

State of Minnesota



Office of the State Auditor

Julie Blaha
State Auditor

**Brown-Nicollet Community
Health Services
St. Peter, Minnesota**

Year Ended December 31, 2019

Description of the Office of the State Auditor

The mission of the Office of the State Auditor is to oversee local government finances for Minnesota taxpayers by helping to ensure financial integrity and accountability in local governmental financial activities.

Through financial, compliance, and special audits, the State Auditor oversees and ensures that local government funds are used for the purposes intended by law and that local governments hold themselves to the highest standards of financial accountability.

The State Auditor performs approximately 100 financial and compliance audits per year and has oversight responsibilities for over 3,300 local units of government throughout the state. The office currently maintains five divisions:

Audit Practice – conducts financial and legal compliance audits of local governments;

Government Information – collects and analyzes financial information for cities, towns, counties, and special districts;

Legal/Special Investigations – provides legal analysis and counsel to the Office and responds to outside inquiries about Minnesota local government law; as well as investigates allegations of misfeasance, malfeasance, and nonfeasance in local government;

Pension – monitors investment, financial, and actuarial reporting for Minnesota’s local public pension funds; and

Tax Increment Financing – promotes compliance and accountability in local governments’ use of tax increment financing through financial and compliance audits.

The State Auditor serves on the State Executive Council, State Board of Investment, Land Exchange Board, Public Employees Retirement Association Board, Minnesota Housing Finance Agency, and the Rural Finance Authority Board.

Office of the State Auditor
525 Park Street, Suite 500
Saint Paul, Minnesota 55103
(651) 296-2551
state.auditor@osa.state.mn.us
www.auditor.state.mn.us

This document can be made available in alternative formats upon request. Call 651-296-2551 [voice] or 1-800-627-3529 [relay service] for assistance; or visit the Office of the State Auditor’s web site: www.auditor.state.mn.us.

**Brown-Nicollet Community
Health Services
St. Peter, Minnesota**

Year Ended December 31, 2019



**Audit Practice Division
Office of the State Auditor
State of Minnesota**

This page was left blank intentionally.

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

TABLE OF CONTENTS

	<u>Exhibit</u>	<u>Page</u>
Introductory Section		
Organization		1
Financial Section		
Independent Auditor’s Report		2
Management’s Discussion and Analysis		4
Basic Financial Statements		
Government-Wide Financial Statements		
Statement of Net Position	1	11
Statement of Activities	2	12
Fund Financial Statements		
General Fund		
Balance Sheet	3	13
Reconciliation of the General Fund Balance Sheet to the Statement of Net Position	4	14
Statement of Revenues, Expenditures, and Changes in Fund Balance	5	15
Reconciliation of the General Fund Statement of Revenues, Expenditures, and Changes in Fund Balance to the Statement of Activities	6	16
Budgetary Comparison Statement	7	17
Notes to the Financial Statements		18
Required Supplementary Information		
Schedule of Changes in Total OPEB Liability and Related Ratios – Other Postemployment Benefits	A-1	39
PERA General Employees Retirement Plan		
Schedule of Proportionate Share of Net Pension Liability	A-2	40
Schedule of Contributions	A-3	41
Notes to the Required Supplementary Information		42
Management and Compliance Section		
Communication of Significant Deficiencies and/or Material Weaknesses in Internal Control Over Financial Reporting and Other Matters		46
Independent Auditor’s Report on Minnesota Legal Compliance		48
Schedule of Findings and Recommendations		49

This page was left blank intentionally.

This page was left blank intentionally.

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

**ORGANIZATION
2019**

<u>Office</u>	<u>Name</u>
Board Members	
Brown County Commissioners	
Member	David Borchert
Member	Anton Berg
Clerk	Scott Windschitl
Chair	Dean Simonsen
Member	Jeffrey Veerkamp
Nicollet County Commissioners	
Treasurer	Marie Dranttel
Member	Terry Morrow
Vice Chair	Denny Kemp
Member	Jack Kolars
Member	John Luepke
Management Team	
Brown County Public Health Director	Karen Moritz
Nicollet County Health Promotion and Prevention Services Manager	Bree Allen
Brown-Nicollet Environmental Health Director	Jesse Harmon

This page was left blank intentionally.

This page was left blank intentionally.



JULIE BLAHA
STATE AUDITOR

STATE OF MINNESOTA OFFICE OF THE STATE AUDITOR

SUITE 500
525 PARK STREET
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)
(651) 296-4755 (Fax)
state.auditor@state.mn.us (E-mail)
1-800-627-3529 (Relay Service)

INDEPENDENT AUDITOR'S REPORT

Health Services Board
Brown-Nicollet Community Health Services
St. Peter, Minnesota

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the General Fund of Brown-Nicollet Community Health Services as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Health Services' basic financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Health Services' preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Health Services' internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the General Fund of Brown-Nicollet Community Health Services as of December 31, 2019, and the respective changes in financial position thereof and the budgetary comparison of the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter – Subsequent Event

As discussed in Note 5. to the financial statements, subsequent to year-end, the World Health Organization declared the outbreak of a coronavirus (COVID-19) a pandemic, resulting in significant COVID funding to Brown-Nicollet Community Health Services. As a result, the Health Services received grant revenue to assist the member counties in reducing the effects of COVID-19. Brown-Nicollet Community Health Services will provide the funds to the member counties, increasing total expenditures for the Health Services during 2020. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management’s Discussion and Analysis and Required Supplementary Information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

/s/Julie Blaha

/s/Dianne Syverson

JULIE BLAHA
STATE AUDITOR

DIANNE SYVERSON, CPA
DEPUTY STATE AUDITOR

October 29, 2020

MANAGEMENT'S DISCUSSION AND ANALYSIS

This page was left blank intentionally.

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2019
(Unaudited)**

Brown-Nicollet Community Health Services' Management's Discussion and Analysis (MD&A) provides an overview of the Health Services' financial activities for the fiscal year ended December 31, 2019. We encourage readers to consider the information presented here.

FINANCIAL HIGHLIGHTS

- On December 31, 2019, our assets and deferred outflows of resources exceeded our liabilities and deferred inflows of resources by \$428,282. Of this amount, \$278,302 is invested in capital assets.
- Our income is mainly state and federal grants, fees from our licensing program, and rental income.
- We have no debt or obligations to citizens or creditors.
- Long-term liabilities are for compensated absences, pension obligations, and other postemployment benefits.

OVERVIEW OF THE FINANCIAL STATEMENTS

This MD&A is intended to serve as an introduction to the basic financial statements. The financial statements comprise three components: (1) government-wide financial statements, (2) fund level financial statements, and (3) notes to the financial statements. This report also contains required supplementary information in addition to the basic financial statements.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Health Services' finances in a manner similar to a private-sector business.

The statement of net position presents information on all of the Health Services' assets, deferred outflows of resources, liabilities, and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Health Services is improving or deteriorating.

The statement of activities presents information showing how the Health Services' net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (for example, unused vacation leave).

Both of the government-wide financial statements distinguish functions of the Health Services that are principally supported by fees and grants. The activities of the Health Services include environmental health and public health. There are no business-type activities within the Health Services.

Fund Financial Statements

These statements provide detailed information about the General Fund—not the Health Services as a whole. The Health Services' General Fund is considered a governmental fund.

All services provided by the Health Services are reported in the General Fund, which focuses on how money flows into and out of the fund and the balances left at year-end that are available for spending. This fund is reported using the modified accrual method of accounting, which measures cash and all other financial assets that can be readily converted to cash. The General Fund statements provide a detailed short-term view of the Health Services' operations and the basic services it provides. General Fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the Health Services' programs. We describe the relationship (or differences) between General Fund activities and governmental activities in reconciliations on Exhibits 4 and 6.

