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

**Executive Committee Meeting Agenda**

**Date: February 18, 2022 Time: 1:00 pm**

**Location: https://us06web.zoom.us/j/83886340793?pwd=M2k4eUY3amRDejljcDZJU1VJZlFEZz09**

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| **Present:** Diane Winter, Brittany Becker, Commissioner Schmalz, Commissioner Harder, Commissioner Oberg |
| **Absent:**  |
| **Guests:**  |
| **Topic** | **Discussion/Plan** | **Action/Do** | **Follow up/Responsible Person/Deadline** |
| CHS Fiscal Discussion | Contracted CHS employee Julie Schrum gave notice of her resignation – May 13th will be Julie’s last day.Some options:* Stay with current set up (Meeker to employ fiscal with CHS contracting 10 hours a week)
* Ask other counties for interest
* CHS to hire fiscal employee
* Other ideas presented to board

Currently the CHS is using about 10 hours/week @ $50/hour. 1-2 hours of tech support @ $40/hour.CHS required fiscal duties:**Bi-Weekly:**Submit payroll to CDS **Monthly:**Prepare MMS grant expenses for workbooks.Prepare and submit monthly grant invoices for WIC, SHIP, Flu Grant**Bi-Monthly:**Attend CHS Board Meetings**Quarterly:**Complete combined workbooks and invoices to submit for quarterly grant expensesCoordinate Fiscal Team meeting to review workbooks and invoices prior to submitting**Intermittently:**As grant payments are made, prepare payment documentation and submit to CDS to pay counties.Create spreadsheets as grants come in**Annually:**RedCap reporting to MDH for Financial and MCH Title V.  Coordinate meetings with counties to prepare the workbooks prior to online entry.Support annual audit including entrance, provide reports, exit.CHS is currently contracted with CDS, spending about $25,000 which includes accounts payables, payroll, and HR.WFD grant currently is through June 30th, 2023 with potential to carry into 2024 and covers 20 hours per week for admin assistance/resiliency training developer.  | Diane will report back to the CHB at the board meeting on March 10th with an update on the Meeker personnel committee where it will be discussed/clarified if Meeker is willing to contract with the CHS 10 hours a week in the finance department. This individual would be trained in PH Doc in St. Cloud and work with the core team to gain an understanding of PH Doc.The board agreed this would be the first choice moving forward.In the meantime, Kiza will put together a rough draft of a job description – for an individual to fulfill the fiscal responsibilities.  |  |
| Next meeting | TBD |
| Respectfully Submitted: | Kiza Olson |

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