Public Health
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Meeker McLeod Sibley
Community Health Services

MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD
Zoom Meeting – Web Access

June 11th, 2020
9 AM to 11 AM
Agenda

1. Meeting called to order
2. Welcome and Introductions
3. Explanation for Motions/Voting via Zoom
4. Additions to the Agenda
5. Approval of April 9th 2020 meeting minutes*
6. Fiscal Administration
   a. Approval of Expense Report*
   b. Approval of Financial Statements (April & May)*
   c. Updates from MMS CHB Finance Committee
7. Administrative Items
   a. County Updates (McLeod, Meeker, Sibley)
   b. WIC Peer Mentor updates*
8. Other Agenda Items
   a. 2019 Novel Coronavirus Update
   b. Next Meeting Discussion

Adjourn

Attachments:
- April 9th, 2020 Meeting Minutes
- Expense Report
- Financial Statements (April & May)
- WIC Peer Job Descriptions & Career Ladder

2020 Meeting Dates
July 9th
August 13th
September 10th
October 8th
November 12th
December 10th

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

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Meeker-McLeod-Sibley Community Health Services

1805 Ford Avenue, Suite 200
Glencoe, Minnesota 55336

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

MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD Meeting Minutes
Thursday, April 9, 2020
9AM to 11AM
Held via GoTo Meeting

Board Members

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

Staff Present

Diane Winter.....present
Rachel Fruhwirth...present
Meghan Mohs.....present
Amanda Maresh...present
Kiza Olson.....present
Klea Rettman.....absent
Rose Anderson.....present

Guests: None

1. **Meeting called to order by Chair Mike Housman at 9:00 a.m.**

2. **Welcome and Introductions**

3. **Explanation for Motions/Voting via GoTo Meeting**

4. **Additions to the Agenda**
   Motion to approve the agenda by Bill Pinske and seconded by Rich Pohlmeier. Roll call vote taken - all voted yes. Motion carried.

5. **Approval of March 12th, 2020 Meeting Minutes***
   Motion by Rich Pohlmeier and seconded by Bill Pinske to approve the March 12th, 2020 minutes as written. Roll call vote taken - all voted yes. Motion carried.

6. **Fiscal Administration**
   a. Approval of Expense Report*
      Motion by Rich Pohlmeier and seconded by Bill Pinske to approve the expense report. Roll call vote taken - all voted yes. Motion carried.
   b. Approval of Financial Statements*
      Motion by Beth Oberg and seconded by Bobbie Harder to approve the financial statements for February and March 2020. Roll call vote taken - all voted yes. Motion carried.
   c. Updates from the MMS CHB Finance Committee
      No meeting was held since the last report, therefore, no updates.

7. **Administrative Items**
   a. WIC Peer Mentor increases
      Kiza Olson, CHS administrator, presented information on the state median pay for breastfeeding peers. Board discussion followed.
      Motion was made to increase the hourly wage for WIC Breastfeeding Peer Mentors to match the state average hourly pay and step increase for lead position of 2%, effective with next pay period, by Ron Shimanski and seconded by Bill Pinske. Roll call vote taken. The motion passed with Commissioners: Housman, Oberg, Shimanski, Pohlmeier, Pinske voting in favor and Commission Harder against.

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8. Other Agenda Items

a. Work Force Development Presentation* - Kerry Ward

Kerry Ward presented a detailed overview of the Meeker-McLeod-Sibley Community Health Services Workforce Development Plan 2019. The plan serves as a tool for planning of employee training and development of core competencies. It attempts to improve health outcomes in the community by enhancing the training, skills and performance of public health workers.

"Workforce Development plans are an essential component of Public Health Accreditation Board (PHAB) accreditation to help ensure that staff development is addressed, coordinated and appropriate for the health department's needs."

The MMS Performance Excellence Team will review the plan annually and document any changes made, in an attachment, until a new plan is written, reviewed and then approved by the CHB in 2023.

A motion was made by Bill Pinske and seconded by Ron Shimanski to approve the adoption of the MMS CHS Workforce Development Plan 2019. Roll call vote taken - all voted yes. Motion carried.

b. 2019 Novel Coronavirus Update

Kiza Olson, CHS administrator, gave an update of the current situation in the three counties reflecting a low number of cases, three in total. She expressed appreciation for the work being completed by emergency preparedness staff and assured the board that designated funding will be used with diligence.

9. Adjourn

Motion by Beth Oberg and seconded by Ron Shimanski to adjourn meeting at 10:00 AM. Motion carried.

