
- Meetings are held in the Twin Cities metro area from 10:00 a.m. to 2:30 p.m.
- The commissioner of health and MDH Executive Office staff attend meetings whenever possible.
- Members are reimbursed for travel and parking; lunches are provided at meetings.
- SCHSAC develops and annual work plan to focus activities; much of the work plan is accomplished through smaller workgroups.

SCHSAC workgroups engage in problem solving and policy development and submits recommendations to health commissioner. Recommendations are adopted by community health boards, implemented statewide through guidelines, used as basis for developing local and state policy.

- Minnesota public health leaders support and sustain SCHSAC through commitment and active participation.
- SCHSAC informs policy development, strengthens state-local relationships and communication, and builds support for public health.
- Member local elected officials and public health directors and administrators embody the state's commitment to protecting, maintaining, and improving health of all Minnesotans.

## Membership and meetings

SCHSAC is comprised of one representative from each community health board in Minnesota (see **SCHSAC regions** on the following page). Members are largely local elected officials and local public health directors/administrators. You can find a list of current members and alternates online at [www.health.state.mn.us/schsac](http://www.health.state.mn.us/schsac).

The main body of SCHSAC meets quarterly with the commissioner of health. Each community health board selects one person to represent their board on SCHSAC, and one alternate. The 11-member SCHSAC Executive Committee consists of representatives from all regions of the state.

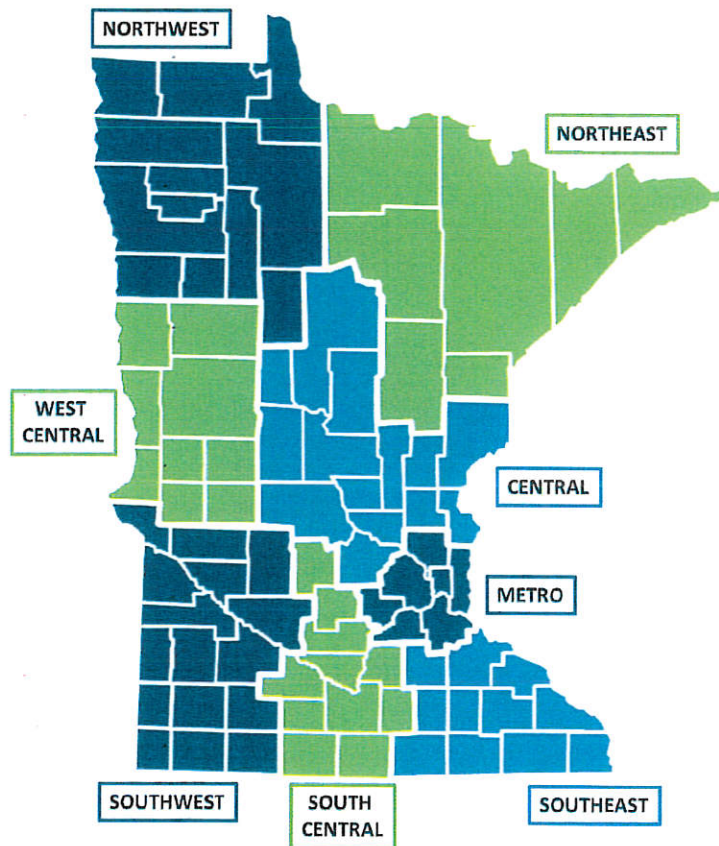
SCHSAC conducts a majority of its work through workgroups and subcommittees, which meet between SCHSAC's main quarterly meetings. Each workgroup usually meets for one to three years, depending on its charge and duties. These workgroups identify, discuss, recommend responses to critical public health issues, and consist of SCHSAC members and other subject matter experts.

## SCHSAC MEMBER HANDBOOK AND OPERATING PROCEDURES

Each fall, SCHSAC sponsors the Community Health Conference for local elected officials; local and tribal public health administrators, directors, and staff; community-based organizational leadership and staff; MDH leadership and staff; other public health professionals.

