



MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD

Meeting Location: McLeod County Government Center
520 Chandler Ave N
Glencoe, MN 55336
May 31, 2023, 2pm-3pm
Agenda

1. Meeting called to order
2. Approval of the Agenda (Action).....pg 1-2
3. Approval of November 10, 2022 Meeting Minutes* (Action).....pg 3-4
4. Approval of March 9, 2023 Meeting Minutes* (Action).....pg 5-6
5. Fiscal Management
 - a. Approval of Expense Report – Invoice payments* (Action)
 - i. Februarypg 7
 - ii. Marchpg 8
 - iii. Aprilpg 9
 - b. Approval of Financial Statements – Fiscal Report* (Action)
 - i. Februarypg 10-11
 - ii. Marchpg 12-13
 - iii. April.....pg 14-15
 - c. Approval of Grant Summary Report* (Action)
 - i. Februarypg 16-21
 - ii. Marchpg 22-26
 - iii. April.....pg 27-32
6. Administrative Items
 - i. CHS Holiday Schedule*pg 33
 - ii. CDS Report
 - iii. WIC Shortfall
 - iv. Wage increase frequency
 - v. Teleworker Policy*pg 34-42
 - vi. SCHSAC Report – Commissioner Schmalz
 - vii. Administrator Evaluation
7. Other Agenda Items
 - a. Fiscal Update*pg 43
 - b. County Updates (McLeod, Sibley, Meeker)
 - c. CHS Administrator Update*

Adjourn –

*Attachments:

- Agenda
- November Minutes
- March Minutes
- Expense Reports
- Fiscal Reports
- Grant Summary Reports
- Holiday Schedule
- Teleworker Policy
- Fiscal Update
- CHS Administrator Updates

2023 Meeting Dates

May 31th 2-3pm in Glencoe

July 13th

September 14th

November 9th

*All meetings are 9-11 unless
otherwise specified*

MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD

Meeting Location: McLeod County Environmental Services at
1065 5th Ave. SE, Hutchinson, MN 55350
November 10, 2022
9 AM to 11 AM
Minutes

Attendance: Commissioner Schmalz, Commissioner Cohrs, Commissioner Bredeson,
Commissioner Luthens, Diane Winter, Brittany Becker, Sarah Gassman, Kiza Olson

1. Meeting called to order – Commissioner Schmalz 9:06 am
2. Approval of the Agenda (Action) – Motion by Commissioner Cohrs Second by Commissioner Luthens
3. Approval of July 14, 2022 and September 8, 2022 meeting minutes* (Action) – Motion by Commissioner Luthens Second by Commissioner Cohrs
4. Fiscal Management
 - a. Approval of Expense Report – Invoice payments* (Action)
 - i. August – Motion by Commissioner Bredeson Second by Commissioner Schmalz
 - ii. September – Motion by Commissioner Cohrs Second by Commissioner Schmalz
 - iii. October – Motion by Commissioner Luthens Second by Commissioner Bredeson
 - b. Approval of Financial Statements – Fiscal Report* (Action)
 - i. August – Motion by Commissioner Cohrs Second by Commissioner Schmalz
 - ii. September – Motion by Commissioner Schmalz Second by Commissioner Bredeson
 - iii. October – Motion by Commissioner Luthens Second by Commissioner Bredeson
 - iv. Discussion was had on the necessity of this report. Present to board of possible elimination of this report in 2023.
 - c. Approval of Grant Summary Report* (Action)
 - i. August – Motion by Commissioner Schmalz Second by Commissioner Luthens
 - ii. September – Motion by Commissioner Cohrs Second by Commissioner Schmalz
 - iii. October – Motion by Commissioner Luthens Second by Commissioner Bredeson
5. Administrative Items

- i. FFY 2021 Audit Updates
- ii. Financial Management Update* (Action) – Motion by Commissioner Bredeson second by Commissioner Cohrs with the addition of specified dollar amount.
 - 1. Final approval to be reviewed at Annual Meeting in January
- iii. Executive Committee Meeting Update*
- iv. 2023 Budget Approval** (Action) – Motion by Commissioner Luthens second by Commissioner Bredeson
- v. Grant Workbook 2023* (Action) – Motion by Commissioner Cohrs second by Commissioner Bredeson
- vi. COLA for 2023 (Action) – Motion by Commissioner Schmalz second by Commissioner Cohrs
- vii. Wage increase for 2023 (Action) – Motion by Commissioner Schmalz second by Commissioner Bredeson
- viii. WIC Peer Salary Scale (Action) – Motion by Commissioner Bredeson second by Commissioner Cohrs
- ix. Approval of Benefits* (Action) – Motion by Commissioner Schmalz second by Commissioner Bredeson
- x. Dates for 2023 CHB Meetings* (Action)
 - 1. Motion for dates of 2nd Thursday of odd months by Commissioner Cohrs second by Commissioner Bredeson
 - 2. Motion for times of meeting be 9-11 am Motion by Commissioner Schmalz second by Commissioner Bredeson
 - 3. Motion for location to continue in Hutchinson. Motion by Commissioner Schmalz second by Commissioner Bredeson
- xi. Grant Information*
- xii. SCHSAC representatives for 2023
 - 1. Discussion was had. Final motion will be in January for representatives

6. Other Agenda Items

- a. County Updates (Meeker, McLeod, Sibley)
 - i. Meeker County – COVID updates, Flu updates, staffing updates, procurement update, facility redesign update
 - ii. McLeod County – COVID updates, TB update, Nurturing Parenting curriculum update, staffing updates
 - iii. Sibley County – COVID updates, TB updates, staffing updates, procurement update, possible grant opportunities in the future for Health Equity
- b. CHS Administrator Update*
 - i. Discussion that Administrators Annual Review was completed

Adjourn – Motion by Commissioner Schmalz second by Commissioner Cohrs 10:57 am



MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD

Meeting Location: McLeod County Environmental Services at
1065 5th Ave. SE, Hutchinson, MN 55350

March 9, 2023

9 AM to 11 AM

Minutes

Attendance: Commissioner Grochow, Commissioner Kreger, Commissioner Schmalz, Commissioner Luthens, Commissioner Obeger, Commissioner Bredeson, Kiza Olson, Sarah Gassman, Diane Winter, Brittany Becker, Klea Rettmann, Jill Prochaska (Nursing Student), Kristin Erickson (MDH Nurse Consultant)

1. Meeting called to order – Commissioner Schmalz 9:02 am
2. Approval of the Agenda (Action) – Commissioner Obeger, second by Commissioner Luthens with the move of Elections to first order of business. All in favor.
 - a. Roll call
3. Approval of November 10, 2022 Meeting Minutes* (Action) Motion by Commissioner Luthens, second Commissioner Obeger. All in favor
 - a. Roll call
4. Fiscal Management
 - a. Approval of Expense Report – Invoice payments* (Action) -
 - i. November- Motion by Commissioner Luthens, second Commissioner Bredeson
 1. Roll call
 - ii. December – Motion by Commissioner Schmalz, second by Commissioner Luthens
 1. Roll call
 - iii. January – Motion by Commissioner Obeger, second by Commissioner Grochow
 1. Roll Call
 - b. Approval of Financial Statements – Fiscal Report* (Action)
 - i. November – Motion by Commissioner Schmalz, second by Commissioner Luthens
 1. Roll call
 - ii. December – Motion by Commissioner Obeger, second Commissioner Luthens
 1. Roll call
 - iii. January – Motion by Commissioner Kreger, second Commissioner Schmalz
 1. Roll call
 - c. Approval of Grant Summary Report* (Action)
 - i. November – Motion by Commissioner Luthens second by Commissioner Bredeson
 1. Roll call
 - ii. December – Motion by Commissioner Schmalz second by Commissioner Luthens
 1. Roll call
 - iii. January – Motion by Commissioner Obeger, second by Commissioner Luthens
 1. Roll call
5. Annual Business
 - i. Election of Chair, Vice Chair, Secretary (Action)
 1. Chair – Nomination of Commissioner Schmalz by Luthens, Bredeson seconds. All in favor
 - a. Roll call
 2. Vice Chair – Nomination of Commissioner Obeger by Commissioner Schmalz, Commissioner Luthens seconds. All in favor
 - a. Roll call

3. **Secretary – Nomination of Commissioner Grochow by Commissioner Kerger second Commissioner Schmalz. All in favor.**
 - a. Roll Call
 - ii. **Agent of the Board Resolution* (Action)**
 1. Motion by Commissioner Oberg, second by Commissioner Grochow
 - a. Roll call
 - iii. **Bank Resolution* (Action)**
 1. Motion by Commissioner Kreger, second by Commissioner Luthens
 - a. Roll call
 - iv. **Conflict of Interest Policy***
 - v. **Medical Consultant Resolution* (Action)**
 1. Motion by Commissioner Oberg, second by Commissioner Luthens
 - a. Roll call
6. **Administrative Items**
- i. Presentation of CHB Binders
 - ii. SCHSAC Report* – Commissioner Schmalz
 - iii. Cell Phone Policy * (Action)
 1. Motion by Commissioner Oberg for Sarah Gassman (staff) to have work issued phone like all CHB staff. Second by Commissioner Bredeson.
 - a. Roll Call
 2. Motion to bring Cell Phone Policy to Executive Committee for review. Motion by Commissioner Oberg, second by Commissioner Schmalz
 - a. Roll call
7. **Other Agenda Items**
- a. SHIP Update*
 - b. Fiscal Update*
 - c. County Updates (McLeod, Sibley, Meeker)
 - i. McLeod – COVID Update, Staff Updates, Parent Support Outreach Program (PSOP), WIC coming back to in clinic, Bridges out of Poverty will be June 13
 - ii. Sibley – COVID Update, Health Equity Grant Update, WIC coming back to in clinic, Opioid dollar update, Bridges out of Poverty will be May 4
 - iii. Meeker – COVID Update, WIC coming back to in clinic, Health Equity Grant Update, Case Management Update, Suicide Prevention Grant being written with Social Services, will be merging with Social Services 1/1/24, Family Services Redesign, Staffing Update, Opioid dollar update, Bridges out of Poverty Fall 2023.
 - d. CHS Administrator Update*

Adjourn – Motion by Commissioner Oberg Second by Commissioner Grochow. 11:08 Roll Call

Lyle Grochow, MMS CHS Board Secretary

Date

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES
114 N Holcombe Ave, Suite 250, Litchfield MN 55355
INVOICE PAYMENTS Acct #000991730