Attachments:

- March 12th, 2020 Meeting Minutes
- Expense Report
- Financial Statements (February and March)
- MMS Community Health Services Workforce Development Plan 2019

2020 Meeting Dates

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

Ron Shimanski, MMS CHS Board Secretary Date

April

MEEKER - MCLEOD - SIBLEY COMMUNITY HEALTH SERVICES
APRIL 2020 STATEMENT OF RECEIPTS AND DISBURSEMENTS

Grant Programs	Balance Forward as of 3/31/2020	April 2020 Receipts			April 2020 Disbursements						Balance on Hand as of 4/30/2020
		Grant Dollars	Other Dollars	Total Revenue	Vendors	Employees	Meeker County	McLeod County	Sibley County	Total Expenses	
100 Local Public Health Grant	209,703.56	0.00	0.00	0.00	10,940.79	7,280.00	0.00	0.00	0.00	18,220.79	191,482.77
103 Healthy Communities Act	14,284.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,284.67
104 CRABC	2,471.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,471.76
105 SAVE	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
106 Juniper	3,295.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,295.00
203 Early Hearing Detection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
205 Follow Along	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206 FPSP	(1,262.35)	0.00	0.00	0.00	72.53	0.00	0.00	0.00	0.00	72.53	(1,334.88)
209 MCH	0.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.08
212 Project Harmony Grant	(16,417.67)	42,087.04	0.00	42,087.04	1,856.20	3,144.80	0.00	0.00	0.00	5,001.00	20,668.37
224 TANF	0.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.03
225 WIC-Admin	37,658.71	0.00	0.00	0.00	2,542.44	7,500.47	9,120.04	10,786.83	4,041.13	33,990.91	3,667.80
226 WIC-Breastfeeding Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
227 WIC-Client Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230 SHIP	(11,956.54)	15,891.77	0.00	15,891.77	7,317.41	4,620.48	5,781.38	0.00	2,913.77	20,633.04	(16,697.81)
234 WIC Peer Grant	(13,354.99)	7,682.00	0.00	7,682.00	1,185.80	1,378.59	0.00	0.00	0.00	2,564.39	(8,237.38)
237 Suicide Prevention Grant	0.00	595.49	0.00	595.49	2,000.00	0.00	0.00	595.49	0.00	2,595.49	(2,000.00)
300 Disease Prev. & Control	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
303 Health Disparities	141,770.73	0.00	0.00	0.00	100,028.73	0.00	0.00	0.00	0.00	100,028.73	41,742.00
401 Healthy Homes	(450.03)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(450.03)
501 MRC	267.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	267.94
502 Emergency Preparedness	(2,473.09)	0.00	0.00	0.00	1,938.96	3,806.68	0.00	0.00	0.00	5,745.64	(8,218.73)
505 EP - CRI	(17,378.34)	0.00	0.00	0.00	93.30	1,354.92	0.00	0.00	0.00	1,448.22	(18,826.56)
601 Child & Teen Checkups (C&TC)	(4,759.67)	57,515.59	0.00	57,515.59	0.00	0.00	0.00	0.00	0.00	0.00	52,755.92
Total	341,449.80	123,771.89	-	123,771.89	127,976.16	29,085.94	14,901.42	11,382.32	6,954.90	190,300.74	274,920.95

WIC - Women Infants Children Grant
FPSP - Family Planning Special Project
SHIP - Statewide Health Improvement Program
PHER - Public Health Emergency Response

MEEKER - MCLEOD - SIBLEY COMMUNITY HEALTH SERVICES
2020 STATEMENT OF RECEIPTS AND DISBURSEMENTS

Grant Programs	Balance Forward as of 12/31/2019	2020 Receipts			2020 Disbursements						Balance on Hand as of 4/30/2020
		Grant Dollars	Other Dollars	Total Revenue	Vendors	Employees	Meeker County	McLeod County	Sibley County	Total Expenses	
100 Local Public Health Grant	262,693.00	0.00	0.00	0.00	47,823.23	23,387.00	0.00	0.00	0.00	71,210.23	191,482.77
103 Healthy Communities Act	9,754.67	1,500.00	4,500.00	6,000.00	1,470.00	0.00	0.00	0.00	0.00	1,470.00	14,284.67
104 CRABC	1,045.86	1,500.00	0.00	1,500.00	74.10	0.00	0.00	0.00	0.00	74.10	2,471.76
105 SAVE	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
106 Juniper	3,295.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,295.00
203 Early Hearing Detection	600.00	75.00	0.00	75.00	0.00	0.00	300.00	375.00	0.00	675.00	0.00
205 Follow Along	0.00	3,036.00	0.00	3,036.00	0.00	0.00	1,012.00	1,012.00	1,012.00	3,036.00	0.00
206 FPSP	(2,197.83)	4,935.44	0.00	4,935.44	207.09	0.00	1,135.15	1,838.04	892.21	4,072.49	(1,334.88)
209 MCH	0.08	39,031.96	0.00	39,031.96	0.00	0.00	12,384.00	20,531.79	6,116.17	39,031.96	0.08
212 Project Harmony Grant	(18,729.36)	101,316.70	1,565.94	102,882.64	10,483.81	12,351.23	23,020.00	14,532.13	3,097.74	63,484.91	20,668.37
224 TANF	0.03	26,984.14	0.00	26,984.14	0.00	0.00	7,439.28	11,538.97	8,005.89	26,984.14	0.03
225 WIC-Admin	3,847.94	266,112.00	0.00	266,112.00	11,507.85	31,570.29	82,444.61	100,025.95	40,743.44	266,292.14	3,667.80
226 WIC-Breastfeeding Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
227 WIC Client Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230 SHIP	(8,039.00)	66,714.35	0.00	66,714.35	14,074.18	18,454.08	33,866.23	0.00	8,978.67	75,373.16	(16,697.81)
234 WIC Peer Grant	(6,550.54)	0.00	7,682.00	7,682.00	5,213.76	3,822.08	333.00	0.00	0.00	9,368.84	(8,237.38)
237 Suicide Prevention Grant	0.00	595.49	0.00	595.49	2,000.00	0.00	595.49	0.00	0.00	2,595.49	(2,000.00)
300 Disease Prev. & Control	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
303 Health Disparities	1,518.00	140,322.00	0.00	140,322.00	98.00	0.00	31,320.00	48,580.00	20,100.00	100,098.00	41,742.00
401 Healthy Homes	0.00	11,779.83	0.00	11,779.83	0.00	0.00	2,615.78	7,527.12	2,086.96	12,229.86	(450.03)
501 MRC	267.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	267.94
502 Emergency Preparedness	(8,931.26)	25,121.64	0.00	25,121.64	8,601.71	15,807.40	0.00	0.00	0.00	24,409.11	(8,218.73)
505 EP - CRI	(13,654.34)	0.00	0.00	0.00	333.22	4,839.00	0.00	0.00	0.00	5,172.22	(18,826.56)
601 Child & Teen Checkups (C&TC)	(4,759.67)	142,266.50	0.00	142,266.50	0.00	0.00	33,214.75	39,325.24	12,210.92	84,750.91	52,755.92
Total	220,210.52	831,291.05	13,747.94	845,038.99	101,886.95	110,231.08	229,680.29	245,286.24	103,244.00	790,328.56	274,920.95

