



MEEKER-McLEOD-SIBLEY COMMUNITY HEALTH BOARD

Meeting Location: McLeod County Government Center – Bergen Room
 520 Chandler Ave N
 Glencoe, MN 55336
 July 13, 2023, 9-11am
 Agenda

1. Meeting called to order
2. Approval of the Agenda (Action)..... pg 1
3. Approval of May 31, 2023 Meeting Minutes* (Action)..... pg 2-3
4. Fiscal Management
 - a. Approval of Expense Report – Invoice payments* (Action)
 - i. May..... pg 4
 - ii. June..... pg 5
 - b. Approval of Grant Summary Report* (Action)
 - i. May..... pg 6-12
 - ii. June..... pg 13-19
5. Administrative Items
 - i. WIC Coordinator Pay scale
 - ii. Comp Time* (Action)..... pg 20-22
 - iii. IT Update
 - iv. SCHSAC Report – Commissioner Schmalz*..... pg 23-28
 - v. Bridges to Healthcare Update – Commissioner Grochow
6. Other Agenda Items
 - i. PHWINS* (Kerry Ward)..... pg 29
 - ii. Fiscal Update*..... pg 30
 - iii. County Updates (McLeod, Sibley, Meeker)
 - iv. CHS Administrator Update*..... pg 31

Adjourn –

*Attachments:

- Agenda
- May Minutes
- Expense Reports
- Grant Summary Reports
- Comp Time Documentation
- SCHSAC
- PHWINS
- Fiscal Update
- CHS Administrator Updates

2023 Meeting Dates

July 13th in Glencoe, Mn
 September 14th
 November 9th

*All meetings are 9-11 unless
 otherwise specified*



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

Attendance: Commissioner Bredeson, Commissioner Oberg, Commissioner Schmalz, Commissioner Grochow, Commissioner Kreger, Commissioner Luthens, Kiza Olson, Sarah Gassman, Diane Winter, Klea Rettmann, Rachel Fruhwirth, Berit Spors, Brittany Becker

Commissioner Oberg abstained from voting due to not being in posted location.

1. Meeting called to order Commissioner Schmalz at 2:04pm
2. Approval of the Agenda (Action) Commissioner Luthens, Commission Grochow, Roll call, all in favor
3. Approval of November 10, 2022 Meeting Minutes* (Action) Commissioner Luthens, Commissioner Bredeson, Roll call, Commissioners Kreger and Grochow abstain, Commissioners Bredeson, Commissioner Schmalz, Commissioner Luthens in favor
4. Approval of March 9, 2023 Meeting Minutes* (Action) Commissioner Kreger, Luthens, Roll call, all in favor
5. Fiscal Management
 - a. Approval of Expense Report – Invoice payments* (Action)
 - i. February - Commissioner Schmalz Commissioner Luthens, Roll Call all in favor
 - ii. March - Commissioner Grochow, Commissioner Kreger, Roll Call all in favor
 - iii. April - Commissioner Schmalz, Commissioner Luthens, Roll Call all in favor
 - b. Approval of Financial Statements – Fiscal Report* (Action)
 - i. February - Commissioner Schmalz, Commissioner Kreger, Roll Call all in favor
 - ii. March - Commissioner Schmalz, Commissioner Bredeson, Roll Call all in favor
 - iii. April - Commissioner Schmalz, Commissioner Luthens, Roll Call all in favor
 - c. Approval of Grant Summary Report* (Action)
 - i. February - Commissioner Schmalz, Commissioner Luthens, Roll Call, all in favor
 - ii. March - Commissioner Schmalz, Commissioner Luthens, Roll Call, all in favor
 - iii. April - Commissioner Schmalz, Commissioner Luthens, Roll Call, all in favor
6. Administrative Items
 - i. CHS Holiday Schedule* (Action) - Commissioner Schmalz, Commissioner Kreger, Roll Call, all in favor
 - ii. CDS Report (Action) – Commissioner Schmalz, Commissioner Grochow, Roll call, all in favor of elimination.
 - iii. WIC Shortfall – Kiza presented shortfall as result of small lump payout at end of FFY 2022.
 - iv. Wage increase frequency (Action) – Board in favor of change. Commissioner Schmalz, Commissioner Luthens, Roll Call, all in favor
 - v. Teleworker Policy* (Action) – Board approved policy pending spelling correction on page 35 of packet, Commissioner Schmalz, Commissioner Luthens, Roll Call, all in favor
 - vi. SCHSAC Report – Commissioner Schmalz gave update
 - vii. Administrator Evaluation – Sent to Executive Committee to pass on to who they prefer. Evaluation recommended to be completed by July meeting date. Kiza will send on to all

commissioners like past years. Kiza to schedule executive meeting to review evaluation results.

7. Other Agenda Items

- a. Fiscal Update* - Sarah gave update
- b. County Updates (McLeod, Sibley, Meeker)
 - i. McLeod - Updates on staffing, WIC in person come August, Bridges out of Poverty in June, TB update, Community Care Team, Reaccreditation
 - ii. Sibley – WIC is in person, Bridges out of Poverty in July, Reaccreditation, Health Equity Grant, Staffing,
 - iii. Meeker – Updates on staffing, HHS merge by end of year, WIC in person soon, Refugee Health work, Reaccreditation
- c. CHS Administrator Update - Kiza gave update, RHEN 2, Dr. Wu and DEI, Bridges out of Poverty, End of Legislative session and LPH and PHEP dollars may increase

Adjourn at 3:52pm Commissioner Schmalz, Commissioner Grochow

Date: _____

(Lyle Grochow, MMS CHS Board Secretary)

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

	7/6/23											
	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
4-May	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 845.20	28075095	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
4-May	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 126.83	28075096	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
11-May	Teuby Continued	PO Box 24	Glencoe	Mn	55336	\$ 700.00	1043	237	Suicide Prevention Grant	6154	Contracted Services	Classes
11-May	Teuby Continued	PO Box 24	Glencoe	Mn	55336	\$ 1,900.00	1044	237	Suicide Prevention Grant	6154	Contracted Services	Classes
11-May	Hunters Ridge Community Church	850 School Road SW	Hutchinson	Mn	55350	\$ 150.00	5.3.23	225	WIC-Admin	6350	Other Charges & Services	Lactation Grant
11-May	Hutchinson Farmers Market ATTN: Shauna Best	PO BOX 503	Hutchinson	Mn	55350	\$ 843.38	00505	230	SHIP-Community	6350	Other Charges & Services	Start up Supplies - EATS
11-May	Conway, Deuth & Schmiesing, PLLP	820 Sibley Ave N	Litchfield	Mn	55355	\$ 1,881.00	319490	100	Local Public Health Grant	6265	Professional Services	Accounting Firm
10-May	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 817.26	28081491	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
10-May	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 182.26	28091047	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
11-May	Joanne Moze	4351 Harriet Ave	Minneapolis	Mn	55409	\$ 212.50	135	230	SHIP-Community	6350	Other Charges & Services	Survey
11-May	Joanne Moze	4351 Harriet Ave	Minneapolis	Mn	55409	\$ 850.00	135	624	Regional Health Equity	6154	Contracted Services	Survey
11-May	Vivid Image, Inc.	897 Hwy 15 South	Hutchinson	Mn	55350	\$ 6,250.00	21631	212	Project Harmony Grant	6154	Contracted Services	Advertising
16-May	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 408.63	28097559	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
16-May	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 72.91	28097560	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
23-May	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 712.61	28109068	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
23-May	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 133.66	28109069	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
23-May	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 89.54	28109070	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
24-May	Julie Kloeckl	1402 Morningside ave N	Glencoe	Mn	55336	\$ 29.43	5.19.23	306	Covid-19 3rd Grant	6336	Meals/Lodging/Parking & Misc.	Meal/Parking
24-May	Kiza Olson	325 S Miller Ave	Litchfield	Mn	55355	\$ 340.84	5.22.23	306	Covid-19 3rd Grant	6336	Meals/Lodging/Parking & Misc.	Hotel for Julie K
24-May	Kiza Olson	325 S Miller Ave	Litchfield	Mn	55355	\$ 1,999.99	5.22.23	212	Project Harmony Grant	6203	Communications	Zoom Subscription
25-May	Teuby Continued	PO BOX 24	Glencoe	Mn	55336	\$ 10,900.00	1046	237	Suicide Prevention Grant	6154	Contracted Services	Classes
31-May	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 211.87	28117275	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
31-May	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 597.59	28117276	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

