



Public Health
Prevent. Promote. Protect.

Meeker McLeod Sibley
Community Health Services

Meeker-McLeod-Sibley Community Health Board Meeting

Meeting Location: McLeod Environmental Waste Building, Hutchinson, Mn
November 9, 2023, 9-11am

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

Absent: Pauk Buchovich, Commissioner Luthens

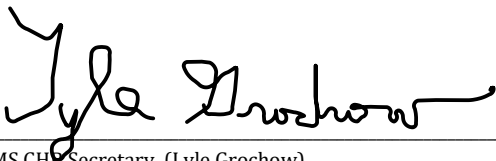
1. **Meeting called to order.** - Commissioner Schmalz at 9:00am
2. **Approval of Agenda (Action)** - Motion by Commissioner Kreger, second Commissioner Grochow
3. **Approval of the Consent Agenda Items (Action)** - Motion by Commissioner Bredeson, second Commissioner Grochow
 - a. September 21, 2023, CHB Meeting Minutes*
 - b. September Expense Report*
 - c. October Expense Report*
 - d. September Grant Summary Report*
 - e. October Grant Summary Report*
4. **Administrative Items**
 - i. **PH-Doc Maintenance and Support Agreement* (Action)** - Motion by Commissioner Bredeson, second Commissioner Kreger
 - ii. **Administration Budget* (Action)** – Motion by Commissioner Grochow, second by Commissioner Bredeson
 - iii. **Grant Budget* (Action)** – Motion by Commissioner Schmalz, second by Commissioner Kreger
 - iv. **Wage increase for MMS CHS Staff* (Action)**
 1. Kiza presented wage scale from the counties, McLeod noted that Health Educator top end should reflect \$36.81 and top of scale for HHS Office Manager is \$43.83.
 2. Proposal of COLA increase at 3%, wage increase up to 3% at discretion of CHS Administrator based on performance.
 - a. Motion by Commissioner Oberg, second by Commissioner Grochow
 - v. **Administrator wage increase* (Action)**
 1. Executive Team recommendation of 3% COLA and 2% performance increase for 2024. Motion by Commissioner Oberg, second by Commissioner Bredeson
 2. Per Executive Team meeting in December 2022, Kiza to get lump sum of performance increase for 2023.
 - vi. **Policy Updates***
 1. **Drug and Alcohol-Free Workplace (Action)** – Motion by Commissioner Schmalz, second by Commissioner Kreger
 2. **Salary Schedule (Action)** – Motion by Commissioner Oberg, seconded by Commissioner Grochow
 3. **Sick and Safe Leave (Action)** – Motion by Commissioner Schmalz, second by Commissioner Grochow
 4. **Termination Entitlements (Action)** – Motion by Commissioner Oberg, second by Commissioner Kreger
 - vii. **Health Benefits* (Action)** Recommendation to stay with current plan with an increase of 10%. Motion by Commissioner Kreger, second by Commissioner Grochow

- viii. **CHB Meeting Schedule* (Action)** - Proposal to go to quarterly meetings rather EOM. Start with the month of February to better accommodate newly elected Commissioners. Motion by Commissioner Bredeson, second by Commissioner Grochow. Discussion of location for CHB meetings due to quarterly change, Litchfield, Hutchinson, Glencoe, Gaylord. Change start time to 930. Meeker would not prefer to start rotation due to current building construction.
- ix. **Executive Meeting Schedule** – Proposal of having Executive Team meeting the month prior to full CHB meeting. All Commissioners in favor. Will keep virtual.
- x. **Terms of Office (Action)** - Proposal to go to two years rather than one year to better support communications between Administration and Chairpersons. Proposal to make policy flexible for year-to-year choice of term length. Sarah and Kiza to write policy. Motion by Commissioner Oberg, second by Commissioner Grochow.
- xi. **SCHSAC Report** – Commissioner Schmalz

5. Other Agenda Items

- a. **Fiscal Update*** - Sarah Gassman
- b. **Administrator Update*** - Kiza Olson
- c. **LPHA Update** – Diane, Brittany, Rachel
 - i. Excellent speakers, main theme was rebranding public health and communication to the public about what public health does in total,
 - ii. Speakers to come speak to staff at all staff meetings in the future.
- d. **County Updates (Meeker, McLeod, Sibley)**
 - i. McLeod – Community Care update, foot care clinic update, family health update, staffing update, TB update, WIC is in person, not currently administering COVID booters to public underinsured people only, vaccine clinic update.
 - ii. Meeker – WIC in person, staffing update, HHS merge, building redesign, Diane will retire Jan 15th deputy director in place.
 - iii. Sibley – Staffing update, nursing students, dental clinics.

Adjourned at 10:59 by Commissioner Bredeson, second by Commissioner Grochow



MMS CHB Secretary (Lyle Grochow)

· 02.23.24

Date