WIC - Women Infants Children Grant
FPSP - Family Planning Special Project
SHIP - Statewide Health Improvement Program
PHER - Public Health Emergency Response

MEEKER - MCLEOD - SIBLEY COMMUNITY HEALTH SERVICES
APRIL 2020 STATEMENT OF RECEIPTS AND DISBURSEMENTS

May

Grant Programs	Balance Forward as of 4/30/2020	April 2020 Receipts			April 2020 Disbursements						Balance on Hand as of 4/30/2020
		Grant Dollars	Other Dollars	Total Revenue	Vendors	Employees	Meeker County	McLeod County	Sibley County	Total Expenses	
100 Local Public Health Grant	191,482.77	189,834.00	0.00	189,834.00	1,348.02	7,306.00	25,568.00	39,658.00	16,409.00	90,289.02	291,027.75
103 Healthy Communities Act	14,284.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,284.67
104 CRABC	2,471.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,471.76
105 SAVE	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
106 Juniper	3,295.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,295.00
203 Early Hearing Detection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
205 Follow Along	0.00	3,036.00	0.00	3,036.00	0.00	0.00	0.00	0.00	0.00	0.00	3,036.00
206 FPSP	(1,334.88)	5,988.67	0.00	5,988.67	95.86	0.00	1,068.93	2,893.16	1,892.02	5,949.97	(1,296.18)
209 MCH	0.08	35,965.90	0.00	35,965.90	0.00	0.00	0.00	0.00	0.00	0.00	35,965.98
212 Project Harmony Grant	20,668.37	0.00	495.50	495.50	2,025.98	3,129.60	15,880.27	9,056.38	839.21	30,931.44	(9,767.57)
224 TANF	0.03	24,774.47	0.00	24,774.47	0.00	0.00	0.00	0.00	0.00	0.00	24,774.50
225 WIC-Admin	3,667.80	36,716.00	0.00	36,716.00	2,831.92	7,500.46	5,605.14	6,691.24	2,608.62	25,237.38	15,146.42
226 WIC-Breastfeeding Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
227 WIC-Client Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230 SHIP	(16,697.81)	15,819.25	0.00	15,819.25	3,893.53	4,704.00	6,913.88	0.00	2,714.17	18,225.58	(19,104.14)
234 WIC Peer Grant	(8,237.38)	0.00	0.00	0.00	837.18	1,428.12	0.00	0.00	0.00	2,265.30	(10,502.68)
237 Suicide Prevention Grant	(2,000.00)	1,651.23	0.00	1,651.23	1,000.00	0.00	0.00	595.49	0.00	1,595.49	(1,944.26)
300 Disease Prev. & Control	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
303 Health Disparities	41,742.00	4,800.00	0.00	4,800.00	192.49	0.00	0.00	0.00	0.00	192.49	46,349.51
401 Healthy Homes	(450.03)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(450.03)
501 MRC	267.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	267.94
502 Emergency Preparedness	(8,218.73)	20,433.27	0.00	20,433.27	2,059.02	4,024.44	0.00	0.00	0.00	6,083.46	6,131.08
505 EP - CRI	(18,826.56)	0.00	0.00	0.00	78.32	1,137.17	0.00	0.00	0.00	1,215.49	(20,042.05)
601 Child & Teen Checkups (C&TC)	52,755.92	0.00	0.00	0.00	0.00	0.00	22,686.00	23,475.58	11,354.01	57,515.59	(4,759.67)
Total	274,920.95	339,018.79	495.50	339,514.29	14,362.32	29,229.79	77,722.22	82,369.85	35,817.03	239,501.21	374,934.03