		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-Jun	Sarah Gassman	70681 300th St	Dassel	Mn	55325	\$ 27.67	6.5.23	100	Local Public Health Grant	6353	Meeting Expense	Food For All Staff Meeting
5-Jun	Sarah Gassman	70681 300th St	Dassel	Mn	55325	\$ 35.15	6.5.23	100	Local Public Health Grant	6402	Office Supplies	Return Address Stamper
5-Jun	Sarah Gassman	70681 300th St	Dassel	Mn	55325	\$ 4.30	6.5.23	225	WIC-Admin	6350	Other Charges & Services	Batteries
5-Jun	Vivid Image, Inc.	897 Hwy 15 South	Hutchinson	Mn	55350	\$ 157.16	21653	234	WIC Peer Grant	6403	Supplies (non office)	Business Cards
5-Jun	Vivid Image, Inc.	897 Hwy 15 South	Hutchinson	Mn	55350	\$ 157.16	21653	225	WIC-Admin	6350	Other Charges & Services	Business Cards
8-Jun	Joanne Moze	4351 Harriet Ave	Minneapolis	Mn	55409	\$ 85.00	136	230	SHIP-Community	6350	Other Charges & Services	Well-Being
8-Jun	Joanne Moze	4351 Harriet Ave	Minneapolis	Mn	55409	\$ 680.00	136	624	Regional Health Equity	6350	Other Charges & Services	Hispanic Databook
8-Jun	Minnesota Counties Intergovernmental Trust	100 Empire Drive Suite 100	St. Paul	Mn	55103	\$ 110.00	SEM1379	107	Workforce Development Grant	6350	Other Charges & Services	HR Seminar
8-Jun	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 380.21	28134453	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
8-Jun	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 79.43	28134454	225	WIC-Admin	6350	Other Charges & Services	Lactation Grant Time
8-Jun	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 349.47	28134454	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
15-Jun	Animal Inspirations, LLC	12708 170th St	Glencoe	Mn	55336	\$ 125.00	151	306	Covid-19 3rd Grant	6350	Other Charges & Services	Therapy Dog Presentation
15-Jun	City of Glencoe	1107 11th ST E Suite 107	Glencoe	Mn	55336	\$ 53.69	6.13.23	100	Local Public Health Grant	6350	Other Charges & Services	McLeod Bridges Space
15-Jun	Conway, Deuth & Schmiesing, PLLP	820 Sibley Ave N	Litchfield	Mn	55355	\$ 1,896.00	320714	100	Local Public Health Grant	6265	Professional Services	Accounting Firm
15-Jun	Sarah Gassman	70681 300th St	Dassel	Mn	55325	\$ 340.00	6.13.23	100	Local Public Health Grant	6350	Other Charges & Services	McLeod Bridges Food
14-Jun	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 212.64	28148173	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
14-Jun	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 31.77	28148174	225	WIC-Admin	6350	Other Charges & Services	Lactation grant Time
14-Jun	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 579.81	28148174	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
15-Jun	Arlington Event Center	204 Shamrock Drive	Arlington	Mn	55307	\$ 505.00	7.12.23	624	Regional Health Equity	6350	Other Charges & Services	Sibley Bridges Space
15-Jun	Litchfield Public Schools ATTN: Kim Kotzer	307 E 6th St, Suite 100	Litchfield	Mn	55355	\$ 2,500.00	1332	230	SHIP-Community	6350	Other Charges & Services	P.E Programming - MOVES
20-Jun	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 321.19	28160391	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
20-Jun	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 63.54	28160392	225	WIC-Admin	6350	Other Charges & Services	Lactation Grant Time
20-Jun	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 805.98	28160392	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
21-Jun	Debra DeBruin	1441 Burke ave W	Roseville	Mn	55113	\$ 200.00	5.30.23	107	Workforce Development Grant	6350	Other Charges & Services	PH Ethics Presentation
21-Jun	Kiza Olson	325 S Miller Ave	Litchfield	Mn	55355	\$ 187.50	6.20.23	100	Local Public Health Grant	6350	Other Charges & Services	McLeod Bridges Food
21-Jun	Kiza Olson	325 S Miller Ave	Litchfield	Mn	55355	\$ 62.55	6.20.23	100	Local Public Health Grant	6353	Meeting Expense	May All Staff Meeting
21-Jun	Hutchinson Chamber	44 Main St S	Hutchinson	Mn	55350	\$ 30.00	8.5.23	225	WIC-Admin	6350	Other Charges & Services	Lactation Grant
27-Jun	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 224.79	28167480	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll
27-Jun	PeopleReady	1002 Solutions Center	Chicago	IL	60677	\$ 555.97	28167481	234	WIC Peer Grant	6265	Professional Services	WIC Peer Payroll

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Accrual Basis

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

	100 - Local Public Health Grant	104 - CRABC	107 - Workforce Development
Ordinary Income/Expense			
Income			
5348 · Home Visiting Tanf	0.00	0.00	0.00
5400 · Federal Grant	0.00	0.00	18,254.70
5404 · Early Hearing Detect/Intervent	0.00	0.00	0.00
5414 · MCH Grant	0.00	0.00	0.00
5428 · Follow Along Program	0.00	0.00	0.00
5459 · WIC Peer Counseling - I	0.00	0.00	0.00
5750 · Gifts & Contributions-General	0.00	175.00	0.00
5860 · Miscellaneous	1,189.00	0.00	0.00
Total Income	1,189.00	175.00	18,254.70
Expense			
6105 · Salaries & Wages-FT	4,352.45	0.00	3,213.61
6110 · Salaries & Wages	8,792.91	0.00	809.69
6152 · HSA Insurance-County Share	100.00	0.00	0.00
6153 · Health & Life Ins-County Share	460.94	0.00	0.00
6154 · Contracted Services	16,908.41	0.00	0.00
6163 · PERA-County Share	1,392.94	0.00	0.00
6175 · FICA-County Share	1,005.60	0.00	307.81
6203 · Communications	51.22	0.00	0.00
6245 · Dues & Registrations Fees	50.00	0.00	0.00
6265 · Professional Services	1,881.00	0.00	0.00
6268 · Bank Service Fees & Charges	0.00	0.00	0.00
6269 · Payroll Services	36.75	0.00	0.00
6335 · Mileage	415.27	0.00	259.38
6336 · Meals/Lodging/Parking & Misc.	9.28	0.00	0.00
6350 · Other Charges & Services	116.36	0.00	0.00
6360 · Training	60.00	0.00	0.00
6402 · Office Supplies	0.00	0.00	51.90
6855 · CHS County Payment	117,678.43	0.00	0.00
6856 · WIC 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
6863 · Healthy Homes 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
6871 · TANF	0.00	0.00	0.00
6878 · Regional Health Equity Network.	0.00	0.00	0.00
Total Expense	153,311.56	0.00	4,642.39
Net Ordinary Income	-152,122.56	175.00	13,612.31
Net Income	-152,122.56	175.00	13,612.31