Date Uploaded to CDS: 4/5												
	Vendor Name	Vendor Address	Vendor City	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Grant/Program Number	Account Class	Object Number	Account	Reason for Payment
1-Feb	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 261.60	27925393	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
1-Feb	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 354.66	27925394	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
1-Feb	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 97.21	27925395	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
1-Feb	Survey Systems	3650 Kent St	Shoreview	Mn	55126	\$ 1,658.67	22-13554	100	Local Public Health Grant	6350	Other Charges & Services	Behavioral Health Survey
1-Feb	Survey Systems	3650 Kent St	Shoreview	Mn	55126	\$ 272.81	23-13564	100	Local Public Health Grant	6350	Other Charges & Services	Behavioral Health Survey
8-Feb	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 196.20	27931323	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
8-Feb	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 339.24	27931324	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
8-Feb	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$121.51	27931325	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
8-Feb	Kristi Whitcomb	742 Cleveland Ave SW Apt 104	Hutchinson	Mn	55350	\$ 14.30	1.18.23	212	Project Harmony Grant	6350	Other Charges & Services	Reimbursement for Supplies
14-Feb	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 255.06	27942519	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
14-Feb	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 635.51	27942520	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
14-Feb	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 66.83	27942521	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
21-Feb	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 209.28	27954954	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
21-Feb	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 566.12	27954955	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
21-Feb	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 131.14	27954956	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
21-Feb	Conway, Deuth & Schmiesing, PLLP	820 Sibley Ave N	Litchfield	Mn	55355	\$ 2,441.90	313386	100	Local Public Health Grant	6265	Professional Services	Accounting Firm
21-Feb	First Ev. Lutheran School	1015 4th St E	Glencoe	Mn	55336	\$ 367.43	2.10.23	230	SHIP-Community	6350	Other Charges & Services	Badmitten Items - MOVES
28-Feb	Julie Kloeckl	1402 Morningside ave N	Glencoe	Mn	55336	\$ 16.13	2.21.23	100	Local Public Health Grant	6336	Meals/Lodging/Parking & Misc.	Meal from Preparedness Conference

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES
114 N Holcombe Ave, Suite 250, Litchfield MN 55355
INVOICE PAYMENTS Acct #000991730

Date Uploaded to CDS: 4/5												
	Vendor Name	Vendor Address	Vendor City	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Grant/Program Number	Account Class	Object Number	Account	Reason for Payment
1-Mar	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 222.36	27966562	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
1-Mar	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 385.50	27966563	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
1-Mar	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 85.07	27966564	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
1-Mar	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 119.38	27966565	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
1-Mar	Minnesota Counties Intergovernmental Trust	100 Empire Drive Suite 100	St. Paul	Mn	55103	\$ 8,682.00	19716R	100	Local Public Health Grant	6265	Professional Services	Renewal
8-Mar	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 202.74	27976011	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
8-Mar	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 393.21	27976012	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
8-Mar	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 103.28	27976013	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
14-Mar	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 241.98	27991417	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
14-Mar	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 431.76	27991418	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
14-Mar	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 48.62	27991419	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
15-Mar	Security Bank & Trust Co.					\$ 5,300.00	3.6.23	622	PW Health Equity Grant	6350	Other Charges & Services	Gift Cards from Bank for RHEN
22-Mar	Joanne Moze	4351 Harriet Ave	Minneapolis	Mn	55409	\$ 4,485.00	133	622	PW Health Equity Grant	6350	Other Charges & Services	Health Equity/HEDA
22-Mar	Joanne Moze	4351 Harriet Ave	Minneapolis	Mn	55409	\$ 340.00	133	230	SHIP-Community	6350	Other Charges & Services	Wellness Survey/Pam
22-Mar	Joanne Moze	4351 Harriet Ave	Minneapolis	Mn	55409	\$ 425.00	133	100	Local Public Health Grant	6154	Contracted Services	EHDI Grant Application
22-Mar	Joanne Moze	4351 Harriet Ave	Minneapolis	Mn	55409	\$ 1,508.75	133	624	Regional Health Equity	6350	Other Charges & Services	Survey Data Book/RHEN Grant
21-Mar	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 150.42	28001681	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
21-Mar	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 377.79	28001682	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
21-Mar	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 194.41	28001683	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
23-Mar	Reliance Standard Life Insurance Company Attn: Group Claims Department	PO BOX 82510	Lincoln	NE	68501	\$ 214.80	Claim 04-21817-9722-1	100	Local Public Health Grant	6153	Health & Life Ins-County Share	Jeanne Holifield Claim
28-Mar	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 111.18	28013195	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
28-Mar	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 200.46	28013196	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
28-Mar	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 54.69	28013197	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll

MEEKER-MCLEOD-SIBLEY COMMUNITY HEALTH SERVICES
114 N Holcombe Ave, Suite 250, Litchfield MN 55355
INVOICE PAYMENTS Acct #000991730

5/11/23		INVOICE PAYMENTS Acct #000991730										
	Vendor Name	Vendor Address	Vendor City	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Grant/Program Number	Account Class	Object Number	Account	Reason for Payment
5-Apr	Julie Kloeckl	1402 Morningside ave N	Glencoe	Mn	55336	\$ 12.92	3.31.23	100	Local Public Health Grant	6336	Meals/Lodging/Parking & Misc.	Meal from PHEP Meeting
5-Apr	Survey Systems	3650 Kent St	Shoreview	Mn	55126-7012	\$ 560.00	23-13600	624	Regional Health Equity	6265	Professional Services	Spanish Surveys
5-Apr	City of Litchfield	126 N Marshall Ave	Litchfield	Mn	55355	\$ 1,979.00	3.31.23	230	SHIP-Community	6350	Other Charges & Services	MOVES Bike Rack
5-Apr	Conway, Deuth & Schmiesing, PLLP	820 Sibley Ave N	Litchfield	Mn	55355	\$ 2,326.60	316693	100	Local Public Health Grant	6265	Professional Services	Accounting Firm
5-Apr	Joanne Moze	4351 Harriet Ave	Minneapolis	Mn	55409	\$ 1,657.50	134	100	Local Public Health Grant	6265	Professional Services	Health Equity/HEDA
5-Apr	Joanne Moze	4351 Harriet Ave	Minneapolis	Mn	55409	\$ 807.50	134	624	Regional Health Equity	6265	Professional Services	Survey Monkey Tool
5-Apr	Crow River Golf Club	915 Colorado St SW	Hutchinson	Mn	55350	\$ 539.38	Jan-00	107	Workforce Development Grant	6350	Other Charges & Services	Venue for Dr. Wu
5-Apr	Devin C. Hughes Enterprises LLC	7086 Crystaline Drive	Carlsbad	Ca	92011	\$ 5,000.00	42423	107	Workforce Development Grant	6350	Other Charges & Services	All Staff Training

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

Grant Programs	Balance on Hand as of 1/31/2023	FEBRUARY 2023 Receipts			FEBRUARY 2023 Disbursements						Balance on Hand as of 2/28/2023
		Grant Dollars	Other Dollars	Total Revenue	Vendors	Employees	Meeker County	McLeod County	Sibley County	Total Expenses	
100 Local Public Health Grant	300,002.53	0.00	0.00	0.00	7,194.60	9,048.88	0.00	0.00	0.00	16,243.48	283,759.05
103 Healthy Communities Act	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
104 CRABC	1,964.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,964.22
105 SAVE	50.00	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
107 Workforce Development	(16,292.34)	13,589.79	0.00	13,589.79	390.75	2,809.84	0.00	4,063.53	0.00	7,264.12	(9,966.67)
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	3,980.56	0.00	0.00	0.00	0.00	0.00	787.56	2,143.00	1,050.00	3,980.56	0.00
206 FPSP	4,160.06	0.00	0.00	0.00	0.00	0.00	934.06	4,197.84	2,656.45	7,788.35	(3,628.29)
209 MCH	23,569.08	0.00	0.00	0.00	0.00	0.00	3,393.00	13,945.00	6,231.00	23,569.00	0.08
212 Project Harmony Grant	(45,271.59)	66,614.84	0.00	66,614.84	1,827.01	3,590.40	10,762.90	13,480.35	2,768.65	32,429.31	(11,086.06)
224 TANF	0.03	23,930.87	0.00	23,930.87	0.00	0.00	7,363.36	11,782.80	4,784.71	23,930.87	0.03
225 WIC-Admin	50,731.01	87,613.00	0.00	87,613.00	2,618.70	9,507.10	26,300.00	37,896.00	18,035.93	94,357.73	43,986.28
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	34,877.36	0.00	0.00	0.00	1,055.44	5,270.40	12,628.03	2,511.01	4,048.15	25,513.03	9,364.33
234 WIC Peer Grant	(16,832.56)	14,012.00	0.00	14,012.00	3,181.95	597.24	0.00	0.00	0.00	3,779.19	(6,599.75)
237 Suicide Prevention Grant	1,659.03	0.00	0.00	0.00	0.00	0.00	0.00	1,659.03	0.00	1,659.03	0.00
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/Covid	35,028.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,028.22
304 Influenza Vaccine Project	(37.21)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(37.21)
305 COV Vacc 2 (State Funding)	(3,377.51)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(3,377.51)
306 COV Vacc 3 (Federal Funding)	59,250.02	0.00	0.00	0.00	109.42	1,470.92	17,661.90	30,162.91	0.00	49,405.15	9,844.87
307 ARP Incentive	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401 Healthy Homes	2.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.97
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	5,637.21	23,678.31	0.00	23,678.31	1,824.54	3,943.08	0.00	0.00	0.00	5,767.62	23,547.90
505 EP - CRI	(53,983.01)	0.00	0.00	0.00	87.93	1,223.09	0.00	0.00	0.00	1,311.02	(55,294.03)
601 Child & Teen Checkups (C&TC)	71,291.29	0.00	0.00	0.00	0.00	0.00	26,974.79	39,701.62	9,374.55	76,050.96	(4,759.67)
622 Primewest Health Equity Grant	39,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39,000.00
623 Primewest Health Equity Scholar	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
Total	503,972.31	229,438.81	-	229,438.81	18,290.34	37,460.95	106,805.60	161,543.09	48,949.44	373,049.42	360,361.70

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
2023 STATEMENT OF RECEIPTS AND DISBURSEMENTS**