WIC - Women Infants Children Grant
FPSP - Family Planning Special Project
SHIP - Statewide Health Improvement Program
PHER - Public Health Emergency Response

MEEKER - MCLEOD - SIBLEY COMMUNITY HEALTH SERVICES
2020 STATEMENT OF RECEIPTS AND DISBURSEMENTS

Grant Programs	Balance Forward as of 12/31/2019	2020 Receipts			2020 Disbursements						Balance on Hand as of 4/30/2020
		Grant Dollars	Other Dollars	Total Revenue	Vendors	Employees	Meeker County	McLeod County	Sibley County	Total Expenses	
100 Local Public Health Grant	262,693.00	189,834.00	0.00	189,834.00	49,171.25	30,693.00	25,568.00	39,658.00	16,409.00	161,499.25	291,027.75
103 Healthy Communities Act	9,754.67	1,500.00	4,500.00	6,000.00	1,470.00	0.00	0.00	0.00	0.00	1,470.00	14,284.67
104 CRABC	1,045.86	1,500.00	0.00	1,500.00	74.10	0.00	0.00	0.00	0.00	74.10	2,471.76
105 SAVE	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
106 Juniper	3,295.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,295.00
203 Early Hearing Detection	600.00	75.00	0.00	75.00	0.00	0.00	300.00	375.00	0.00	675.00	0.00
205 Follow Along	0.00	6,072.00	0.00	6,072.00	0.00	0.00	1,012.00	1,012.00	1,012.00	3,036.00	3,036.00
206 FPSP	(2,197.83)	10,924.11	0.00	10,924.11	302.95	0.00	2,204.08	4,731.20	2,784.23	10,022.46	(1,296.18)
209 MCH	0.08	74,997.86	0.00	74,997.86	0.00	0.00	12,384.00	20,531.79	6,116.17	39,031.96	35,965.98
212 Project Harmony Grant	(18,729.36)	101,316.70	2,061.44	103,378.14	12,509.79	15,480.83	38,900.27	23,588.51	3,097.74	93,577.14	(8,928.36)
224 TANF	0.03	51,758.61	0.00	51,758.61	0.00	0.00	7,439.28	11,538.97	8,845.10	27,823.35	23,935.29
225 WIC-Admin	3,847.94	302,828.00	0.00	302,828.00	14,339.77	39,070.75	88,049.75	106,717.19	43,352.06	291,529.52	15,146.42
226 WIC-Breastfeeding Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
227 WIC Client Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230 SHIP	(8,039.00)	82,533.60	0.00	82,533.60	17,967.71	23,158.08	40,780.11	0.00	11,692.84	93,598.74	(19,104.14)
234 WIC Peer Grant	(6,550.54)	0.00	7,682.00	7,682.00	6,050.94	5,250.20	333.00	0.00	0.00	11,634.14	(10,502.68)
237 Suicide Prevention Grant	0.00	2,246.72	0.00	2,246.72	3,000.00	0.00	595.49	595.49	0.00	4,190.98	(1,944.26)
300 Disease Prev. & Control	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
303 Health Disparities	1,518.00	145,122.00	0.00	145,122.00	290.49	0.00	31,320.00	48,580.00	20,100.00	100,290.49	46,349.51
401 Healthy Homes	0.00	11,779.83	0.00	11,779.83	0.00	0.00	2,615.78	7,527.12	2,086.96	12,229.86	(450.03)
501 MRC	267.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	267.94
502 Emergency Preparedness	(8,931.26)	45,554.91	0.00	45,554.91	10,660.73	19,831.84	0.00	0.00	0.00	30,492.57	6,131.08
505 EP - CRI	(13,654.34)	0.00	0.00	0.00	333.22	4,839.00	0.00	0.00	0.00	5,172.22	(18,826.56)
601 Child & Teen Checkups (C&TC)	(4,759.67)	142,266.50	0.00	142,266.50	0.00	0.00	55,900.75	62,800.82	23,564.93	142,266.50	(4,759.67)
Total	220,210.52	1,170,309.84	14,243.44	1,184,553.28	116,170.95	138,323.70	307,402.51	327,656.09	139,061.03	1,028,614.28	376,149.52

WIC - Women Infants Children Grant
FPSP - Family Planning Special Project
SHIP - Statewide Health Improvement Program
PHER - Public Health Emergency Response

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

Date Uploaded to CDS:
May 27, 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
27-May	Conway, Deuth & Schmiesing, PLLP	820 Sibley Ave N	Litchfield	MN	55355	$ 1,906.00	276310	Local Public Health Grant	Professional Services	100	6265	Professional Services
27-May	Peopleready Inc	1002 Solutions Center	Chicago	IL	60677-1000	$ 40.89	25797596	WIC Peer Grant	Professional Services	234	6265	WIC Peer Payroll
27-May	Peopleready Inc	1002 Solutions Center	Chicago	IL	60677-1000	$ 93.09	25797597	WIC Peer Grant	Professional Services	234	6265	WIC Peer Payroll
27-May	Peopleready Inc	1002 Solutions Center	Chicago	IL	60677-1000	$ 164.39	25816150	WIC Peer Grant	Professional Services	234	6265	WIC Peer Payroll
27-May	Reliance Standard Life Ins	PO Box 82510	Lincoln	NE	68501-2510	$ 18.72	9-08507-0001					Dental, Life & Disability