Notes to the Financial Statements

The notes provide additional information essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes can be found directly after Exhibit 7.

Other Information

In addition to the basic financial statements and notes, this report also presents certain required supplementary information concerning changes in the other postemployment benefits liability (Exhibit A-1), as well as Brown-Nicollet Community Health Services' proportionate share of the net pension liability of, and contributions to, the Public Employees Retirement Association of Minnesota's General Employees Retirement Plan (Exhibits A-2 and A-3).

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Governmental Activities

Net position may, over time, be a useful indicator of the government's financial position. In the case of the Health Services, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$428,282 at the close of 2019.

Governmental Net Position

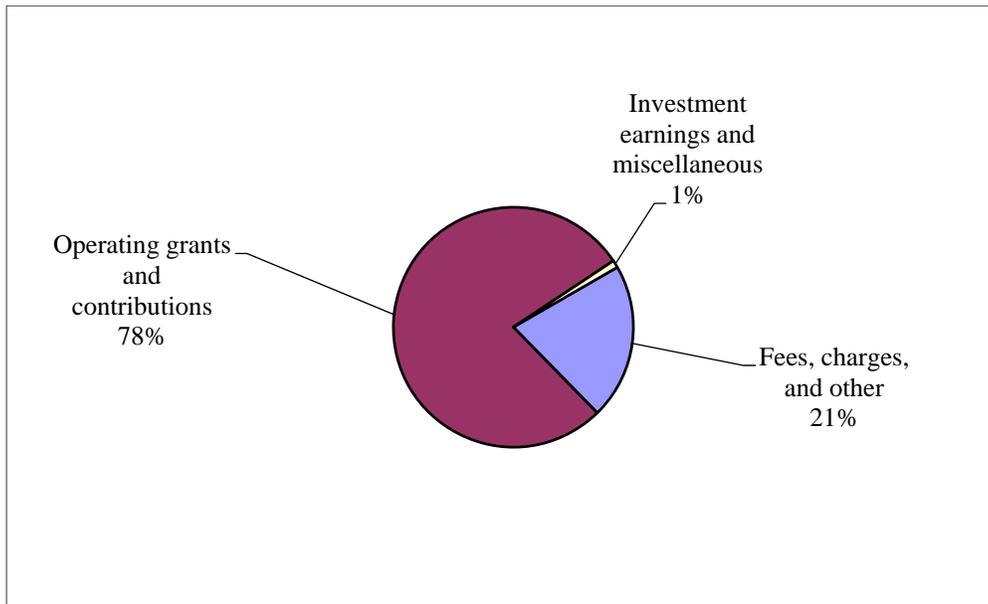
	2019	2018
Assets		
Current and other assets	\$ 849,861	\$ 765,855
Capital assets	278,302	253,960
Total Assets	<u>\$ 1,128,163</u>	<u>\$ 1,019,815</u>
Deferred Outflows of Resources	<u>\$ 30,536</u>	<u>\$ 57,196</u>
Liabilities		
Current liabilities	\$ 417,494	\$ 305,541
Long-term liabilities	235,027	275,671
Total Liabilities	<u>\$ 652,521</u>	<u>\$ 581,212</u>
Deferred Inflows of Resources	<u>\$ 77,896</u>	<u>\$ 63,870</u>
Net Position		
Invested in capital assets	\$ 278,302	\$ 253,960
Restricted for health	-	6,149
Unrestricted	<u>149,980</u>	<u>171,820</u>
Total Net Position	<u><u>\$ 428,282</u></u>	<u><u>\$ 431,929</u></u>

The Health Services' net position decreased by \$3,647, or 0.8 percent, from the 2018 net position. The following table summarizes the changes in net position for 2019.

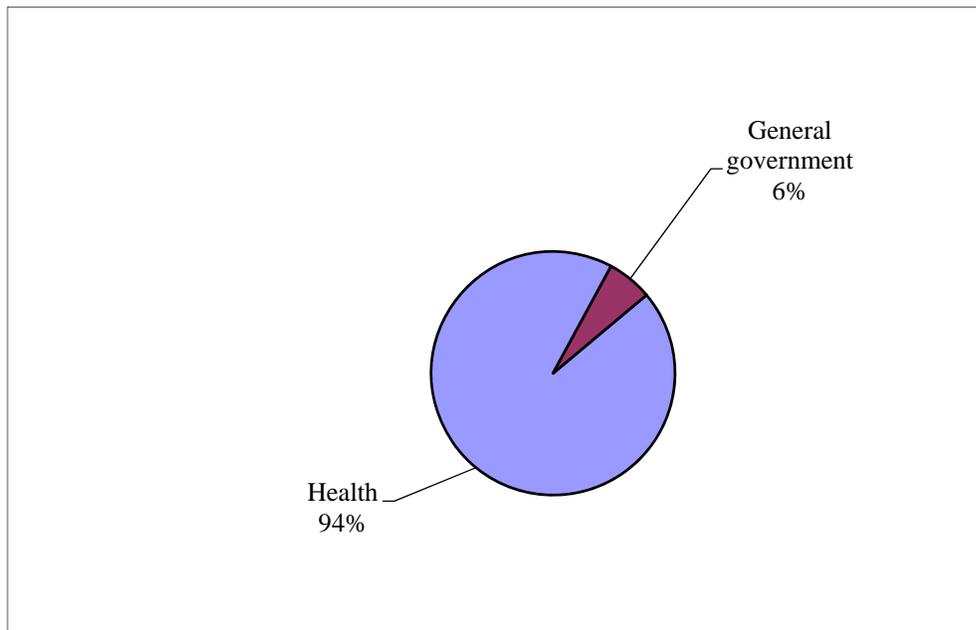
Changes in Net Position

	<u>2019</u>	<u>2018</u>
Revenues		
Program revenues		
Fees, charges, and other	\$ 338,185	\$ 342,484
Operating grants and contributions	1,199,745	1,160,421
General revenues		
Investment earnings	556	532
Miscellaneous	<u>1,898</u>	<u>2,758</u>
 Total Revenues	 <u>\$ 1,540,384</u>	 <u>\$ 1,506,195</u>
Expenses		
Program expenses		
General government	\$ 85,934	\$ 53,954
Health	<u>1,458,097</u>	<u>1,449,614</u>
 Total Expenses	 <u>\$ 1,544,031</u>	 <u>\$ 1,503,568</u>
 Increase (Decrease) in Net Position	 \$ (3,647)	 \$ 2,627
 Net Position – January 1	 <u>431,929</u>	 <u>429,302</u>
 Net Position – December 31	 <u><u>\$ 428,282</u></u>	 <u><u>\$ 431,929</u></u>

2019 Revenues



2019 Expenses



FINANCIAL ANALYSIS OF THE GENERAL FUND

The Health Services uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

The focus of the General Fund is to provide information on balances of expendable resources. Such information is useful in assessing the Health Services' financing requirements. In particular, unrestricted fund balance may serve as a useful measure of net resources available for spending at the end of the fiscal year or to be carried into the next year's budgets.

Brown-Nicollet Community Health Services provides services to Brown and Nicollet Counties in south central Minnesota. The majority of the funding is provided through state and federal grants. Reimbursement for services is a minor funding source. The Health Services also contracts environmental health program services to Cottonwood and Watonwan Counties in south central Minnesota.

As of the end of the current fiscal year, the General Fund reported a fund balance of \$411,221, decreasing \$49,093, or 10.7 percent, from the prior year. This amount constitutes unassigned fund balance, which is available for spending at the Health Services' discretion.

GENERAL FUND BUDGETARY HIGHLIGHTS

There were no revised budgets in 2019. Both revenues and expenditures were relatively close to budgeted amounts. The differences that did occur are due, in most part, to grant activities included in the 2019 budget that were delayed until 2020, additional pass-through funds that were awarded but not anticipated, and repair and improvement costs for the Elixir building that were not included in the budget.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

Our capital assets increased by \$24,342 as a result of projects undertaken on the Elixir building in New Ulm.