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

06/05/23

Accrual Basis

	203 - Early Hearing Detection	205 - Follow Along	209 - MCH
Ordinary Income/Expense			
Income			
5348 · Home Visiting Tanf	0.00	0.00	0.00
5400 · Federal Grant	0.00	0.00	0.00
5404 · Early Hearing Detect/Intervent	525.00	0.00	0.00
5414 · MCH Grant	0.00	0.00	25,801.00
5428 · Follow Along Program	0.00	1,715.61	0.00
5459 · WIC Peer Counseling - I	0.00	0.00	0.00
5750 · Gifts & Contributions-General	0.00	0.00	0.00
5860 · Miscellaneous	0.00	0.00	0.00
Total Income	525.00	1,715.61	25,801.00
Expense			
6105 · Salaries & Wages-FT	0.00	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
6154 · Contracted Services	0.00	0.00	0.00
6163 · PERA-County Share	0.00	0.00	0.00
6175 · FICA-County Share	0.00	0.00	0.00
6203 · Communications	0.00	0.00	0.00
6245 · Dues & Registrations Fees	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	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
6360 · Training	0.00	0.00	0.00
6402 · Office Supplies	0.00	0.00	0.00
6855 · CHS County Payment	0.00	0.00	0.00
6856 · WIC County Payment	0.00	0.00	0.00
6859 · MCH County Payment	0.00	0.00	25,801.00
6860 · Follow Along Program CP	0.00	1,715.61	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
6867 · C & TC County Payment	0.00	0.00	0.00
6871 · TANF	0.00	0.00	0.00
6878 · Regional Health Equity Network.	0.00	0.00	0.00
Total Expense	0.00	1,715.61	25,801.00
Net Ordinary Income	525.00	0.00	0.00
Net Income	525.00	0.00	0.00

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06/05/23

Accrual Basis

Meeker-McLeod-Sibley Community Health Services

Grant Summary Report

May 2023

	212 - Project Harmony Grant	224 - TANF	225 - WIC-Admin
Ordinary Income/Expense			
Income			
5348 · Home Visiting Tanf	0.00	18,435.58	0.00
5400 · Federal Grant	0.00	0.00	0.00
5404 · Early Hearing Detect/Intervent	0.00	0.00	0.00
5414 · MCH Grant	0.00	0.00	0.00
5428 · Follow Along Program	0.00	0.00	0.00
5459 · WIC Peer Counseling - I	0.00	0.00	0.00
5750 · Gifts & Contributions-General	0.00	0.00	0.00
5860 · Miscellaneous	0.00	0.00	0.00
Total Income	0.00	18,435.58	0.00
Expense			
6105 · Salaries & Wages-FT	5,385.60	0.00	13,890.31
6110 · Salaries & Wages	0.00	0.00	0.00
6152 · HSA Insurance-County Share	100.00	0.00	100.00
6153 · Health & Life Ins-County Share	717.36	0.00	1,052.36
6154 · Contracted Services	6,250.00	0.00	0.00
6163 · PERA-County Share	403.92	0.00	1,167.90
6175 · FICA-County Share	408.31	0.00	1,002.29
6203 · Communications	51.22	0.00	129.75
6245 · Dues & Registrations Fees	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	522.30	0.00	252.18
6336 · Meals/Lodging/Parking & Misc.	0.00	0.00	0.00
6350 · Other Charges & Services	0.00	0.00	1,230.20
6360 · Training	0.00	0.00	0.00
6402 · Office Supplies	0.00	0.00	0.00
6855 · CHS County Payment	0.00	0.00	0.00
6856 · WIC County Payment	0.00	0.00	3,599.93
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	6,669.59	0.00	0.00
6863 · Healthy Homes 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
6871 · TANF	0.00	23,220.29	0.00
6878 · Regional Health Equity Network.	0.00	0.00	0.00
Total Expense	20,508.30	23,220.29	22,424.92
Net Ordinary Income	-20,508.30	-4,784.71	-22,424.92
Net Income	-20,508.30	-4,784.71	-22,424.92

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06/05/23

Accrual Basis

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

	230 - SHIP	234 - WIC Peer Grant	237 - Suicide Prevention Grant
Ordinary Income/Expense			
Income			
5348 · Home Visiting Tanf	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
5414 · MCH Grant	0.00	0.00	0.00
5428 · Follow Along Program	0.00	0.00	0.00
5459 · WIC Peer Counseling - I	0.00	13,307.00	0.00
5750 · Gifts & Contributions-General	0.00	0.00	0.00
5860 · Miscellaneous	0.00	0.00	0.00
Total Income	0.00	13,307.00	0.00
Expense			
6105 · Salaries & Wages-FT	8,140.80	1,681.67	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
6154 · Contracted Services	0.00	0.00	2,600.00
6163 · PERA-County Share	610.56	0.00	0.00
6175 · FICA-County Share	630.42	121.07	0.00
6203 · Communications	121.22	254.00	0.00
6245 · Dues & Registrations Fees	0.00	0.00	0.00
6265 · Professional Services	0.00	2,920.12	0.00
6268 · Bank Service Fees & Charges	0.00	0.00	0.00
6269 · Payroll Services	0.00	0.00	0.00
6335 · Mileage	158.52	0.00	0.00
6336 · Meals/Lodging/Parking & Misc.	0.00	0.00	0.00
6350 · Other Charges & Services	1,055.88	0.00	0.00
6360 · Training	0.00	40.00	0.00
6402 · Office Supplies	0.00	0.00	0.00
6855 · CHS County Payment	0.00	0.00	0.00
6856 · WIC 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
6863 · Healthy Homes CP	0.00	0.00	0.00
6865 · SHIP - County Payment	9,804.02	0.00	0.00
6867 · C & TC County Payment	0.00	0.00	0.00
6871 · TANF	0.00	0.00	0.00
6878 · Regional Health Equity Network.	0.00	0.00	0.00
Total Expense	20,623.68	5,016.86	2,600.00
Net Ordinary Income	-20,623.68	8,290.14	-2,600.00
Net Income	-20,623.68	8,290.14	-2,600.00

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06/05/23

Accrual Basis

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

	306 - COV Vacc 3 (Fed Funding)	401 - Healthy Homes	502 - Emergency Preparedness
Ordinary Income/Expense			
Income			
5348 · Home Visiting Tanf	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
5414 · MCH Grant	0.00	0.00	0.00
5428 · Follow Along Program	0.00	0.00	0.00
5459 · WIC Peer Counseling - I	0.00	0.00	0.00
5750 · Gifts & Contributions-General	0.00	0.00	0.00
5860 · Miscellaneous	0.00	0.00	0.00
Total Income	0.00	0.00	0.00
Expense			
6105 · Salaries & Wages-FT	8,145.39	0.00	657.18
6110 · Salaries & Wages	1,363.68	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
6154 · Contracted Services	0.00	0.00	0.00
6163 · PERA-County Share	0.00	0.00	657.18
6175 · FICA-County Share	703.02	0.00	47.74
6203 · Communications	0.00	0.00	25.89
6245 · Dues & Registrations Fees	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	580.99	0.00	0.00
6336 · Meals/Lodging/Parking & Misc.	159.19	0.00	0.00
6350 · Other Charges & Services	125.00	0.00	0.00
6360 · Training	0.00	0.00	0.00
6402 · Office Supplies	0.00	0.00	0.00
6855 · CHS County Payment	0.00	0.00	0.00
6856 · WIC 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
6863 · Healthy Homes CP	0.00	18,016.37	0.00
6865 · SHIP - County Payment	0.00	0.00	0.00
6867 · C & TC County Payment	0.00	0.00	0.00
6871 · TANF	0.00	0.00	0.00
6878 · Regional Health Equity Network.	0.00	0.00	0.00
Total Expense	11,077.27	18,016.37	2,490.97
Net Ordinary Income	-11,077.27	-18,016.37	-2,490.97
Net Income	-11,077.27	-18,016.37	-2,490.97