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES

On-Line Payment Notification and Breakdown by Program

Online Auto-Pay Date	5/26/2020
Date Uploaded to CDS:	5/19/2020

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
Health Partners ON-LINE Automatic Payment					$ 1,066.86		Project Harmony Grant	Health & Life Ins-County Share	212	2045	March Health Ins Premium
					$ 869.14		WIC-Admin	Health & Life Ins-County Share	225	2045	March Health Ins Premium
					$ 1,186.70		Emergency Preparedness	Health & Life Ins-County Share	502	2045	March Health Ins Premium
					$ 386.56		SHIP-Community	Health & Life Ins-County Share	230	2045	March Health Ins Premium
					$ -						
				TOTAL	$ 3,509.26						

Date Online Auto-Payment was Made	5/23/2020
Date Uploaded to CDS:	

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

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
Verizon - ON-LINE Automatic Payment					$ 350.52	9851533461	WIC Peer Grant	Communications	234	6203	WIC Peer Cell phones
					$ 128.48		Local Public Health Grant	Communications	100	6203	cell phone, air card
					$ 327.57		Project Harmony Grant	Communications	212	6203	cell phone, air card
					$ 272.62		Emergency Preparedness	Communications	502	6203	cell phone, air card
					$ 293.76		WIC-Admin	Communications	225	6203	cell phone, air card
					$ 62.40		SHIP-Community	Communications	230	6203	cell phone
				TOTAL	**$ 1,435.35**						

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

Date Uploaded to CDS:
May 13, 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
13-May	Joanne Moze, LLC	4351 Harriet Ave	Minneapolis	MN	55409	$ 1,000.00	127	Suicide Prevention Grant	Professional Services	237	6265	Professional Services
13-May	Joanne Moze, LLC	4351 Harriet Ave	Minneapolis	MN	55409	$ 2,543.43	127	SHIP-Community	Professional Services	230	6265	Professional Services
13-May	MN Counties Computer Cooperative	PO Box 860687	Minneapolis	MN	55486-0687	$ 84.72	2005065	Local Public Health Grant	Professional Services	100	6265	Professional Services
13-May	Peopleready Inc	1002 Solutions Center	Chicago	IL	60677-1000	$ 114.99	25775735	WIC Peer Grant	Professional Services	234	6265	WIC Peer Payroll
13-May	Peopleready Inc	1002 Solutions Center	Chicago	IL	60677-1000	$ 17.52	25794132	WIC Peer Grant	Professional Services	234	6265	WIC Peer Payroll
13-May	Peopleready Inc	1002 Solutions Center	Chicago	IL	60677-1000	$ 35.05	25794807	WIC Peer Grant	Professional Services	234	6265	WIC Peer Payroll
13-May	Peopleready Inc	1002 Solutions Center	Chicago	IL	60677-1000	$ 43.81	25788156	WIC Peer Grant	Professional Services	234	6265	WIC Peer Payroll
13-May	Vivid Image, Inc	897 Hwy 15 S	Hutchinson	MN	55350	$ 95.86	15585	FPSP	Professional Services	206	6265	Facebook Advertising

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MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES

On-Line Payment Notification and Breakdown by Program

Online Auto-Pay Date	4/26/2020
Date Uploaded to CDS:	4/28/2020

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
Health Partners ON-LINE Automatic Payment					$ 1,066.86		Project Harmony Grant	Health & Life Ins-County Share	212	2045	March Health Ins Premium
					$ 869.14		WIC-Admin	Health & Life Ins-County Share	225	2045	March Health Ins Premium
					$ 1,186.70		Emergency Preparedness	Health & Life Ins-County Share	502	2045	March Health Ins Premium
					$ 386.56		SHIP-Community	Health & Life Ins-County Share	230	2045	March Health Ins Premium
					$ -						
				TOTAL	$ 3,509.26						

KB

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

Date Online Auto-Payment was Made	4/21/2020
Date Uploaded to CDS:	4/29/2020

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
Verizon - ON-LINE Automatic Payment					$ 250.24	9851533461	WIC Peer Grant	Communications	234	6203	WIC Peer Cell phones
					$ 92.57		Local Public Health Grant	Communications	100	6203	cell phone, air card
					$ 62.56		Project Harmony Grant	Communications	212	6203	cell phone, air card
					$ 102.57		Emergency Preparedness	Communications	502	6203	cell phone, air card
					$ 163.64		WIC-Admin	Communications	225	6203	cell phone, air card
					$ 62.56		SHIP-Community	Communications	230	6203	cell phone
				TOTAL	**$ 734.14**						