Grant Programs	Balance Forward as of 12/31/2022	2023 Receipts			2023 Disbursements						Balance on Hand as of 2/28/2023
		Grant Dollars	Other Dollars	Total Revenue	Vendors	Employees	Meeker County	McLeod County	Sibley County	Total Expenses	
100 Local Public Health Grant	337,499.58	0.00	0.00	0.00	31,981.03	21,779.50	0.00	0.00	0.00	53,740.53	283,759.05
103 Healthy Communities Act	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
104 CRABC	1,964.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,964.22
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
107 Workforce Development	(8,323.73)	13,589.79	0.00	13,589.79	5,693.98	5,475.19	0.00	4,063.56	0.00	15,232.73	(9,966.67)
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	3,980.56	0.00	3,980.56	0.00	0.00	787.56	2,143.00	1,050.00	3,980.56	0.00
206 FPSP	(6,610.02)	10,770.08	0.00	10,770.08	0.00	0.00	934.06	4,197.84	2,656.45	7,788.35	(3,628.29)
209 MCH	0.08	23,569.00	0.00	23,569.00	0.00	0.00	3,393.00	13,945.00	6,231.00	23,569.00	0.08
212 Project Harmony Grant	(39,753.47)	66,614.84	0.00	66,614.84	3,754.73	7,180.80	10,762.90	13,480.35	2,768.65	37,947.43	(11,086.06)
224 TANF	0.03	23,930.87	0.00	23,930.87	0.00	0.00	7,363.36	11,782.80	4,784.71	23,930.87	0.03
225 WIC-Admin	(19,010.68)	169,472.00	0.00	169,472.00	5,509.68	18,733.43	26,300.00	37,896.00	18,035.93	106,475.04	43,986.28
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	4,011.93	36,069.41	2,186.35	38,255.76	3,175.38	10,540.80	12,628.03	2,511.00	4,048.15	32,903.36	9,364.33
234 WIC Peer Grant	(12,712.48)	0.00	14,012.00	14,012.00	6,429.87	1,469.40	0.00	0.00	0.00	7,899.27	(6,599.75)
237 Suicide Prevention Grant	(4,600.00)	6,259.03	0.00	6,259.03	0.00	0.00	0.00	1,659.03	0.00	1,659.03	0.00
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/Covid	35,028.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,028.22
304 Influenza Vaccine Project	(37.21)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(37.21)
305 COV Vacc 2 (State Funding)	(3,377.51)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(3,377.51)
306 COV Vacc 3 (Federal Funding)	(606.67)	62,021.09	0.00	62,021.09	1,103.20	2,641.54	17,661.90	30,162.91	0.00	51,569.55	9,844.87
307 ARP Incentive	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401 Healthy Homes	2.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.97
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	11,959.15	23,678.31	0.00	23,678.31	3,856.53	8,233.03	0.00	0.00	0.00	12,089.56	23,547.90
505 EP - CRI	(52,965.51)	0.00	0.00	0.00	156.17	2,172.35	0.00	0.00	0.00	2,328.52	(55,294.03)
601 Child & Teen Checkups (C&TC)	(4,759.67)	76,050.96	0.00	76,050.96	0.00	0.00	26,974.79	39,701.62	9,374.55	76,050.96	(4,759.67)
622 Primewest Health Equity Grant	39,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39,000.00
623 Primewest Health Equity Scholar	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
Total	285,322.17	516,005.94	16,198.35	532,204.29	61,640.57	78,226.04	106,805.60	161,543.11	48,949.44	457,164.76	360,361.70

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
2023 STATEMENT OF RECEIPTS AND DISBURSEMENTS**

Grant Programs	Balance Forward as of 12/31/2022	2023 Receipts			2023 Disbursements						Balance on Hand as of 3/31/2023
		Grant Dollars	Other Dollars	Total Revenue	Vendors	Employees	Meeker County	McLeod County	Sibley County	Total Expenses	
100 Local Public Health Grant	337,499.58	0.00	0.03	0.03	46,326.10	30,463.82	0.00	0.00	0.00	76,789.92	260,709.69
103 Healthy Communities Act	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
104 CRABC	1,964.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,964.22
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
107 Workforce Development	(8,323.73)	13,589.79	0.00	13,589.79	6,052.71	8,327.84	0.00	4,063.56	0.00	18,444.11	(13,178.05)
203 Early Hearing Detection	0.00	1,575.00	0.00	1,575.00	0.00	0.00	0.00	0.00	0.00	0.00	1,575.00
205 Follow Along	0.00	3,980.56	0.00	3,980.56	0.00	0.00	787.56	2,143.00	1,050.00	3,980.56	0.00
206 FPSP	(6,610.02)	10,770.08	0.00	10,770.08	0.00	0.00	934.06	4,197.84	2,656.45	7,788.35	(3,628.29)
209 MCH	0.08	23,569.00	0.00	23,569.00	0.00	0.00	3,393.00	13,945.00	6,231.00	23,569.00	0.08
212 Project Harmony Grant	(39,753.47)	77,427.87	0.00	77,427.87	5,298.78	10,771.20	13,666.54	15,262.50	3,429.03	48,428.05	(10,753.65)
224 TANF	0.03	23,930.87	0.00	23,930.87	0.00	0.00	7,363.36	11,782.80	4,784.71	23,930.87	0.03
225 WIC-Admin	(19,010.68)	209,371.00	0.00	209,371.00	8,227.15	27,637.51	26,300.00	37,896.00	18,035.93	118,096.59	72,263.73
230 SHIP	4,011.93	64,655.01	2,336.35	66,991.36	4,917.97	16,011.20	16,126.79	3,584.16	6,657.19	47,297.31	23,705.98
234 WIC Peer Grant	(12,712.48)	14,012.00	0.00	14,012.00	10,643.47	2,663.88	0.00	0.00	0.00	13,307.35	(12,007.83)
237 Suicide Prevention Grant	(4,600.00)	6,259.03	0.00	6,259.03	0.00	0.00	0.00	1,659.03	0.00	1,659.03	0.00
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/Covid	35,028.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,028.22
304 Influenza Vaccine Project	(37.21)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(37.21)
305 COV Vacc 2 (State Funding)	(3,377.51)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(3,377.51)
306 COV Vacc 3 (Federal Funding)	(606.67)	62,021.09	0.00	62,021.09	1,208.67	4,057.69	17,661.90	30,162.91	0.00	53,091.17	8,323.25
307 ARP Incentive	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401 Healthy Homes	2.97	11,652.39	0.00	11,652.39	0.00	0.00	3,334.03	3,264.34	5,054.02	11,652.39	2.97
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	11,959.15	23,678.31	0.00	23,678.31	6,062.03	12,084.84	0.00	0.00	0.00	18,146.87	17,490.59
505 EP - CRI	(52,965.51)	0.00	0.00	0.00	254.59	3,541.48	0.00	0.00	0.00	3,796.07	(56,761.58)
601 Child & Teen Checkups (C&TC)	(4,759.67)	76,050.96	0.00	76,050.96	0.00	0.00	26,974.79	39,701.62	9,374.55	76,050.96	(4,759.67)
622 Prinewest Health Equity Grant	39,000.00	0.00	0.00	0.00	9,785.00	0.00	0.00	0.00	0.00	9,785.00	29,215.00
623 Prinewest Health Equity Scholar	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
Total	285,322.17	622,542.96	2,336.38	624,879.34	98,778.47	115,559.46	116,542.03	167,662.76	57,272.88	555,815.60	354,385.91

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
FEBRUARY STATEMENT OF RECEIPTS AND DISBURSEMENTS**

Grant Programs	Balance on Hand as of 2/28/2023	MARCH 2023 Receipts			MARCH 2023 Disbursements						Balance on Hand as of 3/31/2023
		Grant Dollars	Other Dollars	Total Revenue	Vendors	Employees	Meeker County	McLeod County	Sibley County	Total Expenses	
100 Local Public Health Grant	283,759.05	0.00	0.02	0.02	14,365.06	8,684.32	0.00	0.00	0.00	23,049.38	260,709.69
103 Healthy Communities Act	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
104 CRABC	1,964.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,964.22
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
107 Workforce Development	(9,966.67)	0.00	0.00	0.00	358.73	2,852.65	0.00	0.00	0.00	3,211.38	(13,178.05)
203 Early Hearing Detection	0.00	1,575.00	0.00	1,575.00	0.00	0.00	0.00	0.00	0.00	0.00	1,575.00
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	(3,628.29)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(3,628.29)
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	(11,086.06)	10,813.03	0.00	10,813.03	1,544.05	3,590.40	2,903.64	1,782.15	660.38	10,480.62	(10,753.65)
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	43,986.28	39,899.00	0.00	39,899.00	2,717.47	8,904.08	0.00	0.00	0.00	11,621.55	72,263.73
230 SHIP	9,364.33	28,585.60	150.00	28,735.60	1,742.60	5,470.40	3,498.76	1,073.15	2,609.04	14,393.95	23,705.98
234 WIC Peer Grant	(6,599.75)	0.00	0.00	0.00	4,213.60	1,194.48	0.00	0.00	0.00	5,408.08	(12,007.83)
237 Suicide Prevention Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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/Covid	35,028.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,028.22
304 Influenza Vaccine Project	(37.21)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(37.21)
305 COV Vacc 2 (State Funding)	(3,377.51)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(3,377.51)
306 COV Vacc 3 (Federal Funding)	9,844.87	0.00	0.00	0.00	105.47	1,416.15	0.00	0.00	0.00	1,521.62	8,323.25
307 ARP Incentive	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401 Healthy Homes	2.97	11,652.39	0.00	11,652.39	0.00	0.00	3,334.03	3,264.34	5,054.02	11,652.39	2.97
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	23,547.90	0.00	0.00	0.00	2,205.50	3,851.81	0.00	0.00	0.00	6,057.31	17,490.59
505 EP - CRI	(55,294.03)	0.00	0.00	0.00	98.42	1,369.13	0.00	0.00	0.00	1,467.55	(56,761.58)
601 Child & Teen Checkups (C&TC)	(4,759.67)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(4,759.67)
622 Primewest Health Equity Grant	39,000.00	0.00	0.00	0.00	9,785.00	0.00	0.00	0.00	0.00	9,785.00	29,215.00
623 Primewest Health Equity Scholar	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
Total	360,361.70	92,525.02	150.02	92,675.04	37,135.90	37,333.42	9,736.43	6,119.64	8,323.44	98,648.83	354,387.91

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
2023 STATEMENT OF RECEIPTS AND DISBURSEMENTS**

Grant Programs	Balance Forward as of 12/31/2022	2023 Receipts			2023 Disbursements						Balance on Hand as of 4/30/2023
		Grant Dollars	Other Dollars	Total Revenue	Vendors	Employees	Meeker County	McLeod County	Sibley County	Total Expenses	
100 Local Public Health Grant	337,499.58	194,468.35	0.00	194,468.35	62,376.93	39,226.55	0.00	0.00	0.00	101,603.48	430,364.45
103 Healthy Communities Act	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
104 CRABC	1,964.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,964.22
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
107 Workforce Development	(8,323.73)	13,589.79	0.00	13,589.79	16,679.19	11,310.78	0.00	0.00	0.00	27,989.97	(22,723.91)
203 Early Hearing Detection	0.00	1,575.00	0.00	1,575.00	0.00	0.00	1,125.00	450.00	0.00	1,575.00	0.00
205 Follow Along	0.00	3,980.56	0.00	3,980.56	0.00	0.00	787.56	2,143.00	1,050.00	3,980.56	0.00
206 FPSP	(6,610.02)	18,868.83	0.00	18,868.83	0.00	0.00	3,250.94	7,647.69	4,988.47	15,887.10	(3,628.29)
209 MCH	0.08	23,569.00	0.00	23,569.00	0.00	0.00	3,393.00	13,945.00	6,231.00	23,569.00	0.08
212 Project Harmony Grant	(39,753.47)	95,573.78	0.00	95,573.78	6,870.29	14,361.60	16,550.84	15,392.41	4,056.67	57,231.81	(1,411.50)
224 TANF	0.03	23,930.87	0.00	23,930.87	0.00	0.00	7,363.36	11,782.80	4,784.71	23,930.87	0.03
225 WIC-Admin	(19,010.68)	257,633.00	0.00	257,633.00	15,111.62	36,503.67	35,569.48	51,362.38	19,125.07	157,672.22	80,950.10
230 SHIP	4,011.93	81,672.04	2,186.35	83,858.39	8,079.35	21,381.60	20,410.63	5,108.29	8,537.70	63,517.57	24,352.75
234 WIC Peer Grant	(12,712.48)	14,012.00	0.00	14,012.00	13,749.90	3,896.28	0.00	0.00	0.00	17,646.18	(16,346.66)
237 Suicide Prevention Grant	(4,600.00)	7,622.57	0.00	7,622.57	0.00	0.00	0.00	3,022.57	0.00	3,022.57	0.00
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/Covid	35,028.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,028.22
304 Influenza Vaccine Project	(37.21)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(37.21)
305 COV Vacc 2 (State Funding)	(3,377.51)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(3,377.51)
306 COV Vacc 3 (Federal Funding)	(606.67)	103,292.28	0.00	103,292.28	1,809.37	7,446.99	34,654.38	50,755.59	0.00	94,866.33	8,019.28
307 ARP Incentive	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401 Healthy Homes	2.97	29,668.77	0.00	29,668.77	0.00	0.00	3,334.03	3,264.34	5,054.02	11,652.39	18,019.35
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	11,959.15	42,155.39	0.00	42,155.39	7,879.42	14,658.81	0.00	0.00	0.00	22,538.23	31,576.31
505 EP - CRI	(52,965.51)	0.00	0.00	0.00	301.84	4,198.66	0.00	0.00	0.00	4,500.50	(57,466.01)
601 Child & Teen Checkups (C&TC)	(4,759.67)	128,987.22	0.00	128,987.22	0.00	0.00	26,974.79	39,701.62	9,374.55	76,050.96	48,176.59
622 Prinewest Health Equity Grant	39,000.00	0.00	0.00	0.00	9,785.00	0.00	0.00	0.00	0.00	9,785.00	29,215.00
623 Primewest Health Equity Scholar	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
624 Regional Health Equity Network	0.00	10,089.12	0.00	10,089.12	2,876.25	0.00	0.00	0.00	0.00	2,876.25	7,212.87
Total	285,322.17	1,050,688.57	2,186.35	1,042,785.80	145,519.16	152,984.94	153,414.01	204,575.69	63,202.19	716,819.74	611,288.23

