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HORIZON COMMUNITY HEALTH BOARD
Douglas County Public Works
Alexandria, MN 56308

Monday, November 19, 2018
9:00 a.m.
Minutes

Present: Douglas: Charlie Meyer, Jerry Rapp, Jim Stratton
Grant: Doyle Sperr
Pope: Larry Lindor
Stevens: Bob Kopitzke, Jeanne Ennen
Traverse: Dave Salberg, Todd Johnson
Community representatives: Dennis Thompson, Deb Hengel

Staff: Sandy Tubbs, Horizon Public Health Administrator
Kathy Werk, Horizon Public Health Assistant Administrator
Greta Siegel, Horizon Public Health Assistant Administrator
Dr. Susan Paulson, Medical Director

Guests: Kristin Erickson, Minnesota Department of Health, Public Health Nurse Consultant

Absent: Peter Hoff, Grant County Commissioner
Gordy Wagner, Pope County Commissioner

The meeting was called to order at 9:04 a.m. by Board Chair, Larry Lindor.

Approve Agenda: Motion by Bob Kopitzke, second by Jerry Rapp to approve the agenda as printed. Motion carried.

Approve minutes of October 8, 2018 meeting: Motion by Dave Salberg, second by Jeanne Ennen to approve the October 8, 2018 minutes as presented. Motion carried.

Appoint Board member to Performance Management Council:

The Performance Management Council is a five member sub-committee of the Horizon Community Health Board that meets on a quarterly basis, at a minimum. This sub-committee's responsibilities include reviewing the Community Health Assessment, Community Health Improvement Plan, Performance Management Initiatives, and monitoring Accreditation preparation. Current members are: Deb Hengel, Bob Kopitzke, Doyle Sperr, and Dennis Thompson (and previously Larry Kittelson). With Commissioner Kittelson's passing, Dave Salberg volunteered, and was appointed by Chair Lindor to serve as the 5th member of the Horizon Public Health Performance Management Council.

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Consider and approve contracts/agreements:***Dr. Susan Paulson, Medical Director:***

Tubbs presented the proposed agreement with Dr. Susan Paulson, who has served as Medical Consultant since October 2017, but the formal contractual agreement had not been executed. Dr. Paulson reviewed the contract and indicated that, prior to signing, she needed to seek clarification on the professional liability insurance requirement. Tubbs asked the Board to approve the proposed contract retroactive to October 2017, pending clarification of the professional liability insurance clause.

Motion by Jim Stratton, second by Charlie Meyer to approve the contract with Dr. Susan Paulson, Horizon Public Health Medical Consultant, (pending the confirmation of liability insurance) retroactive to October 2017. Motion carried.

Ann Goering, Ratwik, Roszak and Maloney, PA Law Firm, Legal Consultant:

Ms. Tubbs presented the Board with an updated 2018 Retainer Agreement for legal consultant, Ann Goering. The only update in the contract was an increase in the rates for services.

Motion by Charlie Meyer, second by Bob Kopitzke to approve the 2018 Legal Consultant Retainer Agreement with Ratwik, Roszak and Maloney, PA Law Firm. Motion carried.

Reports from participants at 2018 Annual Community Health Conference:

Ms. Tubbs acknowledged that many Horizon Public Health Board members and staff were in attendance at the Annual Community Health Conference held in October 2018. Deb Hengel shared the effectiveness of the Bargna game experience during the facilitation breakout session. Dr. Susan Paulson shared that it was her first time attending the Community Health Conference. She felt it was very valuable to learn about what work is happening in other communities and make connections with other Public Health officials across the state.

Jan Malcolm, the MN Commissioner of Health, delivered the keynote address and focused on health care expenditure data versus public health expenditure data, highlighting how much the United States spends in healthcare versus that of other nations, but still has significantly poorer health outcomes. Ms. Tubbs also shared key messages of the last session of the conference, when Jeff Linkenbach shared information on the value of establishing Positive Community Norms.

