



**Public Health**  
Prevent. Promote. Protect.

**Meeker McLeod Sibley**  
Community Health Services

# Meeker-McLeod-Sibley Community Health Board Meeting

Meeting Location: McLeod County  
Date: February 13, 2025  
McLeod County Environmental Services  
1065 5<sup>th</sup> ave SE  
Hutchinson, Mn 55350  
9:30am-12:00pm

## 1. Meeting called to order.

## 2. Approval of Agenda (Action)

## 3. Approval of the Consent Agenda Items (Action)

- a. December 2024 Minutes\* ..... pg 2-3
- b. December Expense Report\* ..... pg 4
- c. January Expense Report\* ..... pg 5-6
- d. December Grant Summary Report\* ..... pg 7-14
- e. January Grant Summary Report\* ..... pg 15-20

## 4. Administrative Items

- a. Conflict of Interest Review\* (Signing) ..... pg 21-22
- b. Election of Vice Chair (Action)
- c. Election of Secretary (Action)
- d. Audit Update – Kiza Olson and CLA
- e. Appoint Legal Representation (Action)
- f. Agent of the Board Resolution 2025-1\* (Action)..... pg 23
- g. Bank Designation Resolution 2025-2\* (Action) ..... pg 24
- h. Medical Director Resolution 2025-3\*(Action) ..... pg 25
- i. Appoint SCHSAC Representative (Action)
- j. Appoint SCHSAC Alternate (Action)
- k. SCHSAC Report – Kiza Olson\*

## 5. Other Agenda Items

- a. Administrator Update\* ..... pg 32
- b. Fiscal Update\* ..... pg 33
- c. County Updates (Meeker, Sibley, McLeod)

## 6. Adjournment

\*Attachments:

- Agenda
- December Meeting Minutes
- Expense Reports
- Grant Summary Reports
- Conflict of Interest
- 2025-1
- 2025-2
- 2025-3
- Admin Update
- Fiscal Update



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Community Health Services

## Meeker-McLeod-Sibley Community Health Board Meeting

Meeting Location: McLeod County

Date: December 20, 2024

Meeker County HHS Building STE 200

114 N Holcombe ave

Litchfield, Mn 55355

10:00am-12:00pm

**Attendance:** Commissioner Oberg, Commissioner Bredeson, Commissioner Schmalz, Commissioner Luthens, Commissioner Kreger, Commissioner Grochow, Kiza Olson, Sarah Gassman, Kay Winterfeldt, Brittany Becker, Rachel Fruhwirth, Kristin Erickson (MDH)

**Absent:** Paul Bukovich, Chukuma Ijioma, Klea Rettmann, Berit Spors

**Guests:** Jennifer Smith, Jenny Crowe, Rhonda Buerkle, Jeri Meyer, Patty Buerkle, Nichole Cline

1. **Meeting called to order.** Called to order by Commissioner Schmalz at 10:09am.
2. **Approval of Agenda (Action)** Motion by Commissioner Grochow, Seconded by Commissioner Luthens.
  - a. Addition of Agenda Items Below
    - i. Vice Chair 2025
    - ii. Administrator Review
    - iii. Retiring Commissioners
3. **Approval of the Consent Agenda Items (Action)** Motion by Commissioner Oberg, Seconded by Commissioner Grochow.
  - a. August 2024, CHB Meeting Minutes\*
  - b. November 2024, CHB Emergency Meeting Minutes\*
  - c. August Expense Report\*
  - d. September Expense Report\*
  - e. October Expense Report\*
  - f. November Expense Report\*
  - g. August Grant Summary Report\*
  - h. September Grant Summary Report\*
  - i. October Grant Summary Report\*
  - j. November Grant Summary Report\*
4. **Presentations**
  - a. Rhonda Buerkle Introduction – MMS CHS SHIP Coordinator.
  - b. Sexual and Reproductive Health Services
  - c. Healthy Homes
5. **Administrative Items**
  - a. Salary Considerations for Scale Tops (Action) – Discussion around adding a yearly bonus to those that are at top of scale and are no longer eligible for performance increase. Topic was previously discussed at Executive Team. \$20 bonus per paycheck for a total of \$520 per year. Will be in place for the year of 2025 and put into policy in 2026. Motion by Commissioner Kreger, Seconded by Commissioner Oberg.
  - b. 2025 CHB Dates\* (Action) Motion by Commissioner Grochow, Seconded by Commissioner Kreger
  - c. 2025 Board Chair (Action) Nomination of Meeker County Commissioner Oberg by Commissioner Schmalz. Position will hold 2-year term. No other nominations were made. Motion by Schmalz, Seconded by Commissioner Bredeson. Roll call, no opposition. Motion passed. Term will start January 1, 2025.

- d. *2025 Board Vice Chair (Action)* Nomination of Sibley County Commissioner Grochow by Commissioner Schmalz, Seconded by Commissioner Oberg. No other nominations. Roll call, no opposition. Motion passed. Term will start January 1, 2025.
  - i. McLeod County Commissioner Schmalz will hold Secretary position January 1<sup>st</sup> until first annual meeting in February when board will hold official election. Commissioner Schmalz nominated self, motion by Commissioner Kreger, seconded by Commissioner Bredeson. Roll call, no opposition. Motion passed.
- e. *Administrator Review Update – Executive Team completed MMS CHS Administrator annual review. Meeting or exceeding all expectations.*
- f. SCHSAC Report – Commissioner Schmalz

## 6. Other Agenda Items

- a. H5N1 Response – Wednesday before Thanksgiving Meeker County had farm test positive. Meeker county EP nurse tested and sent with currier to MDH testing lab. Kiza Olson, Chukuma Ijioma, Brenna Arveson took lead on incident response. Kiza, Chukuma, Brenna, Julie Kloeckl participated in hotwash after with MDH. Working through action plan for what happens next and what to do next time.
- b. Administrator Update\*
- c. Fiscal Update\*
- d. County Updates (McLeod, Meeker, Sibley)
  - i. McLeod County – Staffing updates, WIC/FHV/Project Harmony referral increase, TB update, Welcoming Week in September, Cannabis Funding.
  - ii. Meeker County – Staffing updates, County Remodel is finished for HHS building, Welcoming Week in September.
  - iii. Sibley County – Staffing updates, Sibley County Food Shelf grant, dental service update, program reorganization.
- e. *Retiring Commissioners – Commissioner Bredeson, Commissioner Kreger, Commissioner Luthens*

## 7. Adjournment – 11:50, motion by Commissioner Grochow, Seconded by Commissioner Bredeson

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(MMS CHB Secretary)

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(Date)

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

Date	Vendor	Vendor Address	Vendor City	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Grant/Program Number	Account Class	Object Number	Account	Reason for Payment
4-Dec	Ramsey Printing & Design, Inc	826 N Sibley Ave	Litchfield	Mn	55355	\$ 100.00	75388	104	CRABC	6350	Other Charges & Services	Breastfeeding Resource Guide
5-Dec	The Vision Company	PO Box 248	Rogers	Mn	55374	\$ 124.07	83962	234	WIC Peer Grant	6265	Professional Services	Peer Payroll
5-Dec	The Vision Company	PO Box 248	Rogers	Mn	55374	\$ 59.56	83962	234	WIC Peer Grant	6881	Other Contractor Fees	Peer Mark up
5-Dec	The Vision Company	PO Box 248	Rogers	Mn	55374	\$ 346.41	83962	234	WIC Peer Grant	6265	Professional Services	Lead Peer Payroll
5-Dec	The Vision Company	PO Box 248	Rogers	Mn	55374	\$ 166.28	83962	234	WIC Peer Grant	6881	Other Contractor Fees	Lead Peer Markup
6-Dec	Dixie Messner	501 W 8th St	Winthrop	Mn	55396	\$ 107.16	12.5.24	100	Local Public Health Grant	6350	Other Charges & Services	December Steering Committee
6-Dec	Diane Bias-Mosel	48267 236th St	Gaylord	Mn	55334	\$ 97.98	12.5.24	100	Local Public Health Grant	6350	Other Charges & Services	December Steering Committee
6-Dec	Darlene Kotelnicki	425 N Gorman Ave	Litchfield	Mn	55355	\$ 127.26	12.5.24	100	Local Public Health Grant	6350	Other Charges & Services	December Steering Committee
10-Dec	Ellison Center	600 25th ave	St. Cloud	Mn	56301	\$ 150.00	3324	212	Project Harmony Grant	6246	Staff Development	Staff Education
10-Dec	Minnesota Counties Intergovernmental Trust	LBX-139157, PO Box 1691	Minneapolis	Mn	55480-1691	\$ 287.00	WCAUDIT1734	100	Local Public Health Grant	6266	Audit Expense	MCIT Audit
11-Dec	The Vision Company	PO Box 248	Rogers	Mn	55374	\$ 171.27	84002	234	WIC Peer Grant	6265	Professional Services	Peer Payroll
11-Dec	The Vision Company	PO Box 248	Rogers	Mn	55374	\$ 82.21	84002	234	WIC Peer Grant	6881	Other Contractor Fees	Peer Mark up
11-Dec	The Vision Company	PO Box 248	Rogers	Mn	55374	\$ 367.73	84002	234	WIC Peer Grant	6265	Professional Services	Lead Peer Payroll
11-Dec	The Vision Company	PO Box 248	Rogers	Mn	55374	\$ 176.51	84002	234	WIC Peer Grant	6881	Other Contractor Fees	Lead Peer Markup
13-Dec	Conway, Deuth & Schmiesing, PLLP	820 Sibley Ave N	Litchfield	Mn	55355	\$ 262.50	342890	100	Local Public Health Grant	6266	Audit Expense	Audit Expense
13-Dec	Conway, Deuth & Schmiesing, PLLP	820 Sibley Ave N	Litchfield	Mn	55355	\$ 1,535.30	342890	100	Local Public Health Grant	6265	Professional Services	Accounting Firm
16-Dec	Conway, Deuth & Schmiesing, PLLP	820 Sibley Ave N	Litchfield	Mn	55355	\$ 1,050.00	341974	100	Local Public Health Grant	6266	Audit Expense	Audit Expense
16-Dec	Conway, Deuth & Schmiesing, PLLP	820 Sibley Ave N	Litchfield	Mn	55355	\$ 1,715.30	341974	100	Local Public Health Grant	6265	Professional Services	Accounting Firm
18-Dec	The Vision Company	PO Box 248	Rogers	Mn	55374	\$ 199.61	84037	234	WIC Peer Grant	6265	Professional Services	Peer Payroll
18-Dec	The Vision Company	PO Box 248	Rogers	Mn	55374	\$ 95.81	84037	234	WIC Peer Grant	6881	Other Contractor Fees	Peer Mark up
18-Dec	The Vision Company	PO Box 248	Rogers	Mn	55374	\$ 293.11	84037	234	WIC Peer Grant	6265	Professional Services	Lead Peer Payroll
18-Dec	The Vision Company	PO Box 248	Rogers	Mn	55374	\$ 140.70	84037	234	WIC Peer Grant	6881	Other Contractor Fees	Lead Peer Markup
27-Dec	The Vision Company	PO Box 248	Rogers	Mn	55374	\$ 319.17	84073	234	WIC Peer Grant	6265	Professional Services	Peer Payroll
27-Dec	The Vision Company	PO Box 248	Rogers	Mn	55374	\$ 186.70	84073	234	Local Public Health Grant	6881	Other Contractor Fees	Peer Mark up and Mileage
27-Dec	The Vision Company	PO Box 248	Rogers	Mn	55374	\$ 341.08	84073	234	Local Public Health Grant	6265	Professional Services	Lead Peer Payroll
27-Dec	The Vision Company	PO Box 248	Rogers	Mn	55374	\$ 163.72	84073	234	WIC Peer Grant	6881	Other Contractor Fees	Lead Peer Markup