	Capital Assets (Net of Depreciation)	
	2019	2018
Capital Assets		
Land	\$ 41,063	\$ 41,063
Construction in progress	35,000	-
Building	202,239	212,897
Capital Assets, Net	\$ 278,302	\$ 253,960

Debt Administration

At year-end, the Health Services did not have any outstanding debt.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Health Services' Board is both state and federal budget-responsive. The Health Services operates as the applicant agency for the two member counties and receives funding for various federal and state public health programs from the Minnesota Department of Health and the Minnesota Department of Human Services on a noncompetitive population needs-based formula or through a competitive grant application process. Funding will fluctuate according to state and federal actions and population changes.

Funding from license fees and fees for service will increase in 2020, as a 2.0 percent fee increase will be added to each establishment's license.

REQUESTS FOR INFORMATION

This annual financial report is designed to provide a general overview of the Health Services' finances for all those with an interest in our finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to our office, Brown-Nicollet Community Health Services, 622 South Front Street, St. Peter, Minnesota 56082.

This page was left blank intentionally.

BASIC FINANCIAL STATEMENTS

This page was left blank intentionally.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

This page was left blank intentionally.

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

EXHIBIT 1

**STATEMENT OF NET POSITION
GOVERNMENTAL ACTIVITIES
DECEMBER 31, 2019**

Assets

Cash and pooled investments	\$	556,784
Due from other governments		293,077
Capital assets		
Non-depreciable		76,063
Depreciable assets – net		202,239
		202,239
Total Assets	\$	1,128,163

Deferred Outflows of Resources

Deferred pension outflows	\$	24,154
Deferred other postemployment benefits outflows		6,382
		6,382
Total Deferred Outflows of Resources	\$	30,536

Liabilities

Accounts payable	\$	9,516
Salaries payable		7,897
Due to other governments		264,727
Unearned revenue		135,354
Long-term liabilities		
Compensated absences – due within one year		19,975
Compensated absences – due in more than one year		1,499
Net pension liability		182,450
Other postemployment benefits liability		31,103
		31,103
Total Liabilities	\$	652,521

Deferred Inflows of Resources

Deferred pension inflows	\$	77,471
Deferred other postemployment benefits inflows		425
		425
Total Deferred Inflows of Resources	\$	77,896

Net Position

Investment in capital assets	\$	278,302
Unrestricted		149,980
		149,980
Total Net Position	\$	428,282

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

EXHIBIT 2

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2019**

	<u>Expenses</u>	<u>Program Revenues</u>	<u>Operating</u>	<u>Net (Expense)</u>
		<u>Fees, Charges,</u>	<u>Grants and</u>	<u>Revenue and</u>
		<u>and Other</u>	<u>Contributions</u>	<u>Change in</u>
				<u>Net Position</u>
<u>Functions/Programs</u>				
Governmental activities				
General government	\$ 85,934	\$ 51,561	\$ 9,536	\$ (24,837)
Health	<u>1,458,097</u>	<u>286,624</u>	<u>1,190,209</u>	<u>18,736</u>
Total Governmental Activities	<u>\$ 1,544,031</u>	<u>\$ 338,185</u>	<u>\$ 1,199,745</u>	<u>\$ (6,101)</u>
General Revenues				
Investment earnings				\$ 556
Miscellaneous				<u>1,898</u>
Total general revenues				<u>\$ 2,454</u>
Change in net position				\$ (3,647)
Net Position – January 1				<u>431,929</u>
Net Position – December 31				<u>\$ 428,282</u>

FUND FINANCIAL STATEMENTS

This page was left blank intentionally.

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

EXHIBIT 3

**BALANCE SHEET
GENERAL FUND
DECEMBER 31, 2019**

Assets

Cash and pooled investments	\$ 556,784
Due from other governments	293,077
	<hr/>
Total Assets	\$ 849,861

**Liabilities, Deferred Inflows of Resources,
and Fund Balances**

Liabilities

Accounts payable	\$ 9,516
Salaries payable	7,897
Due to other governments	264,727
Unearned revenue	135,354
	<hr/>

Total Liabilities **\$ 417,494**

Deferred Inflows of Resources

Unavailable revenue – grants	\$ 21,146
	<hr/>

Fund Balances

Unassigned	\$ 411,221
	<hr/>

**Total Liabilities, Deferred Inflows of Resources,
and Fund Balances** **\$ 849,861**

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

EXHIBIT 4

**RECONCILIATION OF THE GENERAL FUND BALANCE SHEET
TO THE STATEMENT OF NET POSITION
DECEMBER 31, 2019**

Fund Balance – General Fund (Exhibit 3)	\$	411,221
<p>Amounts reported for governmental activities in the statement of net position are different because:</p>		
Capital assets, net of accumulated depreciation, used in governmental activities are not financial resources and, therefore, are not reported in the General Fund.		278,302
Other long-term assets are not available to pay for current period expenditures and, therefore, are reported as deferred inflows of resources in the General Fund.		21,146
Deferred outflows of resources and deferred inflows of resources are created as a result of various differences related to pensions not recognized in the General Fund.		
Deferred outflows related to pensions	\$ 24,154	
Deferred inflows related to pensions	<u>(77,471)</u>	(53,317)
Deferred outflows of resources and deferred inflows of resources are created as a result of various differences related to other postemployment benefits not recognized in the General Fund.		
Deferred outflows related to other postemployment benefits	\$ 6,382	
Deferred inflows related to other postemployment benefits	<u>(425)</u>	5,957
Long-term liabilities, are not due and payable in the current period and, therefore, are not reported in the General Fund.		
Compensated absences payable	\$ (21,474)	
Net pension liability	(182,450)	
Other postemployment benefits liability	<u>(31,103)</u>	<u>(235,027)</u>
Net Position of Governmental Activities (Exhibit 1)	\$	<u>428,282</u>

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

EXHIBIT 5

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2019**

Revenues	
Licenses and permits	\$ 273,473
Intergovernmental	1,178,599
Charges for services	13,151
Investment earnings	556
Miscellaneous	<u>53,459</u>
Total Revenues	\$ <u>1,519,238</u>
Expenditures	
Current	
General government	\$ 110,276
Health	614,330
Intergovernmental	
Health	<u>843,725</u>
Total Expenditures	\$ <u>1,568,331</u>
Net Change in Fund Balance	\$ (49,093)
Fund Balance – January 1	<u>460,314</u>
Fund Balance – December 31	<u><u>411,221</u></u>

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

EXHIBIT 6

**RECONCILIATION OF THE GENERAL FUND STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2019**

Net Change in Fund Balance – General Fund (Exhibit 5) \$ (49,093)

Amounts reported for governmental activities in the statement of activities are different because:

The General Fund reports capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Expenditures for capital assets	\$ 42,594	
Current year depreciation	<u>(18,252)</u>	24,342

In the General Fund, under the modified accrual basis, receivables not available for expenditures are deferred. In the statement of activities, those revenues are recognized when earned. The adjustment to revenues is the increase or decrease in revenues deferred as unavailable.

Unavailable revenue – January 1	\$ -	
Unavailable revenue – December 31	<u>21,146</u>	21,146

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the General Fund.

