



**Public Health**

Prevent. Promote. Protect.

**Meeker McLeod Sibley**  
Community Health Services

## Meeker-McLeod-Sibley Community Health Board Meeting

Date: February 8, 2024

Meeting Location: SWIF Building Large Conference Room

15 3<sup>rd</sup> ave NW, Hutchinson

9:30am-12:00pm

**In Attendance:** Kiza Olson, Sarah Gassman, Rachel Fruhwirth, Berit Spors, Paul Bukovich, Klea Rettmann, Commissioner Kreger, Commissioner Schmalz, Commissioner Oberg, Commissioner Bredeson

**Absent:** Laurie Terning, Commissioner Luthens, Commissioner Grochow

1. **Meeting called to order.** Commissioner Schmalz at 9:30 am
2. **Approval of Agenda (Action)** - Commissioner Kreger gave motion, Commissioner Bredeson second the motion.
3. **Approval of the Consent Agenda Items (Action)** - Commissioner Oberg gave motion, Commissioner Schmalz second the motion.
  - a. November 9, 2023, CHB Meeting Minutes\*
  - b. November Expense Report\*
  - c. December Expense Report\*
  - d. January Expense Report\*
  - e. November Grant Summary Report\*
  - f. December Grant Summary Report\*
  - g. January Grant Summary Report\*
4. **Administrative Items – Commissioners Luthens and Grochow were absent in voting.**
  - i. Conflict of Interest\* (Action) – Signed by Commissioners with no discussion.
  - ii. Joint Powers Agreement update – Kiza provided update to board on review process. Can expect to see updated document in Spring.
  - iii. Resolution 2024-1 – Authorizing Agent\* (Action) Commissioner Schmalz gave motion, Commissioner Kreger second the motion. Roll Call no discussion.
  - iv. Resolution 2024-2 – Bank Resolution\* (Action) Commissioner Kreger gave motion, Commissioner Bredeson second the motion. Roll call no discussion.
  - v. Resolution 2024-3 – Medical Director\* (Action) Commissioner Oberg gave motion, Commissioner Schmalz second the motion. Roll call no discussion.
  - vi. Sustainability Response Grant Plans\*(Action) - Kiza gave background on grant and fiscal plan for life of grant. Funds will be base funded dollars, no need to apply. Commissioner Schmalz gave motion, Commissioner Bredeson.
  - vii. MRC STTRONG Grant Plans\* (Action) –
    1. Kiza gave background on grant and fiscal plans for life of grant. Funds were noncompetitive and not applied for. Commissioner Schmalz gave motion, Commissioner Bredeson second the motion.
    2. Kiza recommended increasing grade of pay for the PHEP Coordinator to a grade 10 due to increased grant duties. Recommend changing grade and post internally. Commissioner Oberg gave motion, Commissioner Schmalz second the motion. Discussion around needing to post internally, no need to post position.
  - viii. Foundational Public Health Responsibilities staffing proposal\* (Action) – Kiza gave background on grant and fiscal plans for grant. Funds are noncompetitive and no need to apply. Funds are base funds and will be there each year. Recommend a Community Health Planner position at a grade 8. Commissioner gave background on how SCHSAC came to

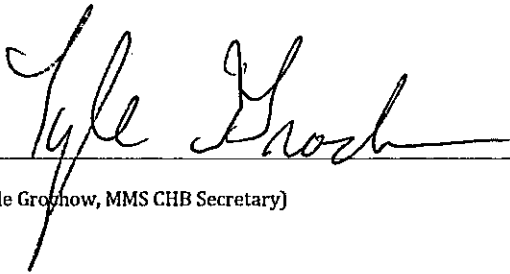
conclusion how to allocate funds back to the counties and CHB's. Kiza met with the CHS Management Team to discuss how dollars should be used, conclusion was to propose a CHS position. Schmalz moved to agree with proposal of hiring CHS staff for this position, Kreger second motion. No one opposed.

ix. SCHSAC Report – Commissioner Schmalz gave update.

#### 5. Other Agenda Items

- a. Organization Chart\* - Update to show Meeker County HHS merge.
- b. Environmental Health Annual Report\* - Kiza gave update. Healthy Homes grant was awarded again to MMS CHS. Healthy Homes will fall under the Environmental Health Team.
- c. PM/QI Update\* - Brittany Becker
- d. SHIP Update\* - Brett Nelson
- e. WIC Update\* - Jessica Remington
- f. Fiscal Update\* - Sarah Gassman
- g. Administrator Update\* - Kiza Olson
  - i. August 9<sup>th</sup> meeting date needing to be rescheduled due to meeting conflict with a commissioner. Recommend keeping them on Thursdays, July 25 or August 22 or August 29.
    1. All in favor of August 29<sup>th</sup> in McLeod County at 9:30
- h. County Updates (McLeod, Sibley, Meeker)
  - i. McLeod County – Staffing update, DP&C update, HIV update, WIC update
  - ii. Sibley County – Staffing update, MAPP 2.0 Training for Staff, COVID update, Soil and Water grant update, Training for Staff around Welcoming Initiative, Name change of Family Planning grant.
  - iii. Meeker County – Staffing update, HHS merge and remodel.

Adjourn by Commissioner Schmalz, second by Commissioner Bredeson at 12:04pm



(Lyle Grochow, MMS CHB Secretary)

05-09-24

Date