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

Date	Vendor	Vendor Address	Vendor City	Vendor State	Vendor Zip-Code	Payment Amount	Invoice #	Grant/Program Number	Account Class	Object Number	Account	Reason for Payment
3-Jan	The Vision Companies	PO Box 248	Rogers	Mn	55374	\$ 183.22	84109	234	WIC Peer Grant	6265	Professional Services	Peer Payroll
3-Jan	The Vision Companies	PO Box 248	Rogers	Mn	55374	\$ 87.95	84109	234	WIC Peer Grant	6881	Other Contractor Fees	Peer Markup
3-Jan	The Vision Companies	PO Box 248	Rogers	Mn	55374	\$ 239.82	84109	234	WIC Peer Grant	6265	Professional Services	Lead Peer Payroll
3-Jan	The Vision Companies	PO Box 248	Rogers	Mn	55374	\$ 115.12	84109	234	WIC Peer Grant	6881	Other Contractor Fees	Lead Peer Markup
3-Jan	MnCCC Lockbox	POBox 860687	Minneapolis	Mn	55486-0687	\$ 12,069.46	2501125	100	Local Public Health Grant	6264	PH-Doc Software	PH-Doc
3-Jan	MCIT	LBX-139157 PO Box 1691	Minneapolis	Mn	55480-1691	\$ 12,171.00	20645R	100	Local Public Health Grant	6151	Work Comp Insurance	MCIT Renewal
9-Jan	The Vision Companies	PO Box 248	Rogers	Mn	55374	\$ 211.96	84140	234	WIC Peer Grant	6265	Professional Services	Peer Payroll
9-Jan	The Vision Companies	PO Box 248	Rogers	Mn	55374	\$ 151.32	84140	234	WIC Peer Grant	6881	Other Contractor Fees	Peer Markup and Mileage
9-Jan	The Vision Companies	PO Box 248	Rogers	Mn	55374	\$ 360.38	84140	234	WIC Peer Grant	6265	Professional Services	Lead Peer Payroll
9-Jan	The Vision Companies	PO Box 248	Rogers	Mn	55374	\$ 207.82	84140	234	WIC Peer Grant	6881	Other Contractor Fees	Lead Peer Markup and Mileage
14-Jan	Flank Bar and Char	1000 Mn Hwy 7-W	Hutchinson	Mn	55350	\$ 783.00	36	100	Local Public Health Grant	6353	Meeting Expense	Half Catering for All Staff
15-Jan	The Vision Companies	PO Box 248	Rogers	Mn	55374	\$ 279.32	84175	234	WIC Peer Grant	6265	Professional Services	Peer Payroll
15-Jan	The Vision Companies	PO Box 248	Rogers	Mn	55374	\$ 134.77	84175	234	WIC Peer Grant	6881	Other Contractor Fees	Peer Markup and Mileage
15-Jan	The Vision Companies	PO Box 248	Rogers	Mn	55374	\$ 334.16	84175	234	WIC Peer Grant	6265	Professional Services	Lead Peer Payroll
15-Jan	The Vision Companies	PO Box 248	Rogers	Mn	55374	\$ 160.39	84175	234	WIC Peer Grant	6881	Other Contractor Fees	Lead Peer Markup
21-Jan	Immanuel Grace Lutheran School	20849 Walden Ave	Hutchinson	Mn	55350	\$ 927.86	1.16.25	240	SHIP	6350	Other Charges & Services	MOVES-Gym Items
21-Jan	Grant Management USA	PO Box 50249	Henderson	NV	89016	\$ 595.00	ABNMM-012025-0220	108	Infrastructure	6350	Other Charges & Services	SG Seminar
23-Jan	The Vision Companies	PO Box 248	Rogers	Mn	55374	\$ 376.04	84207	234	WIC Peer Grant	6265	Professional Services	Peer Payroll
23-Jan	The Vision Companies	PO Box 248	Rogers	Mn	55374	\$ 249.80	84207	234	WIC Peer Grant	6881	Other Contractor Fees	Peer Markup and Mileage
23-Jan	The Vision Companies	PO Box 248	Rogers	Mn	55374	\$ 439.97	84207	234	WIC Peer Grant	6265	Professional Services	Lead Peer Payroll
23-Jan	The Vision Companies	PO Box 248	Rogers	Mn	55374	\$ 251.79	84207	234	WIC Peer Grant	6881	Other Contractor Fees	Lead Peer Markup and Mileage
23-Jan	The Vision Companies	PO Box 248	Rogers	Mn	55374	\$ 179.45	84207	234	WIC Peer Grant	6265	Professional Services	IBCLC
23-Jan	The Vision Companies	PO Box 248	Rogers	Mn	55374	\$ 86.14	84207	234	WIC Peer Grant	6881	Other Contractor Fees	IBCLC Markup
27-Jan	Diane Bias-Mosel	48267 236th St	Gaylord	Mn	55334	\$ 98.80	9.4.24	100	Local Public Health Grant	6350	Other Charges & Services	January Steering Committee
27-Jan	Darlene Kotelnicki	425 N Gorman Ave	Litchfield	Mn	55355	\$ 128.20	9.4.24	100	Local Public Health Grant	6350	Other Charges & Services	January Steering Committee
28-Jan	NACCHO	PO Box 79197	Baltimore	MD	21279-0197	\$ 850.00	406915	506	RSG	6350	Other Charges & Services	BN Conference Fee
28-Jan	Conway, Deuth & Schmiesing, PLLP	820 Sibley ave N	Litchfield	Mn	55355	\$ 525.00	344028	100	Local Public Health Grant	6266	Audit Expense	Audit Expense

28-Jan	Conway, Deuth & Schmiesing, PLLP	820 Sibley ave N	Litchfield	Mn	55355	\$ 2,035.00	344028	100	Local Public Health Grant	6265	Professional Services	Accounting Firm
29-Jan	The Vision Companies	PO Box 248	Rogers	Mn	55374	\$ 300.83	84240	234	WIC Peer Grant	6265	Professional Services	Peer Payroll
29-Jan	The Vision Companies	PO Box 248	Rogers	Mn	55374	\$ 149.44	84240	234	WIC Peer Grant	6881	Other Contractor Fees	Peer Markup and Mileage
29-Jan	The Vision Companies	PO Box 248	Rogers	Mn	55374	\$ 362.00	84240	234	WIC Peer Grant	6265	Professional Services	Lead Peer Payroll
29-Jan	The Vision Companies	PO Box 248	Rogers	Mn	55374	\$ 173.76	84240	234	WIC Peer Grant	6881	Other Contractor Fees	Lead Peer Markup
30-Jan	CliftonLarsonAllen LLP	PO Box 776376	Chicago	IL	60677-6376	\$ 1,050.00	L251038134	100	Local Public Health Grant	6266	Audit Expense	Audit Expense
30-Jan	CliftonLarsonAllen LLP	PO Box 776376	Chicago	IL	60677-6376	\$ 8,925.00	L251038160	100	Local Public Health Grant	6266	Audit Expense	Audit Expense

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Accrual Basis

## Meeker-McLeod-Sibley Community Health Services Grant Summary Report December 2024

	100 - Local Public Health Grant	104 - CRABC	107 - Workforce Development
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
5270 · Indirect Costs	-20,312.35	0.00	0.00
5303 · SHIP Grant	0.00	0.00	0.00
5400 · Federal Grant	0.00	0.00	311.50
5413 · WIC Grant	0.00	0.00	0.00
5430 · Project Harmony	0.00	0.00	0.00
5750 · Gifts & Contributions-General	0.00	200.00	0.00
5860 · Miscellaneous	1,101.43	0.00	0.00
<b>Total Income</b>	<b>-19,210.92</b>	<b>200.00</b>	<b>311.50</b>
<b>Expense</b>			
6105 · Salaries & Wages-FT	4,118.74	0.00	0.00
6110 · Salaries & Wages	7,151.06	0.00	0.00
6152 · HSA Insurance-County Share	88.60	0.00	0.00
6153 · Health & Life Ins-County Share	1,115.51	0.00	0.00
6163 · PERA-County Share	845.23	0.00	0.00
6175 · FICA-County Share	861.81	0.00	0.00
6203 · Communications	103.02	0.00	0.00
6246 · Staff Development	0.00	0.00	0.00
6265 · Professional Services	3,250.60	0.00	0.00
6266 · Audit Expense	1,599.50	0.00	0.00
6268 · Bank Service Fees & Charges	0.00	0.00	0.00
6269 · Payroll Services	64.00	0.00	0.00
6335 · Mileage	310.87	0.00	0.00
6336 · Meals/Lodging/Parking & Misc.	0.00	0.00	0.00
6350 · Other Charges & Services	332.40	100.00	0.00
6862 · Project Harmony CP	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	0.00	0.00
6881 · Other Contractor Fees	0.00	0.00	0.00
<b>Total Expense</b>	<b>19,841.34</b>	<b>100.00</b>	<b>0.00</b>
<b>Net Ordinary Income</b>	<b>-39,052.26</b>	<b>100.00</b>	<b>311.50</b>
<b>Net Income</b>	<b>-39,052.26</b>	<b>100.00</b>	<b>311.50</b>