You can find meeting agendas and minutes online at [www.health.state.mn.us/schsac](http://www.health.state.mn.us/schsac).

### SCHSAC regions



## Member and alternate responsibilities

Members and alternates are expected:

- To attend Advisory Committee and other assigned meetings
- To serve on workgroups, subcommittees and review groups as requested by the chair
- To prepare for active participation in discussion and decision-making by consulting with their community health boards and community health services (CHS) staff, and by reviewing meeting materials
- To act as the liaison between the community health board and the Advisory Committee
- To inform the community health board and alternate member on Advisory Committee activities and actions

**TIP:** Share SCHSAC take-home points and SCHSAC reports with your community health board and county boards.

## **Healthy Communities Leadership Team (HCLT)**

### **ABOUT**

MMS HC is a collaboration of organizations and individuals partnering together to promote health and well-being within our communities. Created in January of 1995, the MMS HCC is supported by the Healthy Communities Leadership Team (HCLT), which meets on a quarterly basis and who's commitment is "to improve the health of our community." This coalition also serves as the Community Leadership Team for MMS CHS's Statewide Health Improvement Partnership (SHIP) grant, from the Minnesota Department of Health.

### **MISSION**

To advance healthy living within our three counties.

### **VISION**

To partner with communities to encourage and support efforts to impact environmental change and enhance healthful living.

### **Meeting Schedule:**

February 5<sup>th</sup> 9:00-11 at Southwest Initiative Foundation (SWIFT), Hutchinson

May 6<sup>th</sup> 9:00 – 11 Location TBD

Aug. 5<sup>th</sup> 9:00 – 11 Location TBD

Nov. 4<sup>th</sup> 9:00 – 11 Location TBD

**Website:** <https://www.mmshealthycommunities.org/>

**Conflict of Interest Policy  
Meeker-McLeod-Sibley Community Health Services**

An official shall not engage in any official duties, private enterprise, participate in any professional activity or perform any act or service during or outside their official duties with the Community Health Services, which would affect the official's ability to perform the normal duties and responsibilities of their position, or which is adverse to the interests of Meeker-McLeod-Sibley Community Health Services. In determining whether such outside official duties or activities for private gain constitute a conflict of interest with public duties, or are inconsistent or incompatible with the public official duties, the following shall be considered;

1. The performance of an act in other than the capacity as an official which may later act directly to the control, inspection, review, audit or enforcement by said official for the Community Health Services is prohibited
2. The use of Community Health Services time, facilities, equipment and supplies or the badge, uniform, prestige or influence of Community Health Services official duties for private gain.
3. Receipt or acceptance by the official of any money or other consideration from anyone other than the Community Health Services for the performance of an act which the official would be required or expected to perform in the regular course of the official's official duties, or as part of their duties as an official.
4. Officials participating in compensated or non-compensated activities/volunteer work are encouraged to continue in such participation. If an official is participating in any compensated or non-compensated activity that may cause a conflict, the official should discuss the potential conflict with the Community Health Board, whose decision shall be final.
5. Failure to follow this policy by the Community Health Services Coordinator or Fiscal Officer may result in termination of the contract between the Community Health Board and the Coordinator or Fiscal Officer.
6. The Meeker-McLeod-Sibley Community Health Services Conflict of Interest Policy shall be reviewed yearly by the Elected Officials of the Community Health Board, the Community Health Services Coordinator and Fiscal Officer. The Original Statement of Conflict of Interest shall be signed yearly by the Elected Officials of the Community Health Board, the Community Health Services Coordinator and Fiscal Officer.

