



**Public Health**

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Meeker McLeod Sibley  
Community Health Services

# Meeker-McLeod-Sibley Community Health Board Meeting

Date: November 13, 2025

Meeting Location: Meeker County Government Center

Room:

114 N Holcombe ave

Litchfield, Mn 55355

9:30am-12:00pm

**Present:** Commissioner Oberg, Commissioner Johnson, Commissioner Cacka (late), Commissioner Schmalz, Commissioner Grochow, Commissioner Koch, Sarah Gassman, Kiza Olson, Brett Nelson, Kay Winterfeldt, Chukuma Ijioma, Brittany Becker, Berit Spors, Rachel Fruhwirth, Klea Rettmann.

**Absent:** Tina Schenk

**Guests:** Rhonda Buerkle, Jayme Krauth, Kerry Ward, Kristen Houle (CLA), Charlene Dale, Jessica Remington

1. **Meeting called to order** Commissioner Oberg called meeting to order at 9:34am
2. **Approval of Agenda (Action)** Commissioner Grochow motion to approve, Commissioner Schmalz seconded
3. **Approval of the Consent Agenda Items (Action)** Commissioner Schmalz motion to approve, Commissioner Grochow seconded
  - a. August 2025 Minutes\*
  - b. October 31, 2025 Executive Team Minutes\*
  - c. August Expense Report\*
  - d. September Expense Report\*
  - e. October Expense Report\*
  - f. August Grant Summary Report\*
  - g. September Grant Summary Report\*
  - h. October Grant Summary Report\*
4. **Presentations**
  - a. SHIP ATOD Update – Rhonda Buerkle
  - b. ~~Project Harmony Update – Kristi Whitcomb~~
  - c. Farm to Daycare – Jayme Krauth
  - d. PHWINS – Kerry Ward
  - e. CHAT Update – Commissioner Schmalz, Jayme Krauth
  - f. Audit Findings – Kristen Houla, CLA
    - i. Discussion was had around renewing the contract with CLA for the next three audit years. OSA said they do not have capacity at this time to take us back. No opposition in discussion.
  - g. McLeod TB Update – Brittany Becker
5. **Administrative Items**
  - a. SCHSAC Report\* – ~~Commissioner Oberg~~ Kiza Olson
    - i. Kiza Olson attended the retreat and did a FPHR report out there on the work we are doing locally. Data Modernization workgroups are happening, we are not currently involved in. MiDOG will be coming forth in the future at all staff meetings. She had opportunities to learn about tribal health and their culture.
  - b. Mn Partners in Public Health – Kiza Olson
    - i. LPHA and MDH partnered to host the conference. Brittany, Rachel, Kiza, Kay attended. Learned about the benefit of CHS. CRPHI (Collaborative for Rural Public Health) presentation on population health.
  - c. Innovation Grant – Kiza Olson