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Accrual Basis

## Meeker-McLeod-Sibley Community Health Services

### Grant Summary Report

December 2024

	108 - CDC Federal Infrastructur	109 - FPHR	206 - Sexual & Reproduct Health
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
5270 · Indirect Costs	662.58	3,820.41	417.05
5303 · SHIP 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
5430 · Project Harmony	0.00	0.00	0.00
5750 · Gifts & Contributions-General	0.00	0.00	0.00
5860 · Miscellaneous	0.00	0.00	0.00
<b>Total Income</b>	<b>662.58</b>	<b>3,820.41</b>	<b>417.05</b>
<b>Expense</b>			
6105 · Salaries & Wages-FT	826.56	6,146.20	0.00
6110 · Salaries & Wages	1,034.62	1,004.19	0.00
6152 · HSA Insurance-County Share	17.51	0.00	0.00
6153 · Health & Life Ins-County Share	86.97	276.29	0.00
6163 · PERA-County Share	139.59	536.28	0.00
6175 · FICA-County Share	142.37	558.03	0.00
6203 · Communications	0.00	51.51	0.00
6246 · Staff Developement	0.00	0.00	0.00
6265 · Professional Services	0.00	0.00	0.00
6266 · Audit Expense	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	64.32	140.70	0.00
6336 · Meals/Lodging/Parking & Misc.	0.00	170.73	0.00
6350 · Other Charges & Services	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
6881 · Other Contractor Fees	0.00	0.00	0.00
<b>Total Expense</b>	<b>2,311.94</b>	<b>8,883.93</b>	<b>0.00</b>
<b>Net Ordinary Income</b>	<b>-1,649.36</b>	<b>-5,063.52</b>	<b>417.05</b>
<b>Net Income</b>	<b>-1,649.36</b>	<b>-5,063.52</b>	<b>417.05</b>



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Accrual Basis

**Meeker-McLeod-Sibley Community Health Services**  
**Grant Summary Report**  
**December 2024**

	209 - MCH	212 - Project Harmony Grant	224 - TANF
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
5270 · Indirect Costs	140.63	1,930.23	599.00
5303 · SHIP 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
5430 · Project Harmony	0.00	14,387.21	0.00
5750 · Gifts & Contributions-General	0.00	0.00	0.00
5860 · Miscellaneous	0.00	0.00	0.00
<b>Total Income</b>	<b>140.63</b>	<b>16,317.44</b>	<b>599.00</b>
<b>Expense</b>			
6105 · Salaries & Wages-FT	0.00	3,618.23	0.00
6110 · Salaries & Wages	0.00	0.00	0.00
6152 · HSA Insurance-County Share	0.00	91.41	0.00
6153 · Health & Life Ins-County Share	0.00	911.36	0.00
6163 · PERA-County Share	0.00	271.37	0.00
6175 · FICA-County Share	0.00	273.23	0.00
6203 · Communications	0.00	51.51	0.00
6246 · Staff Development	0.00	150.00	0.00
6265 · Professional Services	0.00	0.00	0.00
6266 · Audit Expense	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	240.53	0.00
6336 · Meals/Lodging/Parking & Misc.	0.00	0.00	0.00
6350 · Other Charges & Services	0.00	0.00	0.00
6862 · Project Harmony CP	0.00	7,675.01	0.00
6865 · SHIP - County Payment	0.00	0.00	0.00
6881 · Other Contractor Fees	0.00	0.00	0.00
<b>Total Expense</b>	<b>0.00</b>	<b>13,282.65</b>	<b>0.00</b>
<b>Net Ordinary Income</b>	<b>140.63</b>	<b>3,034.79</b>	<b>599.00</b>
<b>Net Income</b>	<b>140.63</b>	<b>3,034.79</b>	<b>599.00</b>

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01/02/25

Accrual Basis

## Meeker-McLeod-Sibley Community Health Services Grant Summary Report December 2024

	234 - WIC Peer Grant	236 - WIC	240 - SHIP-Eats
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
5270 · Indirect Costs	0.00	8,784.32	0.00
5303 · SHIP Grant	0.00	0.00	31,148.81
5400 · Federal Grant	0.00	0.00	0.00
5413 · WIC Grant	0.00	108,789.00	0.00
5430 · Project Harmony	0.00	0.00	0.00
5750 · Gifts & Contributions-General	0.00	0.00	0.00
5860 · Miscellaneous	0.00	0.00	0.00
<b>Total Income</b>	<b>0.00</b>	<b>117,573.32</b>	<b>31,148.81</b>
<b>Expense</b>			
6105 · Salaries & Wages-FT	1,290.56	9,994.04	6,157.80
6110 · Salaries & Wages	0.00	0.00	0.00
6152 · HSA Insurance-County Share	23.24	175.81	100.00
6153 · Health & Life Ins-County Share	119.59	1,324.80	724.65
6163 · PERA-County Share	96.75	749.43	461.84
6175 · FICA-County Share	89.91	715.22	471.07
6203 · Communications	203.91	103.02	139.51
6246 · Staff Development	0.00	0.00	0.00
6265 · Professional Services	1,502.19	0.00	0.00
6266 · Audit Expense	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	376.54	95.14
6336 · Meals/Lodging/Parking & Misc.	0.00	0.00	0.00
6350 · Other Charges & Services	0.00	35.00	333.15
6862 · Project Harmony CP	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	0.00	7,596.28
6881 · Other Contractor Fees	721.07	0.00	0.00
<b>Total Expense</b>	<b>4,047.22</b>	<b>13,473.86</b>	<b>16,079.44</b>
<b>Net Ordinary Income</b>	<b>-4,047.22</b>	<b>104,099.46</b>	<b>15,069.37</b>
<b>Net Income</b>	<b>-4,047.22</b>	<b>104,099.46</b>	<b>15,069.37</b>

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Accrual Basis

## Meeker-McLeod-Sibley Community Health Services Grant Summary Report December 2024

	306 - COV Vacc 3 (Fed Funding)	308 - IQIP	401 - Healthy Homes
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
5270 · Indirect Costs	0.00	79.67	368.65
5303 · SHIP 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
5430 · Project Harmony	0.00	0.00	0.00
5750 · Gifts & Contributions-General	0.00	0.00	0.00
5860 · Miscellaneous	0.00	0.00	0.00
<b>Total Income</b>	<b>0.00</b>	<b>79.67</b>	<b>368.65</b>
<b>Expense</b>			
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
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
6246 · Staff Development	0.00	0.00	0.00
6265 · Professional Services	0.00	0.00	0.00
6266 · Audit Expense	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
6862 · Project Harmony CP	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	0.00	0.00
6881 · Other Contractor Fees	0.00	0.00	0.00
<b>Total Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Ordinary Income</b>	<b>0.00</b>	<b>79.67</b>	<b>368.65</b>
<b>Net Income</b>	<b>0.00</b>	<b>79.67</b>	<b>368.65</b>

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## Meeker-McLeod-Sibley Community Health Services Grant Summary Report December 2024

	502 - Emergency Preparedness	505 - EP - CRI	506 - MN Emergency RSG
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
5270 · Indirect Costs	0.00	0.00	916.64
5303 · SHIP 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
5430 · Project Harmony	0.00	0.00	0.00
5750 · Gifts & Contributions-General	0.00	0.00	0.00
5860 · Miscellaneous	0.00	0.00	0.00
<b>Total Income</b>	<b>0.00</b>	<b>0.00</b>	<b>916.64</b>
<b>Expense</b>			
6105 · Salaries & Wages-FT	3,054.32	1,506.24	1,624.32
6110 · Salaries & Wages	0.00	0.00	547.74
6152 · HSA Insurance-County Share	45.63	22.50	25.00
6153 · Health & Life Ins-County Share	932.57	252.66	265.23
6163 · PERA-County Share	229.08	112.97	162.91
6175 · FICA-County Share	220.39	108.66	159.64
6203 · Communications	35.51	0.00	16.00
6246 · Staff Development	0.00	0.00	0.00
6265 · Professional Services	0.00	0.00	0.00
6266 · Audit Expense	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	69.68	0.00	13.40
6336 · Meals/Lodging/Parking & Misc.	0.00	0.00	0.00
6350 · Other Charges & Services	80.00	0.00	0.00
6862 · Project Harmony CP	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	0.00	0.00
6881 · Other Contractor Fees	0.00	0.00	0.00
<b>Total Expense</b>	<b>4,667.18</b>	<b>2,003.03</b>	<b>2,814.24</b>
<b>Net Ordinary Income</b>	<b>-4,667.18</b>	<b>-2,003.03</b>	<b>-1,897.60</b>
<b>Net Income</b>	<b>-4,667.18</b>	<b>-2,003.03</b>	<b>-1,897.60</b>