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
FEBRUARY STATEMENT OF RECEIPTS AND DISBURSEMENTS**

Grant Programs	Balance on Hand as of 3/31/2023	APRIL 2023 Receipts			APRIL 2023 Disbursements						Balance on Hand as of 4/30/2023
		Grant Dollars	Other Dollars	Total Revenue	Vendors	Employees	Meeker County	McLeod County	Sibley County	Total Expenses	
100 Local Public Health Grant	260,709.69	194,468.35	0.00	194,468.35	16,050.86	8,762.73	0.00	0.00	0.00	24,813.59	430,364.45
103 Healthy Communities Act	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
104 CRABC	1,964.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,964.22
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
107 Workforce Development	(13,178.05)	0.00	0.00	0.00	6,562.92	2,982.94	0.00	0.00	0.00	9,545.86	(22,723.91)
203 Early Hearing Detection	1,575.00	0.00	0.00	0.00	0.00	0.00	1,125.00	450.00	0.00	1,575.00	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	(3,628.29)	8,098.75	0.00	8,098.75	0.00	0.00	2,316.88	3,449.85	2,332.02	8,098.75	(3,628.29)
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	(10,753.65)	18,145.91	0.00	18,145.91	1,571.51	3,590.40	2,884.30	129.91	627.64	8,803.76	(1,411.50)
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	72,263.73	48,262.00	0.00	48,262.00	2,884.47	8,866.16	9,269.48	13,466.38	5,089.14	39,575.63	80,950.10
230 SHIP	23,705.98	17,017.03	0.00	17,017.03	3,311.38	5,370.40	4,283.84	1,524.13	1,880.51	16,370.26	24,352.75
234 WIC Peer Grant	(12,007.83)	0.00	0.00	0.00	3,106.43	1,232.40	0.00	0.00	0.00	4,338.83	(16,346.66)
237 Suicide Prevention Grant	0.00	1,363.54	0.00	1,363.54	0.00	0.00	0.00	1,363.54	0.00	1,363.54	0.00
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/Covid	35,028.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,028.22
304 Influenza Vaccine Project	(37.21)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(37.21)
305 COV Vacc 2 (State Funding)	(3,377.51)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(3,377.51)
306 COV Vacc 3 (Federal Funding)	8,323.25	41,271.19	0.00	41,271.19	600.70	3,389.30	16,992.48	20,592.68	0.00	41,575.16	8,019.28
307 ARP Incentive	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401 Healthy Homes	2.97	18,016.38	0.00	18,016.38	0.00	0.00	0.00	0.00	0.00	0.00	18,019.35
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	17,490.59	18,477.08	0.00	18,477.08	1,817.39	2,573.97	0.00	0.00	0.00	4,391.36	31,576.31
505 EP - CRI	(56,761.58)	0.00	0.00	0.00	47.25	657.18	0.00	0.00	0.00	704.43	(57,466.01)
601 Child & Teen Checkups (C&TC)	(4,759.67)	52,936.26	0.00	52,936.26	0.00	0.00	0.00	0.00	0.00	0.00	48,176.59
622 Primewest Health Equity Grant	29,215.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,215.00
623 Primewest Health Equity Scholar	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
624 Regional Health Equity Network	(1,508.75)	10,089.12	0.00	10,089.12	1,367.50	0.00	0.00	0.00	0.00	1,367.50	7,212.87
Total	354,387.91	418,056.49	-	418,056.49	35,952.91	37,425.48	36,871.98	40,976.49	9,929.31	161,156.17	611,288.23

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

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Accrual Basis

Meeker-McLeod-Sibley Community Health Services
Grant Summary Report
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	100 - Local Public Health Grant	107 - Workforce Development	205 - Follow Along
Ordinary Income/Expense			
Income			
5348 · Home Visiting Tanf	0.00	0.00	0.00
5400 · Federal Grant	0.00	13,589.79	0.00
5413 · WIC Grant	0.00	0.00	0.00
5454 · Bioterrorism Grant	0.00	0.00	0.00
5459 · WIC Peer Counseling - I	0.00	0.00	0.00
Total Income	0.00	13,589.79	0.00
Expense			
6105 · Salaries & Wages-FT	2,528.78	2,142.40	0.00
6110 · Salaries & Wages	6,520.10	667.64	0.00
6152 · HSA Insurance-County Share	100.00	0.00	0.00
6153 · Health & Life Ins-County Share	460.94	0.00	0.00
6163 · PERA-County Share	949.08	0.00	0.00
6175 · FICA-County Share	692.22	214.98	0.00
6203 · Communications	0.00	0.00	0.00
6265 · Professional Services	2,606.30	0.00	0.00
6269 · Payroll Services	24.50	0.00	0.00
6335 · Mileage	364.18	175.54	0.00
6350 · Other Charges & Services	1,931.48	0.00	0.00
6353 · Meeting Expense	65.90	0.00	0.00
6402 · Office Supplies	0.00	0.00	0.00
6856 · WIC County Payment	0.00	0.00	0.00
6858 · FPSP County Payment	0.00	0.00	0.00
6859 · MCH County Payment	0.00	0.00	0.00
6860 · Follow Along Program CP	0.00	0.00	3,980.56
6862 · Project Harmony CP	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	0.00	0.00
6867 · C & TC County Payment	0.00	0.00	0.00
6868 · Suicide Prevention	0.00	0.00	0.00
6871 · TANF	0.00	0.00	0.00
6875 · Covid Vacc 3	0.00	0.00	0.00
6877 · Workforce Development	0.00	4,063.56	0.00
Total Expense	16,243.48	7,264.12	3,980.56
Net Ordinary Income	-16,243.48	6,325.67	-3,980.56
Net Income	-16,243.48	6,325.67	-3,980.56

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	206 - FPSP	209 - MCH	212 - Project Harmony Grant
Ordinary Income/Expense			
Income			
5348 · Home Visiting Tanf	0.00	0.00	0.00
5400 · Federal Grant	0.00	0.00	66,614.84
5413 · WIC Grant	0.00	0.00	0.00
5454 · Bioterrorism Grant	0.00	0.00	0.00
5459 · WIC Peer Counseling - I	0.00	0.00	0.00
Total Income	0.00	0.00	66,614.84
Expense			
6105 · Salaries & Wages-FT	0.00	0.00	3,590.40
6110 · Salaries & Wages	0.00	0.00	0.00
6152 · HSA Insurance-County Share	0.00	0.00	100.00
6153 · Health & Life Ins-County Share	0.00	0.00	717.36
6163 · PERA-County Share	0.00	0.00	269.28
6175 · FICA-County Share	0.00	0.00	270.98
6203 · Communications	0.00	0.00	0.00
6265 · Professional Services	0.00	0.00	0.00
6269 · Payroll Services	0.00	0.00	0.00
6335 · Mileage	0.00	0.00	369.62
6350 · Other Charges & Services	0.00	0.00	99.77
6353 · Meeting Expense	0.00	0.00	0.00
6402 · Office Supplies	0.00	0.00	0.00
6856 · WIC County Payment	0.00	0.00	0.00
6858 · FPSP County Payment	7,788.35	0.00	0.00
6859 · MCH County Payment	0.00	23,569.00	0.00
6860 · Follow Along Program CP	0.00	0.00	0.00
6862 · Project Harmony CP	0.00	0.00	27,011.90
6865 · SHIP - County Payment	0.00	0.00	0.00
6867 · C & TC County Payment	0.00	0.00	0.00
6868 · Suicide Prevention	0.00	0.00	0.00
6871 · TANF	0.00	0.00	0.00
6875 · Covid Vacc 3	0.00	0.00	0.00
6877 · Workforce Development	0.00	0.00	0.00
Total Expense	7,788.35	23,569.00	32,429.31
Net Ordinary Income	-7,788.35	-23,569.00	34,185.53
Net Income	-7,788.35	-23,569.00	34,185.53

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Accrual Basis

Meeker-McLeod-Sibley Community Health Services
Grant Summary Report
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	224 - TANF	225 - WIC-Admin	230 - SHIP
Ordinary Income/Expense			
Income			
5348 · Home Visiting Tanf	23,930.87	0.00	0.00
5400 · Federal Grant	0.00	0.00	0.00
5413 · WIC Grant	0.00	87,613.00	0.00
5454 · Bioterrorism Grant	0.00	0.00	0.00
5459 · WIC Peer Counseling - I	0.00	0.00	0.00
Total Income	23,930.87	87,613.00	0.00
Expense			
6105 · Salaries & Wages-FT	0.00	9,507.01	5,270.40
6110 · Salaries & Wages	0.00	0.00	0.00
6152 · HSA Insurance-County Share	0.00	100.00	0.00
6153 · Health & Life Ins-County Share	0.00	1,052.36	102.26
6163 · PERA-County Share	0.00	757.82	395.28
6175 · FICA-County Share	0.00	665.38	395.54
6203 · Communications	0.00	0.00	70.00
6265 · Professional Services	0.00	0.00	0.00
6269 · Payroll Services	0.00	0.00	0.00
6335 · Mileage	0.00	43.23	92.36
6350 · Other Charges & Services	0.00	0.00	0.00
6353 · Meeting Expense	0.00	0.00	0.00
6402 · Office Supplies	0.00	0.00	0.00
6856 · WIC County Payment	0.00	69,211.93	0.00
6858 · FPSP County Payment	0.00	0.00	0.00
6859 · MCH County Payment	0.00	0.00	0.00
6860 · Follow Along Program CP	0.00	0.00	0.00
6862 · Project Harmony CP	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	13,020.00	19,187.19
6867 · C & TC County Payment	0.00	0.00	0.00
6868 · Suicide Prevention	0.00	0.00	0.00
6871 · TANF	23,930.87	0.00	0.00
6875 · Covid Vacc 3	0.00	0.00	0.00
6877 · Workforce Developement	0.00	0.00	0.00
Total Expense	23,930.87	94,357.73	25,513.03
Net Ordinary Income	0.00	-6,744.73	-25,513.03
Net Income	0.00	-6,744.73	-25,513.03

