



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

March 12th, 2020  
9 AM to 11 AM  
Agenda

1. Meeting called to order
2. Welcome and Introductions
3. Additions to the Agenda
4. Approval of February 13<sup>th</sup> 2020 meeting minutes\*
5. Fiscal Administration
  - a. Approval of Expense Report\*
  - b. Approval of Financial Statements\*
  - c. Updates from MMS CHB Finance Committee
6. Administrative Items
  - a. WIC Peer Mentor increases
  - b. Update on options for 2020 audit
  - c. McLeod HHS update
  - d. Environmental Health Team annual report\*
  - e. Discuss CHS board meeting dates for 2020
7. Other Agenda Items
  - a. 2019 Novel Coronavirus Update
  - b. CHIP update
  - c. June's FSE (full scale event) - Anthrax

Adjourn

Attachments:

- February 13<sup>th</sup>, 2020 Meeting Minutes
- Expense Report
- Financial Statements
- Environmental Health Team Annual Report

2020 Meeting Dates  
(tentative)

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 are 9-11 unless  
otherwise specified*



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

**Thursday, February 13, 2020**

**9 AM to 11PM**

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

**Board Members**

Beth Oberg.....absent	Joe Tacheny.....present	Ron Shimanski.....present
Rich Pohlmeier.....absent	Bill Pinske.....present	Bobbie Harder.....present
Mike Housman.....present	Joe Nagel.....absent	Joy Cohrs.....absent

**Staff Present**

Diane Winter.....present	Amanda Maresh...present	Klea Rettman.....absent
Rachel Fruhwirth...present	Julie Erickson.....present	Rose Anderson.....present
Kiza Olson.....present		

**Guests:**

**1. Meeting called to order by Chair Mike Housman at 9:02 a.m.**

**2. Welcome and Introductions**

**3. Additions to the Agenda**

Motion by Bill Pinske to approve the agenda with the addition of one item, Employee Evaluations, seconded by Ron Shimanski. Motion carried.

**4. Approval of January 10<sup>th</sup> 2020 Meeting Minutes**

Motion by Ron Shimanski and seconded by Bill Pinske to approve the January 20, 2020 minutes as written. Motion carried

**5. Fiscal Administration**

a. Approval of Expense Report

Motion by Ron Shimanski and seconded by Bill Pinske to approve the expense report. Motion carried.

b. Approval of Financial Statements

Motion by Ron Shimanski and seconded by Bill Pinske to approve the financial statements. Motion carried.

c. Updates from the MMS CHB Finance Committee

No meeting was held since the last report, therefore, no updates.

**6. Administrative Items**

a. PeopleReady Contract

Kiza Olson presented an update on search for securing a contract with local employment agency to manage payroll services for WIC Peer Counseling employees. Began utilizing PeopleReady on January 3, 2020 and services are going smoothly. Charges are same as previous rate, there are no administrative rates, same markup (150%), amendment made clarifying employees work less than four hours per day necessitating waiving the minimum hourly requirement and termination policy. Motion by Bobbie Harder and seconded by Joe Tacheny to approve contract with PeopleReady for WIC Peer Counseling CHS employee payroll services. Motion carried.

b. Employment Agreement – second 6

Kiza Olson presented two possible options with language to reflect in clear terms an agreement to accommodate CHS Director other business engagements. Motion by Joe Tacheny and seconded by Bill Pinske to approve the following revision to the Employment Agreement: "Extent of Services. Employee's entire time, attention, and energies shall be devoted to the business of Employer during business hours. Should Employee, during the term of this Agreement, be

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

1805 Ford Avenue, Suite 200  
Glencoe, Minnesota 55336

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

*engaged in any other business activity, whether or not such business activity is pursued for gain, profit, or other pecuniary advantage, such business activity will be specifically disclosed to Employer in writing in which Employee will be granted permission, in writing, by board chair. 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."* Motion carried.

- c. Update on options for 2020 audit  
Will continue to research options to reduce audit expense.
- d. Environmental Health Team annual report  
Report not yet complete.
- e. WIC updates  
MDH letter received stating \$154,132.00 will be sent electronically before Feb. 6, 2020. Funds will pay all CHS expenses (2 dieticians) first and remainder distributed out to counties based on percentage of case load.
- f. Employee Evaluations  
Discussion centered on the following items in question when conducting employee evaluations: which system and annual anniversary date to use, what criteria to focus on as a basis for determining compensation/pay increase (goal setting or performance driven basis), and wage increase percentage. Board shared several suggestions deciding to conduct interviews annually on hire date anniversary using the Meeker County Performance Pro system. Motion made by Bill Pinske and seconded by Ron Shimanski to grant a flat 2% wage increase, to the top of range, for this year only. Motion carried.  
Discussion was held on how to proceed with updating Employee Handbook. CHS Director has researched various templates and suggested revising one topic each month to present and have board review and finalize.
- g. Discuss CHS board meeting dates for 2020  
Will continue with monthly meetings for present. March 12, 2020 set as next meeting date with request made for RSVP to assure a quorum. Amanda Maresh will invite Joe Nagel and Rich Pohlmeier and also reserve HHW meeting room.