Change in deferred pension outflows	\$ (28,240)	
Change in deferred other postemployment benefits outflows	1,580	
Change in compensated absences payable	(7,195)	
Change in net pension liability	45,001	
Change in other postemployment benefits liability	2,838	
Change in deferred pension inflows	(13,601)	
Change in deferred other postemployment benefits inflows	<u>(425)</u>	<u>(42)</u>

Change in Net Position of Governmental Activities (Exhibit 2) \$ (3,647)

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

EXHIBIT 7

**BUDGETARY COMPARISON STATEMENT
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2019**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Revenues				
Licenses and permits	\$ 253,789	\$ 253,789	\$ 273,473	\$ 19,684
Intergovernmental	1,195,268	1,195,268	1,178,599	(16,669)
Charges for services	9,183	9,183	13,151	3,968
Investment earnings	700	700	556	(144)
Miscellaneous	55,553	55,553	53,459	(2,094)
Total Revenues	\$ 1,514,493	\$ 1,514,493	\$ 1,519,238	\$ 4,745
Expenditures				
Current				
General government				
Administration	\$ 28,117	\$ 28,117	\$ 26,008	\$ 2,109
Elixir building	18,164	18,164	84,268	(66,104)
Total general government	\$ 46,281	\$ 46,281	\$ 110,276	\$ (63,995)
Health				
Environmental health	\$ 313,598	\$ 313,598	\$ 319,183	\$ (5,585)
Statewide health implementation plan	296,049	296,049	281,821	14,228
Moving health to action grant	-	-	7,158	(7,158)
Children's water festival	500	500	6,168	(5,668)
Total health	\$ 610,147	\$ 610,147	\$ 614,330	\$ (4,183)
Intergovernmental				
Health				
Brown County contract payments	\$ 429,608	\$ 429,608	\$ 425,145	\$ 4,463
Nicollet County contract payments	395,703	395,703	418,580	(22,877)
Total health	\$ 825,311	\$ 825,311	\$ 843,725	\$ (18,414)
Total Expenditures	\$ 1,481,739	\$ 1,481,739	\$ 1,568,331	\$ (86,592)
Net Change in Fund Balance	\$ 32,754	\$ 32,754	\$ (49,093)	\$ (81,847)
Fund Balance – January 1	460,314	460,314	460,314	-
Fund Balance – December 31	\$ 493,068	\$ 493,068	\$ 411,221	\$ (81,847)

This page was left blank intentionally.

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

NOTES TO THE FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

1. Summary of Significant Accounting Policies

Brown-Nicollet Community Health Services' financial statements are prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (statements and interpretations). The more significant accounting policies established in GAAP and used by Brown-Nicollet Community Health Services are discussed below.

A. Financial Reporting Entity

Brown, Nicollet, Sibley Human Services Board was established pursuant to Minn. Stat. §§ 402.01-402.10. The pilot study program was started in April 1974. Brown, Nicollet, and Sibley Counties entered into a joint powers agreement (Minn. Stat. § 471.59) effective July 1, 1975. Sibley County was granted permission to withdraw from the Human Services Board effective July 1, 1976.

On January 1, 1991, the Human Services Board was legally reorganized into Brown-Nicollet Community Health Services. The organization functions as a community health services organization. It is governed by the ten County Commissioners of Brown and Nicollet Counties. Management consists of an environmental health director, Brown County Public Health Director, and Nicollet County Health Promotion and Prevention Services Manager.

Nicollet County reports the financial activities of Brown-Nicollet Community Health Services in an agency fund on its annual financial statements. The Health Services follows the accounting and personnel policies of Nicollet County.

B. Basic Financial Statements

1. Government-Wide Statements

The government-wide financial statements (the statement of net position and the statement of activities) display information about the Health Services' governmental activities.

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

1. Summary of Significant Accounting Policies

B. Basic Financial Statements

1. Government-Wide Statements (Continued)

In the government-wide statement of net position, the governmental activities present all assets, liabilities, deferred inflows and outflows of resources, and net position on a full accrual accounting basis with an economic resource focus. The net position is reported in three parts: (1) investment in capital assets, (2) restricted, and (3) unrestricted.

The statement of activities demonstrates the degree to which the direct expenses of each function of Brown-Nicollet Community Health Services' activities are offset by program revenues. Direct expenses are those clearly identifiable with a specific function, segment, or activity. Program revenues include: (1) fees, licenses, and charges paid by the recipients of goods, services, or privileges provided by a given function or activity; and (2) grants and contributions restricted to meeting the operational or capital requirements of a particular function or activity. Revenues not classified as program revenues are presented as general revenues.

2. Fund Financial Statements

The fund financial statements (the balance sheet; statement of revenues, expenditures, and changes in fund balance; and budgetary comparison statement) display information about the Health Services' General Fund.

C. Measurement Focus and Basis of Accounting

The governmental activities are reported using the economic resources measurement focus and the full accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Brown-Nicollet Community Health Services considers all revenues as available if collected within 60 days after the end of the current period. Charges for services and interest are

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

1. Summary of Significant Accounting Policies

C. Measurement Focus and Basis of Accounting (Continued)

considered to be susceptible to accrual. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on long-term debt, compensated absences, and claims and judgments, which are recognized as expenditures to the extent that they have matured. Proceeds of long-term debt and acquisitions under capital leases, if any, are reported as other financing sources.

When both restricted and unrestricted resources are available for use, it is Brown-Nicollet Community Health Services' policy to use restricted resources first and then unrestricted resources as needed.

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity

1. Deposits and Investments

The Health Services' available cash balances are pooled and invested by Nicollet County in accordance with Minnesota statutes.

2. Capital Assets

Capital assets, which include land and building and improvements, are reported in the government-wide financial statements. Capital assets are defined by Brown-Nicollet Community Health Services as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of five years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Capital assets of Brown-Nicollet Community Health Services are depreciated using the straight-line method over an estimated useful life of 25 to 40 years.

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

1. Summary of Significant Accounting Policies

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity
(Continued)

3. Compensated Absences

Brown-Nicollet Community Health Services' policy permits employees to accumulate earned but unused vacation, compensatory time, and sick pay benefits. Unused vacation, compensatory time, and vested sick leave are paid through the General Fund to employees upon termination. Unvested sick leave is available to employees in the event of illness-related absences and is not paid to employees upon termination. A liability for compensated absences is reported in the General Fund only if it has matured, for example, as a result of employee resignations and retirements. The government-wide statement of net position accrues the liability when incurred and reports both current and noncurrent portions of compensated absences. The current portion is estimated as all vacation, compensatory time, and 25 percent of total vested sick leave. The noncurrent portion is estimated as 75 percent of total vested sick leave.

4. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position reports a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and will not be recognized as an outflow of resources (expenditure/expense) until then. The Health Services reports deferred outflows of resources associated with pension and other postemployment benefits (OPEB). These outflows arise only under the full accrual basis of accounting and, accordingly, are reported only in the statement of net position.

In addition to liabilities, the statement of financial position reports a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) that will not be recognized as an inflow of resources (revenue) until that time. The General Fund reports unavailable revenue from grant receivables. Unavailable revenue arises only under the modified accrual basis of accounting and, accordingly, is reported only in the General Fund balance sheet. This unavailable revenue amount is deferred and recognized as an inflow of resources in the period that the amount becomes available. The Health Services also

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

1. Summary of Significant Accounting Policies

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity

4. Deferred Outflows/Inflows of Resources (Continued)

reports deferred inflows of resources associated with pension and other postemployment benefits (OPEB). These inflows arise only under the full accrual basis of accounting and, accordingly, are reported only in the statement of net position.

5. Pension Plan

For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and additions to/deductions from PERA's fiduciary net position have been determined on the same basis as they are reported by PERA, except that PERA's fiscal year-end is June 30. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Plan investments are reported at fair value.

6. Unearned Revenue

The General Fund and government-wide financial statements report unearned revenue in connection with resources that have been received, but not yet earned.

7. Classification of Net Position

Net position in the government-wide financial statements is classified in the following categories:

Investment in capital assets – the amount of net position representing capital assets, net of accumulated depreciation.

Restricted – the amount of net position for which external restrictions have been imposed by creditors, grantors, contributors, or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted – the amount of net position that is not included in the investment in capital assets or restricted components.