Approved 12-14-98

Meeker-McLeod-Sibley Community Health Board



**Original Statement of Conflict of Interest**  
Local Official for Meeker-McLeod-Sibley Community Health Services

**Instructions**

- ★ This statement must be completed by each local official, it must be signed and dated. The signature indicates that the official understands and agrees to the Meeker-McLeod-Sibley Community Health Services Conflict of Interest Policy.
- ★ This statement is due to the Community Health Services Coordinator within 80 days after undertaking duties of office.
- ★ This statement may *not* be filed electronically.
- ★ All information on this statement is public information.
- ★ It is unlawful to use this information for commercial purposes.
- ★ Address questions to the Meeker-McLeod-Sibley Community Health Services Coordinator

**Local Official**

Name	Title of office held
Government Unit	Telephone (daytime)
Address	
City, State, Zip	
Occupation	Principal place of business

**Period Covered**

January 1, 2020 \_\_\_\_\_ to December 31, 2020 \_\_\_\_\_

**Certification**

I, \_\_\_\_\_, certify that I have read, understand and agree to the  
(Print or type name)  
Meeker-McLeod-Sibley Community Health Services Conflict of Interest Policy, and am aware of no current conflict of interest with my present official position. I agree to make the Meeker-McLeod-Sibley Community Health Board aware if any potential conflict of interest develops.

\_\_\_\_\_  
Signature of local official

\_\_\_\_\_  
Date

Any person who signs and certifies to be true a statement which the person knows contains false information, or who knowingly omits required information, is guilty of a gross misdemeanor.





**Public Health**  
Prevent, Promote, Protect

Meeker McLeod Sibley  
Community Health Services

## **Meeker-McLeod-Sibley Community Health Services**

114 N. Holcombe #250  
Litchfield, Minnesota 55355

Direct Line (320) 693-5370  
Fax Number (320) 693-5399

### **RESOLUTION 2020-1 Meeker-McLeod-Sibley Community Health Board**

The Meeker-McLeod-Sibley Community Health Board (MMS CHB) by virtue of its authority under Minnesota Statutes 145A, in accordance with the Board's Joint Powers Agreement and By-Laws, and by this Resolution of the Board adopted at a scheduled meeting on January 10, 2020 hereby designates Security Bank and Trust Company, Glencoe as the official bank of the MMS CHB.

**Security Bank and Trust Co.**  
735 11<sup>th</sup> St. E  
Box 218  
Glencoe MN 55336  
(320) 864-3171

The Meeker-McLeod-Sibley Community Health Board designates the following employees' authority and access to the bank account, including on-line access in order to conduct financial transactions and employee services required for agency operations, according to regulatory requirements.

**Name:** *Kiza Olson, MMS CHS Administrator*  
**Address:** 114 N. Holcombe Ave, #250, Litchfield MN 55355  
**Telephone:** (W): (320) 693-5370

**Name:** *Diane Winter, CHS Deputy Administrator*  
**Address:** 114 N. Holcombe Ave, #250, Litchfield MN 55355  
**Telephone:** (W): (320) 693-5370

#### ***Diane Winter, MMS***

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

Signed: \_\_\_\_\_  
Meeker-McLeod-Sibley Community Health Board CHAIR

01.10.2020  
Date

**INVOICE PAYMENT REQUEST FORM**[illegible]

**MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES**  
**INVOICE PAYMENT REQUEST FORM**Page 1 of 1

## Date Uploaded to CDS:

Page 1 of 1

Online Auto-Pay Date	11/26/2019
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Health Partners On-line  
Printed 12/3/2019



**MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES  
INVOICE PAYMENT REQUEST FORM**[illegible]

Date Uploaded to CDS:  
12/23/2019

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

[illegible]

## EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (hereinafter Agreement), entered into this 10<sup>th</sup> day of January, 2020, by and between the Meeker, McLeod and Sibley Community Health Board, a joint powers entity (hereinafter referred to as "Employer" or "MMS"), and Kiza Olson (hereinafter referred to as "Employee"). The Employer and Employee will collectively be referred to as the parties.