Date Uploaded to CDS:
April 29, 2020

INVOICE PAYMENT REQUEST FORM

	Vendor Name	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
29-Apr	Brett Nelson	$ 58.02	20-Apr	SHIP-Community	Office Supplies	230	6402	Supplies
29-Apr	Peopleready Inc	$ 72.79	24758247	WIC Peer Grant	Professional Services	234	6265	WIC Peer Payroll
29-Apr	Peopleready Inc	$ 40.91	25756704	WIC Peer Grant	Professional Services	234	6265	WIC Peer Payroll
29-Apr	Peopleready Inc	$ 65.72	25766492	WIC Peer Grant	Professional Services	234	6265	WIC Peer Payroll
29-Apr	Reliance Standard Life Ins	$ (768.64)	9-08507-0001					Dental, Life & Disability

Date Uploaded to CDS:
April 15, 2020

INVOICE PAYMENT REQUEST FORM

	Vendor Name	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
15-Apr	A&T Diehn Enterprises, LLC	$ 2,000.00	Apr-20	Suicide Prevention Grant	Professional Services	237	6265	Professional Services
15-Apr	Conway, Deuth & Schmiesing, PLLP	$ 543.65	275075	Local Public Health Grant	Professional Services	100	6265	Professional Services
15-Apr	Hunters Ridge Community Church	$ 60.00	Mar-20	WIC Peer Grant	Meeting Expense	234	6353	Meeting Expense
15-Apr	Jeanne Holfield	$ 31.18	Apr-20	Project Harmony Grant	Office Supplies	212	6402	Office Supplies
15-Apr	Meeker County Public Health	$ 2,510.00	Apr-20	Local Public Health Grant	Professional Services	100	6265	Professional Services
15-Apr	Minnesota Counties Computer Cooperative	$ 6,620.00	2004037	Local Public Health Grant	PH-Doc Software	100	6264	PH-Doc Software
15-Apr	Peopleready Inc	$ 164.99	25739960	WIC Peer Grant	Professional Services	234	6265	WIC Peer Payroll
15-Apr	Peopleready Inc	$ 39.48	25739961	WIC Peer Grant	Professional Services	234	6265	WIC Peer Payroll
15-Apr	Peopleready Inc	$ 189.26	25746276	WIC Peer Grant	Professional Services	234	6265	WIC Peer Payroll
15-Apr	Peopleready Inc	$ 56.40	25746277	WIC Peer Grant	Professional Services	234	6265	WIC Peer Payroll
15-Apr	United Commercial Upholstery Inc.	$ 105.00	2448	Emergency Preparedness	Other Charges & Services	502	6350	Other Charges & Services
15-Apr	Vivid Image, Inc	$ 72.53	15422	FPSP	Professional Services	206	6265	Professional Services
15-Apr	Vivid Image, Inc	$ 6,000.00	15443	SHIP-Community	Professional Services	230	6265	Professional Services

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

Date Uploaded to CDS:
April 1, 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
1-Apr	Coborn's Pharmacy	2211 11th St E	Glencoe	MN	55336	$ 23.38	7469072 N	FPSP	Prescriptions	206	6439	Prescription
1-Apr	McLeod County Auditor - Treasurer	830 11th St E Suite 110	Glencoe	MN	55336	$ 5,113.46	6371	Local Public Health Grant	Professional Services	100	6265	Professional Services
1-Apr	Meeker County Public Health	114 N Holcombe Ave, Suite 250	Litchfield	MN	55355	$ 4,290.00	Mar-20	Local Public Health Grant	Professional Services	100	6265	Professional Services
1-Apr	Peopleready Inc	1002 Solutions Center	Chicago	IL	60677-1000	$ 169.84	25716062	WIC Peer Grant	Professional Services	234	6265	WIC Peer Payroll
1-Apr	Peopleready Inc	1002 Solutions Center	Chicago	IL	60677-1000	$ 101.52	25716063	WIC Peer Grant	Professional Services	234	6265	WIC Peer Payroll
1-Apr	Peopleready Inc	1002 Solutions Center	Chicago	IL	60677-1000	$ 63.08	25724679	WIC Peer Grant	Professional Services	234	6265	WIC Peer Payroll
1-Apr	Peopleready Inc	1002 Solutions Center	Chicago	IL	60677-1000	$ 28.20	25724680	WIC Peer Grant	Professional Services	234	6265	WIC Peer Payroll
1-Apr	Peopleready Inc	1002 Solutions Center	Chicago	IL	60677-1000	$ 5.64	25731188	WIC Peer Grant	Professional Services	234	6265	WIC Peer Payroll
1-Apr	Reliance Standard Life Ins	ATTN: RSL Group ADMIN PO Box 650804	Dallas	TX	75265-0804	$ 793.60	9-08507-0001					Dental, Life & Disability

Job Description 3: WIC Breastfeeding Peer Counselor

General Description:

- A WIC Breastfeeding Peer Counselor is a paraprofessional support person who gives basic breastfeeding information and encouragement to WIC pregnant and breastfeeding mothers.
- Qualifications:
  - Has breastfed at least one baby (does not have to be currently breastfeeding).
  - Is enthusiastic about breastfeeding and wants to help other mothers enjoy a positive experience.
  - Can work about 10 hours a week.
  - Has a telephone and is willing to make phone calls from home.
  - Has reliable transportation.