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

1. Summary of Significant Accounting Policies

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity
(Continued)

8. Classification of Fund Balances

Fund balance is divided into five classifications based primarily on the extent to which the Health Services is bound to observe constraints imposed upon the use of the resources in the General Fund. The classifications are as follows:

Nonspendable – amounts that cannot be spent because they are not in spendable form, or are legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash.

Restricted – amounts in which constraints have been placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or is imposed by law through constitutional provisions or enabling legislation.

Committed – amounts that can be used only for the specific purposes imposed by formal action (resolution) of the Health Services Board. Those committed amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action (resolution) it employed to previously commit those amounts.

Assigned – amounts the Health Services intends to use for specific purposes that do not meet the criteria to be classified as restricted or committed. Assigned amounts represent intended uses established by the Health Services Board.

Unassigned – the residual classification for the General Fund; includes all spendable amounts not contained in the other fund balance classifications.

The Health Services applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

1. Summary of Significant Accounting Policies

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity
(Continued)

9. Use of Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities, and deferred inflows of resources; and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

2. Stewardship, Compliance, and Accountability

A. Budgetary Information

Brown-Nicollet Community Health Services adopts an annual budget on a basis consistent with GAAP. This budget is approved by the Brown-Nicollet Community Health Services Board. The appropriated budget is prepared by function and department. The legal level of budgetary control—the level at which expenditures may not legally exceed appropriations—is the fund level.

B. Excess Expenditures Over Budget

The General Fund had expenditures in excess of budget for the year ended December 31, 2019:

	<u>Expenditures</u>	<u>Budget</u>	<u>Excess</u>
General Fund	\$ 1,568,331	\$ 1,481,739	\$ 86,592

3. Detailed Notes

A. Assets

1. Deposits and Investments

Through agreement with Nicollet County, all of the Health Services' deposit and investment functions are managed by the Nicollet County Finance Department. County policies are applied to the Health Services' deposits and investments, which

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

3. Detailed Notes

A. Assets

1. Deposits and Investments (Continued)

are pooled with other County deposits and investments. The fair value of the investment in the County's investment pool is the fair value per share of the underlying portfolio.

Nicollet County is authorized by Minn. Stat. ch. 118A to deposit cash in designated financial institutions and make investments. The County is required by Minn. Stat. § 118A.03 to protect deposits with insurance, surety bond, or collateral. The types of investments available to the County are limited to those authorized by Minn. Stat. §§ 118A.04 and 118A.05. All funds of Nicollet County are pooled.

2. Receivables

Receivables for Brown-Nicollet Community Health Services are expected to be collected within the year. No allowance for accounts receivable has been provided because such amounts are not expected to be material.

3. Capital Assets

Capital asset activity for the year ended December 31, 2019, was as follows:

	<u>Beginning Balance</u>	<u>Increase</u>	<u>Decrease</u>	<u>Ending Balance</u>
Capital assets not depreciated				
Land	\$ 41,063	\$ -	\$ -	\$ 41,063
Construction in progress	-	35,000	-	35,000
Total capital assets not depreciated	<u>\$ 41,063</u>	<u>\$ 35,000</u>	<u>\$ -</u>	<u>\$ 76,063</u>
Capital assets depreciated				
Buildings and improvements	\$ 717,886	\$ 7,594	\$ -	\$ 725,480
Less: accumulated depreciation for Buildings and improvements	<u>504,989</u>	<u>18,252</u>	<u>-</u>	<u>523,241</u>
Total capital assets depreciated, net	<u>\$ 212,897</u>	<u>\$ (10,658)</u>	<u>\$ -</u>	<u>\$ 202,239</u>
Total Capital Assets, Net	<u><u>\$ 253,960</u></u>	<u><u>\$ 24,342</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 278,302</u></u>

Depreciation expense of \$18,252 was charged to the general government function/program for the year ended December 31, 2019.

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

3. Detailed Notes (Continued)

B. Liabilities

1. Changes in Compensated Absences

Compensated absences activity for the year ended December 31, 2019, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Compensated absences	\$ 14,279	\$ 15,234	\$ 8,039	\$ 21,474	\$ 19,975

2. Construction and Other Contract Commitments

The Health Services has active construction project commitments as of December 31, 2019. The projects and commitments include the following:

	<u>Spent-to-Date</u>	<u>Remaining Commitment</u>
Elixir Building – Roof Project	\$ 4,000	\$ 83,811
Elixir Building – HVAC Upgrade	35,000	34,557

C. Defined Benefit Pension Plan

1. Plan Description

All full-time and certain part-time employees of Brown-Nicollet Community Health Services are covered by defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA administers the General Employees Retirement Plan (the General Employees Plan), which is a cost-sharing, multiple-employer retirement plan. The plan is established and administered in accordance with Minn. Stat. chs. 353 and 356. PERA's defined benefit pension plans are tax qualified plans under Section 401(a) of the Internal Revenue Code.

The General Employees Plan (accounted for in the General Employees Fund) has multiple benefit structures with members belonging to the Coordinated Plan, the Basic Plan, or the Minneapolis Employees Retirement Fund. Coordinated Plan members are covered by Social Security, and Basic Plan and Minneapolis Employees Retirement Fund members are not. The Basic Plan was closed to new

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

3. Detailed Notes

C. Defined Benefit Pension Plan

1. Plan Description (Continued)

members in 1967. The Minneapolis Employees Retirement Fund was closed to new members during 1978 and merged into the General Employees Plan in 2015. All new members must participate in the Coordinated Plan, for which benefits vest after five years of credited service. No Brown-Nicollet Community Health Services employees belong to either the Basic Plan or the Minneapolis Employees Retirement Fund.

2. Benefits Provided

PERA provides retirement benefits as well as disability benefits to members and benefits to survivors upon death of eligible members. Benefit provisions are established by state statute and can be modified only by the state legislature. Benefit increases are provided to benefit recipients each January.

Beginning January 1, 2019, General Employees Plan benefit recipients will receive a post-retirement increase equal to 50 percent of the cost of living adjustment announced by the Social Security Administration, with a minimum increase of at least 1.00 percent and maximum of 1.50 percent. Recipients that have been receiving the annuity or benefit for at least a full year as of the June 30 before the effective date of the increase will receive the full increase.

For recipients receiving the annuity or benefit for at least one month but less than a full year as of the June 30 before the effective date of the increase will receive a reduced prorated increase. For members retiring on January 1, 2024, or later, the increase will be delayed until normal retirement age (age 65 if hired prior to July 1, 1989, or age 66 for individuals hired on or after July 1, 1989). Members retiring under the Rule of 90 are exempt from the delay to normal retirement.

The benefit provisions stated in the following paragraph of this section are current provisions and apply to active plan participants. Vested, terminated employees who are entitled to benefits, but are not yet receiving them, are bound by the provisions in effect at the time they last terminated their public service.

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

3. Detailed Notes

C. Defined Benefit Pension Plan

2. Benefits Provided (Continued)

Benefits are based on a member's highest average salary for any 60 consecutive months of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for Coordinated Plan members. Members hired prior to July 1, 1989, receive the higher of a step-rate benefit accrual formula (Method 1) or a level accrual formula (Method 2). Under Method 1, the annuity accrual rate for a Coordinated Plan member is 1.20 percent of average salary for each of the first ten years of service and 1.70 percent of average salary for each remaining year. Under Method 2, the annuity accrual rate is 1.70 percent for Coordinated Plan members for each year of service. Only Method 2 is used for members hired after June 30, 1989.

For General Employees Plan members hired prior to July 1, 1989, a full annuity is available when age plus years of service equal 90, and normal retirement age is 65. For members hired on or after July 1, 1989, normal retirement age is the age for unreduced Social Security benefits capped at 66. Disability benefits are available for vested members and are based on years of service and average high-five salary.