### RECITALS

WHEREAS, the Employer operates pursuant to a Joint Powers Agreement that specifically grants and authorizes it to employ or contract with a Community Health Services Administrator; and

WHEREAS, the Employer operates pursuant to Bylaws at Article IV, Section 2 that currently provides that:

Section 2. Consistent with the powers and duties outlined as set forth in the Joint Powers Agreement, the Board reserves all powers necessary to control and administer personnel providing services to the Department. Accordingly, the Board establishes the following duties related to control and administration of personnel providing services to the Department:

- A. Community Health Services Administrator. A Community Health Services Administrator shall be appointed by the Board subject to any review and approval that may be required by the MN Department of Health. The Community Health Services Administrator shall work under a written agreement with, employed by, or under contract with the Board. The Community Health Services Administrator shall provide public health leadership and discharge the administrative and program responsibilities on behalf of the board. The Community Health Services Administrator shall be responsible for overall supervision of the day to day affairs of the Department.

In addition to the duties and responsibilities outlined in the preceding paragraph and any job description, the Community Health Services Administrator shall:

- i. serve as the Board's agent according to Minnesota Statutes Section 145A in communicating with the Commissioner of Health between Board meetings, including receiving information from the Commissioner and disseminating information to the Commissioner on the Board's behalf;
- ii. prepare or review, sign and submit to the Commissioner the established local public health priorities and the mechanisms to address the priorities and achieve statewide outcomes within the limits of available funding according to Minnesota Statutes Section 145A;

- iii. prepare or review, sign and submit to the Commissioner any required data, including but not limited to the Board's annual budget, revisions to the budget and expenditure reports;
- iv. prepare or review, sign and execute, on behalf of the Board, contracts for funding under grants and contracts administered by the Commissioner of Health or other entities as deemed appropriate by the Board.

and:

WHEREAS, Employee is currently employed by the Employer in the position of Community Health Services Administrator; and

WHEREAS, the parties wish to document the terms and conditions of the Employee in this written agreement: and

WHEREAS, the negotiations between Employer and Employee as to the terms of this Agreement have been conducted on a good faith arms-length basis; and

WHEREAS, based upon such negotiations and as a result thereof, Employer and Employee have determined to enter into an employment relationship and to document the terms thereof.

NOW, THEREFORE, in consideration of the covenants and agreements set forth herein, the parties agree as follows:

1. Employment. Employer hereby continues to employ Employee and Employee hereby accepts continued employment upon the terms and conditions hereinafter set forth.

2. Term; Employment At Will. The term of this Agreement shall commence on the date hereof and shall continue until terminated as provided for herein. However, Employee agrees and acknowledges that they are an "at will" employee. Employee may be disciplined, including dismissal from the Department, for inefficiency, breach of duty, misconduct or other cause as determined by the Board in its discretion at a Board Meeting.

3. Duties and Responsibilities. Employee's duties will be as outlined in the applicable statute, Minn. Stat. Sec. 145A, the Employer's Joint Powers Agreement, the Employer's By-laws as well as the job description for the position as these laws, agreements, by-laws and documents may be amended from time to time.

Specifically, the Community Health Services Administrator shall be subject to the authority of the Board. The Community Health Services Administrator's job description shall be approved by the Board and shall outline the Community Health Services Administrator's duties and responsibilities. Any document or practice limiting or creating contrary duties and responsibilities to those outlined in the Community Health Services Administrator's job description, except as otherwise provided in the Employer's By-laws, shall be of no effect.

4. Compensation. For services rendered by Employee under this Agreement, Employer shall pay Employee at an hourly rate of \$52.00 per hour, 20-30 hours/week. Said amount will be subject to withholding and other applicable taxes. The parties agree that Employee is exempt under the Fair Labor Standards Act and applicable Minnesota law and is not eligible for overtime. Determinations as to the specific hours of work will be consistent with the standards applicable to professional and executive personnel. The amounts in this Paragraph will be subject to change by the Employer in its sole and absolute discretion to subsequently modify the wage to be paid to Employee upon prior written notice to the Employee. Employer will strive to provide a written review of Employee's performance annually.

5. Employment Benefits. Employee will be provided with certain additional benefits in accordance with the Employer's personnel policies as determined by Employer in its sole discretion, and which may be amended from time to time.