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Accrual Basis

## Meeker-McLeod-Sibley Community Health Services

### Grant Summary Report

December 2024

	507 - MRC STTRONG	601 - Child & Teen Checkups	Unclassified
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
5270 · Indirect Costs	0.00	2,593.17	0.00
5303 · SHIP 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
5430 · Project Harmony	0.00	0.00	0.00
5750 · Gifts & Contributions-General	0.00	0.00	0.00
5860 · Miscellaneous	0.00	0.00	0.00
<b>Total Income</b>	<b>0.00</b>	<b>2,593.17</b>	<b>0.00</b>
<b>Expense</b>			
6105 · Salaries & Wages-FT	627.60	54.23	0.00
6110 · Salaries & Wages	0.00	0.00	11.02
6152 · HSA Insurance-County Share	9.38	0.94	0.00
6153 · Health & Life Ins-County Share	105.28	4.83	183.20
6163 · PERA-County Share	47.07	4.07	0.18
6175 · FICA-County Share	45.29	3.96	-10.18
6203 · Communications	0.00	0.00	0.00
6246 · Staff Development	0.00	0.00	0.00
6265 · Professional Services	0.00	0.00	0.00
6266 · Audit Expense	0.00	0.00	0.00
6268 · Bank Service Fees & Charges	0.00	0.00	42.95
6269 · Payroll Services	0.00	0.00	0.00
6335 · Mileage	0.00	0.00	-0.01
6336 · Meals/Lodging/Parking & Misc.	0.00	0.00	0.00
6350 · Other Charges & Services	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
6881 · Other Contractor Fees	0.00	0.00	0.00
<b>Total Expense</b>	<b>834.62</b>	<b>68.03</b>	<b>227.16</b>
<b>Net Ordinary Income</b>	<b>-834.62</b>	<b>2,525.14</b>	<b>-227.16</b>
<b>Net Income</b>	<b>-834.62</b>	<b>2,525.14</b>	<b>-227.16</b>

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Accrual Basis

**Meeker-McLeod-Sibley Community Health Services**  
**Grant Summary Report**  
December 2024

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	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
5270 · Indirect Costs	0.00
5303 · SHIP Grant	31,148.81
5400 · Federal Grant	311.50
5413 · WIC Grant	108,789.00
5430 · Project Harmony	14,387.21
5750 · Gifts & Contributions-General	200.00
5860 · Miscellaneous	1,101.43
	<hr/>
Total Income	155,937.95
Expense	
6105 · Salaries & Wages-FT	39,018.84
6110 · Salaries & Wages	9,748.63
6152 · HSA Insurance-County Share	600.02
6153 · Health & Life Ins-County Share	6,302.94
6163 · PERA-County Share	3,656.77
6175 · FICA-County Share	3,639.40
6203 · Communications	703.99
6246 · Staff Development	150.00
6265 · Professional Services	4,752.79
6266 · Audit Expense	1,599.50
6268 · Bank Service Fees & Charges	42.95
6269 · Payroll Services	64.00
6335 · Mileage	1,311.17
6336 · Meals/Lodging/Parking & Misc.	170.73
6350 · Other Charges & Services	880.55
6862 · Project Harmony CP	7,675.01
6865 · SHIP - County Payment	7,596.28
6881 · Other Contractor Fees	721.07
	<hr/>
Total Expense	88,634.64
Net Ordinary Income	67,303.31
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Net Income	<b>67,303.31</b>

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Accrual Basis

## Meeker-McLeod-Sibley Community Health Services Grant Summary Report January 2025

	100 - Local Public Health Grant	108 - CDC Federal Infrastructur	109 - FPHR	209 - MCH
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5303 · SHIP Grant	0.00	0.00	0.00	0.00
5336 · Local Public Health Grant	101,592.23	0.00	0.00	0.00
5345 · C&Tc State	0.00	0.00	0.00	0.00
5355 · MN Emergency RSG	0.00	0.00	0.00	0.00
5365 · Foundational Public Health Resp	0.00	0.00	32,759.98	0.00
5370 · Healthy Homes S	0.00	0.00	0.00	0.00
5380 · Cannabis & Substance Use Prev.	0.00	0.00	0.00	0.00
5400 · Federal Grant	0.00	0.00	0.00	0.00
5413 · WIC Grant	0.00	0.00	0.00	0.00
5414 · MCH Grant	0.00	0.00	0.00	34,242.74
5422 · Child & Teen Checkups Grant	0.00	0.00	0.00	0.00
5430 · Project Harmony	0.00	0.00	0.00	0.00
5433 · TANF	0.00	0.00	0.00	0.00
5459 · WIC Peer Counseling - I	0.00	0.00	0.00	0.00
5460 · PHEP Grant	0.00	0.00	0.00	0.00
5470 · CDC Federal Infrastructure	0.00	17,200.73	0.00	0.00
5476 · MRC STTRONG	0.00	0.00	0.00	0.00
5481 · DTCS - Diabities Comm. Solution	0.00	0.00	0.00	0.00
5860 · Miscellaneous	5.01	0.00	0.00	0.00
<b>Total Income</b>	<b>101,597.24</b>	<b>17,200.73</b>	<b>32,759.98</b>	<b>34,242.74</b>
<b>Expense</b>				
6105 · Salaries & Wages-FT	10,485.65	1,772.62	7,425.99	0.00
6110 · Salaries & Wages	486.88	0.00	0.00	0.00
6151 · Work Comp Insurance	12,171.00	0.00	0.00	0.00
6152 · HSA Insurance-County Share	78.13	19.38	0.00	0.00
6153 · Health & Life Ins-County Share	1,914.53	103.45	185.13	0.00
6163 · PERA-County Share	809.66	146.23	556.95	0.00
6175 · FICA-County Share	824.51	133.44	572.60	0.00
6203 · Communications	103.02	0.00	51.51	0.00
6264 · PH.DOC Software	12,069.46	0.00	0.00	0.00
6265 · Professional Services	2,035.00	0.00	0.00	0.00
6266 · Audit Expense	525.00	0.00	0.00	0.00
6268 · Bank Service Fees & Charges	0.00	0.00	0.00	0.00
6269 · Payroll Services	72.00	0.00	0.00	0.00
6335 · Mileage	184.92	101.84	0.00	0.00
6350 · Other Charges & Services	227.00	595.00	0.00	0.00
6353 · Meeting Expense	783.00	0.00	0.00	0.00
6356 · Program Costs	0.00	0.00	0.00	0.00
6403 · Supplies (non office)	0.00	0.00	173.00	0.00
6441 · Client Transportation	0.00	0.00	0.00	0.00
6859 · MCH County Payment	0.00	0.00	0.00	34,242.74
6862 · Project Harmony CP	0.00	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	0.00	0.00	0.00
6867 · C & TC County Payment	0.00	0.00	0.00	0.00
6871 · TANF CP	0.00	0.00	0.00	0.00
6875 · Covid Vacc 3	0.00	0.00	0.00	0.00
6881 · Other Contractor Fees	0.00	0.00	0.00	0.00
6882 · CDC Federal Infrastructure CP	0.00	8,337.28	0.00	0.00
6895 · MN Emergency RSG CP	0.00	0.00	0.00	0.00
6906 · MRC STTRONG CP	0.00	0.00	0.00	0.00
6908 · Cannabis and Sub. Use Prev. CP	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>42,769.76</b>	<b>11,209.24</b>	<b>8,965.18</b>	<b>34,242.74</b>
<b>Net Ordinary Income</b>	<b>58,827.48</b>	<b>5,991.49</b>	<b>23,794.80</b>	<b>0.00</b>
<b>Net Income</b>	<b>58,827.48</b>	<b>5,991.49</b>	<b>23,794.80</b>	<b>0.00</b>

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Accrual Basis

## Meeker-McLeod-Sibley Community Health Services Grant Summary Report January 2025

	212 - Project Harmony Grant	224 - TANF	234 - WIC Peer Grant	236 - WIC
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5303 · SHIP Grant	0.00	0.00	0.00	0.00
5336 · Local Public Health Grant	0.00	0.00	0.00	0.00
5345 · C&Tc State	0.00	0.00	0.00	0.00
5355 · MN Emergency RSG	0.00	0.00	0.00	0.00
5365 · Foundational Public Health Resp	0.00	0.00	0.00	0.00
5370 · Healthy Homes S	0.00	0.00	0.00	0.00
5380 · Cannabis & Substance Use Prev.	0.00	0.00	0.00	0.00
5400 · Federal Grant	0.00	0.00	0.00	0.00
5413 · WIC Grant	0.00	0.00	0.00	82,020.00
5414 · MCH Grant	0.00	0.00	0.00	0.00
5422 · Child & Teen Checkups Grant	0.00	0.00	0.00	0.00
5430 · Project Harmony	15,532.71	0.00	0.00	0.00
5433 · TANF	0.00	20,224.65	0.00	0.00
5459 · WIC Peer Counseling - I	0.00	0.00	15,481.00	0.00
5460 · PHEP Grant	0.00	0.00	0.00	0.00
5470 · CDC Federal Infrastructure	0.00	0.00	0.00	0.00
5476 · MRC STTRONG	0.00	0.00	0.00	0.00
5481 · DTCS - Diabities Comm. Solution	0.00	0.00	0.00	0.00
5860 · Miscellaneous	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>15,532.71</b>	<b>20,224.65</b>	<b>15,481.00</b>	<b>82,020.00</b>
<b>Expense</b>				
6105 · Salaries & Wages-FT	3,958.40	0.00	921.83	10,421.33
6110 · Salaries & Wages	0.00	0.00	0.00	0.00
6151 · Work Comp Insurance	0.00	0.00	0.00	0.00
6152 · HSA Insurance-County Share	100.00	0.00	16.58	183.41
6153 · Health & Life Ins-County Share	1,896.06	0.00	92.23	2,412.79
6163 · PERA-County Share	296.88	0.00	69.03	781.21
6175 · FICA-County Share	287.44	0.00	68.62	764.97
6203 · Communications	51.51	0.00	203.91	103.02
6264 · PH.DOC Software	0.00	0.00	0.00	0.00
6265 · Professional Services	0.00	0.00	3,267.15	0.00
6266 · Audit Expense	0.00	0.00	0.00	0.00
6268 · Bank Service Fees & Charges	0.00	0.00	0.00	0.00
6269 · Payroll Services	0.00	0.00	0.00	0.00
6335 · Mileage	230.48	0.00	0.00	376.53
6350 · Other Charges & Services	0.00	0.00	0.00	0.00
6353 · Meeting Expense	0.00	0.00	0.00	0.00
6356 · Program Costs	11.09	0.00	0.00	0.00
6403 · Supplies (non office)	0.00	0.00	29.95	0.00
6441 · Client Transportation	300.00	0.00	0.00	0.00
6859 · MCH County Payment	0.00	0.00	0.00	0.00
6862 · Project Harmony CP	9,364.31	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	0.00	0.00	0.00
6867 · C & TC County Payment	0.00	0.00	0.00	0.00
6871 · TANF CP	0.00	20,224.65	0.00	0.00
6875 · Covid Vacc 3	0.00	0.00	0.00	0.00
6881 · Other Contractor Fees	0.00	0.00	1,768.30	0.00
6882 · CDC Federal Infrastructure CP	0.00	0.00	0.00	0.00
6895 · MN Emergency RSG CP	0.00	0.00	0.00	0.00
6906 · MRC STTRONG CP	0.00	0.00	0.00	0.00
6908 · Cannabis and Sub. Use Prev. CP	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>16,496.17</b>	<b>20,224.65</b>	<b>6,437.60</b>	<b>15,043.26</b>
<b>Net Ordinary Income</b>	<b>-963.46</b>	<b>0.00</b>	<b>9,043.40</b>	<b>66,976.74</b>
<b>Net Income</b>	<b>-963.46</b>	<b>0.00</b>	<b>9,043.40</b>	<b>66,976.74</b>