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Accrual Basis

Meeker-McLeod-Sibley Community Health Services
Grant Summary Report
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	234 - WIC Peer Grant	237 - Suicide Prevention Grant	306 - COV Vacc 3 (Fed Funding)
Ordinary Income/Expense			
Income			
5348 · Home Visiting Tanf	0.00	0.00	0.00
5400 · Federal Grant	0.00	0.00	0.00
5413 · WIC Grant	0.00	0.00	0.00
5454 · Bioterrorism Grant	0.00	0.00	0.00
5459 · WIC Peer Counseling - I	14,012.00	0.00	0.00
Total Income	14,012.00	0.00	0.00
Expense			
6105 · Salaries & Wages-FT	597.24	0.00	675.44
6110 · Salaries & Wages	0.00	0.00	795.48
6152 · HSA Insurance-County Share	0.00	0.00	0.00
6153 · Health & Life Ins-County Share	0.00	0.00	0.00
6163 · PERA-County Share	0.00	0.00	0.00
6175 · FICA-County Share	39.70	0.00	109.42
6203 · Communications	0.00	0.00	0.00
6265 · Professional Services	3,079.58	0.00	0.00
6269 · Payroll Services	0.00	0.00	0.00
6335 · Mileage	0.00	0.00	0.00
6350 · Other Charges & Services	0.00	0.00	0.00
6353 · Meeting Expense	0.00	0.00	0.00
6402 · Office Supplies	62.67	0.00	0.00
6856 · WIC County Payment	0.00	0.00	0.00
6858 · FPSP County Payment	0.00	0.00	0.00
6859 · MCH County Payment	0.00	0.00	0.00
6860 · Follow Along Program CP	0.00	0.00	0.00
6862 · Project Harmony CP	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	0.00	0.00
6867 · C & TC County Payment	0.00	0.00	0.00
6868 · Suicide Prevention	0.00	1,659.03	0.00
6871 · TANF	0.00	0.00	0.00
6875 · Covid Vacc 3	0.00	0.00	47,824.81
6877 · Workforce Development	0.00	0.00	0.00
Total Expense	3,779.19	1,659.03	49,405.15
Net Ordinary Income	10,232.81	-1,659.03	-49,405.15
Net Income	10,232.81	-1,659.03	-49,405.15

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Accrual Basis

Meeker-McLeod-Sibley Community Health Services
Grant Summary Report
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	502 - Emergency Preparedness	505 - EP - CRI	601 - Child & Teen Checkups
Ordinary Income/Expense			
Income			
5348 · Home Visiting Tanf	0.00	0.00	0.00
5400 · Federal Grant	0.00	0.00	0.00
5413 · WIC Grant	0.00	0.00	0.00
5454 · Bioterrorism Grant	23,678.31	0.00	0.00
5459 · WIC Peer Counseling - I	0.00	0.00	0.00
Total Income	23,678.31	0.00	0.00
Expense			
6105 · Salaries & Wages-FT	3,943.08	1,223.09	0.00
6110 · Salaries & Wages	0.00	0.00	0.00
6152 · HSA Insurance-County Share	100.00	0.00	0.00
6153 · Health & Life Ins-County Share	1,002.98	0.00	0.00
6163 · PERA-County Share	438.12	0.00	0.00
6175 · FICA-County Share	283.44	87.93	0.00
6203 · Communications	0.00	0.00	0.00
6265 · Professional Services	0.00	0.00	0.00
6269 · Payroll Services	0.00	0.00	0.00
6335 · Mileage	0.00	0.00	0.00
6350 · Other Charges & Services	0.00	0.00	0.00
6353 · Meeting Expense	0.00	0.00	0.00
6402 · Office Supplies	0.00	0.00	0.00
6856 · WIC County Payment	0.00	0.00	0.00
6858 · FPSP County Payment	0.00	0.00	0.00
6859 · MCH County Payment	0.00	0.00	0.00
6860 · Follow Along Program CP	0.00	0.00	0.00
6862 · Project Harmony CP	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	0.00	0.00
6867 · C & TC County Payment	0.00	0.00	76,050.96
6868 · Suicide Prevention	0.00	0.00	0.00
6871 · TANF	0.00	0.00	0.00
6875 · Covid Vacc 3	0.00	0.00	0.00
6877 · Workforce Development	0.00	0.00	0.00
Total Expense	5,767.62	1,311.02	76,050.96
Net Ordinary Income	17,910.69	-1,311.02	-76,050.96
Net Income	17,910.69	-1,311.02	-76,050.96

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Accrual Basis

	Unclassified	TOTAL
Ordinary Income/Expense		
Income		
5348 · Home Visiting Tanf	0.00	23,930.87
5400 · Federal Grant	0.00	80,204.63
5413 · WIC Grant	0.00	87,613.00
5454 · Bioterrorism Grant	0.00	23,678.31
5459 · WIC Peer Counseling - I	0.00	14,012.00
Total Income	0.00	229,438.81
Expense		
6105 · Salaries & Wages-FT	0.00	29,477.84
6110 · Salaries & Wages	0.00	7,983.22
6152 · HSA Insurance-County Share	0.00	400.00
6153 · Health & Life Ins-County Share	0.00	3,335.90
6163 · PERA-County Share	0.00	2,809.58
6175 · FICA-County Share	0.00	2,759.59
6203 · Communications	0.00	70.00
6265 · Professional Services	0.00	5,685.88
6269 · Payroll Services	0.00	24.50
6335 · Mileage	0.00	1,044.93
6350 · Other Charges & Services	0.00	2,031.25
6353 · Meeting Expense	0.00	65.90
6402 · Office Supplies	0.00	62.67
6856 · WIC County Payment	0.00	69,211.93
6858 · FPSP County Payment	0.00	7,788.35
6859 · MCH County Payment	0.00	23,569.00
6860 · Follow Along Program CP	0.00	3,980.56
6862 · Project Harmony CP	0.00	27,011.90
6865 · SHIP - County Payment	0.00	32,207.19
6867 · C & TC County Payment	0.00	76,050.96
6868 · Suicide Prevention	0.00	1,659.03
6871 · TANF	0.00	23,930.87
6875 · Covid Vacc 3	0.00	47,824.81
6877 · Workforce Development	0.00	4,063.56
Total Expense	0.00	373,049.42
Net Ordinary Income	0.00	-143,610.61
Net Income	0.00	-143,610.61

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Accrual Basis

Meeker-McLeod-Sibley Community Health Services
Grant Summary Report
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	100 - Local Public Health Grant	107 - Workforce Development	203 - Early Hearing Detection
Ordinary Income/Expense			
Income			
5300 · State Grant	0.00	0.00	0.00
5400 · Federal Grant	0.00	0.00	0.00
5404 · Early Hearing Detect/Intervent	0.00	0.00	1,575.00
5413 · WIC Grant	0.00	0.00	0.00
Total Income	0.00	0.00	1,575.00
Expense			
6105 · Salaries & Wages-FT	2,874.47	2,142.40	0.00
6110 · Salaries & Wages	5,809.85	710.25	0.00
6152 · HSA Insurance-County Share	100.00	0.00	0.00
6153 · Health & Life Ins-County Share	681.49	0.00	0.00
6154 · Contracted Services	425.00	0.00	0.00
6163 · PERA-County Share	918.17	0.00	0.00
6175 · FICA-County Share	664.34	218.22	0.00
6203 · Communications	51.26	0.00	0.00
6265 · Professional Services	11,123.90	0.00	0.00
6268 · Bank Service Fees & Charges	0.00	0.00	0.00
6269 · Payroll Services	24.50	0.00	0.00
6335 · Mileage	360.25	120.52	0.00
6336 · Meals/Lodging/Parking & Misc.	16.13	0.00	0.00
6350 · Other Charges & Services	0.00	0.00	0.00
6402 · Office Supplies	0.00	19.99	0.00
6862 · Project Harmony CP	0.00	0.00	0.00
6863 · Healthy Homes CP	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	0.00	0.00
Total Expense	23,049.36	3,211.38	0.00
Net Ordinary Income	-23,049.36	-3,211.38	1,575.00
Net Income	-23,049.36	-3,211.38	1,575.00

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Accrual Basis

Meeker-McLeod-Sibley Community Health Services
Grant Summary Report
March 2023

	212 - Project Harmony Grant	225 - WIC-Admin	230 - SHIP
Ordinary Income/Expense			
Income			
5300 · State Grant	0.00	0.00	28,585.60
5400 · Federal Grant	10,813.03	0.00	0.00
5404 · Early Hearing Detect/Intervent	0.00	0.00	0.00
5413 · WIC Grant	0.00	39,899.00	0.00
Total Income	10,813.03	39,899.00	28,585.60
Expense			
6105 · Salaries & Wages-FT	3,590.40	8,904.08	5,270.40
6110 · Salaries & Wages	0.00	0.00	200.00
6152 · HSA Insurance-County Share	100.00	100.00	0.00
6153 · Health & Life Ins-County Share	726.11	1,057.86	-95.49
6154 · Contracted Services	0.00	0.00	0.00
6163 · PERA-County Share	269.28	757.40	395.28
6175 · FICA-County Share	270.98	625.26	426.13
6203 · Communications	51.26	129.79	121.26
6265 · Professional Services	0.00	0.00	0.00
6268 · Bank Service Fees & Charges	0.00	0.00	0.00
6269 · Payroll Services	0.00	0.00	0.00
6335 · Mileage	126.42	47.16	37.99
6336 · Meals/Lodging/Parking & Misc.	0.00	0.00	0.00
6350 · Other Charges & Services	0.00	0.00	707.43
6402 · Office Supplies	0.00	0.00	0.00
6862 · Project Harmony CP	5,346.17	0.00	0.00
6863 · Healthy Homes CP	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	0.00	7,180.95
Total Expense	10,480.62	11,621.55	14,243.95
Net Ordinary Income	332.41	28,277.45	14,341.65
Net Income	332.41	28,277.45	14,341.65