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Accrual Basis

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

	601 - Child & Teen Checkups	624 - Regional Health Equity Ne	Unclassified
Ordinary Income/Expense			
Income			
5348 · Home Visiting Tanf	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
5414 · MCH Grant	0.00	0.00	0.00
5428 · Follow Along Program	0.00	0.00	0.00
5459 · WIC Peer Counseling - I	0.00	0.00	0.00
5750 · Gifts & Contributions-General	0.00	0.00	0.00
5860 · Miscellaneous	0.00	0.00	0.00
Total Income	0.00	0.00	0.00
Expense			
6105 · Salaries & Wages-FT	0.00	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
6154 · Contracted Services	0.00	3,430.00	0.00
6163 · PERA-County Share	0.00	0.00	0.00
6175 · FICA-County Share	0.00	0.00	0.00
6203 · Communications	0.00	0.00	0.00
6245 · Dues & Registrations Fees	0.00	0.00	0.00
6265 · Professional Services	0.00	0.00	0.00
6268 · Bank Service Fees & Charges	0.00	0.00	6.95
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
6360 · Training	0.00	0.00	0.00
6402 · Office Supplies	0.00	0.00	0.00
6855 · CHS County Payment	0.00	0.00	0.00
6856 · WIC County Payment	11,939.39	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
6863 · Healthy Homes CP	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	0.00	0.00
6867 · C & TC County Payment	40,996.87	0.00	0.00
6871 · TANF	0.00	0.00	0.00
6878 · Regional Health Equity Network.	0.00	10,089.12	0.00
Total Expense	52,936.26	13,519.12	6.95
Net Ordinary Income	-52,936.26	-13,519.12	-6.95
Net Income	-52,936.26	-13,519.12	-6.95

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Accrual Basis

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

	TOTAL
Ordinary Income/Expense	
Income	
5348 · Home Visiting Tanf	18,435.58
5400 · Federal Grant	18,254.70
5404 · Early Hearing Detect/Intervent	525.00
5414 · MCH Grant	25,801.00
5428 · Follow Along Program	1,715.61
5459 · WIC Peer Counseling - I	13,307.00
5750 · Gifts & Contributions-General	175.00
5860 · Miscellaneous	1,189.00
Total Income	79,402.89
Expense	
6105 · Salaries & Wages-FT	45,467.01
6110 · Salaries & Wages	11,066.28
6152 · HSA Insurance-County Share	400.00
6153 · Health & Life Ins-County Share	3,235.90
6154 · Contracted Services	29,188.41
6163 · PERA-County Share	4,232.50
6175 · FICA-County Share	4,226.26
6203 · Communications	633.30
6245 · Dues & Registrations Fees	50.00
6265 · Professional Services	4,801.12
6268 · Bank Service Fees & Charges	6.95
6269 · Payroll Services	36.75
6335 · Mileage	2,188.64
6336 · Meals/Lodging/Parking & Misc.	168.47
6350 · Other Charges & Services	2,527.44
6360 · Training	100.00
6402 · Office Supplies	51.90
6855 · CHS County Payment	117,678.43
6856 · WIC County Payment	15,539.32
6859 · MCH County Payment	25,801.00
6860 · Follow Along Program CP	1,715.61
6862 · Project Harmony CP	6,669.59
6863 · Healthy Homes CP	18,016.37
6865 · SHIP - County Payment	9,804.02
6867 · C & TC County Payment	40,996.87
6871 · TANF	23,220.29
6878 · Regional Health Equity Network.	10,089.12
Total Expense	377,911.55
Net Ordinary Income	-298,508.66
Net Income	-298,508.66

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Accrual Basis

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

	100 - Local Public Health Grant	103 - Healthy Communities Act.	104 - CRABC
Ordinary Income/Expense			
Income			
5300 · State Grant	0.00	0.00	0.00
5400 · Federal Grant	0.00	0.00	0.00
5413 · WIC Grant	0.00	0.00	0.00
5428 · Follow Along Program	0.00	0.00	0.00
5750 · Gifts & Contributions-General	500.00	0.00	-500.00
Total Income	500.00	0.00	-500.00
Expense			
6105 · Salaries & Wages-FT	5,503.75	0.00	0.00
6110 · Salaries & Wages	2,954.64	0.00	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
6154 · Contracted Services	0.00	0.00	0.00
6163 · PERA-County Share	925.13	0.00	0.00
6175 · FICA-County Share	647.06	0.00	0.00
6203 · Communications	51.22	0.00	0.00
6265 · Professional Services	1,896.00	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	51.09	0.00	0.00
6336 · Meals/Lodging/Parking & Misc.	0.00	0.00	0.00
6350 · Other Charges & Services	581.19	-500.00	0.00
6353 · Meeting Expense	90.22	0.00	0.00
6402 · Office Supplies	35.15	0.00	0.00
6403 · Supplies (non office)	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
6864 · Early Hearing & Dect. CP	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	0.00	0.00
Total Expense	13,320.89	-500.00	0.00
Net Ordinary Income	-12,820.89	500.00	-500.00
Net Income	-12,820.89	500.00	-500.00

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

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Accrual Basis

	107 - Workforce Development	203 - Early Hearing Detection	205 - Follow Along
Ordinary Income/Expense			
Income			
5300 · State Grant	0.00	0.00	0.00
5400 · Federal Grant	0.00	0.00	0.00
5413 · WIC Grant	0.00	0.00	0.00
5428 · Follow Along Program	0.00	0.00	603.83
5750 · Gifts & Contributions-General	0.00	0.00	0.00
Total Income	0.00	0.00	603.83
Expense			
6105 · Salaries & Wages-FT	2,277.83	0.00	0.00
6110 · Salaries & Wages	838.10	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
6154 · Contracted Services	0.00	0.00	0.00
6163 · PERA-County Share	0.00	0.00	0.00
6175 · FICA-County Share	238.37	0.00	0.00
6203 · Communications	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	344.53	0.00	0.00
6336 · Meals/Lodging/Parking & Misc.	0.00	0.00	0.00
6350 · Other Charges & Services	310.00	0.00	0.00
6353 · Meeting Expense	0.00	0.00	0.00
6402 · Office Supplies	51.22	0.00	0.00
6403 · Supplies (non office)	0.00	0.00	0.00
6860 · Follow Along Program CP	0.00	0.00	603.83
6862 · Project Harmony CP	0.00	0.00	0.00
6864 · Early Hearing & Dect. CP	0.00	525.00	0.00
6865 · SHIP - County Payment	0.00	0.00	0.00
Total Expense	4,060.05	525.00	603.83
Net Ordinary Income	-4,060.05	-525.00	0.00
Net Income	-4,060.05	-525.00	0.00