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## Meeker-McLeod-Sibley Community Health Services Grant Summary Report January 2025

	240 - SHIP-Eats	247 - DTCS - Diabities Comm. So	248 - CSUP - Cannabis	306 - COV Vacc 3 (Fed Funding)
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5303 · SHIP Grant	32,560.27	0.00	0.00	0.00
5336 · Local Public Health Grant	0.00	0.00	0.00	0.00
5345 · C&Tc State	0.00	0.00	0.00	0.00
5355 · MN Emergency RSG	0.00	0.00	0.00	0.00
5365 · Foundational Public Health Resp	0.00	0.00	0.00	0.00
5370 · Healthy Homes S	0.00	0.00	0.00	0.00
5380 · Cannabis & Substance Use Prev.	0.00	0.00	504.75	0.00
5400 · Federal Grant	0.00	0.00	0.00	37,143.00
5413 · WIC Grant	0.00	0.00	0.00	0.00
5414 · MCH Grant	0.00	0.00	0.00	0.00
5422 · Child & Teen Checkups Grant	0.00	0.00	0.00	0.00
5430 · Project Harmony	0.00	0.00	0.00	0.00
5433 · TANF	0.00	0.00	0.00	0.00
5459 · WIC Peer Counseling - I	0.00	0.00	0.00	0.00
5460 · PHEP Grant	0.00	0.00	0.00	0.00
5470 · CDC Federal Infrastructure	0.00	0.00	0.00	0.00
5476 · MRC STTRONG	0.00	0.00	0.00	0.00
5481 · DTCS - Diabities Comm. Solution	0.00	2,875.45	0.00	0.00
5860 · Miscellaneous	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>32,560.27</b>	<b>2,875.45</b>	<b>504.75</b>	<b>37,143.00</b>
<b>Expense</b>				
6105 · Salaries & Wages-FT	6,080.00	0.00	60.86	0.00
6110 · Salaries & Wages	0.00	0.00	0.00	0.00
6151 · Work Comp Insurance	0.00	0.00	0.00	0.00
6152 · HSA Insurance-County Share	100.00	0.00	0.00	0.00
6153 · Health & Life Ins-County Share	1,624.04	0.00	0.02	0.00
6163 · PERA-County Share	456.00	0.00	4.56	0.00
6175 · FICA-County Share	446.00	0.00	4.53	0.00
6203 · Communications	51.51	0.00	0.00	0.00
6264 · PH.DOC Software	0.00	0.00	0.00	0.00
6265 · Professional Services	0.00	0.00	0.00	0.00
6266 · Audit Expense	0.00	0.00	0.00	0.00
6268 · Bank Service Fees & Charges	0.00	0.00	0.00	0.00
6269 · Payroll Services	0.00	0.00	0.00	0.00
6335 · Mileage	94.47	0.00	0.00	0.00
6350 · Other Charges & Services	927.86	0.00	0.00	588.00
6353 · Meeting Expense	0.00	0.00	0.00	0.00
6356 · Program Costs	0.00	0.00	0.00	0.00
6403 · Supplies (non office)	0.00	0.00	0.00	0.00
6441 · Client Transportation	0.00	0.00	0.00	0.00
6859 · MCH County Payment	0.00	0.00	0.00	0.00
6862 · Project Harmony CP	0.00	0.00	0.00	0.00
6865 · SHIP - County Payment	5,986.45	0.00	0.00	0.00
6867 · C & TC County Payment	0.00	0.00	0.00	0.00
6871 · TANF CP	0.00	0.00	0.00	0.00
6875 · Covid Vacc 3	0.00	0.00	0.00	28,036.30
6881 · Other Contractor Fees	0.00	0.00	0.00	0.00
6882 · CDC Federal Infrastructure CP	0.00	0.00	0.00	0.00
6895 · MN Emergency RSG CP	0.00	0.00	0.00	0.00
6906 · MRC STTRONG CP	0.00	0.00	0.00	0.00
6908 · Cannabis and Sub. Use Prev. CP	0.00	0.00	31.92	0.00
<b>Total Expense</b>	<b>15,766.33</b>	<b>0.00</b>	<b>101.89</b>	<b>28,624.30</b>
<b>Net Ordinary Income</b>	<b>16,793.94</b>	<b>2,875.45</b>	<b>402.86</b>	<b>8,518.70</b>
<b>Net Income</b>	<b>16,793.94</b>	<b>2,875.45</b>	<b>402.86</b>	<b>8,518.70</b>

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Accrual Basis

## Meeker-McLeod-Sibley Community Health Services Grant Summary Report January 2025

	401 - Healthy Homes	501 - MRC	502 - Emergency Preparedness	505 - EP - CRI
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5303 · SHIP Grant	0.00	0.00	0.00	0.00
5336 · Local Public Health Grant	0.00	0.00	0.00	0.00
5345 · C&Tc State	0.00	0.00	0.00	0.00
5355 · MN Emergency RSG	0.00	0.00	0.00	0.00
5365 · Foundational Public Health Resp	0.00	0.00	0.00	0.00
5370 · Healthy Homes S	2,473.47	0.00	0.00	0.00
5380 · Cannabis & Substance Use Prev.	0.00	0.00	0.00	0.00
5400 · Federal Grant	0.00	0.00	0.00	0.00
5413 · WIC Grant	0.00	0.00	0.00	0.00
5414 · MCH Grant	0.00	0.00	0.00	0.00
5422 · Child & Teen Checkups Grant	0.00	0.00	0.00	0.00
5430 · Project Harmony	0.00	0.00	0.00	0.00
5433 · TANF	0.00	0.00	0.00	0.00
5459 · WIC Peer Counseling - I	0.00	0.00	0.00	0.00
5460 · PHEP Grant	0.00	0.00	0.00	6,581.64
5470 · CDC Federal Infrastructure	0.00	0.00	0.00	0.00
5476 · MRC STTRONG	0.00	0.00	0.00	0.00
5481 · DTCS - Diabities Comm. Solution	0.00	0.00	0.00	0.00
5860 · Miscellaneous	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>2,473.47</b>	<b>0.00</b>	<b>0.00</b>	<b>6,581.64</b>
<b>Expense</b>				
6105 · Salaries & Wages-FT	0.00	0.00	4,142.16	1,338.88
6110 · Salaries & Wages	0.00	0.00	0.00	0.00
6151 · Work Comp Insurance	0.00	0.00	0.00	0.00
6152 · HSA Insurance-County Share	0.00	0.00	0.00	0.00
6153 · Health & Life Ins-County Share	0.00	0.00	899.55	244.69
6163 · PERA-County Share	0.00	0.00	254.18	100.41
6175 · FICA-County Share	0.00	0.00	284.48	91.97
6203 · Communications	0.00	0.00	35.51	0.00
6264 · PH.DOC Software	0.00	0.00	0.00	0.00
6265 · Professional Services	0.00	0.00	0.00	0.00
6266 · Audit Expense	0.00	0.00	0.00	0.00
6268 · Bank Service Fees & Charges	0.00	0.00	0.00	0.00
6269 · Payroll Services	0.00	0.00	0.00	0.00
6335 · Mileage	0.00	0.00	0.00	0.00
6350 · Other Charges & Services	0.00	0.00	0.00	0.00
6353 · Meeting Expense	0.00	0.00	0.00	0.00
6356 · Program Costs	0.00	0.00	0.00	0.00
6403 · Supplies (non office)	0.00	0.00	0.00	0.00
6441 · Client Transportation	0.00	0.00	0.00	0.00
6859 · MCH County Payment	0.00	0.00	0.00	0.00
6862 · Project Harmony CP	0.00	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	0.00	0.00	0.00
6867 · C & TC County Payment	0.00	0.00	0.00	0.00
6871 · TANF CP	0.00	0.00	0.00	0.00
6875 · Covid Vacc 3	0.00	0.00	0.00	0.00
6881 · Other Contractor Fees	0.00	0.00	0.00	0.00
6882 · CDC Federal Infrastructure CP	0.00	0.00	0.00	0.00
6895 · MN Emergency RSG CP	0.00	0.00	0.00	0.00
6906 · MRC STTRONG CP	0.00	1,577.64	0.00	0.00
6908 · Cannabis and Sub. Use Prev. CP	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>0.00</b>	<b>1,577.64</b>	<b>5,615.88</b>	<b>1,775.95</b>
<b>Net Ordinary Income</b>	<b>2,473.47</b>	<b>-1,577.64</b>	<b>-5,615.88</b>	<b>4,805.69</b>
<b>Net Income</b>	<b>2,473.47</b>	<b>-1,577.64</b>	<b>-5,615.88</b>	<b>4,805.69</b>