## **7. Other Agenda Items**

- a. 2019 Novel Coronavirus  
Three Public Health Directors and MMS CHS Director field calls three times weekly from health care organizations. Emergency stock supplies have been inventoried. CDC states risk is currently low. Staff has been educated on informing public and directing calls. Kiza Olson, MMS CHS Director, has been named as designated spokesperson.

## **8. Adjourn**

Motion made to adjourn meeting at 10:07 a.m. by Bill Pinske and seconded by Ron Shimanski. Motion carried.

### **Attachments:**

- January 10<sup>th</sup>, 2020 Meeting Minutes
- Expense Report
- Financial Statements
- Employment Agreement
- PeopleReady contract
- PeopleReady email communication
- Environmental Health Team annual report
- WIC final payout

### 2020 Meeting Dates

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>

Ron Shimanski, MMS CHS Board Secretary

Date

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

# INVOICE PAYMENT REQUEST FORM

Date Uploaded to CDS:  
Feb 5, 2020

Vendor Name	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
5-Feb 1st Choice Pharmacy	\$ 12.84	Jan-20	FPSP	Prescriptions	206	6439	Prescription
5-Feb City of Hutchinson	\$ 50.00	43864	CRABC	Other Charges & Services	104	6350	Other Charges & Services
5-Feb Conway, Deuth & Schmiesing, PLLP	\$ 2,668.25	270482	Local Public Health Grant	Professional Services	100	6265	Accounting Services
5-Feb Doherty Staffing Solutions	\$ 328.56	183693	WIC Peer Grant	Professional Services	234	6265	WIC Peer Payroll
5-Feb Doherty Staffing Solutions	\$ 186.88	184056	WIC Peer Grant	Professional Services	234	6265	WIC Peer Payroll
5-Feb Jeanne Holfield	\$ 58.36	Jan-20	Project Harmony Grant	Meals/Lodging/Parking & Misc.	212	6336	Meals
5-Feb Jeanne Holfield	\$ 12.99	Feb-20	Project Harmony Grant	Other Charges & Services	212	6350	Smart Recovery Handbook
5-Feb MN Counties Intergovernmental Trust	\$ 8,292.00	18296R	Local Public Health Grant	Other Charges & Services	100	6350	Other Charges & Services
5-Feb Reliance Standard Life Ins	\$ 1,562.24	Feb-20					Dental, Life & Disability
5-Feb Vivid Image, Inc	\$ 35.00	15125	Healthy Communities Coalition	Professional Services	103	6265	Website Domain

Date Uploaded to CDS:  
Feb 19, 2020

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

	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
19-Feb	City of Hutchinson	111 Hassan St SE	Hutchinson	MN	55350	\$ 250.90	42867	Local Public Health Grant	Meeting Expense	100	6353	Room Rental
19-Feb	Conway, Deuth & Schmiesing, PLLP	820 Sibley Ave N	Litchfield	MN	55355	\$ 3,148.60	271322	Local Public Health Grant	Professional Services	100	6265	Professional Services
19-Feb	Doherty Staffing Solutions	CM 3808	St. Paul	MN	55170-3808	\$ 262.06	184400	WIC Peer Grant	Professional Services	234	6265	WIC Peer Payroll
19-Feb	Peopleready Inc	1015 "A" St	Tacoma	WA	98402	\$ 157.18	25599747	WIC Peer Grant	Professional Services	234	6265	WIC Peer Payroll
19-Feb	Peopleready Inc	1015 "A" St	Tacoma	WA	98402	\$ 56.40	25599748	WIC Peer Grant	Professional Services	234	6265	WIC Peer Payroll



**MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES**  
**On-Line Payment Notification and Breakdown by Program**

Health Partners On-line  
Printed 2/19/2020

Key

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES  
Credit Card Statement and On-Line Payment - Breakdown by Program