Ms. Tubbs and two other HPH staff presented on creating a Performance Management System. Amy Reineke, HPH Community Health Strategist, also presented at the conference on Tobacco Policy work. Ms. Tubbs was recognized at the Community Health Conference Award ceremony and received the 2018 Commissioner's Award for Distinguished Service in Community Health Services.

A Framework for Public Health Responsibilities:***Foundational Capabilities:***

Ms. Tubbs discussed the work and her participation in the Strengthening Public Health in MN Work Group and more recently, the Technical Assistance Work Group. The Strengthening Public Health Work Group is charged with identifying, examining and recommending a set of promising strategies to assure that 1) basic local public health activities are in place in all parts of MN; and 2) MN's public health system is evolving to meet modern community health issues. The first recommendation from that Work Group was to clarify the basic public health responsibilities for MN and identify new ways to carry them out. The Technical Group is looking to create a new "framework" for describing public health responsibilities that will support Public Health's transition to Public Health 3.0. After reviewing similar work being done in several other states, the Technical Work Group has drafted this new framework, which establishes the Foundational Capabilities (defined as the knowledge, skills, abilities, and systems infrastructure necessary to support effective and efficient public health organizations) as the underlying requirements for every CHB and includes such capabilities as Assessment, Communication, Policy development and support, Community partnership development and Organizational competencies (including leadership, performance management and quality improvement, health equity, information technology, human resources, fiscal management, facilities and operations, and legal services and analysis). The focus of the foundational capabilities assumes that these skills must be present in order to support the remaining five foundational areas of responsibility.

Foundational Areas of Public Health Responsibility:

In current MN Statute, Assuring an Adequate Public Health Infrastructure is identified as one of the Six Areas of Public Health Responsibility, although under the new proposed framework, this area would be described as the Foundational Capabilities. Assuring a strong public health infrastructure is necessary for the public health system to work well in protecting and promoting health. At today's meeting, Ms. Tubbs distributed a summary and described in detail the types of required local public health activities that fall under the "assure an adequate local public health infrastructure" as the first of Minnesota's current statutory areas of public health responsibility. She informed the Board that while the required activities, such as a comprehensive community health assessment, a community health improvement plan, a performance management system and a competent workforce will continue to be required, the future framework may describe these as Foundational Capabilities. In future meetings, Ms. Tubbs share with the Board members the specific required activities that are included as part of the remaining five areas of public health responsibility.

Consider and approve Policies and Procedures:

Procurement Policy – Revised

The Horizon Public Health Procurement Policy, Procedures & Contract Administration Guidelines was presented to the Board for consideration and approval. The revised policy, which was reviewed by Siegel, reflects the new threshold amounts established by the federal government.

Motion by Jeanne Ennen, second by Jim Stratton to approve the revised Procurement Policy. Motion carried.

Inspection and Enforcement Policy and Re-Inspection Criteria Grid – Revised

Most of the changes related to this policy are a result of the recently revised and adopted Minnesota Food Code, which goes into effect on January 1, 2019. The Douglas/Pope Environmental Health Advisory Committee reviewed this updated policy, which primarily incorporates language changes to be consistent with the MN Food Code. This includes using the terminology "person in charge" rather than "food manager" and describing violations as "Priority 1, 2, or 3" rather than "critical or non-critical" violations. The Re-Inspection Criteria Grid reflects the same terminology changes. Some discussion of the revisions followed.

Motion by Bob Kopitzke, second by Jim Stratton to approve the revised Inspection and Enforcement Policy and Re-Inspection Criteria Grid as presented. Motion carried.

Collection, Review, Analysis and Distribution of Surveillance Data - New

Ms. Tubbs presented this new policy to the Board. This policy defines the shared responsibilities of Horizon Public Health and the Minnesota Department of Health in the collection, review, analysis and distribution of surveillance data. Surveillance data that is currently collected falls under two primary types of data: infectious disease and food borne illness data. In both cases, primary reporting of either suspected infectious diseases or food borne illnesses are initially reported directly to MDH. MDH receives the information, analyzes it and will then contact Horizon Public Health if additional follow up is required of the local health department. HPH is a partner with MDH and assumes additional responsibilities as requested/directed by MDH for both infectious diseases and food borne illnesses. Infectious disease reporting in Minnesota is pursuant to Minnesota Rules Governing Communicable Diseases (Minnesota Rules 4605.7000-4605-7800).