6. Extent of Services. Employee's entire time, attention, and energies shall be devoted to the business of Employer and Employee shall not during the term of this Agreement be engaged in any other business activity, whether or not such business activity is pursued for gain, profit, or other pecuniary advantage unless such business activity is specifically disclosed to Employer and Employer grants revocable permission to engage in such business activity; but this shall not be construed as preventing Employee from investing assets in such form or manner as will not require any services on the part of Employee in the operation of the affairs of the companies in which such investments are made.

7. Termination. Employee agrees and acknowledges that they are an "at will" employee. Accordingly, Employee may resign her employment at any time and for any reason, or for no reason. Likewise, Employee may be terminated by Employer at any time and for any reason, or for no reason. Termination of this Agreement by either party shall be effective immediately upon receipt of written notice by the other party, unless a different effective date of termination is agreed to by Employer. Although not required by this Agreement, Employee acknowledges that a minimum of two weeks notice to Employer of termination of employment is customary and sought by Employer.

8. Notices. Any notice required or permitted to be given under this Agreement shall be sufficient if in writing and if sent by certified mail to Employee's residence in the case of Employee or to its principal office in the case of Employer. Such notice shall be effective upon delivery to the U.S. post office, postage and fees prepaid.

9. Assignment. The rights and obligations of Employer under this Agreement shall inure to the benefit of and shall be binding upon the successors and assigns of Employer.

10. Terminology. Unless the context hereof clearly requires otherwise, the singular shall include the plural and vice versa, and the masculine shall include the feminine and vice versa.



11. Entire Agreement; Modification; Waiver. This Agreement constitutes the entire agreement between the parties pertaining to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the parties; there are no warranties, representations or agreements among the parties in connection with the subject matter hereof, except as set forth or referred to herein. No supplement, modification, waiver or termination of this Agreement or any of its provisions shall be binding unless executed in writing by the parties to be bound. No waiver of any of the provisions of this Agreement shall constitute a waiver of any other provision, and no such waiver shall constitute a continuing waiver unless otherwise expressly provided.

12. Governing Law. This Agreement shall be construed and enforced pursuant to the laws of the State of Minnesota.

13. Counterparts. This Agreement may be executed in any number of counterparts, any one of which shall be deemed to be an original, but all of which shall constitute but one and the same instrument.

14. Headings. Section headings used in this Agreement are for convenience only and shall not affect the construction of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written.

**EMPLOYER:**

MEEKER, MCLEOD AND SIBLEY  
COMMUNITY HEALTH BOARD

**EMPLOYEE:**

KIZA OLSON

By: \_\_\_\_\_  
Board Chair

: \_\_\_\_\_

Date: \_\_\_\_\_, 2020

Date: \_\_\_\_\_, 2020



JULIE BLAHA  
STATE AUDITOR

# STATE OF MINNESOTA

## OFFICE OF THE STATE AUDITOR

SUITE 500  
525 PARK STREET  
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)  
(651) 296-4755 (Fax)  
state.auditor@state.mn.us (E-Mail)  
1-800-627-3529 (Relay Service)

December 18, 2019

Ms. Diane Winter, Interim CHS Administrator  
Meeker-McLeod-Sibley Community Health Services  
114 North Holcombe Avenue, Suite 250  
Litchfield, Minnesota 55355

Members of the Community Health Services Board  
Meeker-McLeod-Sibley Community Health Services

We are pleased to confirm our understanding of the services we are to provide pursuant to Minnesota Laws for Meeker-McLeod-Sibley Community Health Services for the year ended December 31, 2019. We will audit the financial statements of the governmental activities and the General Fund, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Meeker-McLeod-Sibley Community Health Services as of and for the year ended December 31, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Meeker-McLeod-Sibley Community Health Services' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Meeker-McLeod-Sibley Community Health Services' RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by accounting principles generally accepted in the United States of America (GAAP) and will be subjected to certain limited procedures, but will not be audited:

