



MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD
McLeod Hazardous Waste Building
1065 5th Ave SE, Hutchinson, MN 55350
And Zoom Meeting -Virtual

October 8th, 2020
9 AM to 11 AM
Agenda

1. Meeting called to order
2. Additions to the Agenda
3. Approval of September 10th 2020 meeting minutes*
4. Fiscal Administration
 - a. Approval of Expense Report*
 - b. Approval of Financial Statements*
5. CHS Administrative Items
 - a. Influenza Vaccine Project 2020 update
 - b. CICT Updates
 - c. Credit Card Agreement*
 - d. WIC Peer Scale Review*
 - e. 2021 Budget Planning Update
 - f. State Audit Update
6. COVID Updates per County
7. Other Agenda Items

Adjourn

Attachments:

- September 10th, 2020 Meeting Minutes
- Expense Report
- Financial Statements
- Credit Card Agreement
- WIC Peer Scale

2020 Meeting Dates

November 12th
December 10th

*All meetings are 9-11 unless
otherwise specified*

MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD Meeting Minutes
Thursday, September 10, 2020
9AM to 11AM
Held via Zoom Meeting

Board Members

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

Staff Present

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

1. Meeting called to order by Commissioner Bobbie Harder at 9:00 a.m.

2. Introduction of McLeod HHS Director Berit Spors.*

3. Additions to the Agenda*

Motion to approve the agenda by Rich Pohlmeier and seconded by Ron Shimanski to approve the agenda with addition of item 6. e. WIC Peer Wage Scale. Motion carried by roll call vote with all board members in approval.

4. Approval of August 13, 2020 Meeting Minutes*

Motion by Beth Oberg and seconded by Ron Shimanski to approve the August 13, 2020 minutes as written. Motion carried by roll call vote with all board members in approval.

5. Fiscal Administration*

a. Approval of Expense Report

Motion to approve June, July, and August 2020 Expense Reports by Ron Shimanski and seconded by Beth Oberg. Roll call vote taken with all board members in approval. Motion carried.

b. Approval of Financial Statements*

Motion by Beth Oberg and seconded by Joy Cohrs it was agreed by roll call vote with all board members voting yes, to approve the financial statements for August 2020. Motion carried.

6. Administrative Items

a. Influenza Vaccine Project 2020*

Kiza Olson provided a summary of the Grant Request for Proposal for Influenza Vaccine Projects 2020 stating a work group, with Julie Kloeckl heading, has been formed to write grant. One advantage cited; it presents a mobile opportunity to vaccinate for influenza. Grant presented to bring awareness and information to board, therefore, no vote necessary.

b. Credit Card Policy*

CHS Administrator requested increasing the (only) CHS credit card limit from \$1500 to \$3,000. Motion to raise the CHS credit card limit to \$3,000 by Beth Oberg and seconded

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by Ron Shimanski. Roll call vote taken with all board members voting yes. Motion carried.

c. Credit Card Agreement*

Discussion held on need to update and clarify language of credit card policy. With multiple users, there is a need to have a clearly stated and understandable user policy. CHS Administrator will take board considerations and revise policy with intent to present at next meeting for board approval.

d. WIC Peer opening

CHS Administrator will begin hiring process for open position.

Motion to hire one additional part-time (approximately 6 hrs. a week) WIC Peer Breastfeeding Counselor made by Ron Shimanski and seconded by Rich Pohlmeier. Roll call vote taken with all board members voting in favor. Motion carried.

e. WIC Peer Wage Scale*

CHS director explained her methodology to formulate wage schedule.

Motion to approve the WIC Peer Wage Scale made by Ron Shimanski and seconded by Beth Oberg. Roll call vote taken with all board members voting in favor. Motion carried.

7. Other Agenda Items

a. County Updates (Meeker, McLeod, Sibley)

McLeod update presented by Amanda Maresh: Currently at 400 cases per MEDSS, 1 death.

Very successful mass testing event on 8/20. Huge thanks to Meeker, Sibley and CHS staff and our 2 commissioners who helped with this event. Results from the testing event are as follows: 723 negative results, 61 positive results, 3 "likely positive" and 4 "test not performed." These results indicate a 7.7% positivity rate (positive tests per 100 tests performed) for those who participated in the event.