On-line Auto Payment Date: 3/1/2020  
Date Uploaded to CDS: 2/20/2020

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
Elan Cardmember Service - February 2020 Statement - Automatic Payment					\$ 60.00		Emergency Preparedness	Dues & Registrations Fees	502	6245	18th Annual Preparedness Practicum - J. Kloeckl
					\$ 70.00		SHIP	Communications	230	6203	Constant Contact
					\$ 183.64		Local Public Health Grant	Office Supplies	100	6402	Amazon - Monitor, Mouse, Phone Case, K. Olson
					\$ 14.98		WIC Peer Grant	Office Supplies	234	6402	Amazon - Phone Charger, J. Remington
					\$ 43.68		Local Public Health Grant	Office Supplies	100	6402	Amazon - Flipchart & Supplies for CHA
					\$ 159.88		Local Public Health Grant	Meeting Expense	100	6353	Cashwise - Food & Bev Supplies for CHA Meeting
					\$ 16.87		Local Public Health Grant	Office Supplies	100	6402	Amazon - File Folders - K. Olson
					\$ 549.05						





## MDH Activities in McLeod County – 2019

Establishments Licensed by  
MDH in McLeod County:

201

Plans Reviewed  
by MDH in  
McLeod County:

4

Inspections  
Conducted by MDH  
in McLeod County:

184

### MDH Contacts for McLeod County:

Tom Wilfahrt ([thomas.wilfahrt@state.mn.us](mailto:thomas.wilfahrt@state.mn.us)) 507-344-2711

Ben Ische ([ben.ische@state.mn.us](mailto:ben.ische@state.mn.us)) 507-344-2710

Complaints Investigated by MDH in  
McLeod County:

10

## MDH Food, Pools & Lodging Services Statewide Activities - 2019

Program Area	MN Statute	MN Rule
Food Code	157	4626
Lodging	157.011, 327.10, 327.70	4625
Manufactured Home Parks/ Recreational Camping Areas	327.10-327.28	4630
Public Pools	157, 144.1222	4717
Youth Camps	157, 144.71-144.74	4630

Plans Reviewed By MDH:

762

Establishments Licensed by MDH:

14,798

Number of Complaints Investigated by  
MDH:

930

Inspections Conducted by MDH:

16,913

FPLS Includes 85 Staff Located in 8 Offices Throughout  
Minnesota



## MDH Activities in Meeker County – 2019

**Establishments Licensed by  
MDH in Meeker County:**

**124**

**Plans Reviewed  
by MDH in  
Meeker County:**

**1**

**Inspections  
Conducted by MDH  
in Meeker County:**

**106**

### MDH Contacts for Meeker County:

Peter Lindell ([peter.lindell@state.mn.us](mailto:peter.lindell@state.mn.us)) 320-223-7345

Tyffani Maresh ([tyffani.maresh@state.mn.us](mailto:tyffani.maresh@state.mn.us)) 320-223-7361

**Complaints Investigated by MDH in  
Meeker County:**

**2**

## MDH Food, Pools & Lodging Services Statewide Activities - 2019

Program Area	MN Statute	MN Rule
<b>Food Code</b>	157	4626
<b>Lodging</b>	157.011, 327.10, 327.70	4625
<b>Manufactured Home Parks/ Recreational Camping Areas</b>	327.10-327.28	4630
<b>Public Pools</b>	157, 144.1222	4717
<b>Youth Camps</b>	157, 144.71-144.74	4630

**Plans Reviewed By MDH:**

**762**

**Establishments Licensed by MDH:**

**14,798**

**Number of Complaints Investigated by  
MDH:**

**930**

**Inspections Conducted by MDH:**

**16,913**

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Minnesota**



## MDH Activities in Sibley County – 2019

**Establishments Licensed by  
MDH in Sibley County:**

**88**

**Plans Reviewed  
by MDH in Sibley  
County:**

**1**

**Inspections  
Conducted by MDH  
in Sibley County:**

**52**

### MDH Contacts for Sibley County:

Tom Wilfahrt ([thomas.wilfahrt@state.mn.us](mailto:thomas.wilfahrt@state.mn.us)) 507-344-2711

Ben Ische ([ben.ische@state.mn.us](mailto:ben.ische@state.mn.us)) 507-344-2710

**Complaints Investigated by MDH in  
Sibley County:**

**0**

## MDH Food, Pools & Lodging Services Statewide Activities - 2019

Program Area	MN Statute	MN Rule
<b>Food Code</b>	157	4626
<b>Lodging</b>	157.011, 327.10, 327.70	4625
<b>Manufactured Home Parks/ Recreational Camping Areas</b>	327.10-327.28	4630
<b>Public Pools</b>	157, 144.1222	4717
<b>Youth Camps</b>	157, 144.71-144.74	4630

**Plans Reviewed By MDH:**

**762**

**Establishments Licensed by MDH:**

**14,798**

**Number of Complaints Investigated by  
MDH:**

**930**

**Inspections Conducted by MDH:**

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Minnesota**