**Meeker-McLeod-Sibley Community Health Services Executive Committee Agenda**

**Date: 7/29/2025**

**Time: 11:00am**

**Location: Teams Virtual Meeting**

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| Present: Kiza Olson, Sarah Gassman, Brittany Becker, Berit Spors, Rachel Fruhwirth, Klea Rettmann, Kay Winterfeldt, Chukuma Ijioma, Commissioner Oberg, Commissioner, Grochow, Commissioner Cacka | | | |
| Absent: | | | |
| Guests: | | | |
| **Topic** | **Discussion/Plan** | **Action/Do** | **Follow up Responsible Person**  **Deadline** |
| Welcome | Read mission statement – Commissioner Oberg  Our mission is to promote health, prevent disease, and protect those who live, work, learn, and play in our community. |  |  |
| Match | Discuss what county match is, how it is identified in workbooks.  Grants that require match:  LPHG $412,326  Healthy Homes $33,928.90  SHIP $224,095 (plus $95,317.89 carryover)  MCH $86,009.00  FPHR $188,716 ($129,580.94) | LPHG requires 75% match  Healthy Homes requires 40% match  SHIP requires 10% match  MCH requires 50% match  FPHR requires 75% match |  |
| Formulas | Review formula options for indirect costs, LPHA overage.  MMS CHS collected $69,786.04 in indirect fees.  Option 1. Keep all dollars at CHS.  Option 2. Divide equally by 4, each entity getting $17,446.51  Option 3. Keep $20,000 at CHS, then divide the remaining $49,786.04/3 = $16,595.35 each county.  Option 4. Keep $20,000 at CHS, then use population based formula: Meeker - $15.592.99  McLeod - $24,186.06  Sibley - $10,006.99  LPHG underspent formula  Option 1. Keep all dollars at CHS.  Option 2. Divide equally by 4.  Option 3. CHS keeps enough to cover staff vacancies, payouts, inflation, $15,000. Then divides the remaining evenly /3.  Option 4. CHS Keeps enough to cover staff vacancies, payouts, inflation, $15,000. Then use population based formula. | **Indirect Fees:**  Kiza’s recommendation is to utilize option 3 or option 2 as her second.  Commissioner’s would like to wait until November meeting to make decisions so they can learn more.  **LPHG Underspent Formula:**  Will table conversation for decision at November CHB meeting. |  |
| Investment Policy | Discuss potential benefit for investment policy.   * Maximize idle cash * Demonstrate fiscal stewardship * Support future projects * Build self-sufficiency | Kiza explains she would need to seek recommendations from professionals, and this could take some time to get the appropriate things in place.  Berit questions the opportunity to utilize ‘Magic funds.’ |  |
| Education Budget | Discuss benefit for education budget for 2026.   * MT would like to budget dollars for education for staff should an opportunity arise. This could be as little as $5,000 or as high as $10,000 with MT deciding who should attend what training, when. | Brittany mentions maybe using the indirect surplus to fund this. |  |
| MT Structure | Update on Meeker request for MT. | Meeker County has requested the addition of the Deputy Director to the Management Team makeup.  Operating procedures currently state one representative from each county. |  |
| Innovation Grant | Provide update.  Meetings with 2 consulting firms (JP Leider and Jason Orr, Kate Lerner and Sarah Oachs) are scheduled for August. ~~Goal for MT to make final decision before our next board meeting (Aug 14~~~~th~~~~).~~ | Meeting with consultants will occur after board meeting on the 14th. |  |
| Board | MT request for board meetings.   * MT is requesting for board meetings to reflect other board meetings in their setup. This would include having Commissioners sit on one side, together, and for staff to sit opposite, together. The exception could be the board chair and CHS administrator sit together to facilitate meetings. | Will try for next meeting and see how it goes. |  |
| Respectfully Submitted by: | Sarah Gassman, MMS CHS BOM | CHB Meeting: August 14, 9:30am-12:00pm, Glencoe Government Center, Bergen room  Commissioner Grochow will not be in attendance. Kiza to reach out to Sibley alternate. |  |