Motion by Jeanne Ennen, second by Jim Stratton to approve the Collection, Review, Analysis and Distribution of Surveillance Data policy. Motion carried.

Financial Issues:

Approve payment of warrants for October 2018:

The October 2018 warrants in the amount of \$173,299.31 were approved on a motion by Bob Kopitzke, a second by Doyle Sperr, and all voting aye. Motion carried.

Resolution 18-14 accepting October 2018 Hospice donations:

Ms. Tubbs presented Resolution 18-14 accepting October 2018 Hospice donations as follows:

RESOLUTION 18-14

BE IT RESOLVED that the Horizon Community Health Board hereby accepts the October 2018 donations to Hospice of Douglas County in the amount of \$1,946.19.

Dated this 19th day of November, 2018.

Motion by Charlie Meyer, second by Todd Johnson to adopt Resolution 18-14 as presented. Motion carried.

YTD Cash Summary Financial Report: The year-to-date cash summary report was presented and reviewed. During the month of October 2018, Horizon Public Health recorded \$63,316.26 of expenditures in excess of revenues. However, the year-to-date total revenues exceed expenditures by \$327,467.80. Horizon Public Health's total assets as of October 31, 2018 are \$5,930,584.87.

Motion by Charlie Meyer, second by Deb Hengel to approve the YTD Cash Summary report. Motion carried.

Recommendation from Finance Committee:

2019 County Tax Levy Allocation:

The Finance Committee met prior to the CHB meeting on November 19, 2018. After reviewing the 2015, 2016 and 2017 actual revenues and expenditures and the 2018 year to date amounts, a 2019 budget was presented to the Finance Committee, which included maintaining the current total tax levy. By retaining the current tax levy support, the proposed 2019 budget reflected a projected positive net balance of \$349,697.00.

As another consideration, Ms. Tubbs indicated that there is a potential estimated pay out in severance payments in 2019 of \$342,696. She further noted that the start-up funds allocated to HPH in 2015 were intended to cover the cost of severance payments for staff that transitioned over from previous organizations. Due to this fact, projected severance payouts are not included in the annual budgeting process, but will be reflected in the year-end financial report.

After extensive review of the 2019 budget and various tax levy options, the Finance Committee is recommending that the 2019 tax levy be set at \$7.00 per capita for a total tax levy revenue of \$464,142. This would reduce the 2019 levy allocation by \$132,612 from 2018.

Motion by Todd Johnson, second by Jeanne Ennen to approve the recommendation from the Finance Committee to establish the per capita levy allocation at \$7.00 for a total 2019 levy amount of \$464,142. Motion carried.

2019 Horizon Public Health Budget:

A proposed 2019 budget was then presented to the Board, which was drafted using the current tax levy amounts. With the approved reduction in tax levy for 2019, the proposed revenues now are projected to be \$8,876,647 with projected expenditures of \$8,659,562.

Motion by Bob Kopitzke, second by Charlie Meyer to approve the 2019 Horizon Public Health budget of \$8,876,647 in revenues and \$8,659,562 in expenditures, resulting in a projected net balance of \$217,085. Motion carried.

Administrator Report:

Ms. Siegel invited the Horizon CHB members to attend a Health Equity and Social Determinants of Health work session on Friday, November 30th from 9:00-12:00 at Public Works. All staff of Horizon Public Health will be attending this session and interested Board members were encouraged to attend and participate.

Ms. Tubbs discussed the Board member changes that will impact the Horizon CHB due to the election results. Two of the current Horizon CHB members, Jim Stratton and Pete Hoff, will not be returning as county board members in 2019 and will therefore not be members of the Horizon Community Health Board. All five of the County Boards will make their appointments to various committees and boards at their initial meetings in January 2019.

Adjourn: With no further business, the meeting was adjourned at 10:30 a.m. by Chair Larry Lindor. The next meeting is scheduled for Monday, December 10th, 2018 at 9:00 a.m. at Douglas County Public Works in Alexandria.