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Accrual Basis

Meeker-McLeod-Sibley Community Health Services
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	234 - WIC Peer Grant	306 - COV Vacc 3 (Fed Funding)	401 - Healthy Homes
Ordinary Income/Expense			
Income			
5300 · State Grant	0.00	0.00	11,652.39
5400 · Federal Grant	0.00	0.00	0.00
5404 · Early Hearing Detect/Intervent	0.00	0.00	0.00
5413 · WIC Grant	0.00	0.00	0.00
Total Income	0.00	0.00	11,652.39
Expense			
6105 · Salaries & Wages-FT	1,194.48	620.67	0.00
6110 · Salaries & Wages	0.00	795.48	0.00
6152 · HSA Insurance-County Share	0.00	0.00	0.00
6153 · Health & Life Ins-County Share	0.00	0.00	0.00
6154 · Contracted Services	0.00	0.00	0.00
6163 · PERA-County Share	0.00	0.00	0.00
6175 · FICA-County Share	79.38	105.47	0.00
6203 · Communications	254.17	0.00	0.00
6265 · Professional Services	3,863.06	0.00	0.00
6268 · Bank Service Fees & Charges	0.00	0.00	0.00
6269 · Payroll Services	0.00	0.00	0.00
6335 · Mileage	0.00	0.00	0.00
6336 · Meals/Lodging/Parking & Misc.	0.00	0.00	0.00
6350 · Other Charges & Services	0.00	0.00	0.00
6402 · Office Supplies	16.99	0.00	0.00
6862 · Project Harmony CP	0.00	0.00	0.00
6863 · Healthy Homes CP	0.00	0.00	11,652.39
6865 · SHIP - County Payment	0.00	0.00	0.00
Total Expense	5,408.08	1,521.62	11,652.39
Net Ordinary Income	-5,408.08	-1,521.62	0.00
Net Income	-5,408.08	-1,521.62	0.00

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04/04/23

Accrual Basis

Meeker-McLeod-Sibley Community Health Services
Grant Summary Report
March 2023

	502 - Emergency Preparedness	505 - EP - CRI	622- Prime West Equity Grant
Ordinary Income/Expense			
Income			
5300 · State Grant	0.00	0.00	0.00
5400 · Federal Grant	0.00	0.00	0.00
5404 · Early Hearing Detect/Intervent	0.00	0.00	0.00
5413 · WIC Grant	0.00	0.00	0.00
Total Income	0.00	0.00	0.00
Expense			
6105 · Salaries & Wages-FT	3,851.81	1,369.13	0.00
6110 · Salaries & Wages	0.00	0.00	0.00
6152 · HSA Insurance-County Share	100.00	0.00	0.00
6153 · Health & Life Ins-County Share	1,024.73	0.00	0.00
6154 · Contracted Services	0.00	0.00	0.00
6163 · PERA-County Share	438.12	0.00	0.00
6175 · FICA-County Share	276.90	98.42	0.00
6203 · Communications	91.27	0.00	0.00
6265 · Professional Services	0.00	0.00	0.00
6268 · Bank Service Fees & Charges	0.00	0.00	0.00
6269 · Payroll Services	0.00	0.00	0.00
6335 · Mileage	75.33	0.00	0.00
6336 · Meals/Lodging/Parking & Misc.	199.15	0.00	0.00
6350 · Other Charges & Services	0.00	0.00	9,785.00
6402 · Office Supplies	0.00	0.00	0.00
6862 · Project Harmony CP	0.00	0.00	0.00
6863 · Healthy Homes CP	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	0.00	0.00
Total Expense	6,057.31	1,467.55	9,785.00
Net Ordinary Income	-6,057.31	-1,467.55	-9,785.00
Net Income	-6,057.31	-1,467.55	-9,785.00

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Meeker-McLeod-Sibley Community Health Services
Grant Summary Report
March 2023

04/04/23

Accrual Basis

	624 - Regional Health Equity Ne	Unclassified	TOTAL
Ordinary Income/Expense			
Income			
5300 · State Grant	0.00	0.00	40,237.99
5400 · Federal Grant	0.00	0.00	10,813.03
5404 · Early Hearing Detect/Intervent	0.00	0.00	1,575.00
5413 · WIC Grant	0.00	0.00	39,899.00
Total Income	0.00	0.00	92,525.02
Expense			
6105 · Salaries & Wages-FT	0.00	0.00	29,817.84
6110 · Salaries & Wages	0.00	0.00	7,515.58
6152 · HSA Insurance-County Share	0.00	0.00	400.00
6153 · Health & Life Ins-County Share	0.00	0.00	3,394.70
6154 · Contracted Services	0.00	0.00	425.00
6163 · PERA-County Share	0.00	0.00	2,778.25
6175 · FICA-County Share	0.00	0.00	2,765.10
6203 · Communications	0.00	0.00	699.01
6265 · Professional Services	0.00	0.00	14,986.96
6268 · Bank Service Fees & Charges	0.00	6.95	6.95
6269 · Payroll Services	0.00	0.00	24.50
6335 · Mileage	0.00	0.00	767.67
6336 · Meals/Lodging/Parking & Misc.	0.00	0.00	215.28
6350 · Other Charges & Services	1,508.75	0.00	12,001.18
6402 · Office Supplies	0.00	0.00	36.98
6862 · Project Harmony CP	0.00	0.00	5,346.17
6863 · Healthy Homes CP	0.00	0.00	11,652.39
6865 · SHIP - County Payment	0.00	0.00	7,180.95
Total Expense	1,508.75	6.95	100,014.51
Net Ordinary Income	-1,508.75	-6.95	-7,489.49
Net Income	-1,508.75	-6.95	-7,489.49

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Accrual Basis

Meeker-McLeod-Sibley Community Health Services
Grant Summary Report
April 2023

	100 - Local Public Health Grant	107 - Workforce Development	203 - Early Hearing Detection
Ordinary Income/Expense			
Income			
5300 · State Grant	0.00	0.00	0.00
5336 · Local Public Health Grant	194,468.35	0.00	0.00
5338 · FPSP Grant	0.00	0.00	0.00
5345 · C&Tc State	0.00	0.00	0.00
5400 · Federal Grant	0.00	0.00	0.00
5413 · WIC Grant	0.00	0.00	0.00
5422 · Child & Teen Checkups Grant	0.00	0.00	0.00
5454 · Bioterrorism Grant	0.00	0.00	0.00
5465 · Regional Health Equity Network	0.00	0.00	0.00
Total Income	194,468.35	0.00	0.00
Expense			
6105 · Salaries & Wages-FT	2,697.19	2,102.23	0.00
6110 · Salaries & Wages	6,065.54	880.71	0.00
6152 · HSA Insurance-County Share	100.00	0.00	0.00
6153 · Health & Life Ins-County Share	460.94	0.00	0.00
6163 · PERA-County Share	938.21	0.00	0.00
6175 · FICA-County Share	670.35	228.20	0.00
6203 · Communications	51.26	414.29	0.00
6264 · PH.DOC Software	7,243.30	0.00	0.00
6265 · Professional Services	6,030.10	0.00	0.00
6268 · Bank Service Fees & Charges	0.00	0.00	0.00
6269 · Payroll Services	24.50	0.00	0.00
6335 · Mileage	377.28	127.07	0.00
6336 · Meals/Lodging/Parking & Misc.	12.92	0.00	0.00
6350 · Other Charges & Services	142.00	5,539.38	0.00
6402 · Office Supplies	0.00	26.39	0.00
6856 · WIC County Payment	0.00	0.00	0.00
6858 · FPSP County Payment	0.00	0.00	0.00
6862 · Project Harmony CP	0.00	0.00	0.00
6864 · Early Hearing & Dect. CP	0.00	0.00	1,575.00
6865 · SHIP - County Payment	0.00	0.00	0.00
6868 · Suicide Prevention	0.00	0.00	0.00
6872 · Covid-19	0.00	0.00	0.00
Total Expense	24,813.59	9,318.27	1,575.00
Net Ordinary Income	169,654.76	-9,318.27	-1,575.00
Net Income	169,654.76	-9,318.27	-1,575.00

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Accrual Basis

Meeker-McLeod-Sibley Community Health Services
Grant Summary Report
April 2023

	206 - FPSP	212 - Project Harmony Grant	225 - WIC-Admin
Ordinary Income/Expense			
Income			
5300 · State Grant	0.00	0.00	0.00
5336 · Local Public Health Grant	0.00	0.00	0.00
5338 · FPSP Grant	8,098.75	0.00	0.00
5345 · C&Tc State	0.00	0.00	0.00
5400 · Federal Grant	0.00	18,145.91	0.00
5413 · WIC Grant	0.00	0.00	48,262.00
5422 · Child & Teen Checkups Grant	0.00	0.00	0.00
5454 · Bioterrorism Grant	0.00	0.00	0.00
5465 · Regional Health Equity Network	0.00	0.00	0.00
Total Income	8,098.75	18,145.91	48,262.00
Expense			
6105 · Salaries & Wages-FT	0.00	3,590.40	8,866.16
6110 · Salaries & Wages	0.00	0.00	0.00
6152 · HSA Insurance-County Share	0.00	100.00	100.00
6153 · Health & Life Ins-County Share	0.00	717.36	1,052.36
6163 · PERA-County Share	0.00	269.28	757.40
6175 · FICA-County Share	0.00	270.98	622.76
6203 · Communications	0.00	51.26	129.79
6264 · PH.DOC Software	0.00	0.00	0.00
6265 · Professional Services	0.00	0.00	0.00
6268 · Bank Service Fees & Charges	0.00	0.00	0.00
6269 · Payroll Services	0.00	0.00	0.00
6335 · Mileage	0.00	144.10	47.16
6336 · Meals/Lodging/Parking & Misc.	0.00	0.00	0.00
6350 · Other Charges & Services	0.00	0.00	175.00
6402 · Office Supplies	0.00	18.53	0.00
6856 · WIC County Payment	2,332.02	0.00	27,825.00
6858 · FPSP County Payment	5,766.73	0.00	0.00
6862 · Project Harmony CP	0.00	3,641.85	0.00
6864 · Early Hearing & Deaf. CP	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	0.00	0.00
6868 · Suicide Prevention	0.00	0.00	0.00
6872 · Covid-19	0.00	0.00	0.00
Total Expense	8,098.75	8,803.76	39,575.63
Net Ordinary Income	0.00	9,342.15	8,686.37
Net Income	0.00	9,342.15	8,686.37

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Meeker-McLeod-Sibley Community Health Services
Grant Summary Report
April 2023

05/03/23

Accrual Basis

	230 - SHIP	234 - WIC Peer Grant	237 - Suicide Prevention Grant
Ordinary Income/Expense			
Income			
5300 · State Grant	17,017.03	0.00	1,363.54
5336 · Local Public Health Grant	0.00	0.00	0.00
5338 · FPSP Grant	0.00	0.00	0.00
5345 · C&Tc State	0.00	0.00	0.00
5400 · Federal Grant	0.00	0.00	0.00
5413 · WIC Grant	0.00	0.00	0.00
5422 · Child & Teen Checkups Grant	0.00	0.00	0.00
5454 · Bioterrorism Grant	0.00	0.00	0.00
5465 · Regional Health Equity Network	0.00	0.00	0.00
Total Income	17,017.03	0.00	1,363.54
Expense			
6105 · Salaries & Wages-FT	5,270.40	1,232.40	0.00
6110 · Salaries & Wages	100.00	0.00	0.00
6152 · HSA Insurance-County Share	0.00	0.00	0.00
6153 · Health & Life Ins-County Share	2.26	0.00	0.00
6163 · PERA-County Share	395.28	0.00	0.00
6175 · FICA-County Share	410.84	81.90	0.00
6203 · Communications	121.26	254.17	0.00
6264 · PH.DOC Software	0.00	0.00	0.00
6265 · Professional Services	0.00	2,767.74	0.00
6268 · Bank Service Fees & Charges	0.00	0.00	0.00
6269 · Payroll Services	0.00	0.00	0.00
6335 · Mileage	108.74	2.62	0.00
6336 · Meals/Lodging/Parking & Misc.	0.00	0.00	0.00
6350 · Other Charges & Services	2,273.00	0.00	0.00
6402 · Office Supplies	0.00	0.00	0.00
6856 · WIC County Payment	0.00	0.00	0.00
6858 · FPSP County Payment	0.00	0.00	0.00
6862 · Project Harmony CP	0.00	0.00	0.00
6864 · Early Hearing & Dect. CP	0.00	0.00	0.00
6865 · SHIP - County Payment	7,688.48	0.00	0.00
6868 · Suicide Prevention	0.00	0.00	1,363.54
6872 · Covid-19	0.00	0.00	0.00
Total Expense	16,370.26	4,338.83	1,363.54
Net Ordinary Income	646.77	-4,338.83	0.00
Net Income	646.77	-4,338.83	0.00

