

## **SHIP Memorandum of Agreement**

This Agreement is made and entered into by and between the Le Sueur-Waseca Community Health Board (LWCHB), the Brown County Community Health Board (BCCHB), and the Nicollet County Community Health Board (NCCHB).

WHEREAS, LWCHB previously partnered with the Brown-Nicollet Community Health Board (BNCHB) to implement a Statewide Health Improvement Partnership (SHIP) grant from the Minnesota Department of Health; and

WHEREAS, BNCHB voted to dissolve their organization. Brown County and Nicollet County are each independently moving forward with their own Community Health Board, effective January 1, 2025; and

WHEREAS, LWCHB, BCCHB and NCCHB desire to implement a new Memorandum of Agreement to continue to partner to implement a Statewide Health Improvement Partnership (SHIP) grant from the Minnesota Department of Health that was previously awarded for the grant period of November 1, 2020 to October 31, 2025 and

WHEREAS, the State of Minnesota has agreed to issue an amended grant agreement for the period of January 1, 2025, to October 31, 2025, to allow LWCHB, BCCHB, and NCCHB, to continue the grant after January 1, 2025, with the NCCHB serving as the Lead Agency to administer the grant; and

WHEREAS, the SHIP grant dollars will be awarded to the LWCHB, BCCHB and NCCHB partnership on January 1, 2025, and those parties desire to work collaboratively to implement policy for the use of those SHIP grant dollars, and to hire a SHIP Coordinator to oversee the grant implementation.

NOW, THEREFORE, LWCHB, BCCHB and NCCHB hereby agree as follows:


1. LWCHB, BCCHB and NCCHB will partner to implement the SHIP grant from the Minnesota Department of Health, for the grant period January 1, 2025, to October 31, 2025.
2. LWCHB, BCCHB and NCCHB will cooperate and collaborate in implementing policy for the use of SHIP grant dollars awarded.
3. NCCHB will hire a 1.0 FTE SHIP Coordinator to administer, manage, implement, and reporting responsibilities for the SHIP grant through this partnership.
4. NCCHB will assume responsibility for the actions of the SHIP Coordinator while providing services under the SHIP grant program, and will provide liability insurance for claims arising from services provided.
5. The Parties to this Agreement understand that the funding for this position is dependent upon the SHIP grant received by the NCCHB from the State of



Minnesota. In the event that NCCHB do not receive funding from the State of Minnesota's SHIP grant, LWCHB, BCCHB and NCCHB's obligations under this Agreement are null and void and they have no obligation to provide any funds for this position.

6. NCCHB will be the lead agency and fiscal agent to provide payroll arrangements, including taxes and benefits, for the SHIP Coordinator.
7. LWCHB, BCCHB and NCCHB will contribute equally to any unemployment claim should the SHIP Coordinator lose employment and should that individual be entitled to said benefits under applicable laws.
8. Each Community Health Board will provide adequate SHIP staff per county to ensure local SHIP grant duties are completed during the time period January 1, 2025, through October 31, 2025.
9. Each county employing SHIP staff will assume responsibility for the actions of their own employees while providing services under this SHIP grant, and will provide liability insurance for claims arising from services provided by each respective entity's employees.
10. Each Community Health Board will provide and document a portion of the required local match of the total SHIP funding allocation, amounting to a total of \$29,604.90.
11. Either party may cancel this agreement at any time, with or without cause, upon thirty (30) days' notice in writing, delivered by mail or in person.
12. By entering into this Agreement, the LWCHB, BCCHB, and NCCHB are not assuming any prior obligations or liabilities that accrued under the prior Grant Agreement between the BNCHB and LWCHB.

This agreement shall be effective on the 1<sup>st</sup> day of January 2025, and remain effective until October 31, 2025.

  
\_\_\_\_\_  
Authorized Representative of the Le Sueur-Waseca Community Health Board      12-5-24  
Date

  
\_\_\_\_\_  
Authorized Representative of the Brown County Community Health Board      1/17/2025  
Date

  
\_\_\_\_\_  
Authorized Representative of the Nicollet County Community Health Board      1/17/2025  
Date