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Accrual Basis

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

	212 - Project Harmony Grant	225 - WIC-Admin	230 - SHIP
Ordinary Income/Expense			
Income			
5300 · State Grant	0.00	0.00	0.00
5400 · Federal Grant	38,023.12	0.00	0.00
5413 · WIC Grant	0.00	0.00	0.00
5428 · Follow Along Program	0.00	0.00	0.00
5750 · Gifts & Contributions-General	0.00	0.00	0.00
Total Income	38,023.12	0.00	0.00
Expense			
6105 · Salaries & Wages-FT	3,590.40	9,557.68	5,427.20
6110 · Salaries & Wages	0.00	0.00	100.00
6152 · HSA Insurance-County Share	100.00	100.00	0.00
6153 · Health & Life Ins-County Share	717.36	1,052.36	2.26
6154 · Contracted Services	0.00	0.00	0.00
6163 · PERA-County Share	269.28	774.96	407.04
6175 · FICA-County Share	270.98	670.71	422.84
6203 · Communications	2,051.21	129.75	121.22
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	553.48	214.84	88.43
6336 · Meals/Lodging/Parking & Misc.	0.00	0.00	0.00
6350 · Other Charges & Services	0.00	969.84	2,585.00
6353 · Meeting Expense	0.00	0.00	0.00
6402 · Office Supplies	0.00	0.00	0.00
6403 · Supplies (non office)	0.00	0.00	0.00
6860 · Follow Along Program CP	0.00	0.00	0.00
6862 · Project Harmony CP	8,009.15	0.00	0.00
6864 · Early Hearing & Dect. CP	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	0.00	7,580.63
Total Expense	15,561.86	13,470.14	16,734.62
Net Ordinary Income	22,461.26	-13,470.14	-16,734.62
Net Income	22,461.26	-13,470.14	-16,734.62

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Accrual Basis

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

	234 - WIC Peer Grant	236 - WIC	237 - Suicide Prevention Grant
Ordinary Income/Expense			
Income			
5300 · State Grant	0.00	0.00	0.00
5400 · Federal Grant	0.00	0.00	0.00
5413 · WIC Grant	0.00	47,254.00	0.00
5428 · Follow Along Program	0.00	0.00	0.00
5750 · Gifts & Contributions-General	0.00	0.00	0.00
Total Income	0.00	47,254.00	0.00
Expense			
6105 · Salaries & Wages-FT	775.13	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
6154 · Contracted Services	0.00	0.00	10,900.00
6163 · PERA-County Share	0.00	0.00	0.00
6175 · FICA-County Share	51.87	0.00	0.00
6203 · Communications	254.00	0.00	0.00
6265 · Professional Services	4,394.57	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
6353 · Meeting Expense	0.00	0.00	0.00
6402 · Office Supplies	50.40	0.00	0.00
6403 · Supplies (non office)	157.16	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
6864 · Early Hearing & Dect. CP	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	0.00	0.00
Total Expense	5,683.13	0.00	10,900.00
Net Ordinary Income	-5,683.13	47,254.00	-10,900.00
Net Income	-5,683.13	47,254.00	-10,900.00

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

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Accrual Basis

	240 - SHIP-Eats	306 - COV Vacc 3 (Fed Funding)	502 - Emergency Preparedness
Ordinary Income/Expense			
Income			
5300 · State Grant	37,192.20	0.00	0.00
5400 · Federal Grant	0.00	0.00	0.00
5413 · WIC Grant	0.00	0.00	0.00
5428 · Follow Along Program	0.00	0.00	0.00
5750 · Gifts & Contributions-General	0.00	0.00	0.00
Total Income	37,192.20	0.00	0.00
Expense			
6105 · Salaries & Wages-FT	0.00	326.18	4,536.38
6110 · Salaries & Wages	0.00	653.43	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
6154 · Contracted Services	0.00	0.00	0.00
6163 · PERA-County Share	0.00	0.00	438.12
6175 · FICA-County Share	0.00	73.92	326.10
6203 · Communications	0.00	0.00	51.22
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	99.56	99.56
6336 · Meals/Lodging/Parking & Misc.	0.00	393.37	0.00
6350 · Other Charges & Services	0.00	125.00	0.00
6353 · Meeting Expense	0.00	0.00	0.00
6402 · Office Supplies	0.00	0.00	0.00
6403 · Supplies (non office)	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
6864 · Early Hearing & Dect. CP	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	0.00	0.00
Total Expense	0.00	1,671.46	6,554.36
Net Ordinary Income	37,192.20	-1,671.46	-6,554.36
Net Income	37,192.20	-1,671.46	-6,554.36

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

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Accrual Basis

	505 - EP - CRI	624 - Regional Health Equity Ne	Unclassified
Ordinary Income/Expense			
Income			
5300 · State Grant	0.00	0.00	0.00
5400 · Federal Grant	0.00	0.00	0.00
5413 · WIC Grant	0.00	0.00	0.00
5428 · Follow Along Program	0.00	0.00	0.00
5750 · Gifts & Contributions-General	0.00	0.00	0.00
Total Income	0.00	0.00	0.00
Expense			
6105 · Salaries & Wages-FT	1,086.17	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
6154 · Contracted Services	0.00	0.00	0.00
6163 · PERA-County Share	0.00	0.00	0.00
6175 · FICA-County Share	78.09	0.00	0.00
6203 · Communications	0.00	0.00	0.00
6265 · Professional Services	0.00	0.00	0.00
6268 · Bank Service Fees & Charges	0.00	0.00	6.95
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	1,185.00	0.00
6353 · Meeting Expense	0.00	0.00	0.00
6402 · Office Supplies	0.00	0.00	0.00
6403 · Supplies (non office)	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
6864 · Early Hearing & Dect. CP	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	0.00	0.00
Total Expense	1,164.26	1,185.00	6.95
Net Ordinary Income	-1,164.26	-1,185.00	-6.95
Net Income	-1,164.26	-1,185.00	-6.95

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Accrual Basis

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

	TOTAL
Ordinary Income/Expense	
Income	
5300 · State Grant	37,192.20
5400 · Federal Grant	38,023.12
5413 · WIC Grant	47,254.00
5428 · Follow Along Program	603.83
5750 · Gifts & Contributions-General	0.00
Total Income	123,073.15
Expense	
6105 · Salaries & Wages-FT	33,080.72
6110 · Salaries & Wages	4,546.17
6152 · HSA Insurance-County Share	400.00
6153 · Health & Life Ins-County Share	3,235.90
6154 · Contracted Services	10,900.00
6163 · PERA-County Share	2,814.53
6175 · FICA-County Share	2,779.94
6203 · Communications	2,658.62
6265 · Professional Services	6,290.57
6268 · Bank Service Fees & Charges	6.95
6269 · Payroll Services	24.50
6335 · Mileage	1,451.49
6336 · Meals/Lodging/Parking & Misc.	393.37
6350 · Other Charges & Services	5,256.03
6353 · Meeting Expense	90.22
6402 · Office Supplies	136.77
6403 · Supplies (non office)	157.16
6860 · Follow Along Program CP	603.83
6862 · Project Harmony CP	8,009.15
6864 · Early Hearing & Dect. CP	525.00
6865 · SHIP - County Payment	7,580.63
Total Expense	90,941.55
Net Ordinary Income	32,131.60
Net Income	32,131.60

SECTION 2.2 - OVERTIME COMPENSATION

Overtime compensation shall be paid when appropriate.

Non-Exempt Employees - All work hours in excess of 40 hours per week by non-exempt employees shall be eligible for overtime compensation at a rate of one and a half times the normal rate of pay. In lieu of overtime compensation, non-exempt employees may accrue compensatory time at the rate of one and a half times the regular rate of pay. The total available balance of accrued compensatory time shall not exceed 30 hours.

