



809 Elm Street Suite 1200
Alexandria, MN 56308
320.763.6018 | 800.450.4177
320.763.4127 fax
horizonpublichealth.org

**HORIZON COMMUNITY HEALTH BOARD
Douglas County Public Works
526 Willow Drive, Alexandria, MN 56308**

**Monday, January 14, 2019
9:00 a.m. – 10:30 a.m.**

AGENDA

- 9:00 a.m. Call to Order
Welcome Ann Stehn, Administrator
Welcome New Commissioners Heather Larson (Douglas) and Dwight Walvatne (Grant)
Election of Officers: Chair, Vice-Chair
- 9:05 a.m. Approve agenda
Approve minutes of Dec 10, 2018 Horizon Public Health Board meeting
Reappoint community member representatives to 2-year terms on the Horizon CHB: Deb Hengel and Dennis Thompson (January 2019 – December 2020)
Conflict of Interest Statements
Annual review of Horizon CHB By-Laws and Operating Procedures
Appoint Personnel, Finance and Hospice Committees
Appoint Prime Health Trustee and Alternate
Consider, approve 2019 Retainer Agreement Ratwik, Roszak and Maloney, P.A.
Adopt Resolution 19-01 Authorizing Agents of the CHB
Establish 2019 CHB member per diem
Approve 2019 meal allowance schedule and mileage reimbursement rate
Approve Horizon Public Health Charges for Services effective 1/1/19
Establish 2019 meeting dates
- 9:15 a.m. Horizon Public Health 101: An Overview – Ann Stehn
- 9:35 a.m. Foundational areas of Public Health Responsibility: Sandy Tubbs
- Healthy Communities, Healthy Behaviors
- Access to Health Care Services
- 9:45 a.m. Horizon Governing Board Survey Results and Discussion
- 10:00a.m. Personnel Issues:
- Request authorization for out-of-state travel for NNPHI Open Forum in Philadelphia, PA March 28-29, 2019: Ann Stehn and Kelly Irish
- Accept Letter of Retirement Jane Michaels, HPH Supervisor effective May 31, 2019
- Authorize filling Full-Time Public Health Supervisor position

Douglas County
809 Elm Street Suite 1200
Alexandria, MN 56308
320.763.6018
320.763.4127 fax

Grant County
10 1st Street NW
Elbow Lake, MN 56531
218.685.8295
218.685.6714 fax

Pope County
211 E Minnesota Avenue Suite 100
Glenwood, MN 56334
320.634.7822
320.634.0159 fax

Stevens County
10 E Hwy 28
Morris, MN 56267
320.208.6670
320.589.7433 fax

Traverse County
202 8th Street N, PO Box 23
Wheaton, MN 56296
320.208.6670
320.563.0104 fax

- Approve revised Social Worker position description and authorize submission to Springsted, Inc for job classification

10:10 a.m. Financial Issues

- Approve payment of warrants Dec 2018
- Resolution 19-02 accepting December 2018 donations
- 2018 Year-end Financial Report

10:20 a.m. Administrator Report: Sandy Tubbs/Ann Stehn

10:30 a.m. Adjourn; Next meeting Monday, February 11, 2019