- Budgetary presentation for the General Fund and related notes
- GASB-required supplementary pension information and related notes

We have also been engaged to report on supplementary information other than RSI that accompanies Meeker-McLeod-Sibley Community Health Services' financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the basic financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- Schedule of intergovernmental revenue
- Schedule of expenditures of federal awards and related notes

## **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the basic financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (a) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance and (b) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance; and the legal provisions of the *Minnesota Legal Compliance Audit Guides*, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions and to report in conformity with the provisions of the *Minnesota Legal Compliance Audit Guides*. We will issue written reports upon completion of our single audit. Our reports will be addressed to the governing body of Meeker-McLeod-Sibley Community Health Services. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

## **Management Responsibilities**

Management is responsible for the financial statements, notes, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. In order to meet your responsibilities for the financial statements, notes, and schedule of expenditures of federal awards, you agree to have information completed and available for audit by the dates identified in a schedule of completion document provided to



auditors. If you are unable to prepare the information needed for the financial statements, notes, or schedule of expenditures of federal awards, or if the completion schedule varies significantly, we will, based on our staffing availability, provide the additional nonaudit services necessary to assist in the preparation of your draft financial statements, notes, and schedule of expenditures of federal awards in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on management's chart of accounts and other information determined and approved by management. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. Any such services will be performed in accordance with applicable professional standards. Meeker-McLeod-Sibley Community Health Services understands this will result in additional costs and agrees to pay for these services.

You will be required to acknowledge in the written management representation letter our assistance, if any, with preparation of the financial statements, notes, and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes and any other nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for (a) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (b) following laws and regulations; (c) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (d) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (a) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (b) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (c) additional information that we may request for the purpose of the audit, and (d) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings, if applicable, should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written management representation letter that (a) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (b) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (c) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written management representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing us with report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those financial audits, attestation



engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to using the auditor's report, you understand that you must obtain our prior consent to reproduce or use our report in bond offering official statements or other documents.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (a) errors, (b) fraudulent financial reporting, (c) misappropriation of assets, or (d) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance

matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Meeker-McLeod-Sibley Community Health Services' compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Meeker-McLeod-Sibley Community Health Services' major programs. The purpose of these procedures will be to express an opinion on Meeker-McLeod-Sibley Community Health Services' compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

#### **Audit Administration and Other**

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. Additional copies of the reporting package may be required. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide your governing body, management, related organization representatives, and, if applicable, nonfederal grantor entities with copies of our reports. Management is responsible for all other distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of the Minnesota Office of the State Auditor. We may be requested to make certain audit documentation and appropriate individuals available to a cognizant or oversight agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. If requested, access to such audit documentation will be provided under our supervision. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained, pursuant to our record retention plan, for a period of ten years after the date the auditor's report is issued. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact those contesting the audit finding for guidance prior to destroying the audit documentation. We will be available throughout the year to answer questions, provide assistance, or assist you in implementing any of our recommendations.

Our fees are based on standard hourly rates plus travel and any out-of-pocket expenses. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Periodic progress billings will be sent to you. The condition of your records and the assistance you are able to provide us affects both the timeliness and cost of the audit.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract when requested by you. Our 2018 peer review report can be found on our website at [www.auditor.state.mn.us](http://www.auditor.state.mn.us).

We appreciate the opportunity to be of service to Meeker-McLeod-Sibley Community Health Services and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please contact me at (651) 297-7106 or [stephanie.erickson@osa.state.mn.us](mailto:stephanie.erickson@osa.state.mn.us). If you agree with the terms of our engagement as described in this letter, please sign where provided below and return it to us.

Sincerely,



Stephanie Erickson, CPA, Audit Director

Approved: This letter correctly sets forth the understanding of Meeker-McLeod-Sibley Community Health Services.