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02/03/25

Accrual Basis

## Meeker-McLeod-Sibley Community Health Services Grant Summary Report January 2025

	506 - MN Emergency RSG	507 - MRC STTRONG	601 - Child & Teen Checkups	Unclassified
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5303 · SHIP Grant	0.00	0.00	0.00	0.00
5336 · Local Public Health Grant	0.00	0.00	0.00	0.00
5345 · C&Tc State	0.00	0.00	23,540.34	0.00
5355 · MN Emergency RSG	22,061.14	0.00	0.00	0.00
5365 · Foundational Public Health Resp	0.00	0.00	0.00	0.00
5370 · Healthy Homes S	0.00	0.00	0.00	0.00
5380 · Cannabis & Substance Use Prev.	0.00	0.00	0.00	0.00
5400 · Federal Grant	0.00	0.00	0.00	0.00
5413 · WIC Grant	0.00	0.00	0.00	0.00
5414 · MCH Grant	0.00	0.00	0.00	0.00
5422 · Child & Teen Checkups Grant	0.00	0.00	23,540.33	0.00
5430 · Project Harmony	0.00	0.00	0.00	0.00
5433 · TANF	0.00	0.00	0.00	0.00
5459 · WIC Peer Counseling - I	0.00	0.00	0.00	0.00
5460 · PHEP Grant	0.00	0.00	0.00	0.00
5470 · CDC Federal Infrastructure	0.00	0.00	0.00	0.00
5476 · MRC STTRONG	0.00	5,342.63	0.00	0.00
5481 · DTCS - Diabities Comm. Solution	0.00	0.00	0.00	0.00
5860 · Miscellaneous	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>22,061.14</b>	<b>5,342.63</b>	<b>47,080.67</b>	<b>0.00</b>
<b>Expense</b>				
6105 · Salaries & Wages-FT	1,038.57	627.60	0.00	0.00
6110 · Salaries & Wages	0.00	0.00	0.00	7.04
6151 · Work Comp Insurance	0.00	0.00	0.00	0.00
6152 · HSA Insurance-County Share	2.50	0.00	0.00	0.00
6153 · Health & Life Ins-County Share	1,481.58	114.70	0.00	341.92
6163 · PERA-County Share	0.00	134.38	47.07	0.53
6175 · FICA-County Share	74.17	43.10	0.00	-6.50
6203 · Communications	16.00	0.00	0.00	0.00
6264 · PH.DOC Software	0.00	0.00	0.00	0.00
6265 · Professional Services	0.00	0.00	0.00	0.00
6266 · Audit Expense	0.00	0.00	0.00	0.00
6268 · Bank Service Fees & Charges	0.00	0.00	0.00	30.95
6269 · Payroll Services	0.00	0.00	0.00	0.00
6335 · Mileage	59.63	0.00	0.00	46.91
6350 · Other Charges & Services	850.00	0.00	0.00	0.00
6353 · Meeting Expense	0.00	0.00	0.00	0.00
6356 · Program Costs	0.00	0.00	0.00	0.00
6403 · Supplies (non office)	0.00	0.00	0.00	0.00
6441 · Client Transportation	0.00	0.00	0.00	0.00
6859 · MCH County Payment	0.00	0.00	0.00	0.00
6862 · Project Harmony CP	0.00	0.00	0.00	0.00
6865 · SHIP - County Payment	0.00	0.00	0.00	0.00
6867 · C & TC County Payment	0.00	0.00	45,622.98	0.00
6871 · TANF CP	0.00	0.00	0.00	0.00
6875 · Covid Vacc 3	0.00	0.00	0.00	0.00
6881 · Other Contractor Fees	0.00	0.00	0.00	0.00
6882 · CDC Federal Infrastructure CP	0.00	0.00	0.00	0.00
6895 · MN Emergency RSG CP	11,064.35	0.00	0.00	0.00
6906 · MRC STTRONG CP	0.00	0.00	0.00	0.00
6908 · Cannabis and Sub. Use Prev. CP	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>14,721.18</b>	<b>832.47</b>	<b>45,622.98</b>	<b>420.85</b>
<b>Net Ordinary Income</b>	<b>7,339.96</b>	<b>4,510.16</b>	<b>1,457.69</b>	<b>-420.85</b>
<b>Net Income</b>	<b>7,339.96</b>	<b>4,510.16</b>	<b>1,457.69</b>	<b>-420.85</b>

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02/03/25

Accrual Basis

**Meeker-McLeod-Sibley Community Health Services**  
**Grant Summary Report**  
 January 2025

	TOTAL
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
5303 · SHIP Grant	32,560.27
5336 · Local Public Health Grant	101,592.23
5345 · C&Tc State	23,540.34
5355 · MN Emergency RSG	22,061.14
5365 · Foundational Public Health Resp	32,759.98
5370 · Healthy Homes S	2,473.47
5380 · Cannabis & Substance Use Prev.	504.75
5400 · Federal Grant	37,143.00
5413 · WIC Grant	82,020.00
5414 · MCH Grant	34,242.74
5422 · Child & Teen Checkups Grant	23,540.33
5430 · Project Harmony	15,532.71
5433 · TANF	20,224.65
5459 · WIC Peer Counseling - I	15,481.00
5460 · PHEP Grant	6,581.64
5470 · CDC Federal Infrastructure	17,200.73
5476 · MRC STTRONG	5,342.63
5481 · DTCS - Diabities Comm. Solution	2,875.45
5860 · Miscellaneous	5.01
<b>Total Income</b>	<b>475,682.07</b>
<b>Expense</b>	
6105 · Salaries & Wages-FT	48,273.89
6110 · Salaries & Wages	493.92
6151 · Work Comp Insurance	12,171.00
6152 · HSA Insurance-County Share	500.00
6153 · Health & Life Ins-County Share	11,310.69
6163 · PERA-County Share	3,657.09
6175 · FICA-County Share	3,589.33
6203 · Communications	615.99
6264 · PH.DOC Software	12,069.46
6265 · Professional Services	5,302.15
6266 · Audit Expense	525.00
6268 · Bank Service Fees & Charges	30.95
6269 · Payroll Services	72.00
6335 · Mileage	1,094.78
6350 · Other Charges & Services	3,187.86
6353 · Meeting Expense	783.00
6356 · Program Costs	11.09
6403 · Supplies (non office)	202.95
6441 · Client Transportation	300.00
6859 · MCH County Payment	34,242.74
6862 · Project Harmony CP	9,364.31
6865 · SHIP - County Payment	5,986.45
6867 · C & TC County Payment	45,622.98
6871 · TANF CP	20,224.65
6875 · Covid Vacc 3	28,036.30
6881 · Other Contractor Fees	1,768.30
6882 · CDC Federal Infrastructure CP	8,337.28
6895 · MN Emergency RSG CP	11,064.35
6906 · MRC STTRONG CP	1,577.64
6908 · Cannabis and Sub. Use Prev. CP	31.92
<b>Total Expense</b>	<b>270,448.07</b>
<b>Net Ordinary Income</b>	<b>205,234.00</b>
<b>Net Income</b>	<b>205,234.00</b>

**Conflict of Interest Policy**  
**Meeker-McLeod-Sibley Community Health Services**

An official shall not engage in any official duties, private enterprise, participate in any professional activity or perform any act or service during or outside their official duties with the Community Health Services, which would affect the official's ability to perform the normal duties and responsibilities of their position, or which is adverse to the interests of Meeker-McLeod-Sibley Community Health Services. In determining whether such outside official duties or activities for private gain constitute a conflict of interest with public duties or are inconsistent or incompatible with the public official duties, the following shall be considered.

1. The performance of an act in other than the capacity as an official which may later act directly to the control, inspection, review, audit or enforcement by said official for the Community Health Services is prohibited.
2. The use of Community Health Services time, facilities, equipment and supplies or the badge, uniform, prestige or influence of Community Health Services official duties for private gain.
3. Receipt or acceptance by the official of any money or other consideration from anyone other than the Community Health Services for the performance of an act which the official would be required or expected to perform in the regular course of the official's official duties, or as part of their duties as an official.
4. Officials participating in compensated or non-compensated activities/volunteer work are encouraged to continue in such participation. If an official is participating in any compensated or non-compensated activity that may cause a conflict, the official should discuss the potential conflict with the Community Health Board, whose decision shall be final.
5. Failure to follow this policy by the Community Health Services Coordinator or Fiscal Officer may result in termination of the contract between the Community Health Board and the Coordinator or Fiscal Officer.
6. The Meeker-McLeod-Sibley Community Health Services Conflict of Interest Policy shall be reviewed yearly by the Elected Officials of the Community Health Board, the Community Health Services Coordinator and Fiscal Officer. The Original Statement of Conflict of Interest shall be signed yearly by the Elected Officials of the Community Health Board, the Community Health Services Coordinator and Fiscal Officer.

Approved 12-14-98  
Meeker-McLeod-Sibley Community Health Board

**Original Statement of Conflict of Interest**  
Local Official for Meeker-McLeod-Sibley Community Health Services

**Instructions**

- \* This statement must be completed by each local official, it must be signed and dated. The signature indicates that the official understands and agrees to the Meeker-McLeod-Sibley Community Health Services Conflict of Interest Policy.
- \* This statement is due to the Community Health Services Coordinator within 80 days after undertaking duties of office.
- \* This statement may *not* be filed electronically.
- \* All information on this statement is public information.
- \* It is unlawful to use this information for commercial purposes.
- \* Address questions to the Meeker-McLeod-Sibley Community Health Services Coordinator

**Local Official**

Name	Title of office held
Government Unit	Telephone (daytime)
Address	
City, State, Zip	
Occupation	Principal place of business

**Period Covered**

January 1, 2025 \_\_\_\_\_ to December 31, 2025 \_\_\_\_\_

**Certification**

I, \_\_\_\_\_, certify that I have read, understand and agree to the  
(Print or type name)

Meeker-McLeod-Sibley Community Health Services Conflict of Interest Policy, and am aware of no current conflict of interest with my present official position. I agree to make the Meeker-McLeod-Sibley Community Health Board aware if any potential conflict of interest develops.