3. Contributions

Pension benefits are funded from member and employer contributions and income from the investment of fund assets. Rates for employer and employee contributions are set by Minn. Stat. ch. 353. These statutes are established and amended by the state legislature. General Employees Plan members were required to contribute 6.50 percent of their annual covered salary in 2019.

In 2019, the Health Services was required to contribute 7.50 percent of annual covered salary. The employee and employer rates did not change from the previous year.

The Health Services' contribution for the General Employees Plan for the year ended December 31 2019, was \$18,092. The contributions are equal to the statutorily required contributions as set by state statute.

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

3. Detailed Notes

C. Defined Benefit Pension Plan (Continued)

4. Pension Costs

At December 31, 2019, the Health Services reported a liability of \$182,450 for its proportionate share of the General Employees Plan’s net pension liability. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Health Services’ proportion of the net pension liability was based on the Health Services’ contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2018, through June 30, 2019, relative to the total employer contributions received from all of PERA’s participating employers. At June 30, 2019, the Health Services’ proportion was 0.0033 percent. It was 0.0041 percent measured as of June 30, 2018. The Health Services recognized pension expense of \$15,357 for its proportionate share of the General Employees Plan’s pension expense.

The Health Services also recognized \$425 as revenue, which results in a reduction of the net pension liability, for its proportionate share of the State of Minnesota’s contribution to the General Employees Plan, which qualifies as a special funding situation. Legislation requires the State of Minnesota to contribute \$16 million to the General Employees Plan annually.

The Health Services’ proportionate share of the net pension liability	\$	182,450
State of Minnesota’s proportionate share of the net pension liability associated with the Health Services		5,671
Total	\$	188,121

The Health Services reported its proportionate share of the General Employees Plan’s deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

3. Detailed Notes

C. Defined Benefit Pension Plan

4. Pension Costs (Continued)

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ 5,442	\$ -
Changes in actuarial assumptions	-	16,457
Difference between projected and actual investment earnings	-	21,638
Changes in proportion	9,576	39,376
Contributions paid to PERA subsequent to the measurement date	9,136	-
Total	\$ 24,154	\$ 77,471

The \$9,136 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2020. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended December 31	Pension Expense Amount
2020	\$ (23,293)
2021	(23,781)
2022	(15,673)
2023	294

5. Actuarial Assumptions

The total pension liability in the June 30, 2019, actuarial valuation was determined using the individual entry-age normal actuarial cost method and the following additional actuarial assumptions:

Inflation	2.50 percent per year
Active member payroll growth	3.25 percent per year
Investment rate of return	7.50 percent

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

3. Detailed Notes

C. Defined Benefit Pension Plan

5. Actuarial Assumptions (Continued)

Salary increases were based on a service-related table. Mortality rates for active members, retirees, survivors, and disabilitants for all plans were based on RP-2014 tables for males or females, as appropriate, with slight adjustments. Cost of living benefit increases for retirees are assumed to be 1.25 percent .

Actuarial assumptions used in the June 30, 2019, valuation were based on the results of actuarial experience studies. The experience study for the General Employees Plan was dated June 30, 2015. Inflation and investment assumptions were reviewed in the experience study report for the General Employees Plan dated June 27, 2019.

The long-term expected rate of return on pension plan investments is 7.50 percent. The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness of the long-term expected rate of return on a regular basis using a building block method in which best estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Domestic equity	35.50%	5.10%
International equity	17.50	5.30
Fixed income	20.00	0.75
Private markets	25.00	5.90
Cash equivalents	2.00	0.00

6. Discount Rate

The discount rate used to measure the total pension liability was 7.50 percent in 2019, which remained consistent with 2018. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rate specified in statute. Based on that assumption, the fiduciary net position of the General Employees Plan was projected to be available to make all

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

3. Detailed Notes

C. Defined Benefit Pension Plan

6. Discount Rate (Continued)

projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

7. Changes in Actuarial Assumptions

The following change in actuarial assumption occurred in 2019.

- The mortality projection scale was changed from MP-2017 to MP-2018.

8. Pension Liability Sensitivity

The following presents the Health Services' proportionate share of the net pension liability calculated using the discount rate previously disclosed, as well as what the Health Services' proportionate share of the net pension liability would be if it were calculated using a discount rate one percentage point lower or one percentage point higher than the current discount rate:

	Proportionate Share of the General Employees Plan	
	Discount Rate	Net Pension Liability
1% Decrease	6.50%	\$ 299,937
Current	7.50	182,450
1% Increase	8.50	85,440

9. Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in a separately issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained on the internet at www.mnpera.org; by writing to PERA at 60 Empire Drive, Suite 200, St. Paul, Minnesota 55103-2088; or by calling 651-296-7460 or 1-800-652-9026.

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

3. Detailed Notes (Continued)

D. Other Postemployment Benefits (OPEB)

1. Plan Description

Brown-Nicollet Community Health Services' OPEB plan is a single-employer defined benefit health care plan administered through Nicollet County. The Health Services allows eligible retirees and their dependents to continue on the employee-sponsored health insurance plan as required by Minn. Stat. § 471.61, subd. 2b. Retirees are required to pay 100 percent of the total premium cost; however, because premium costs are determined based on the entire active and retiree population, the retirees are receiving an implicit rate subsidy.

No assets have been accumulated in a trust that meets the criteria in paragraph four of GASB 75. The OPEB plan does not issue a stand-alone financial report.

As of the January 1, 2018, actuarial valuation, the following Health Services' employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	1
Active plan participants	<u>4</u>
Total	<u>5</u>

2. Total OPEB Liability

The Health Services' total OPEB liability of \$31,103 was determined by an actuarial valuation as of January 1, 2018, and was rolled forward to a measurement date of January 1, 2019.

The total OPEB liability in the fiscal year-end December 31, 2019, actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.50 percent
Salary increases	3.00 percent
Health care cost trend	6.25 percent, decreasing 0.25 percent per year to an ultimate rate of 5.00 percent

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

3. Detailed Notes

D. Other Postemployment Benefits (OPEB)

2. Total OPEB Liability (Continued)

The current year discount rate is 3.80 percent, which is a change from the prior year rate of 3.30 percent. For the current valuation, the discount rate is based on the estimated yield of 20-year AA-rated municipal bonds.

Mortality rates are based on RP-2014 White Collar Mortality Tables with MP-2017 Generational Improvement Scale.

Economic assumptions are based on input from a variety of published sources of historical and projected future financial data.

3. Changes in the Total OPEB Liability

	Total OPEB Liability
Balance at December 31, 2018	\$ 33,941
Changes for the year	
Service cost	\$ 1,387
Interest	1,087
Changes in assumptions	(510)
Benefit payments	(4,802)
Net change	\$ (2,838)
Balance at December 31, 2019	\$ 31,103

4. OPEB Liability Sensitivity

The following presents the total OPEB liability of the Health Services, calculated using the discount rate previously disclosed, as well as what the Health Services' total OPEB liability would be if it were calculated using a discount rate that is 1.00 percentage point lower or 1.00 percentage point higher than the current discount rate:

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

3. Detailed Notes

D. Other Postemployment Benefits (OPEB)

4. OPEB Liability Sensitivity (Continued)

	<u>Discount Rate</u>	<u>Total OPEB Liability</u>
1% Decrease	2.80%	\$ 32,414
Current	3.80	31,103
1% Increase	4.80	29,902

The following presents the total OPEB liability of the Health Services, calculated using the health care cost trend previously disclosed, as well as what the Health Services' total OPEB liability would be if it were calculated using health care cost trend rates that are 1.00 percentage point lower or 1.00 percentage point higher than the current health care cost trend rate:

	<u>Health Care Trend Rate</u>	<u>Total OPEB Liability</u>
1% Decrease	5.25% Decreasing to 4.00%	\$ 29,351
Current	6.25% Decreasing to 5.00%	31,103
1% Increase	7.25% Decreasing to 6.00%	33,220

5. OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended December 31, 2019, the Health Services recognized OPEB expenses of \$2,389. The Health Services reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Changes in actuarial assumptions	\$ -	\$ 425
Contributions made subsequent to the measurement date	6,382	-
Total	<u>\$ 6,382</u>	<u>\$ 425</u>

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

3. Detailed Notes

D. Other Postemployment Benefits (OPEB)

5. OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (Continued)

The \$6,382 reported as deferred outflows of resources related to OPEB resulting from contributions subsequent to the measurement date will be recognized as a reduction of the OPEB liability in the year ended December 31, 2020. The amount reported as deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ended December 31	OPEB Expense Amount
2020	\$ (85)
2021	(85)
2022	(85)
2023	(85)
2024	(85)

6. Changes in Actuarial Assumptions

The following changes in actuarial assumptions occurred in 2019:

- The discount rate used changed from 3.30 percent to 3.80 percent.

