



MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD

Meeting Location: Hutchinson
March 10th, 2022
9 AM to 11 AM
Minutes

Attendance: Commissioner Harder, Commissioner Schmalz, Commissioner Oberg, ,
Commissioner Cohrs, Commissioner Luthens, Kiza Olson, Rachel Fruhwirth, Julie Schrum,
Diane Winter, Brittany Becker, Berit Spors

1. Meeting called to order – 9:03 am.
2. Approval of the Agenda – Kiza requested to add CHIP approval to agenda.
Commissioner Schmalz motioned, Commissioner Cohrs second. No discussion.
Motion carries.
3. Approval of January 13, 2022 meeting minutes - Motion to approve by
Commissioner Oberg. Second Commissioner Schmalz. No discussion. Motion carries.
4. Fiscal Management
 - a. Approval of Expense Report – Invoice payments
 - i. January Motion to approve Commissioner Schmalz. Second
Commissioner Luthens. No discussion. Motion carries.
 - ii. February Motion to approve Commissioner Cohr. Second
Commissioner Luthens. No discussion. Motion carries.
 - b. Approval of Financial Statements – Fiscal Report
 - i. January Discussion on how SHIP documents invoices. Motion to
approve Commissioner Schmalz. Second Commissioner Cohrs. Motion
carries.
 - ii. February Motion to approve Commissioner Cohrs. Second
Commissioner Luthens. No discussion. Motion carries.
 - c. Review Grant Summary Report
 - i. January Motion to approve Commissioner Oberg. Second
Commissioner Cohrs. No discussion. Motion carries.
 - ii. February Motion to approve Commissioner Schmalz. Second
Commissioner Harder. No discussion. Motion carries.
5. Administrative Items
 - i. Approval for Strategic Plan – Discussion of how to prioritize points.
Motion to approve Commissioner Schmalz. Second Commissioner
Cohrs. Motion carries.
 - ii. Executive Committee Update – Discussion of staff retirement and
plans to delegate job duties and plan to rehire. To rehire FTE to take
on the fiscal duties, staff resiliency and administrative support.
McLeod and Sibley to support in fiscal duties until employee is hired.
New employee to be hired as FTE Business Office Manager. Motion to

- approve Commissioner Oberg. Second Commissioner Schmalz. Motion carries.
- iii. Joint Powers Agreement – Discussion of Treasure and Secretary roles. Will move forward calling the roll 'Secretary Treasurer.' Discussion on quorum as it relates to Executive Committee Meeting. Will move forward with posting the date and time.
 - iv. Operating Procedures – Discussion of the following:
 - 1. Sending Board Packet out 3 days prior to meeting
 - 2. Uploading packets to website
 - 3. Passing attendance onto Kiza to determine if quorum will be met prior to meetings
 - 4. Process for CHS Administrator Annual Review
 - v. Community Health Improvement Plan (CHIP) – Motion to approve Commissioner Schmalz. Second Commissioner Cohrs. Motion carries.
6. SCHSAC Update – Commissioner Harder provided an update to the board. Motion to approve Commissioner Oberg. Second Commissioner Schmalz. Motion carries.
7. Other Agenda Items
- a. County Updates (Meeker, McLeod, Sibley)
Each county provided an update to the board.
 - b. CHS Update
Kiza provided an update to the board.

Adjourn Commissioner Oberg motioned. Second Commissioner Luthens. The time was 11:00 am.

Beth Oberg
Beth Oberg, MMS CHS Board Secretary

7-14-22
Date