\_\_\_\_\_  
Signature of local official

\_\_\_\_\_  
Date

Any person who signs and certifies to be true a statement which the person knows contains false information, or who knowingly omits required information, is guilty of a gross misdemeanor.



**Public Health**  
Prevent. Promote. Protect.

**Meeker McLeod Sibley**  
Community Health Services



**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

## RESOLUTION 2025-1

### Meeker-McLeod-Sibley Community Health Board

The Meeker-McLeod-Sibley Community Health Board by virtue of its authority under Minnesota Statutes 145A, in accordance with the Board's Operating Procedures, and by this Resolution of the Board adopted at a scheduled meeting on February 13, 2025 hereby appoints and authorizes the following persons to act on the Board's behalf and bind the board for the following purposes(s):

- A. To serve as the Board's authorized agent according to MN Statutes 145A, in communicating with the Commissioner of Health between Board meetings, including receiving information from the Commissioner and disseminating that information to the Board, as well as providing information to the Commissioner on the Board's behalf.
- B. To sign and execute, on behalf of the Board, contracts for funding and other administrative items under the following grant contracts administered by the Commissioner of Health or other granting agencies:
  - Local Public Health Grant
  - Maternal and Child Health Formula Special Project Grant (MCH) (MDH)
  - TANF Home Visiting (MDH)
  - Special Supplemental Food Program for Women, Infants, and Children (WIC) (MDH)
  - Family Planning Special Project Grant (FPSPG) (MDH)
  - Child and Teen Check-ups Administrative Services, (DHS)
  - Public Health Emergency Preparedness Grant (MDH)
  - Project Harmony-DHS
  - COVID Grant – MDH
  - Health Equity Grant – MDH
  - Newborn Hearing Screening - MDH
  - Statewide Health Improvement Grant – MDH
  - Foundational Public Health Responsibilities
  - Sustainability Response Grant
  - MRC STTRONG
  - Other grants/contracts and budgets

**Name:** Kiza Olson, CHS Administrator  
**Address:** 114 N. Holcombe Ave, STE 250, Litchfield, MN 55355  
**Telephone:** (W): (320)-510-1319

This resolution authorizes the above-referenced appointees to act on behalf of, and bind, the Board to the extent, and for the purposes, indicated in this Resolution.

Signed: \_\_\_\_\_

Chairperson, Community Health Board

\_\_\_\_\_

Date

**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 8<sup>th</sup> Street; PO Box 237  
 Gaylord, MN 55334  
 (507) 237-4000





**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

## RESOLUTION 2025-2

### Meeker-McLeod-Sibley Community Health Board

The Meeker-McLeod-Sibley Community Health Board (MMS CHB) by virtue of its authority under Minnesota Statutes 145A, in accordance with the Board's Joint Powers Agreement and By-Laws, and by this Resolution of the Board adopted at a scheduled meeting on February 13, 2025 hereby designates Security Bank and Trust Company, Glencoe as the official bank of the MMS CHB.

**Security Bank and Trust Co.**  
**735 11<sup>th</sup> St. E**  
**Box 218**  
**Glencoe MN 55336**  
**(320) 864-3171**

The Meeker-McLeod-Sibley Community Health Board designates the following employees' authority and access to the bank account, including on-line access to conduct financial transactions and employee services required for agency operations, according to regulatory requirements.

**Name:** Kiza Olson, Administrator  
**Address:** 114 N. Holcombe #250, Litchfield MN 55355  
**Telephone:** (W): (320) 510-1319

**Name:** Sarah Gassman, MMS CHS Business Office Manager  
**Address:** 114 N. Holcombe #250, Litchfield MN 55355  
**Telephone:** (W): (320) 221-0346

This resolution authorizes the above-referenced appointees to act on behalf of, and bind, the Board to the extent, and for the purposes, indicated in this Resolution.

Signed: \_\_\_\_\_

Meeker-McLeod-Sibley Community Health Board Chair

\_\_\_\_\_

Date

**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 8<sup>th</sup> Street; PO Box 237  
Gaylord, MN 55334  
(507) 237-4000







**Public Health**  
Prevent. Promote. Protect.

**Meeker McLeod Sibley**  
Community Health Services

# Meeker-McLeod-Sibley Community Health Services

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

## RESOLUTION 2025-3

### Meeker-McLeod-Sibley Community Health Board

The Meeker-McLeod-Sibley Community Health Board (MMS CHB) by virtue of its authority under Minnesota Statutes 145A, in accordance with the Board's Joint Powers Agreement and By-Laws, and by this Resolution of the Board adopted at a scheduled meeting on February 13, 2025 hereby designates Cassandra Bulau, MD as the Medical Director for Meeker-McLeod-Sibley Community Health Services.

**Cassandra Bulau, MD**  
**Meeker Memorial Hospitals and Clinics**  
**520 S Sibley Ave**  
**Litchfield, Mn 55355**  
**320-693-3233**

This resolution authorizes the above-referenced appointees to act on behalf of, and bind, the Board to the extent, and for the purposes, indicated in this Resolution.

Signed: \_\_\_\_\_

Meeker-McLeod-Sibley Community Health Board Chair

\_\_\_\_\_

Date



# State Community Health Services Advisory Committee (SCHSAC) Workgroup Updates

JANUARY 2025

## Foundational Public Health Responsibility (FPHR) Workgroup

Workgroup Co-Chairs: Joanne Erspamer (Carlton County) and Ann Zukoski (MDH Center for Health Promotion-Health Promotion and Chronic Disease)

Changes in Workgroup Membership since last report: Samantha Lo (Pine County) has stepped down from the workgroup as one of the Central region representatives. There were two central region representatives on the workgroup, so no replacement is being sought at this time.

### Progress on ongoing work/projects previously reported on:

The workgroup continues to be on track to deliver recommendations to SCHSAC by December 2025. Progress on ongoing work/projects previously reported on:

- The new SCHSAC FPHR workgroup held seven meetings. Notes from the FPHR meetings are posted on the SCHSAC workgroup webpage: [Standing and active SCHSAC workgroups - MN Dept. of Health \(state.mn.us\)](https://state.mn.us/schsac-workgroups)
- The workgroup has developed small working teams for each capability and area (13 teams total). These teams of workgroup members and subject matter experts have been meeting since November 2024. Over 50 individuals will be involved in these small teams. They will continue to meet through March. These 13 small teams, one for each foundational responsibility, are tasked with reviewing and modifying or clarifying the categories and related activities for each responsibility and informing standards.

## Infectious Disease Continuous Improvement Board (IDCIB)

Workgroup Co-Chairs: Kristin Sweet (MDH IDEPC) and Kristi Goos (Partnership4Health CHB)

### Progress on ongoing work/projects previously reported on:

MDH staff are still working on facilitating implementation of the MIDOG. Heavy workloads due to a variety of reasons including measles, pertussis, and highly pathogenic avian influenza (HPAI) have reduced the time MDH staff have been able to spend on implementation.

## Local Public Health (LPH) Data Visualization Workgroup

*This is the Workgroup that was approved at the December SCHSAC meeting. Members and leadership are still being determined.*

## Update on new projects or areas of work:

The focus of the workgroup is member recruitment. LPH Data Modernization Workgroup Staff (Gabby Cahow) has been working with Regional Local Public Health Association (LPHA) Leadership to identify the members that will represent their region on the workgroup. They are encouraged to have 1-2 representatives, that identify as data decision makers, data staff or both to complete an online Interest Form. The Interest Form will be open from 1/6/2025 to 1/31/2025.

Workgroup Staff also partnered with MDH SCHSAC Support Staff to conduct outreach to identify the 1-2 SCHSAC representatives to serve on the Workgroup.

Workgroup Staff is working with key partners across MDH to solicit the support of MDH Subject Matter Experts/Data Stewards from across the agency to act as non-voting members of the workgroup.

The first meeting date is currently scheduled for Wednesday, March 5th, 2025p.m.

## Member Development Workgroup

Workgroup Chair: Joan Lee (Polk-Norman-Mahnomen)

Changes in Workgroup Membership since last report: Member Mandy Meisner (Anoka) and Terry Lovgren (Pine) have left the workgroup.

## Progress on ongoing work/projects previously reported on:

**Mentorship Program:** The workgroup is excited to have launched the registration for the 2025 Mentorship program. Mentorship groups will start meeting in April.

**New Member Orientation:** Planning for the New Member Orientation scheduled for April 2 is underway. The workgroup is reviewing the curriculum from the 2023 orientation and looking for ways to update and improve the content.

**Coffee, Conversation and Consideration (CCC):** CCC events are scheduled for 2025 and ready to kickoff on February 20 with a focus on the Social Vulnerability Index. The workgroup is busy identifying and recruiting speakers for the remaining events.

## Update on new projects or areas of work:

The workgroup will be seeking two to three new members in 2025.

## Performance Measurement Workgroup

Workgroup Co-Chairs: Chera Sevcik (Faribault-Martin) and Amy Bowles (Beltrami)

## Progress on ongoing work/projects previously reported on:

The workgroup has not met since the last report. The next meeting is scheduled for February 3, 2025.

The Commissioner of Health approved SCHSAC recommendations on performance measures and the CY2025 performance-related accountability requirement.

<https://www.health.state.mn.us/communities/practice/schsac/workgroups/docs/perfmeasrecommendations2024.pdf>

Community Health Boards will report on the performance measures and the CY2024 performance-related accountability requirement (recommended and approved in December 2023) by the end of March 2025 as part of Local Public Health Act annual reporting. MDH will report on the performance measures through the accreditation domain leads by March 31, 2024.

In late 2025, the performance measurement workgroup will report key findings to SCHSAC.