All work which qualifies as overtime shall have prior approval by the CHS Management Team. The use of compensatory time shall be scheduled through the affected CHS Management Team.

For Information Technology Staff when called during non-scheduled hours to respond to an emergency, they will receive overtime compensation rounded to the nearest hour.

Exempt Employees - Exempt employees, as determined by the Federal Fair Labor Standards Act (FLSA), shall be entitled to compensatory time at straight time. The CHS Administrator may approve accrual of compensatory time for emergency or necessary work performed beyond 40 hours per week. The total available balance shall not exceed 30 hours and is not included in severance pay.

For both Exempt and Non-exempt Employees, holidays will be considered time worked when calculating compensatory time or overtime compensation. Hours paid but not worked including the Floating Holiday, Vacation, Sick Leave and Compensatory Time shall not be included in the calculation of 40 hours per week for purposes of computing eligibility for overtime compensation or the accrual of compensatory time.

Comp Time

Rose Virnig <rvirnig@cdscpa.com>

Fri 6/30/2023 1:10 PM

To: Kiza Olson <Kiza.Olson@mmspublichealth.org>; Sarah Gassman <Sarah.Gassman@mmspublichealth.org>

Cc: Dave Corneil <dcorneil@cdscpa.com>

6 attachments (2 MB)

MMS CHS PP ENDED 2-3-18 PAID 2-14-18.pdf; MMS CHS PP ENDED 8-17-19 PAID 8-28-19.pdf; MMS CHS PP ENDED 8-3-19 PAID 8-14-19.pdf; MMS CHS PP ENDED 7-20-19 PAID 7-31-19.pdf; MMS CHS PP ENDED 6-22-19 PAID 7-3-19.pdf; MMS CHS COMP TIME OT.pdf;

*****CAUTION: This email was sent from outside of McLeod County. Unless you recognize the sender and know the content, do not click links or open attachments.*****

Attached are a few pages from payroll reports for various payrolls shown that the comp time accrued was only at 1 times not 1½ times. For your information the OT comp was calculated as anything over 80 a pay period.

Also, attached is the additional comp time calculated since 2018.

See last page for current additional comp time for current employees:

Sarah Gassman - 2.125

Lindsay Hanson - 65.25

Julie Kloeckl – 56.375

Brett Nelson – 51.75

Kiza Olson – 2.75

Kristine Whitcomb – 17.625

These are past employees that have additional comp time:

Cathryn Wirta - 2

Emmi Bratsch – 1.75

Allie Elbert – 77.50

Jeanne Holfield – 34.375

Please let me know how they want to proceed with paying this out or adding to comp time available.

Also, if paying out what rate of pay should it be paid out at? Latest rate of pay? Would PERA have to be paid in for past employees?

Let me know if you have any questions or need anything else, I will be in the office on Monday.

Thanks and have a good weekend!

ROSE VIRNIG

STAFF ACCOUNTANT

CERTIFIED QUICKBOOKS PROADVISOR



Conway, Deuth & Schmiesing, PLLP

CPAS & ADVISORS

rvirnig@cdscpa.com

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Back Pay

A common remedy for wage violations is an order that the employer make up the difference between what the employee was paid and the amount he or she should have been paid. The amount of this sum is often referred to as "back pay." Among other Department of Labor programs, back wages may be ordered in cases under the [Fair Labor Standards Act \(FLSA\)](#), on the various federal contract labor statutes.

Listed below are methods which the FLSA provides for recovering unpaid minimum and/or overtime wages.

- 1. The [Wage and Hour Division](#) may supervise payment of back wages.
- 2. The Secretary of Labor may bring suit for back wages and an equal amount as liquidated damages.
- 3. An employee may file a private suit for back pay and an equal amount as liquidated damages, plus attorney's fees and court costs.
- 4. The Secretary of Labor may obtain an injunction to restrain any person from violating the FLSA, including the unlawful withholding of proper minimum wage and overtime pay.





An employee may not bring suit under the FLSA if he or she has been paid back wages under the supervision of the Wage and Hour Division or if the Secretary of Labor has already filed suit to recover the wages.

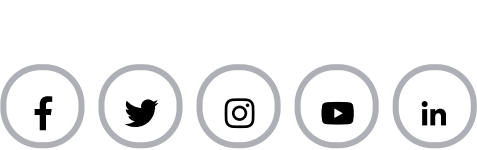
Generally, a two-year statute of limitations applies to the recovery of back pay. In the case of willful violations, a three-year statute of limitations applies.

Back wages also are available for underpayments to employees under the [Davis-Bacon and Related Acts](#) and the [Service Contract Act](#), among other laws enforced and administered by the Wage and Hour Division.

Resources

- [Find back wages owed to you on the U.S. Department of Labor's Workers Owed Wages website](#)

Agencies			Forms			Guidance Search			FAQ			About DOL			News			Contact Us		
			FEDERAL GOVERNMENT 			LABOR DEPARTMENT 			ABOUT THE SITE 											
			White House			About DOL			Freedom of Information Act											
			Benefits.gov			Guidance Search			Disclaimers											
			Coronavirus Resources			Español			Plug-Ins Used on DOL.gov											
			Disaster Recovery Assistance			Office of Inspector General			Accessibility Statement											
			DisasterAssistance.gov			Subscribe to the DOL Newsletter														
			USA.gov			Read the DOL Newsletter														
			Notification of EEO Violations			Emergency Accountability Status Link														
			No Fear Act Data			A to Z Index														
			U.S. Office of Special Counsel																	



Connect With DOL

SCHSAC Foundational Public Health Responsibility Funding Workgroup

PROPOPOSAL FOR MAY 11 SCHSAC EXECUTIVE COMMITTEE DISCUSSION

Background

SF2995 includes funding for Community Health Boards and Tribes to fulfill Foundational Public Health Responsibilities. The amount of funding has not yet been determined. The current version of the bill states:

- Funding for foundational public health responsibilities will be distributed based on a formula determined by the Commissioner in consultation with the State Community Health Services Advisory Committee.
- Funding for foundational public health responsibilities must be used to fulfill foundational public health responsibilities as defined by the commissioner in consultation with the State Community Health Services Advisory Committee.
- If a community health board can demonstrate foundational public health responsibilities are fulfilled, the board may use funds for local priorities developed through the community health assessment and community health improvement planning process.
- The commissioner must distribute grants to Tribal governments for foundational public health responsibilities as defined by each Tribal government.

If passed, funding would be available July 1, 2023. A SCHSAC workgroup is needed to fulfill the “in consultation with” components of this language and advise the Commissioner on the rollout of these new funds.

Workgroup Proposal

Purpose

Develop recommendations for consideration and approval by the full SCHSAC to the Commissioner of Health that include but are not limited to:

- Alignment with relevant Foundational Public Health Responsibilities framework discussions and decisions
- Funding formula for the Foundational Public Health Responsibilities Fund, including a review and analysis of existing funding formulas
- Reporting and accountability mechanisms

The workgroup will not provide recommendations related to funds for Tribal Governments.

Membership

- Co-chaired by an elected official and a local health director from two different Community Health Boards
- At least four elected officials
- CHS administrator or local health director from each of the seven Local Public Health Association Regions who will be responsible for communicating with and gathering input from other administrators and directors from their region
- Representation from a variety of governance and organizational structures
- Maximum of 15 participants
- Staff support and technical expertise from MDH's Community Health Division and Center for Public Health Practice

Timeline

In order to provide CHBs the information necessary for budget planning, including funding amounts and acceptable uses, the workgroup will aim to hold it's first meeting before the end of June and present recommendations for approval by SCHSAC at the end of September.