Training:

- Attends a series of breastfeeding classes. Nursing babies are welcomed.
- Observes other peer counselors or breastfeeding experts helping mothers breastfeed.
- Reads assigned books or materials about breastfeeding.

Supervision: The peer counselor is supervised by the _____

Specific Duties of the WIC Peer Counselor:

1. Attends breastfeeding training classes to become a peer counselor.
2. Receives a caseload of WIC mothers and makes routine periodic contacts with all mothers assigned.
3. Gives basic breastfeeding information and support to new mothers, including telling them about the benefits of breastfeeding, overcoming common barriers, and getting a good start with breastfeeding. She also helps mothers prevent and handle common breastfeeding concerns.
4. Counsels WIC pregnant and breastfeeding mothers by telephone, home visits, and/or hospital visits at scheduled intervals determined by the local WIC Program.
5. May counsel women in the WIC clinic.
6. Is available outside the WIC clinic and the usual 8 to 5 working schedule to new mothers who are having breastfeeding problems.
7. Respects each mother by keeping her information strictly confidential.
8. Keeps accurate records of all contacts made with WIC mothers.
9. Refers mothers, according to clinic-established protocols, to:
   - WIC nutritionist or breastfeeding coordinator.
   - Lactation consultant.
   - Mother's physician or nurse.
   - Public health programs in the community.
   - Social service agencies.
10. Attends and assists with prenatal classes and breastfeeding support groups.
11. Attends monthly staff meetings and breastfeeding conferences/workshops as appropriate.
12. Reads assigned books and materials on breastfeeding that are provided by the supervisor.
13. May assist WIC staff in promoting breastfeeding peer counseling through special projects and duties as assigned.

I understand the above job responsibilities, and agree to perform these duties as assigned.

_____ _____

WIC Breastfeeding Peer Counselor Date

Job Description 4: WIC Senior Breastfeeding Peer Counselor

General Description:
A WIC Senior Breastfeeding Peer Counselor is a paraprofessional support person who provides both basic and more advanced breastfeeding information and encouragement to WIC pregnant and breastfeeding mothers, and assists new peer counselors in their job.

Qualifications:

- Has breastfed at least one baby (does not have to be currently breastfeeding).
- Current or previous WIC participant.
- Is enthusiastic about breastfeeding, and wants to help other mothers enjoy a positive experience.
- Has expertise in breastfeeding counseling and management through previous experience as a breastfeeding peer counselor and through additional lactation training.
- Can work about 10-20 hours a week.
- Has a telephone, and is willing to make phone calls from home beyond the WIC clinic hours.
- Has reliable transportation and holds a valid driver's license.
- Has good customer service skills, relating to persons of diverse ethnic and cultural backgrounds, and communicating in a professional, courteous, and tactful manner.
- Able to remain calm and exercise judgment in unusual or stressful situations.
- Optional: bilingual in English and Spanish.

Training:

- Participates in all WIC training programs of peer counselors, including formal training sessions, observing other peer counselors or lactation consultants helping mothers, and reading assigned books or materials about breastfeeding.
- Attends additional training conferences or workshops on breastfeeding.
- Reads additional books and materials about breastfeeding as appropriate.

Supervision:
The senior peer counselor is supervised by the _____.

Duties:
The WIC Senior Breastfeeding Peer Counselor:

1. Attends breastfeeding training classes in lactation management.
2. Counsels WIC pregnant and breastfeeding mothers by telephone, home visits, and/or hospital visits at scheduled intervals determined by the local WIC program.
3. May counsel women in the WIC clinic.
4. Receives a caseload of WIC clients and makes routine periodic contacts with all clients assigned.
5. Respects each client by keeping her information strictly confidential.
6. Keeps accurate records of all contacts made with WIC clients.

7. Provides information and support for women in managing common maternal and infant breastfeeding problems that may occur.
8. Receives referrals from peer counselors and WIC clinic staff regarding more advanced level follow-up needed with new mothers.
9. Is available outside usual 8 to 5 working hours to new mothers who are having breastfeeding problems.
10. Issues breast pumps following agency protocols for mothers who are separated from their babies or who are experiencing breastfeeding problems, making appropriate referrals when more complex problems occur.
11. Refers mothers according to clinic-established protocols to the WIC Designated Breastfeeding Expert, the nutritionist, the mother's physician, or community services.
12. Teaches breastfeeding classes for pregnant and postpartum mothers, and leads breastfeeding support groups.
13. May assist in interviewing prospective peer counselors.
14. Mentors new peer counselors through modeling good counseling principles and job skills.
15. Attends monthly staff meetings, WIC clinic staff meetings, and breastfeeding conferences/workshops, as appropriate.
16. Reads assigned books and materials on breastfeeding provided by the supervisor.
17. Collects data required by the State or local agency (including breast pump tracking).
18. Coordinates breastfeeding promotion activities in WIC and in the community.
19. May assist WIC staff in promoting breastfeeding peer counseling through special projects and duties as assigned.