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Accrual Basis

Meeker-McLeod-Sibley Community Health Services

Grant Summary Report

April 2023

	306 - COV Vacc 3 (Fed Funding)	401 - Healthy Homes	502 - Emergency Preparedness
Ordinary Income/Expense			
Income			
5300 · State Grant	0.00	18,016.38	0.00
5336 · Local Public Health Grant	0.00	0.00	0.00
5338 · FPSP Grant	0.00	0.00	0.00
5345 · C&Tc State	0.00	0.00	0.00
5400 · Federal Grant	41,271.19	0.00	0.00
5413 · WIC Grant	0.00	0.00	0.00
5422 · Child & Teen Checkups Grant	0.00	0.00	0.00
5454 · Bioterrorism Grant	0.00	0.00	18,477.08
5465 · Regional Health Equity Network	0.00	0.00	0.00
Total Income	41,271.19	18,016.38	18,477.08
Expense			
6105 · Salaries & Wages-FT	2,650.64	0.00	2,573.97
6110 · Salaries & Wages	738.66	0.00	0.00
6152 · HSA Insurance-County Share	0.00	0.00	100.00
6153 · Health & Life Ins-County Share	0.00	0.00	1,002.98
6163 · PERA-County Share	0.00	0.00	438.12
6175 · FICA-County Share	247.24	0.00	185.02
6203 · Communications	0.00	0.00	91.27
6264 · PH.DOC Software	0.00	0.00	0.00
6265 · Professional Services	0.00	0.00	0.00
6268 · Bank Service Fees & Charges	0.00	0.00	0.00
6269 · Payroll Services	0.00	0.00	0.00
6335 · Mileage	64.19	0.00	0.00
6336 · Meals/Lodging/Parking & Misc.	0.00	0.00	0.00
6350 · Other Charges & Services	289.27	0.00	0.00
6402 · Office Supplies	0.00	0.00	0.00
6856 · WIC County Payment	0.00	0.00	0.00
6858 · FPSP County Payment	0.00	0.00	0.00
6862 · Project Harmony CP	0.00	0.00	0.00
6864 · Early Hearing & Dect. CP	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	0.00	0.00
6868 · Suicide Prevention	0.00	0.00	0.00
6872 · Covid-19	37,585.16	0.00	0.00
Total Expense	41,575.16	0.00	4,391.36
Net Ordinary Income	-303.97	18,016.38	14,085.72
Net Income	-303.97	18,016.38	14,085.72

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Meeker-McLeod-Sibley Community Health Services
Grant Summary Report
April 2023

05/03/23

Accrual Basis

	505 - EP - CRI	601 - Child & Teen Checkups	624 - Regional Health Equity Ne
Ordinary Income/Expense			
Income			
5300 · State Grant	0.00	0.00	0.00
5336 · Local Public Health Grant	0.00	0.00	0.00
5338 · FPSP Grant	0.00	0.00	0.00
5345 · C&Tc State	0.00	26,468.13	0.00
5400 · Federal Grant	0.00	0.00	0.00
5413 · WIC Grant	0.00	0.00	0.00
5422 · Child & Teen Checkups Grant	0.00	26,468.13	0.00
5454 · Bioterrorism Grant	0.00	0.00	0.00
5465 · Regional Health Equity Network	0.00	0.00	10,089.12
Total Income	0.00	52,936.26	10,089.12
Expense			
6105 · Salaries & Wages-FT	657.18	0.00	0.00
6110 · Salaries & Wages	0.00	0.00	0.00
6152 · HSA Insurance-County Share	0.00	0.00	0.00
6153 · Health & Life Ins-County Share	0.00	0.00	0.00
6163 · PERA-County Share	0.00	0.00	0.00
6175 · FICA-County Share	47.25	0.00	0.00
6203 · Communications	0.00	0.00	0.00
6264 · PH.DOC Software	0.00	0.00	0.00
6265 · Professional Services	0.00	0.00	1,367.50
6268 · Bank Service Fees & Charges	0.00	0.00	0.00
6269 · Payroll Services	0.00	0.00	0.00
6335 · Mileage	0.00	0.00	0.00
6336 · Meals/Lodging/Parking & Misc.	0.00	0.00	0.00
6350 · Other Charges & Services	0.00	0.00	0.00
6402 · Office Supplies	0.00	0.00	0.00
6856 · WIC County Payment	0.00	0.00	0.00
6858 · FPSP County Payment	0.00	0.00	0.00
6862 · Project Harmony CP	0.00	0.00	0.00
6864 · Early Hearing & Dect. CP	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	0.00	0.00
6868 · Suicide Prevention	0.00	0.00	0.00
6872 · Covid-19	0.00	0.00	0.00
Total Expense	704.43	0.00	1,367.50
Net Ordinary Income	-704.43	52,936.26	8,721.62
Net Income	-704.43	52,936.26	8,721.62

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Meeker-McLeod-Sibley Community Health Services
Grant Summary Report
April 2023

05/03/23

Accrual Basis

	Unclassified	TOTAL
Ordinary Income/Expense		
Income		
5300 · State Grant	0.00	36,396.95
5336 · Local Public Health Grant	0.00	194,468.35
5338 · FPSP Grant	0.00	8,098.75
5345 · C&Tc State	0.00	26,468.13
5400 · Federal Grant	0.00	59,417.10
5413 · WIC Grant	0.00	48,262.00
5422 · Child & Teen Checkups Grant	0.00	26,468.13
5454 · Bioterrorism Grant	0.00	18,477.08
5465 · Regional Health Equity Network	0.00	10,089.12
Total Income	0.00	428,145.61
Expense		
6105 · Salaries & Wages-FT	0.00	29,640.57
6110 · Salaries & Wages	0.00	7,784.91
6152 · HSA Insurance-County Share	0.00	400.00
6153 · Health & Life Ins-County Share	0.00	3,235.90
6163 · PERA-County Share	0.00	2,798.29
6175 · FICA-County Share	0.00	2,764.54
6203 · Communications	0.00	1,113.30
6264 · PH.DOC Software	0.00	7,243.30
6265 · Professional Services	0.00	10,165.34
6268 · Bank Service Fees & Charges	6.95	6.95
6269 · Payroll Services	0.00	24.50
6335 · Mileage	0.00	871.16
6336 · Meals/Lodging/Parking & Misc.	0.00	12.92
6350 · Other Charges & Services	0.00	8,418.65
6402 · Office Supplies	0.00	44.92
6856 · WIC County Payment	0.00	30,157.02
6858 · FPSP County Payment	0.00	5,766.73
6862 · Project Harmony CP	0.00	3,641.85
6864 · Early Hearing & Dect. CP	0.00	1,575.00
6865 · SHIP - County Payment	0.00	7,688.48
6868 · Suicide Prevention	0.00	1,363.54
6872 · Covid-19	0.00	37,585.16
Total Expense	6.95	162,303.03
Net Ordinary Income	-6.95	265,842.58
Net Income	-6.95	265,842.58

CHS Holidays 2023

- 1 Floater
- New Year's Day – January 2nd
- Martin Luther King Jr Day – January 16th
- Presidents Day – February 20th
- Memorial Day – May 29th
- Juneteenth – June 19th
- Independence Day – July 4th
- Labor Day – September 4th
- Veterans Day – November 10th
- Thanksgiving Day – November 23rd
- Day after Thanksgiving – November 24th
- Christmas Eve – December 24th (Sunday) (Friday the 22nd or Tuesday the 26th)
- Christmas Day – December 25th (Monday)



Public Health
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Meeker McLeod Sibley
Community Health Services

Meeker-McLeod-Sibley Community Health Services

114 N Holcombe Ave, Litchfield, Minnesota 55355
Main Line (320)693-5370

Teleworker Policy

Meeker-McLeod-Sibley Community Health Services recognizes the need to provide options to the normal work environment that utilize technology to enhance customer service, increase employee productivity and provide greater employment opportunity throughout the CHS.

To accomplish this, the CHS supports teleworking as a work arrangement for CHS employees. The CHS's teleworking program is intended to be an innovative option that benefits the CHS, its citizens and employees.

DEFINITIONS

- **Teleworking:** To work part of or all of the standard work week at a home- based office on a regularly scheduled basis.
- **Eligible Employees:** Regular full-time or permanent part-time employees who have been approved for teleworking by the CHS Administrator .
- **Teleworking Agreement:** A document that describes a specific work site arrangement agreed to between the employee and CHS Administrator .
- **Mobile Worker:** An employee who works off-site with technology but does not have a home- based office.

PURPOSE

This policy shall define the MMS CHS teleworking program and the procedures under which it shall operate. It is intended to provide a general framework for CHS staff. All CHS staff are expected to comply with this policy.

AUTHORITY

The MMS Community Health Board has sole authority to establish a teleworking program and its policies.

REMOTE ACCESS

Arrangements for secure remote access through an Information Technology (IT) approved secure connection shall be subject to review and approval by the IT Director (or their official designee) to assure the security and the integrity of the computer network.



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Meeker-McLeod-Sibley Community Health Services

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Main Line (320)693-5370

EMPLOYEE SELECTION AND ELIGIBILITY

The CHS Administrator has authority to determine who meets edibility requirements for the teleworking option.

- Employee eligibility criteria for teleworking includes, but is not limited to:
- Is effective at working independently for extended periods.
- Is self-motivated (identifies tasks and begins and completes work independently).
Demonstrates the ability to prioritize using critical thinking.
- Demonstrates good time-management skills by completing assignments on time. Reliably produces high-quality work.
- Productivity is at or above expectations.
- Job performance evaluations meet or exceed expectations.
- Computer skills are sufficient to work independently at an alternate worksite.
- Communicates information fully and timely with leadership, coworkers, support staff and customers.
- Demonstrates dependability and responsibility by meeting attendance standards (i.e. consistently and reliably shows up to work and is on time)
- Absence from the office will not be detrimental to productivity or work quality of other employees.
- Work activities are portable and can be performed successfully outside the office.
- Is not on probation.
- Has a dedicated office space at home.

HAS RELIABLE DEPENDENT CARE ARRANGEMENTS (IF APPLICABLE) JOB CHARACTERISTICS

- Most of the job tasks do not require frequent direct face-to-face contact with other employees.
- There are clearly defined tasks and deliverables.
- There are measurable work activities that can be monitored.
- There are established time frames and objectives to measure progress.
- The job can be performed without close supervision.
- The job does not require access to special equipment only available at the regular work site.