Next steps

- Call for volunteers and recruitment of members with relevant experience
- Charge and membership for SCHSAC Executive Committee to approve via email
- Aim to convene the workgroup before the end of June



Public health system transformation and the State Community Health Services Advisory Committee

We envision a seamless, responsive, publicly-supported public health system that works closely with the community to ensure healthy, safe, and vibrant communities. This system of state, local, and tribal health departments will help Minnesotans be healthy regardless of where they live.

This work to transform the public health system is shared by the State Community Health Services Advisory Committee (SCHSAC), the Local Public Health Association of Minnesota (LPHA), and the Minnesota Department of Health (MDH), to ensure that our forward movement in public health reflects and amplifies strong partnerships, shared power, local needs, and equity across boundaries.

Thanks in part to AMC support, the work of transforming the public health system in Minnesota has a broad, bipartisan base of state and local support, including from the Governor as demonstrated in this legislative session.

At a glance

A committed, equal partnership for change, grounded in shared understanding

Minnesota's public health system is renowned for being forward-thinking and high quality, and for working in partnership across different levels of government with community. It's also operating in a framework that's nearly 50 years old but is facing the challenges of today. A Joint Leadership Team from MDH, LPHA, and SCHSAC (an advisory group of county commissioners and local public health leaders) is working to make system and policy changes at the state and local level so that we can make greater impact more efficiently by implementing a set of key foundational public health responsibilities.

Current landscape

Currently, this Joint Leadership Team is in a learning and information-gathering phase, overseeing assessments to understand the public health system's ability to fulfill foundational responsibilities, the cost involved in doing so, and the policies and systems that help or hinder that work. Local health jurisdictions around the state are also testing new and innovative ways to deliver foundational services, to inform new ways of doing and sharing foundational work within and across the state.

In the immediate future, the Joint Leadership Team is overseeing work to shed light on the policies and systems that determine how public health operates in Minnesota, to better understand barriers and opportunities as we move forward. The group is also committed to strong and consistent messaging and communications, to help decisionmakers better understand and support the work of public health, and to work across sectors to build community health. In addition, the MDH Office of American Indian Health is working with indigenous consultants and tribal nations to help tribes consider how to strengthen their own public health infrastructure.

What is the State Community Health Services Advisory Committee?

The **State Community Health Services Advisory Committee, or SCHSAC**, is a group of representatives from each of Minnesota's 51 community health boards, who meet quarterly with the Minnesota Commissioner of Health to discuss public health issues of interest. SCHSAC members include county commissioners and local public health leaders.

This group has been meeting since 1976, and advises the Commissioner on the development, maintenance, financing, and evaluation of public health responsibilities in Minnesota.

Between quarterly meetings, SCHSAC workgroups dig deeper into special topics of interest, like mental health, performance improvement, children of incarcerated parents, electronic health data interoperability, and more.

Learn more: SCHSAC: State Community Health Services Advisory Committee
(<https://www.health.state.mn.us/schsac>)

A committed, equal partnership for change, grounded in shared understanding

Minnesota's public health system is renowned for being forward-thinking and high quality, and for working in partnership across different levels of government and community. Minnesota is seen as a standard-bearer for public health in the United States.

Our state's public health system also operates within a framework established nearly 50 years ago. It is strained beyond its capacity to address complex community health needs and keep pace with rapid social, economic, and technological change. Efforts to strengthen Minnesota's public health system have been ongoing for several years.

SCHSAC, LPHA, and MDH are part of a Joint Leadership Team to make sure every public health agency in Minnesota is equipped to **diagnose**, **cooperate** on, and **prevent** public health challenges.

This Joint Leadership Team is working to make system and policy changes at the state and local level so that we can make greater impact more efficiently within a set of **key foundational public health responsibilities**. We envision a public health system in which state, local, and tribal public health agencies work together as a system to share information and make timely strategic decisions through shared power. This system will help all Minnesotans be healthy regardless of where they live.

Learn more and view the key foundational responsibilities: Transforming the public health system in Minnesota (<https://www.health.state.mn.us/communities/practice/systemtransformation/>)



Diagnose

Public health experts diagnose the health of each community by listening to people who live there—and then use data, evidence, and research to offer solutions.

Cooperate

Different organizations work together—schools, businesses, government agencies, and more. Public health brings them together to make decisions and take action.



Prevent



We often end up in the doctor's office after we're sick or injured. Public health experts investigate everything that affects our health—food, water, air and more—to prevent health problems before they start.

What's happening right now?

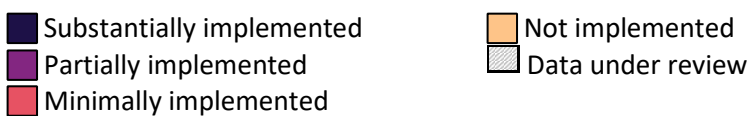
Assessing the current system's ability to fulfill foundational responsibilities

In late 2022, the University of Minnesota conducted a comprehensive assessment of MDH and local health jurisdictions to measure current capacity to implement foundational responsibilities and current resources spent on those responsibilities, and estimate what it might cost to achieve full implementation of the responsibilities statewide. The Joint Leadership Team released preliminary results of this assessment in a report to the Minnesota Legislature in December 2022, and the University of Minnesota will be releasing a full report of its findings in summer 2023.

One of the first steps in ensuring Minnesota has a strong public health system statewide is understanding where and to what degree foundational responsibilities are fulfilled at the state and local level. This assessment isn't intended to call out "problem areas" or "high achievers," but to help us understand the state system as a whole and the system's strengths and gaps.

Read the December 2022 report to the Legislature, which includes preliminary cost and capacity assessment findings: [Transforming Minnesota's public health system for the 21st century: Report to the Legislature](https://www.health.state.mn.us/communities/practice/systemtransformation/docs/202212legreport-phsystemtransformation.pdf) (<https://www.health.state.mn.us/communities/practice/systemtransformation/docs/202212legreport-phsystemtransformation.pdf>)

How to read this figure: Each square in the figure at right represents a local health jurisdiction or the Minnesota Department of Health. Dark indigo squares signal that a local health department, or in some cases its community partners, has the capacity and expertise to substantially implement the corresponding foundational responsibility. The lighter the square, the less the jurisdiction has capacity in that responsibility:

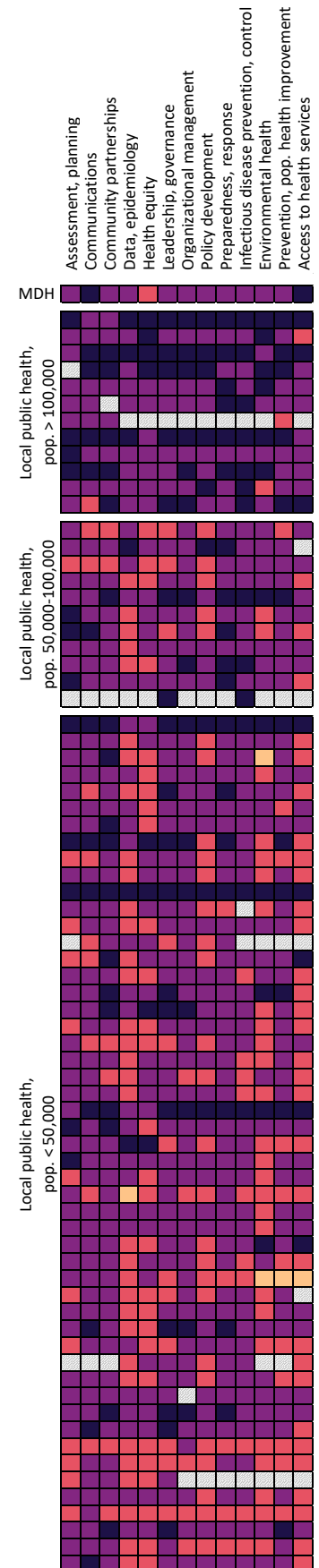


Testing new and innovative ways to deliver foundational services

The Minnesota Legislature awarded MDH \$6 million in 2021 to test and implement new service delivery models, in order to explore innovative ways to fill gaps in the foundational areas. SCHSAC chose to prioritize community engagement, communications, health equity, and data/epidemiology.