## **Public Health Emergency Preparedness Oversight Workgroup (PHEP)**

Workgroup Co-Chairs: David Brummel (Washington) and Bill Groskreutz (Faribault-Martin)

### **Progress on ongoing work/projects previously reported:**

- The PHEP Oversight Workgroup recruited local public health representation from Cities Readiness Initiative (CRI) and rural CHBs to participate in MDH's Integrated Preparedness Plan Workshop (IPPW). These representatives will provide input into MDH's emergency preparedness planning, training, and exercising priorities for the next four years.
- The annual Response Sustainability Grant (RSG) Legislative Report describes how the funding has improved sustainability, capability and capacity in emergency preparedness and response. Link to legislative report: [Report template.](#)

### **Update on new projects or areas of work:**

- Input will be provided by the PHEP Oversight Workgroup on the CDC PHEP Grant and the Response Sustainability Grant duties for the upcoming fiscal year beginning on July 1, 2025.
- Operationalizing the PHEP Oversight Workgroup Biannual Plan: Over the next few weeks, the PHEP Oversight workgroup will prioritize the objectives of their workplan. The approach will be to work as a group on the prioritized objectives, with possibility of forming subgroups as needed.

## **Environmental Health Continuous Improvement Board (EHCIB)**

Workgroup Co-Chairs: Amanda Buell (Hennepin County) and Tom Hogan (MDH)

## SCHSAC WORKGROUP UPDATES

Changes in Workgroup Membership since last report: Andrea Demmer (Otter Tail County) is no longer with Environmental Health.

### Progress on ongoing work/projects previously reported on:

**Mobile Food Unit (MFU) workgroup:** continues to meet monthly with industry and regulators, subgroups are narrowing down a data sharing system and consistent MFU applications. Identifying larger statutory barriers for future work – led by industry.

**Charter workgroup:** finalizing changes for the charter.

**Framework:** ongoing work to define next program areas to update for the Foundational Public Health Responsibility (FPHR) related to environmental health (EH) in MN. First is drinking water and public health nuisance.

**Delegation workgroup:** Co-chairs and group leads have meet multiple times. Identified delegate and non-delegated representatives to sit on the workgroup. First meeting is set to occur in February 2025. Objective includes a platform for all aspects of delegation agreements.



# Public Health System Development in Minnesota

## SUMMARY OF THE REPORT TO THE LEGISLATURE, JAN. 2025

This biennial, statutorily required report describes how Minnesota’s public health leaders, elected officials, and community members work together to help our communities thrive by doing the foundational work of public health in innovative and collaborative ways, partnering across sectors and geographies, and working together to meet today’s health needs while anticipating tomorrow’s.

Read the full report: [Public Health System Development in Minnesota \(PDF\)](https://www.health.state.mn.us/communities/practice/systemtransformation/docs/202501-systemdevelopment.pdf)  
(<https://www.health.state.mn.us/communities/practice/systemtransformation/docs/202501-systemdevelopment.pdf>)

## State of the public health system: Strengths and challenges

Minnesota’s public health system is ready to transform itself to meet the needs of Minnesotans more effectively, but a number of challenges stand in its way.

### Minnesota’s public health system is locally driven, but also fragmented

**Strength:** Minnesota’s governmental public health system has a collective responsibility to Minnesotans, and its agencies and workforce are bound together in practice, partnership, and often in statute. This state-local system was built to be responsive to local need and driven by local priorities, and it excels at doing so.

**Challenge:** However, these varied approaches and structures limit public health departments’ ability to collaborate across jurisdictions, which then undermines public health’s ability to work across sectors and leads to a patchwork of capacity statewide. The factors that shape health cross geographies and sectors—public health must be able to span those boundaries, too.

### Our partnership is timeless, but our approach is outdated

**Strength:** When it was created in 1976, Minnesota’s public health system was seen as forward thinking and as a model for other states to follow.

**Challenge:** Now, 50 years later, Minnesota’s public health system struggles to meet today’s problems or anticipate tomorrow’s without a significant and transformative shift, given substantial changes in data and technology, how we take in news and information, and the public’s expectation for engagement and precision. Our outdated approach also undermines public health’s ability to work together with community to enact proven, effective interventions that address the root cause of health issues while reflecting local needs and priorities.

### Governmental public health is small but mighty—and needs more capacity for foundational work

**Strength:** Minnesota’s public health workforce has deep and broad experience and is committed to working with its communities on effective, innovative ways to build community health.

**Challenge:** Experience, expertise, and commitment aren’t enough to make up for the fact that Minnesota’s public health system does not have enough capacity to do the fundamental, foundational public health work that helps make communities thrive. Public health’s resources, people, and delivery models are out of alignment with each other and with the work of prevention and population health.

## Deep, broad expertise and experience cannot overcome chronic underfunding

**Strength:** Public health workers have a wealth of experience and expertise. They cooperate across sectors to diagnose health issues happening broadly across the community and work to prevent health problems before they start.

**Challenge:** However, Minnesota's public health system is funded in large part by a series of categorical, prescriptive, time-limited grants that don't allow for flexibility depending on jurisdictions' needs or assets or cover individual service delivery instead of population-level prevention work. This funding structure also limits public health from scaling up when it's most needed during emergencies, subjecting public health to an ongoing funding roller-coaster of panic booms and neglect busts.

## A new path forward

While our system continues to face challenges, over the last several years Minnesota has taken many steps to strengthen and improve the public health system. For examples in each area below, visit pp. 23-29 of the report.

- **21<sup>st</sup> century tools:** Ensuring that all public health partners have access to functional, modern tools and technologies is critical to strengthening our public health system. Modern data systems can support data driven decision making, allowing public health officials to deploy human and financial resources where they can make the greatest impact. Minnesota is implementing strategies to improve the quality and availability of data and technology at the state and local level.
- **21<sup>st</sup> century practice:** State and local departments must work to address the upstream causes of health inequities, by centering collaboration, community voice, and equity.
- **Sustained investment:** Insufficient public health investment has compromised the ability of public health departments at all levels to address emergent public health threats and community priorities. In addition to increased, sustainable funding, the system needs innovative and flexible funding models to break down silos and support core public health infrastructure building that is aligned with community need.
- **Local innovation:** Innovation that challenges the status quo helps develop novel, creative approaches to improving the public health system. Local communities are often best positioned to implement these novel approaches because they are on the front lines, identifying the gaps and problems in the current system. They are also able to adapt, iterate, and scale innovative approaches quickly for maximum impact. Several projects are piloting new service delivery innovations to improve the public health system through the Minnesota Infrastructure Fund.

## On the horizon: Recommendations and next steps

- LPHA, SCHSAC, and MDH should continue to partner and cooperate through the Joint Leadership Team. They should also work with the MDH Office of American Indian Health to consult with Tribal partners, and should incorporate community perspective on how to create a truly coordinated public health system.
- While recent state investments are a helpful down payment to build the capacity of the public health system, Minnesota needs more ongoing and sustainable federal and state funding, especially in prevention programs and policies, to make sure every health department has access to the human and technical resources to fulfill foundational public health responsibilities.
- Local public health and MDH should keep using data to understand current system gaps, use available resources to build foundational public health capacity statewide, and test and scale new service models.

Joint Leadership Team for Public Health System Transformation in Minnesota:  
Local Public Health Association of Minnesota, Minnesota Department of Health, State Community Health Services Advisory Committee  
651-201-3880 | [health.ophp@state.mn.us](mailto:health.ophp@state.mn.us) | [www.health.state.mn.us/systemtransformation](http://www.health.state.mn.us/systemtransformation)

January 2025. To obtain this information in a different format, call 651-201-3880.



**Public Health**  
Prevent. Promote. Protect.

**Meeker McLeod Sibley**  
Community Health Services

# Meeker-McLeod-Sibley Community Health Services

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

February 13, 2025

## Administrator's Report

Welcome to our new commissioners! The provided binders will serve as a guide throughout your first year. I will be reaching out soon to schedule a board member orientation. For those returning to Meeker-McLeod-Sibley Community Health Services (MMS CHS), welcome back! Your continued dedication to community health is greatly appreciated. Experienced commissioners are also welcome to join the orientation—I'll be in touch with details.

MMS CHS, established in 1980, operates as a Community Health Board under a joint powers agreement, along with our bylaws, operating procedures, and delegation agreements. Our structure allows flexibility in how we deliver services—some initiatives are led by MMS CHS staff, others are managed at the county level, and many are a collaborative effort. These guiding documents help us determine the best approach for each situation. CHBs vary in structure—some are fully delegated, others fully integrated, while ours follows a hybrid model.

Currently, our business office manages over 21 funding sources through various grants. Each grant comes with specific work plans and spending guidelines. Notable programs include Women, Infants, and Children (WIC), Healthy Homes, Project Harmony, and the Statewide Health Improvement Partnership (SHIP). In 2025, we anticipate approximately \$2.9 million in grant funding to support our initiatives.

Looking ahead, we will continue our Community Health Assessment (CHA) with the support of our Community Health Advocacy Team (CHAT). We also plan to enhance our performance management and quality improvement systems. Additionally, we will initiate our strategic planning process—a statutory requirement—leveraging our Minnesota Department of Health (MDH) partners to ensure a comprehensive, cost-effective approach.

Once again, a warm welcome to our new and returning commissioners. I look forward to working with you all in the year ahead.

Sincerely,

Kiza Olson, Administrator

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February 13, 2025

Business Office Manager Update,

I continue to sit on the Workforce Development, PET, Fiscal, CORE, CHIT 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.

As previously mentioned, our audit complete we will work towards adjust our current practices to correct the minor findings we had. We will enter our fiscal year 2024 later this year.

In the coming weeks I will be working with the county fiscal staff to get our financial report done and submitted to MDH. The entails a couple in person workshops and a large report online we need to fill out.

Kiza and I have started the pilot program with MDH to change the way we report our time in PH-Doc. This will also affect the way we do out annual fiscal reporting. Not much has been changed thus far, more so discussion at this point.

I will be attending a two-day grant management training next week in St. Paul. Looking forward to bringing new information back and sharing with MT.

Regards,

*Sarah Gassman*

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

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