<https://www.co.mcleod.mn.us/COVID%2019/COVID-19%20News%20Release%20-%20HHS%20Testing%20Event.pdf>

We've taken on the majority of the CICT for our County. We have 5 people who are helping with this. MDH still taking care of the calls on weekends/holidays. We've done this many calls so far: 24, since 8/24. Currently determining which model we'd like to continue moving forward...stick with what we're doing vs. regional model. We continue to reach out to businesses when clusters are identified. A joint meeting is held with LPH, the business and MDH. Continue to meet Essential Service requests...mostly food and cleaning supplies.

Continue working with community partners, schools, LTCs, etc. Many of our schools are in a hybrid model due to our recent high numbers. We are hoping that number goes down in the upcoming weeks, but time will tell.

Social Services has taken on additional work to allow Public Health to focus more on covid-19.

Meeker update by Diane Winter: 134 positives and 2 deaths. Numbers steady, until an uptick within last two weeks. Continue to provide essential services. Temporary part-time casual case investigator contact tracer hired 2.5 weeks ago. Training complete with exception of access to MEDSS system (that training provided by MDH and employee on vacation). Once MEDSS training complete, will then be able to reach people. Decision needs to be made to do work on behalf of Meeker, or as a CHS and contributing to the regional model, by end of week. Continue to reach out to all positive cases to meet their needs and assure they understand the perimeters of situation, and who to contact with issues. Hoping with contact tracing to reduce time and duplication when contact tracer

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begins work and also gain insight to building a model for regional level. All long-term care/assisted living facilities are testing per guidelines and utilizing the 14 day positivity rate, anticipate an increase in numbers. Business employers have not had positive clusters, however, we will be ready to consult should need arise. Three of four county schools cross county lines, all with a higher COVID case rate, ACGC is in a hybrid learning model for high school, elementary is in person; all other districts are in person. Communicating with school administration and meeting with school nurses on monthly basis. MDH has been extremely helpful and has included PH in weekly briefing and recently added school nurses, which facilitates everyone being on same page. Great resource for supplying PPE's, especially community partners unable to access through normal supply chains. County EOC continues to meet on every other week basis with no recent updates. CARES Act funding allowing for changes in the WIC and immunization area creating a better delivery system with additional rooms, private meeting spaces, and more refrigerator/freezer space for vaccine. Community leaders have been identified to assist with communication within the Hispanic population. Praised McLeod county for COVID testing day, very professional, organized and was refreshing to do hands on work.

Commissioner Bobbie Harder questioned if communication coming from MDH to Public Health agencies has improved since the beginning of COVID? Diane Winter reports she feels the situation has improved with better communication on the part of both MDH and Public Health. Amanda Maresh concurs and adds, unfortunately, there are so many silos within MDH it complicates communication; therefore, continues to be a work in progress.

Sibley update by Klea Rettman: Oak Terrace notified Public Health two weeks ago needing testing two times each week, situation has improved and there is an employee who will keep posted if needs should arise. Reports 156 positive cases. Sibley East School numbers have increased, so switched to some hybrid vs all in person schooling.

b. CHS Update*

Kiza Olson, CHS Administrator, shares:

- CHS is running smoothly.
- Still identifying how CHS staff member will work on investigation and contact tracing.
- There are budgets ending September 30th: Title 5, PHEP and CRI and WIC Peer Breastfeeding with SHIP beginning in November.
- Auditors have extended the September 30th deadline to have completed audit ready on October 30, 2020 and will then report to board. Updates are positive.
- Conversations with benefit group have begun for CHS staff for open enrollment.

c. Other

CHS Administrator questioned how to proceed with hiring process for WIC Peer Breastfeeding position. McLeod offered their HR and County Website, which worked well with last hiring. The board agreed to use same process.

Question raised, discussion held and decision made to hold October 8, 2020 board meeting both via Zoom and in-person at the HHW building meeting room.

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8. Adjourn

Board Vice Chair, Bobbie Harder called meeting adjourned at 9:53 a.m. following motion by Ron Shimanski and seconded by Rich Pohlmeier to adjourn meeting. Board voting in unanimous agreement. Motion carried.

