



Public Health
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Meeker McLeod Sibley
Community Health Services

Meeker-McLeod-Sibley Community Health Services

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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 10th 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

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



Ron Shimanski, MMS CHS Board Secretary

3-27-20

Date

2020 Meeting Dates

March 12th
April 9th
May 14th
June 11th
July 9th
August 13th
September 10th
October 8th
November 12th
December 10th

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