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ONGOING DUTIES, OBLIGATIONS, RESPONSIBILITIES AND CONDITIONS

- Teleworker will be provided home base within the CHS as determined by CHS Administrator .
- Refer to mileage policy for paid mileage
- The teleworker is expected to perform at least at the Meets Expectations level for all performance standards on the Employee Performance Evaluation.
- If attendance or performance issues arise, the Administrator has the ability to terminate the teleworking agreement.
- Teleworking is not available to employees on probation.
- If employment ends for a teleworker, all files and equipment must be returned prior to the teleworker's last day.
- Any violations of the teleworking agreement may result in the termination of teleworking and/or other disciplinary action.
- Repeated circumstances of technology issues may be a cause for termination of the teleworking agreement.
- Teleworking is not to be used in lieu of child care. Teleworkers may have dependents in the home during teleworking hours only if those dependents are self-sufficient or are being cared for by another person.
- The teleworker must not undertake other employment in the home during teleworking hours.
- If the teleworker is unable to perform the assigned duties from the off- site space due to equipment malfunction, power outage, damage to off- site workspace, or other similar situations, the Teleworker shall immediately advise the Administrator . The CHS Administrator may assign other work duties, or assign the teleworker must attend work meetings unless otherwise authorized by the Administrator . The Administrator may decide to call the teleworker in to the office for emergency meetings, or to have the teleworker participate via conference call.
- To ensure effective communication with in-office coworkers, the teleworker is expected to check both voice mail and email regularly, as determined by the CHS Administrator .
- For those employees defined as teleworkers, there may be a scheduled site visit to the home office to ensure proper procedures are being followed, and to address any issues or questions the teleworker may have.
- All MMS CHS Personnel Policies apply to the teleworker.

OFFICE SETUP

- MMS CHS provided equipment, office supplies, and case files remain the property of MMS CHS and are to be used for work-related purposes only.
- The Teleworker's home address and telephone numbers are private information and are not to be given out without the expressed authorization of the teleworker. The Teleworker's home address and phone numbers may be used by the MMS CHS as authorized by law.
- Since the teleworker's off-site workstation shall be considered an extension of the MMS CHS workspace, the MMS CHS Worker's Compensation and Employer's Liability coverage shall continue to exist while the Teleworker is doing MMS CHS business. The teleworker agrees to carry a homeowners/renter's insurance policy for the duration of teleworking and provide a copy of the insurance certificate to the department head and to notify them when there are changes.
- No work-related meetings shall be held at the teleworking site other than the supervisory site visits.



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HARDWARE

- Hardware furnished by the MMS CHS shall be in accordance with the Teleworking Agreement (Attachment A).
- The employee is responsible for the equipment and must immediately report any damages. They must take precautions to ensure all equipment integrity.
- Basic equipment that may be provided includes the laptop computer, air card, docking station, mouse, second monitor, keyboard and phone. Additional equipment must be approved by the Department Head.

SOFTWARE

- The MMS CHS shall provide all necessary software.
- The employee may not duplicate MMS CHS software for personal use.
- The employee's Administrator shall work with the IT Department to maintain a record of MMS CHS-owned software, hardware, and other property located at an alternate work location.
- No software may be run on MMS CHS equipment that is not approved by the CHS IT Department. The CHS may inspect any CHS-owned equipment and its contents or any equipment used in telecommuting.
- The IT Department shall furnish anti-virus software for use by all teleworkers.

COPYRIGHT/INTELLECTUAL PROPERTY

- The use of software, data, and supplies provided by the MMS CHS at the remote site is limited to authorized persons and for purposes related only to business for the MMS CHS.
- All software, written documents, and other materials designed or developed by the employee on MMS CHS time or with MMS CHS equipment are considered the property of the MMS CHS, whether it is on a CHS site or not.

FURNISHINGS

- The employee is responsible for all costs of maintaining a home office, including: electricity, internet costs, heating, property taxes, insurance and all other costs relating to the use of a home office.
- The employee shall provide all necessary office furniture.

DESIGNATED WORKPLACE

- The teleworker is responsible for establishing and maintaining adequate workspace at the home location.
- The workspace must accommodate equipment needed for work while teleworking.
- The space must be maintained in a safe condition, free from hazards and other dangers to the employee and to MMS CHS property.
- MMS CHS Administrator may inspect the teleworking worksite at any time during regular work hours unless the employee has notified the agency that leave time is being taken.
- If the employee refuses to consent to the inspections the teleworking agreement may be terminated.
- The teleworker is responsible for initial setup of technology equipment after consultation with the IT Department.



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WORK SCHEDULE

- The work schedule of the teleworker shall be agreed upon between the employee and the Administrator .
- The employee shall be expected to attend all assigned office meetings.
Electronic calendars shall be kept up to date.
- Employees will complete a time sheet. Work hours, overtime compensation and vacation schedules shall conform to MMS CHS policy and to terms otherwise agreed upon by employee/Administrator .
- The Administrator may require the employee to provide documentation concerning arrangements for dependent care during scheduled work hours.
- If a teleworker is found to be unavailable during their scheduled hours, the Teleworking Agreement may be terminated.

SUPPLIES/INVENTORY/MANAGEMENT/EXPENSES

- MMS CHS shall provide the employee with the necessary supplies using normal office supply procurement procedures.
- Employees may not purchase supplies independently and seek reimbursement unless pre- authorized by their Administrator.
- Any teleworking expenses not specifically covered in this policy shall be addressed on a case-by- case basis between the employee and Administrator .
- The teleworker agrees that all MMS CHS-owned property shall be returned to the MMS CHS at the MMS CHS's request.

LIABILITY

- An employee remains liable for injuries to third persons and/or members of their family on the employee's premises, including employee's remote workspace.
- An employee is covered by the MMS CHS's Compensations laws while in teleworking status and conducting MMS CHS business. Any work injury that occurs must be reported to the Administrator immediately, using the MMS CHS's standard injury reporting process.
- The employee's home is considered a work site only during scheduled working hours for purposes of Worker's Compensation.
- MMS CHS does not assume any liability for loss, damage or wear of employees owned equipment, furniture, etc. including: normal wear on home furnishings, any damage resulting from the installation of additional telephone lines, as well as any accidental damages due to the failure of the MMS CHS equipment.
- MMS CHS is responsible for insuring MMS CHS- owned equipment.
- The teleworker has the same responsibility for taking appropriate steps to minimize damage to MMS CHS-owned property at the home site as at the office site.



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DATA SECURITY

- Employees must follow the provisions of the Government Data Practices Act, HIPAA, and other data privacy legislation, and the MMS CHS data privacy policies when working at any location. Failure to comply may result in the loss of computer use privileges, cancellation of teleworking privileges and/or disciplinary action up to and including termination of employment. Violations may also result in criminal or civil litigation.
- Employees must handle protected information in a secure and proper manner to ensure there is no unauthorized disclosure. Due care must be exercised when reading, discussing, displaying or otherwise exposing protected information in common areas or public places, including in the employee's vehicle.
- Users must manage records they create and maintain according to the appropriate records retention schedule and properly dispose of protected information according to record retention policies.

TECHNICAL SUPPORT

- MMS CHS shall bear responsibility for repairing MMS CHS owned equipment. Teleworkers should report any problems to the Administrator. The MMS CHS expectations are that teleworkers are technically savvy to troubleshoot simple problems and if necessary, work through issues with the aid of the IT Department staff.
- If the teleworker is using a wireless router in their off-site office, the router must be secured (password protected).
- The teleworker can use their high-speed internet at home but the MMS CHS will not support this connection.
- As technology changes, there may be a need for further training. Before being deployed, new technology may require additional training.

TELEWORKING AGREEMENT

- The teleworker and Administrator shall be required to sign a Teleworking Agreement setting out the terms and conditions of the agreed upon teleworking arrangement which is kept in their personnel file.
- The Teleworking Agreement must be discussed and renewed annually and whenever the teleworker changes positions. Because teleworking was selected as a feasible work option based on a combination of job characteristics, employee characteristics, and Administrator characteristics, a change in any one of these elements may require a review of the teleworking arrangement.
- The teleworker has no automatic right to telecommute and may be discontinued by either party at any time.
- MMS CHS Administrator shall evaluate the effectiveness of the telecommuting program 90 days after implementation with each enrolled employee. It will be reviewed annually at the time of the employee's annual Performance Evaluation. The evaluation should measure employee and manager satisfaction, and employee effectiveness.
- Teleworking may be rescinded at any time as required to meet the needs of the CHS.



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Meeker-McLeod-Sibley Community Health Services Teleworker Policy

ATTACHMENT A

Employee and Location Information

Employee Name: _____

Department: _____

Remote work location: ☐ Employee residence ☐ Other (specify)

Employee's teleworking work address:

Brief description of designated work space at remote work location:

Telecommuting Schedule

Equipment and Furnishings

MMS CHS may provide the following equipment/services for purposes of teleworking:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____



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Conditions

Frequency and type of contact between the employee and Administrator on teleworking days will be:

Conditions/expectations/performance measures agreed upon by the employee, Administrator and department head.

Expenses

MMS CHS will pay for the following expenses:

- a. Regular office supplies. These must be requisitioned using the MMS CHS's purchasing procedures.
- b. Other: _____

MMS CHS will not pay for the following expenses:

- a. Maintenance or replacement of privately owned equipment and/or furnishings.
- b. Utility costs associated with the use of the computer or occupation of the home, including internet costs and electricity
- c. Homeowner/renter's insurance (copy of personal insurance must be provided annually).

- The employee has read and agrees to all terms and conditions of the MMS CHS Teleworking Policy.
- The employee agrees to carry out the steps needed for information security in the home office setting. The employee will check with the Administrator if there are any issues with security.
- The employee will notify the Administrator immediately if there are equipment problems that affect performance of the work duties.
- The employee agrees that all work completed and products created as a result of employment with the CHS are the property of the CHS.
- The employee agrees to document dependent care arrangements at the Administrator's request in order to assure optimal teleworking conditions.
- The teleworker and management agree to monitor performance standards



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The teleworking arrangement will start on _____ and be reviewed on _____ (90 days after implementation). It will be reviewed and minimum if at least annually and may be discontinued by either party within the guidelines set out in the MMS CHS Teleworking Policy.

Employee

Date

Administrator

Date



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May 31, 2023

Business Office Manager Update,

As I come up on my 1-year anniversary I look back at all the people I have met and processes that I have learned. It has been such a wonderful experience and I have learned so much. I worked for the City of Litchfield for 11 years. It has been fun to see how similar the counties operate as a governing entity like the City Council but yet different. It has motivated me to see how the Commissioners can take off their county specific hat and come together to serve the community as one Community Health Board across three counties and to see how they care for the staff that work within all the counties and the CHS.

Since we last met, I got the opportunity to attend a HR in the Public Sector seminar. This was a great opportunity for me to learn the policies of the public sector after being in the private for so many years.

What is ahead for me? I will continue my work with the fiscal side of the grants and working with outside partners to come in to our Public Health space and speak to us on team building, creating safe work spaces and DEI topics for both staff and public partners. I am also looking forward to starting work within the infrastructure grant and wherever that brings me.

Be Well,

Sarah Gassman

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