- i. Currently working in phase one and phase two. Will deploy staff survey in coming weeks. We are under contract with them. They came in the lowest the bid. Commissioner Oberg stated she was comfortable with the presentation HMA gave to the Executive Team. HMA will look at the needs of all three counties. HMA will have findings report at the February 2026 CHB. The Community Health Board to reflect on findings after that and make recommendations for the next steps. No decision needs to be made at the February 2026 CHB meeting.
- d. WIC Funding – Kiza Olson
  - i. CHS has a contract for 1/12 of the total dollars that has been signed. Hoping to see the remainder of the contract in the coming weeks.
- e. 2026 Meeting Dates (Action)\* Motion by Commissioner Schmalz, Commissioner Grochow seconded
- f. 2026 Executive Committee (Action)
  - i. Currently running two-year terms. Motion to continue with current practice by Commissioner Koch, Commissioner Schmalz seconded. Commissioner Johnson opposes due to how the bi-laws are written.
- g. 2026 COLA (Action)\*
  - i. SSI is 2.8%, the Executive Committee recommended 3.0% COLA. Motion made by Commissioner Grochow, Commissioner Johnson. No opposition.
    - 1. Commissioner Johnson questions what the cost of 3% is and would like to see a deeper financial dive in the future. Commissioner Oberg would like to see going back to having a Finance Committee, other Commissioners are on board with this.
- h. 2026 Merit (Action)\*
  - i. The Executive Committee recommended a 0-3% merit increase with the understanding that there is an annual review process that each employee undergoes with goals that are set and evaluated.
    - 1. Commissioner Koch motions up to 3% merit, Commissioner Schmalz seconded. All in favor no opposition.
  - ii. Commissioner Oberg asked the county Management Team reps and the county Directors and Deputy Directors if they were comfortable with the increases for the CHS staff which are employed outside their agencies.
- i. 2026 Benefits (Action)\*
  - i. 22.24% increase in cost and an increase in deductible. BlueCross BlueShield of Mn was the best value to the employees. Kiza inquired about hoping on McLeod benefits to save dollars, and there was no cost savings.
  - ii. The Executive Committee recommended staying where we are. Motion by Commissioner Grochow, Commissioner Schmalz seconded. No opposition.
- j. MN Paid Leave (Action)\*
  - i. The Executive Committee recommended splitting cost 50/50 with staff. Motion by Commissioner Johnson, Commissioner Koch seconded. No opposition.
- k. 2026 Administrative Budget (Action)\*
  - i. Commissioner Johnson inquired how budget is made. PHDoc, MCIT, Survey Monkey, Constant Contact, Audit, CDS, CHA work (statutory), Website hosting are some of the fixed costs that come out of here. Some of Kiza Olson, Sarah Gassman, Julie Kloeckl salary and fringe pull from the LPHG then the county allocations.
  - ii. Commissioner Oberg would like to see a Commissioner from each county to form the Finance Committee. She would like to see someone other than the Executive Team to participate. Recommends one Commissioner plus once fiscal staff from each county, plus Kiza and Sarah.
    - 1. Add to agenda in February for formal discussion.
  - iii. Commissioner Johnson made motion to approve 2026 Administrative and 2026 Grant Allocation in one motion, Commissioner Schmalz seconded.
- l. 2026 Grant Allocation (Action)\*

## 6. Other Agenda Items

- a. Administrator Update\*
- b. Fiscal Update\*
- c. County Updates (Meeker, Sibley, McLeod)
  - i. Meeker – Nurses starting PAT2 program, new connecting families group starting.
  - ii. Sibley – Hired RN in FHV.
  - iii. McLeod – TB update as previously presented, fully staffed.

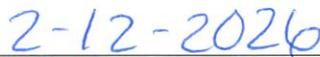
## 7. Additional Discussion

- a. Commissioner Johnson asked about the indirect dollars. Kiza mentioned it was discussed at the Executive Committee meeting, and it was decided to hold for WIC staff salaries because funding was uncertain at that time due to the government shutdown. The discussion will now be brought back to the Executive Committee for discussion and recommendation ahead of the February 2026 CHB meeting.
- b. Commissioner Johnson asked about the Deputy Director position at CHS. The CHS does not currently employ a Deputy Director. Diane Winter, former Meeker County Public Health Director, served as an interim Administrator between the former MMS CHS Administrator and Kiza. Diane Winter also had designated authority to bank account access and employee services for agency operations. Since her retirement, Sarah now holds the designated authority to bank account access and employee services for agency operations.
  - i. Commissioner Johnson stated that it should match other documentation and will send what he is referring to, to Kiza for review.
  - ii. This resolution is passed at the annual meeting each year.
- c. Commissioner Johnson had questions around the Joint Powers Agreement (JPA), Article 4, section 4, letter 'D.' He is wondering if the per diem that is referred to is to be paid by the counties or MMS CHS.
  - i. Commissioner Oberg is ok keeping it how it is but open for discussion.
  - ii. Is this something that should be added to the LPHG grant budget? To show 'true' cost?
- d. Kiza clarified that PHWINS data is from a survey put out by de Beaumont and we work with this data to create our workforce development plan and strategies

## 8. Adjournment at 12:32 pm by Commissioner Grochow, seconded by Commissioner Koch.



(MMS CHS Secretary)



(Date)