E. Intergovernmental Revenue

Brown-Nicollet Community Health Services received intergovernmental revenues from the following sources during the year ended December 31, 2019:

State Appropriations	
PERA aid	\$ 425
State Grants	
Minnesota Department of Health	\$ 555,262
Minnesota Department of Human Services	73,868
Total state grants	\$ 629,130

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

3. Detailed Notes

E. Intergovernmental Revenue (Continued)

Federal Grants		
Special Supplemental Nutrition Program for Women, Infants, and Children	\$	261,110
WIC Grants to States (WGS)		12,440
Special Education – Grants for Infants and Families		4,880
Public Health Emergency Preparedness		52,782
Universal Newborn Hearing Screening		1,050
State Physical Activity and Nutrition (SPAN)		5,370
Temporary Assistance for Needy Families		66,442
Medical Assistance Program		73,868
Maternal and Child Health Services Block Grant to the States		<u>71,102</u>
Total federal grants	\$	<u>549,044</u>
Total Intergovernmental Revenue	\$	<u>1,178,599</u>

4. Risk Management

Brown-Nicollet Community Health Services is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors or omissions; injuries to employees; or natural disasters. The Health Services has entered into a joint powers agreement with certain Minnesota counties to form the Minnesota Counties Intergovernmental Trust (MCIT). The Health Services is a member of both the MCIT Workers' Compensation and Property and Casualty Divisions.

The Workers' Compensation Division of MCIT is self-sustaining based on the contributions charged, so that total contributions plus compounded earnings on these contributions will equal the amount needed to satisfy claims liabilities and other expenses. MCIT participates in the Workers' Compensation Reinsurance Association with coverage at \$500,000 per claim in 2019 and 2020. Should the MCIT Workers' Compensation Division liabilities exceed assets, MCIT may assess the Health Services in a method and amount to be determined by MCIT.

The Property and Casualty Division of MCIT is self-sustaining, and the Health Services pays an annual premium to cover current and future losses. MCIT carries reinsurance for its property lines to protect against catastrophic losses. Should the MCIT Property and Casualty Division liabilities exceed assets, MCIT may assess the Health Services in a method and amount to be determined by MCIT.

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

4. Risk Management (Continued)

The Brown-Nicollet Community Health Services Board has not significantly reduced insurance coverage in the past year and has not had settlements in excess of insurance coverage in any of the past three years.

5. Subsequent Event

On March 11, 2020, the World Health Organization declared the outbreak of a coronavirus (COVID-19) a pandemic. As a result, the Health Services received grant revenue to assist the member counties in reducing the effects of COVID-19. The Health Services will provide the funds to the member counties, increasing total expenditures during 2020.

This page was left blank intentionally.

REQUIRED SUPPLEMENTARY INFORMATION

This page was left blank intentionally.

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

EXHIBIT A-1

**SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS
OTHER POSTEMPLOYMENT BENEFITS
DECEMBER 31, 2019**

	2019	2018
Total OPEB Liability		
Service cost	\$ 1,387	\$ 1,470
Interest	1,087	1,084
Changes of assumption	(510)	-
Benefit payments	(4,802)	-
Net change in total OPEB liability	\$ (2,838)	\$ 2,554
Total OPEB Liability – Beginning	33,941	31,387
Total OPEB Liability – Ending	\$ 31,103	\$ 33,941
Covered-employee payroll	\$ 263,862	\$ 256,177
Total OPEB liability (asset) as a percentage of covered-employee payroll	11.79%	13.25%

This schedule is intended to show information for ten years. Additional years will be displayed as they become available.

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

EXHIBIT A-2

**SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY
PERA GENERAL EMPLOYEES RETIREMENT PLAN
DECEMBER 31, 2019**

Measurement Date	Employer's Proportion of the Net Pension Liability (Asset)	Employer's Proportionate Share of the Net Pension Liability (Asset) (a)	State's Proportionate Share of the Net Pension Liability Associated with Brown-Nicollet Community Health Services (b)	Employer's Proportionate Share of the Net Pension Liability and the State's Related Share of the Net Pension Liability (Asset) (a + b)	Covered Payroll (c)	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll (a/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2019	0.0033 %	\$ 182,450	\$ 5,671	\$ 188,121	\$ 235,566	77.45 %	80.23 %
2018	0.0041	227,451	7,462	234,913	277,891	81.85	79.53
2017	0.0038	242,589	3,051	245,640	244,272	99.31	75.90
2016	0.0041	332,833	4,345	337,178	253,451	131.32	68.91
2015	0.0041	213,609	N/A	213,609	238,426	89.59	78.19

This schedule is intended to show information for ten years. Additional years will be displayed as they become available.

The measurement date for each year is June 30.

N/A – Not Applicable

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

EXHIBIT A-3

**SCHEDULE OF CONTRIBUTIONS
PERA GENERAL EMPLOYEES RETIREMENT PLAN
DECEMBER 31, 2019**

Year Ending	Statutorily Required Contributions (a)	Actual Contributions in Relation to Statutorily Required Contributions (b)	Contribution (Deficiency) Excess (b - a)	Covered Payroll (c)	Actual Contributions as a Percentage of Covered Payroll (b/c)
2019	\$ 18,092	\$ 18,092	\$ -	\$ 241,231	7.50 %
2018	19,223	19,223	-	256,301	7.50
2017	18,514	18,514	-	246,855	7.50
2016	19,047	19,047	-	253,956	7.50
2015	18,805	18,805	-	250,730	7.50

This schedule is intended to show information for ten years. Additional years will be displayed as they become available. The Health Services' year-end is December 31.

This page was left blank intentionally.

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2019

1. Other Postemployment Benefits Funded Status

Assets have not been accumulated in a trust that meets the criteria in paragraph four of GASB Statement 75 to pay related benefits.

2. Other Postemployment Benefits – Changes in Significant Plan Provisions, Actuarial Methods, and Assumptions

The following changes in actuarial methods and assumptions and plan provisions occurred in:

2019

- The discount rate used changed from 3.30 percent to 3.80 percent.

2018

- The discount rate used changed from 3.50 percent to 3.30 percent.
- The mortality table was updated from RP-2014 White Collar Mortality Tables with MP-2015 Generational Improvement Scale (with blue collar adjustment for police and fire personnel) to the RP-2014 White Collar Mortality Tables with MP-2017 Generational Improvement Scale (with blue collar adjustment for police and fire personnel).
- The retirement and withdrawal tables for all employees were updated.
- Claim costs were developed by age adjusting the premium information from Nicollet County. As of January 1, 2016, actual claims and enrollment experience was used.
- The health care trend rates were changed to better anticipate short-term and long-term medical increases.