These projects will help inform new service delivery models, and where activities are best centered on a continuum between centralized and decentralized work. They may also inform funding strategies.

View current projects: [Infrastructure Fund innovation projects](https://www.health.state.mn.us/communities/practice/systemtransformation/infrastructurefund.html) (<https://www.health.state.mn.us/communities/practice/systemtransformation/infrastructurefund.html>)



Where are we headed?

Mapping the policies and systems that support or hinder this work

In 2023, a group is investigating the policies, practices, and beliefs—written and unwritten—that support or hinder MDH and local public health fulfilling foundational public health responsibilities. This work will inform future funding, policy, and service delivery models.

Transforming the public health system doesn't happen in a vacuum, and it's important to understand the explicitly written policies, and tacitly understood systems, that impact how governmental public health in Minnesota currently operates. Taking stock of the policies and systems that currently shape public health will help decisionmakers map a path forward in transforming it.

Building strong and consistent messaging

Building on the latest research on communications and framing, a group is identifying messages that resonate with key partners and decisionmakers, so everyone in Minnesota can consistently communicate the role and value of public health, and how and why we're transforming Minnesota's governmental public health system.

Using strong and consistent messaging helps decisionmakers better understand and support the work of public health, and makes it easier for public health to invite partners into the work of building and growing their communities' health.

Consulting with tribal nations

Tribes have expressed interest in strengthening their public health systems and services. MDH's Office of American Indian Health is working with indigenous consultants using national public health standards to measure and build tribal public health infrastructure; tribal nations are sovereign nations that have their own public health authority.

Minnesota Department of Health
State Community Health Services Advisory Committee (SCHSAC)
651-201-3880 health.ophp@state.mn.us
www.health.state.mn.us/schsac

May 2023. To obtain this information in a different format, call: 651-201-3880.



Public Health
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Meeker McLeod Sibley
Community Health Services

What did we learn about our staff from the PH WINS Survey

PH WINS (the Public Health Workforce Interests and Needs Survey) supports the governmental public health workforce by measuring strengths and gaps to inform future investments in funding, training, recruitment, and retention

PERCEPTIONS ABOUT SUPERVISORS

80% of Meeker, McLeod, and Sibley staff state that they work well together with their supervisor

- 79% state that their supervisor treats them with respect
- 54% state that their supervisor gives them opportunities to lead

TOP PERCEPTIONS OF THE ORGANIZATION

73% of Meeker, McLeod, and Sibley staff state that employees learn from one another

- 72% state that employee development is supported
- 64% state that MMS CHS is a good place to work

WORKPLACE CHALLENGES

52% of Meeker, McLeod, and Sibley staff state that non-experts have challenged /undermined their expertise

- 22% felt they were harassed or bullied because of their job

SYMPTOMS OF POST-TRAUMATIC STRESS DISORDER (PTSD)

26% of Meeker, McLeod, and Sibley staff state that they experience at least two symptoms of PTSD

- 17% state that they experience at least one symptom of PTSD

The 2021 findings on stress, burnout, and intent to leave were released in March 2022. Detailed national, state, and local findings, including interactive dashboards, were released in August 2022.



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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

July 13, 2023

Business Office Manager Update,

I continue to sit on the Workforce Development, PMQI, Fiscal, CORE and Reaccreditation Teams for MMS CHS. Within these teams I continue to work towards creating a robust All Staff training schedule, tracking of our grant performance measures, ensure we get payments timely from MDH, work within PH-Doc and help pursue our reaccreditation from PHAB.

I was able to attend CPR training in McLeod county and achieve certification.

I was able to get training on updating our website to help alleviate some duties at the county levels.

McLeod's Bridges Out of Poverty event was this past month and I was able to attend this. They had a great turnout!

I attended the MnCCC annual conference in St. Paul where they discussed staff burnout, billing for 2024 and new elected members. Hoping to expand my knowledge in PH-Doc so I can better assist when issues arise. I also virtually attend Ph-Doc meetings a couple times a month where software updates are discussed.

We are working on streamlining the onboarding process for WIC Peer Breastfeeding Councilors. There have been IT struggles with onboard and we are working to get a process in place to establish a smoother process when transferring devices between new and old staff.

Starting this month, I will sit in on the CHIT meetings to help be better understand the statutory work that we do as a CHS to better our Meeker-McLeod-Sibley communities.

Over the past few weeks I have been working with Kiza to gather policies and wage scales from Meeker, McLeod and Sibley counties that we will use to update the CHS personnel policy as our current policy manual is dated 2014.

Be Well,

Sarah Gassman

Our mission is to promote health, prevent disease, and protect those who live, work, and play in our community.

Meeker County
114 N Holcombe Ave #250
Litchfield, MN 55355
(320) 693-5370

McLeod County
520 Chandler Ave North
Glencoe, MN 55336
(320) 864-3185

Sibley County
111 8th Street; PO Box 237
Gaylord, MN 55334
(507) 237-4000





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Community Health Services

Meeker-McLeod-Sibley Community Health Services

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

Administrator's Report

7/13/2023

Funding has been favorable for public health this legislation. We are looking at increases throughout many of our program areas, including base funding. We should learn what some of those impacts will look like for the CHS as early as September.

The Suicide Prevention and Healthy Homes grants have ended. There is rumor at MDH that Healthy Homes will be an option later this year or early 2024. We learned on 7/5 that we were funded for RHEN 2. This grant will run simultaneously with RHEN 1, which ends December 31st, 2023. RHEN 2 is just over \$77,000 and will allow us to continue health equity work in our communities.

IT remains an issue for many of us who do not have a McLeod issued computer. I have been asking McLeod to help convert non-McLeod computers to McLeod computers to remedy this – IT is doing their best. I should note, McLeod IT has been very helpful in communicating and trying to help resolve the ongoing issues. Meeker IT (for me) is also very helpful, though the issues are not because of Meeker IT, rather a Meeker computer trying to work with McLeod's security.

Public Health and Social Services are merging in Meeker County January 1st, 2024. With this change, I will be meeting with Meeker County administration to introduce the CHS. Paul, is the director of social services, will become the director Health and Human Services. I anticipate seeing Paul at our CHB meetings in the near future. Because of the merge, Sarah and I were asked to relocate our offices within Meeker County Family Service Building. We are waiting on office space to open up which is TBD, until then, we are working from our homes. Fortunately, we have our work from home policy updated and the change was easy.

In June, public health directors and supervisors were invited to the LPHA retreat in Duluth, a 2-day conference focused on public health law. We discussed the ethical decision-making processes we use to protect the public's health, including things like *Can I? Must I? Should I?*, and what is best for the common good. We were reminded of things like safe drinking water, infection control, disease prevention, safe buildings, which are all thanks to the duty of public health leaders.

Reminder: All Staff Meeting October 30th, 9am, at the Crow River Golf Course, Hutchinson where Dr. Wu will present to staff and the public on things like belonging, and us vs them. Please join us!

Best,
Kiza Olson