\_\_\_\_\_  
Chair, Meeker-McLeod-Sibley Community Health Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community Health Services Interim CHS Administrator

\_\_\_\_\_  
Date



Doherty Staffing Solutions, Inc.

12/26/2019

Jessica Remington  
Meeker - McLeod - Sibley Community Health Services  
114 N Holcombe Ave, #250  
Litchfield, MN 55355

Re: Termination of Agreement

Dear Jessica Remington

This is to notify you that Doherty Staffing Solutions, Inc. has elected to terminate the above written contract with Meeker - McLeod - Sibley Community Health Services, effective, 02/02/2020 in accordance with the notice requirements of the Agreement.

As of 2/02/2020, Doherty Staffing will no longer continue as the employer of record for all employees.

We thank you for your business. You may contact us at the above address if you have any questions. We can also be contacted by phone at: [tschoeppner@dohertystaffing.com](mailto:tschoeppner@dohertystaffing.com).

Sincerely,

A handwritten signature in black ink, appearing to read "Tad Schoeppner", with a long, sweeping horizontal line extending to the right.

Tad Schoeppner  
Sales Manager- Northern Market  
Doherty Staffing Solutions.

## PURCHASE OF SERVICE AGREEMENT

Meeker County Public Health staff will provide the following services to the Meeker-McLeod-Sibley Community Health Board (MMS CHB) for the agreed to hourly rate.

- Diane Winter, Interim MMS CHS Administrator, at an hourly rate of \$60
- Julie Schrum, Public Health Accountant/Office Manager at an hourly rate of \$50
- Office support staff at an hourly rate of \$40

Meeker County Public Health staff will track time in PH-Doc and will bill MMS CHB on a monthly basis. The billing for these services will begin January 1, 2019 and stay effective until either Meeker County or the MMS CHB determines to terminate this agreement.

Signed: \_\_\_\_\_

Meeker-McLeod-Sibley Community Health Board Chair

3-14-2019

Date



# State Community Health Services Advisory Committee (SCHSAC)

## Take Home Points to Share

Friday, December 13, 2019

### SCHSAC highlights

- SCHSAC is a valuable partnership between MDH and community health boards. In 2020, the advisory committee will make improvements to its operating procedures, structure and membership support.
- The statewide full-scale exercise, federally required every five years, will take place on June 17, 2020, using an anthrax response scenario. Community health boards, tribal health departments and regional Healthcare Coalitions are preparing for this event.
- Children need connection with their incarcerated parents. Counties have a unique opportunity to break the cycle and change outcomes.
  - These children and their families are generally not supported or even identified by service systems.
  - SCHSAC approved a report and recommendations to continue working with the Minnesota Sheriff's Association to increase awareness and collaborate across county departments and community organizations.
  - More information at [www.health.state.mn.us/schsac](http://www.health.state.mn.us/schsac) under Workgroups.
- The election for 2020 SCHSAC Chair-Elect and selection of Regional EC Member and Regional EC Alternate for 2020 will take place at the next quarterly meeting on March 27, 2020.

### News from the Health Commissioner

- Commissioner Malcolm is co-chairing the Health and Human Services Blue Ribbon Commission. The focus is on building greater efficiencies, savings and better outcomes for Minnesotans. Olmsted County Commissioner Sheila Kiscaden represents SCHSAC. More information available at <https://mn.gov/dhs/hhsbrc/>
- Commissioner Malcolm has convened the 21st Century Leadership Council to lead efforts to strengthen and transform Minnesota's system of state, local, and tribal public health departments. Find more at [www.health.state.mn.us/schsac](http://www.health.state.mn.us/schsac).
- MDH and public health leaders from eight tribal nations met in November 2019 to initiate a series of conversations about foundational public health responsibilities from a tribal perspective.
- Governor's budget comes out in March. During this bonding session, MDH will seek to repair the Public Health Lab, which provides services at the local, state, and national level.

SCHSAC contact: Becky Buhler, MDH, [becky.buhler@state.mn.us](mailto:becky.buhler@state.mn.us) or 651-201-5795