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

3. Defined Benefit Pension Plans – Changes in Significant Plan Provisions, Actuarial Methods, and Assumptions

The following changes were reflected in the valuation performed on behalf of the Public Employees Retirement Association for the fiscal year June 30:

General Employees Retirement Plan

2019

- The mortality projection scale was changed from MP-2017 to MP-2018.

2018

- The mortality projection scale was changed from MP-2015 to MP-2017.
- The assumed benefit increase rate was changed from 1.00 percent per year through 2044 and 2.50 percent per year thereafter, to 1.25 percent per year.
- The augmentation adjustment in early retirement factors is eliminated over a five-year period starting July 1, 2019, resulting in actuarial equivalence after June 30, 2024.
- Interest credited on member contributions decreased from 4.00 percent to 3.00 percent, beginning July 1, 2018.
- Deferred augmentation was changed to 0.00 percent, effective January 1, 2019. Augmentation that has already accrued for deferred members will still apply.
- Contribution stabilizer provisions were repealed.
- Post-retirement benefit increases were changed from 1.00 percent per year with a provision to increase to 2.50 percent upon attainment of 90 percent funding to 50 percent of the Social Security cost of living adjustment, not less than 1.00 percent and not more than 1.50 percent, beginning January 1, 2019.

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

3. Defined Benefit Pension Plans – Changes in Significant Plan Provisions, Actuarial Methods, and Assumptions

General Employees Retirement Plan

2018 (Continued)

- For retirements on or after January 1, 2024, the first benefit increase is delayed until the retiree reaches normal retirement age; does not apply to the Rule of 90 retirees, disability benefit recipients, or survivors.
- Actuarial equivalent factors were updated to reflect revised mortality and interest assumptions.

2017

- The Combined Service Annuity (CSA) loads were changed from 0.80 percent for active members and 60 percent for vested and non-vested deferred members (30 percent for deferred Minneapolis Employees Retirement Fund members). The revised CSA loads are now 0.00 percent for active member liability, 15 percent for vested deferred member liability, and 3.00 percent for non-vested deferred member liability.
- The assumed post-retirement benefit increase rate was changed from 1.00 percent per year for all years to 1.00 percent per year through 2044 and 2.50 percent per year thereafter.
- Minneapolis Employees Retirement Fund plan provisions change the employer supplemental contribution to \$21 million in calendar years 2017 and 2018 and returns to \$31 million through calendar year 2031. The state's required contribution is \$16 million in PERA's fiscal years 2018 and 2019 and returns to \$6 million annually through calendar year 2031.

2016

- The assumed post-retirement benefit increase rate was changed from 1.00 percent per year through 2035 and 2.50 percent per year thereafter, to 1.00 percent for all future years.

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

3. Defined Benefit Pension Plans – Changes in Significant Plan Provisions, Actuarial Methods, and Assumptions

General Employees Retirement Plan

2016 (Continued)

- The assumed investment rate was changed from 7.90 percent to 7.50 percent. The single discount rate was also changed from 7.90 percent to 7.50 percent.

- Other assumptions were changed pursuant to the experience study dated June 30, 2015. The assumed payroll growth and inflation were decreased by 0.25 percent. Payroll growth was reduced from 3.50 percent to 3.25 percent. Inflation was reduced from 2.75 percent to 2.50 percent.

This page was left blank intentionally.



JULIE BLAHA
STATE AUDITOR

STATE OF MINNESOTA

OFFICE OF THE STATE AUDITOR

SUITE 500
525 PARK STREET
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)
(651) 296-4755 (Fax)
state.auditor@state.mn.us (E-mail)
1-800-627-3529 (Relay Service)

COMMUNICATION OF SIGNIFICANT DEFICIENCIES AND/OR MATERIAL WEAKNESSES IN INTERNAL CONTROL OVER FINANCIAL REPORTING AND OTHER MATTERS

Health Services Board
Brown-Nicollet Community Health Services
St. Peter, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of the governmental activities and the General Fund of Brown-Nicollet Community Health Services as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Health Services' basic financial statements, and have issued our report thereon dated October 29, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Brown-Nicollet Community Health Services' internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Health Services' internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Health Services' internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Findings and Recommendations, we did identify a deficiency in internal control over financial reporting that we consider to be a material weakness.

A deficiency in internal control over financial reporting exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control over financial

reporting such that there is a reasonable possibility that a material misstatement of the Health Services' financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies, in internal control over financial reporting that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying Schedule of Findings and Recommendations as item 2019-001 to be a material weakness.

Other Matters

Brown-Nicollet Community Health Services' written response to the internal control finding identified in our audit has been included in the Schedule of Findings and Recommendations. We did not audit the Health Services' response and, accordingly, we express no opinion on it.

This communication is intended solely for the information and use of the Health Services Board, management, and others within the Health Services', and is not intended to be, and should not be, used by anyone other than those specified parties.

/s/Julie Blaha

JULIE BLAHA
STATE AUDITOR

October 29, 2020

/s/Dianne Syverson

DIANNE SYVERSON, CPA
DEPUTY STATE AUDITOR



JULIE BLAHA
STATE AUDITOR

STATE OF MINNESOTA

OFFICE OF THE STATE AUDITOR

SUITE 500
525 PARK STREET
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)
(651) 296-4755 (Fax)
state.auditor@state.mn.us (E-mail)
1-800-627-3529 (Relay Service)

INDEPENDENT AUDITOR'S REPORT ON MINNESOTA LEGAL COMPLIANCE

Health Services Board
Brown-Nicollet Community Health Services
St. Peter, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, the accompanying financial statements of the governmental activities and the General Fund of Brown-Nicollet Community Health Services as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Health Services' basic financial statements and have issued our report thereon dated October 29, 2020.

In connection with our audit, nothing came to our attention that caused us to believe that Brown-Nicollet Community Health Services failed to comply with the provisions of the contracting and bidding, conflicts of interest, claims and disbursements, and miscellaneous provisions sections of the *Minnesota Legal Compliance Audit Guide for Other Political Subdivisions*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the Health Services' noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

This report is intended solely for the information and use of the Health Services Board and management of Brown-Nicollet Community Health Services and the State Auditor, and is not intended to be, and should not be, used by anyone other than those specified parties.

/s/Julie Blaha

JULIE BLAHA
STATE AUDITOR

/s/Dianne Syverson

DIANNE SYVERSON, CPA
DEPUTY STATE AUDITOR

October 29, 2020

This page was left blank intentionally.

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

**SCHEDULE OF FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED DECEMBER 31, 2019**

INTERNAL CONTROL OVER FINANCIAL REPORTING

Finding Number: 2019-001

Prior Year Finding Number: N/A

Repeat Finding Since: N/A

Audit Adjustment

Criteria: A deficiency in internal control over financial reporting exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements of the financial statements on a timely basis. Auditing standards define a material weakness as a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Condition: A material misstatement was identified that resulted in adjustments to Brown-Nicollet Community Health Services' financial statements.

Context: The inability to detect material misstatements in the financial statements increases the likelihood that the financial statements would not be fairly presented. The misstatement was found in the audit; however, independent external auditors cannot be considered part of the Health Services' internal control.

Effect: An adjustment was made to increase due to other governments and expenditures by \$56,496 for additional 2019-related activity. The adjustment was reviewed and approved by the appropriate Health Services' staff and is reflected in the financial statements.

Cause: This activity was overlooked when financial statement information was prepared because it occurred after the period payables were being identified.

Recommendation: We recommend staff implement additional procedures over financial reporting to ensure the information is complete and accurate so the financial statements are fairly presented in accordance with generally accepted accounting principles.

**BROWN-NICOLLET COMMUNITY HEALTH SERVICES
ST. PETER, MINNESOTA**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2019**

Client's Response:

We will implement additional procedures and expand our review of the activity subsequent to year-end to ensure the statements are presented in accordance with generally accepted accounting principles.