MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD Meeting Minutes
Thursday, March 12, 2020
9AM to 11AM
McLeod County Solid Waste Large Room, Hutchinson MN

Board Members
Beth Obreg......absent Ron Shimanski......absent Bill Pinske......present
Joe Tachen......present Joe Nagel......present Bobbie Harder......absent
Mike Housman......present Rich Pohlmeier......present Joy Cohrs......present

Staff Present
Diane Winter......present Amanda Maresh......present Klea Rettman......absent
Rachel Fruhwirth......present Kiza Olson......present Rose Anderson......present

Guests: None

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

2. Welcome and Introductions

3. Additions to the Agenda
   Motion to approve the agenda with the addition of one item; CHS Director requesting direction on time management with increased work load due to COVID-19 pandemic, added to agenda item 7 a.m., made by Bill Pinske and seconded by Joe Tachen. Motion carried.

4. Approval of February 13th, 2020 Meeting Minutes*
   Motion by Joe Tachen and seconded by Bill Pinske to approve the February 13, 2020 minutes as written. Motion carried.

5. Fiscal Administration
   a. Approval of Expense Report*
      Motion by Rich Pohlmeier and seconded by Bill Pinske to approve the expense report. Motion carried.
   b. Approval of Financial Statements
      Financial statements were not received. Will be presented for approval at April 9th, 2020 meeting.
   c. Updates from the MMS CHB Finance Committee
      No meeting was held since the last report, therefore, no updates.

6. Administrative Items
   a. WIC Peer Mentor increases
      After lengthy discussion, it was determined more information is necessary to determine wage increase. CHS director will conduct research and present her findings at the next board meeting. Motion was made to approve a 1.5% COLA increase for WIC Peer Mentors, effective with next pay period, by Rich Pohlmeier and seconded by Joe Tachen. Motion carried.
   b. Update on options for 2020 audit
      CHS Director presented options she has been looking into. No final decision determined.
   c. McLeod HHS update
      The McLeod Health and Human Services director position is vacant and options for filling the position were discussed. Megan Mohs has expressed an interest filling in as contracted interim director, or however she could best serve, and has necessary qualifications. Until position is filled, all staff are doing an excellent job keeping the agency functioning.
   d. Environmental Health Team annual report*
      Reports on each of the three counties data were provided and reviewed.
e. Discuss CHS board meeting dates for 2020
   Decision was made to publish an annual calendar, and determine at each board meeting when
   next to meet, based on need.

7. Other Agenda Items
   a. 2019 Novel Coronavirus Update
      CHS director updated board on most recent available information on COVID-19. Director is
      meeting on a regular basis with Emergency Preparedness staff. Lengthy discussion held on
      responding to and managing work load surrounding COVID 19. Work hours spent are being
      tracked in anticipation of possible government reimbursement.
      CHS Director requested direction/guidance on time management with her increased work load
      and hours due to COVID-19 pandemic. A motion was presented by Bill Pinski and seconded by
      Rich Pohlmier to temporarily authorize the CHS director to exceed 30 hours weekly, as needed,
      to manage and respond to COVID-19. Motion carried.
   b. CHIP Update
      County Health Improvement Plan information will be presented to board in May for yearly signing.
      CHS Director emphasized the importance of board’s awareness of the tremendous role CHIP
      plays in Public Health, the work involved, and community collaboration to be understood, and
      have an opportunity to ask questions, before signing.
   c. June’s FSE (full scale event) – Anthrax
      The event was scheduled to provide experience and train staff for an emergency public health
      occurrence. However, event may be rescheduled depending on current situation with COVID-19
      in June.

8. Adjourn
   Motion by Bill Pinski and seconded by Joy Cohrs to adjourn meeting at 10:00 AM. Motion carried.

Attachments:
- February 13th, 2020 Meeting Minutes
- Expense Report
- Financial Statements
- Environmental Health Team Annual Report

Ron Shimanski, MMS CHS Board Secretary

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