Attachments:

- August 13th, 2020 Meeting Minutes
- Expense Report
- Financial Statement
- Influenza Vaccine Project 2020
- Credit Card Policy
- Credit Card Agreement
- WIC Peer Job Description
- WIC Peer Wage Scale

2020 Meeting Dates

October 8th

November 12th

December 10th

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

Ron Shimanski, MMS CHS Board Secretary

Date

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES

INVOICE PAYMENTS

Date Uploaded to CDS:
September 2, 2020

	Vendor Name	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
2-Sep	Jeanne Holfield	MN	55350	\$ 68.30	Aug-20	Project Harmony Grant	Meals/Lodging/Parking & Misc.	212	6336	Lodging
2-Sep	Meeker County Public Health	MN	55355	\$ 2,950.00	Aug-20	Local Public Health Grant	Professional Services	100	6265	Professional Services
2-Sep	Office of the State Auditor	MN	55103	\$ 4,648.50	70691	Local Public Health Grant	Professional Services	100	6265	Professional Services
2-Sep	Reliance Standard Life Ins	NE	68501-2510	\$ 762.40	9-08507-0001					Dental, Life & Disability

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES
INVOICE PAYMENTS

Date Uploaded to CDS:
September 16, 2020

	Vendor Name	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Account Class	Account	Grant/Program Number	Object Number	Reason for Payment
16-Sep	Conway, Deuth & Schmiessing, PLLP	MN	55355	\$ 2,702.45	280750	Local Public Health Grant	Professional Services	100	6265	Professional Services
16-Sep	Jeanne Hoffield	MN	55350	\$ 28.16	Sep-20	Project Harmony Grant	Training	212	6360	An Evening of Education
16-Sep	Joanne Moze, LLC	MN	55409	\$ 1,912.50	128	SHIP-Community	Professional Services	230	6265	Professional Services
16-Sep	Meeker Memorial Hospital	MN	55355	\$ 500.00	1001	CRABC	Other Charges & Services	103	6350	Other Charges & Services
16-Sep	Elizabeth Hussman	MN	56277-1117	\$ 500.00	78820		Other Charges & Services	104	6350	Other Charges & Services

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**MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES
INVOICE PAYMENTS**

Date Uploaded to CDS:
September 30, 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
30-Sep	Boundless Network	Dept 3186 PO Box 123186	Dallas	TX	75312-3186	\$ 436.82	1399151	Suicide Prevention Grant	Other Charges & Services	237	6350	Pens
30-Sep	Meeker County Public Health	114 N Holcombe Ave, Suite 250	Litchfield	MN	55355	\$ 3,090.00	Sep-20	Local Public Health Grant	Professional Services	100	6265	Professional Services
30-Sep	Minnesota New Country School	Pfarr, 210 Main St PO Box 488	Henderson	MN	56044	\$ 806.10	Sep-20	SHIP-Community	Other Charges & Services	230	6350	Other Charges & Services
30-Sep	Reliance Standard Life Ins	PO Box 82510	Lincoln	NE	68501-2510	\$ 2,337.12	9-08507-0001					Dental, Life & Disability

WIC Peer Pay Scale										
Employees performing the expected job requirements will receive a 3% raise.	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	\$ 13.39	\$ 13.79	\$ 14.20	\$ 14.63	\$ 15.07	\$ 15.52	\$ 15.99	\$ 16.47	\$ 16.96	\$ 17.47
WIC Peer Lead Pay Scale										
Employees performing the expected job requirements will receive a 3% raise.	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	\$ 14.74	\$ 15.18	\$ 15.64	\$ 16.11	\$ 16.59	\$ 17.09	\$ 17.60	\$ 18.13	\$ 18.67	\$ 19.23

Effective January 2021

Meeker-McLeod-Sibley Community Health Services Credit Card User Agreement

I agree to the following regulations regarding the use of the Credit Card at Meeker-McLeod-Sibley Community Health Services:

1. I understand that I am making financial commitments on behalf of Meeker-McLeod-Sibley Community Health Services and will strive to obtain the best value for the organization.
2. I will not allow another person to use the Credit Card and I am responsible for any and all charges I make.
3. I understand that under no circumstances will I use the Credit Card to make personal purchases for myself or for others.
4. I will report all purchasing activity on the CHS Credit Card Tracking Spreadsheet. All receipts will be scanned/saved in the Receipt Folder.
5. Upon termination of employment, whether for retirement, voluntary, or involuntary reasons, I will no longer make purchases using the Credit Card and will return the card if applicable.

Employee Signature

Employee Name Printed

Date