I understand the above job responsibilities, and agree to perform these duties as assigned.

_____ _____

WIC Senior Breastfeeding Peer Counselor Date

_____ _____

Supervisor Date

Staffing and Supervision 21: Career Ladder Roles in WIC

Level 1 Peer Counselor	Level 2 Senior Peer Counselor	Level 3 IBCLC
Training		
• Completes initial peer counselor training and follow-up shadowing and observational activities.	• Attends additional breastfeeding conferences, lactation courses, workshops, and training events such as the CLC, CLS, CLE, or other programs.	• Becomes certified as an International Board Certified Lactation Consultant® (IBCLC®).
• Attends peer counselor training events.	• Assists with training events for new peer counselors.	• Leads the lactation-related portions of peer counselor training events.
Contacts with WIC Participants		
• Screens mothers who enroll in the breastfeeding program for issues that might impact breastfeeding.	• Screens mothers who enroll in the breastfeeding program for issues that might impact breastfeeding.	• Conducts in-depth clinical assessment of pregnant women and breastfeeding mothers.
• Receives a caseload of WIC pregnant and postpartum participants. • Makes contacts following agency contact protocols by phone, text, or clinic visits.	• Receives a caseload of WIC pregnant and postpartum participants. • Makes contacts following agency contact protocols by phone, text, or clinic visits. • Visits participants in their home or in the hospital as needed.	• Meets with WIC mothers in the hospital, working with the hospital team and physician offices for continuity of care and providing assistance as needed. • Refers moms to peer counselors for support.
• Supports normal breastfeeding, teaching women about basic evidence-based techniques to ensure a good start.	• Supports normal breastfeeding, teaching women about basic evidence-based techniques to ensure a good start.	• Helps women breastfeed in the face of more complex maternal and infant challenges.
• Provides information and support to help women prevent and manage common maternal and infant breastfeeding problems that may occur. • Yields situations beyond the peer counselor scope of practice to the WIC Designated Breastfeeding Expert.	• Provides information and support to help women prevent and manage common maternal and infant breastfeeding problems that may occur. • Assists Level 1 peer counselors with screening and follow-up of participants experiencing problems to determine appropriate yielding to the WIC Designated Breastfeeding Expert.	• Receives referrals from Level 1 and Level 2 peer counselors and WIC clinic staff. • Manages complex clinical lactation problems. • Makes referrals to physicians and other medical personnel as needed.
Breastfeeding Education		
• Invites WIC mothers to breastfeeding classes and support group meetings; assists with these group meetings.	• Teaches breastfeeding classes and support group meetings for pregnant and postpartum WIC mothers.	• Serves as a resource or teaches breastfeeding classes and support group meetings. • Coordinates education activities for community.
• Assists with sharing basic breastfeeding information as part of WIC clinic staff meetings.	• Shares basic information about breastfeeding as part of WIC clinic staff meetings.	• Provides breastfeeding in-services in lactation management for WIC staff and health providers.
	• Assists in ongoing development of breastfeeding program materials and policies.	• Develops program materials and policies following the FNS *Loving Support*© Model.

Staffing and Supervision 21: Career Ladder Roles in WIC

Level 1 Peer Counselor	Level 2 Senior Peer Counselor	Level 3 IBCLC
Breast Pumps		
• Informs women about breast pump options. • Provides check-up calls to see how pumping is going in normal breastfeeding situations (ex: returning to work or school)	• Issues breast pumps to new mothers following agency protocols for mothers who are separated from their babies or who are experiencing breastfeeding problems. • Makes appropriate referrals to the DBE as needed. • Manages breast pump inventory for the agency.	• Issues breast pumps following agency protocols for mothers who are separated from their babies or are experiencing breastfeeding problems. • Assists mothers experiencing challenges with pumping and addresses complex breastfeeding problems requiring the use of a pump.
Promotion and Community Outreach		
• Promotes breastfeeding in the community, workplace, and health care system, including assisting with World Breastfeeding Week activities.	• Leads and coordinates breastfeeding promotion activities in WIC and in the community.	• Serves as a community liaison with hospitals, local provider offices, employers, and community groups to advocate for support for WIC breastfeeding mothers.
Mentoring and Supervision		
• Attends monthly peer counselor staff meetings and WIC clinic meetings.	• Attends monthly peer counselor staff meetings and WIC clinic meetings. Assists with the staff meetings.	• Leads peer counselor monthly staff meetings (if serving as program supervisor). Provides continuing education to address common breastfeeding issues.
• Meets with supervisor regularly.	• Meets with supervisor regularly.	• Leads meetings with peer counselors (if serving as program supervisor).
	• Assists in interviewing prospective peer counselors.	• Leads interviews of prospective peer counselors and manages the hiring process (if serving as program supervisor).
	• Mentors new peer counselors in the early days of their job.	• Mentors new peer counselors. • Supervises peer counselors and senior peer counselors.
	• Models counseling principles and job skills for peer counselors. Allows peer counselors to shadow them conducting participant consultations.	• Allows peer counselors to shadow them in the clinic, hospital, or home setting to observe lactation management skills in use with participants.