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

**Monday, December 10, 2018
9:00 a.m.
Minutes**

Present: Douglas: Charlie Meyer, Jerry Rapp, Jim Stratton
Grant: Doyle Sperr, Pete Hoff
Pope: Larry Lindor
Stevens: Bob Kopitzke, Jeanne Ennen
Traverse: Dave Salberg
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: Todd Johnson, Traverse County Commissioner
Gordy Wagner, Pope County Commissioner

The meeting was called to order at 9:00 a.m. by Board Chair, Larry Lindor and introductions were made.

Approve Agenda: Motion by Charlie Meyer, second by Dennis Thompson to approve the agenda as printed. Motion carried.

Approve minutes of November 19, 2018 meeting: Motion by Bob Kopitzke, second by Dave Salberg to approve the November 19, 2018 minutes as presented. Motion carried.

Appoint Horizon CHB representative and alternate to SCHSAC effective 1-1-19:

Chair Lindor stated that Gordy Wagner has expressed interest in serving as the Horizon CHB representative to SCHSAC. There being no further interest from other Board members, Chair Lindor appointed Gordy Wagner to serve as SCHSAC representative with the Horizon Public Health Administrator, Ann Stehn, as the alternate representative. Horizon Board members expressed support of the appointment.

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Horizon Public Health Governing Board Survey – Completion and discussion of survey:

Horizon Public Health Governing Board members were asked to complete a survey indicating their level of agreement with a variety of administrative and organizational statements. Ms. Tubbs shared that although this survey is driven by the national accreditation process, the information gathered from the survey will provide guidance to Ann Stehn as the new Administrator, and should ideally be completed each year by the Board in order to gather input on various aspects of the Board's knowledge and input.

The Board took time to complete the Horizon Public Health Governing Board Survey. Areas of topic that were addressed during the survey include:

- The Board's knowledge of the content of the Local Public Health Act
- Understanding of the Horizon Community Health Board's roles and responsibilities as a governing board
- Input on board meeting agendas
- Input on information that is provided to the Board
- Communication between the Board and the Public Health Administrator
- The Board's working-knowledge of Horizon Public Health's mission, vision and values
- The Board's working-knowledge of the Six Areas of Public Health Responsibility
- The Board's understanding of Horizon Public Health's programs and services
- The Board's understanding of Horizon Public Health's budgeting process and financial status
- The Board's understanding and working-knowledge of Horizon Public Health's personnel policies
- The Board's understanding and involvement of HPH's community health assessment and planning functions
- The Board's working-knowledge of Horizon Public Health's Strategic Plan
- The Board's working-knowledge of HPH's Performance Management/Quality Improvement Plan
- Input on Horizon Public Health's community partnerships to achieve desired population health outcomes
- Input on strengths, weaknesses and key issues for 2019

Foundational Areas of Public Health Responsibility:

At the last Horizon CHB meeting, Ms. Tubbs went over the Public Health foundational capabilities, which is inclusive of "Assure an Adequate Public Health Infrastructure", one of the six areas of Public Health responsibility addressed in MN Statute. In the new draft Public Health framework being developed for MN, the need for infrastructure is addressed as a foundational capability, meaning that it is essential to the foundation of the organization in order to deliver services in the 5 other areas of Public Health responsibility. Today, Ms. Tubbs continued to describe the kinds of responsibilities and services that are encompassed in three of the remaining five areas of public health responsibility.

Prevent the Spread of Communicable Disease:

Ms. Tubbs indicated that the amount of time HPH staff spend in this area is relatively small due to the strong relationship with the Minnesota Department of Health (MDH), who assumes much of the surveillance and disease investigation responsibilities. As an example of work in this area Ms. Tubbs shared that last week there was a large number of students and staff out ill at the Starbuck elementary school. The initial phone call came to HPH but was then referred back to the central intake system at MDH. After gathering additional information, MDH suspected a norovirus outbreak. Because a food service worker was among those absent from school due to illness, MDH requested that HPH send their Sanitarians to inspect the school's food service area for possible contamination, to conduct interviews with the food service staff and to provide education to the teaching and maintenance staff. Ultimately, it was determined that the food service worker was not the source of illness for other staff and students. This is an example of the shared surveillance and investigation partnership between the MN Department of Health and Horizon Public Health.

Another area that is shared with the MN Department of Health includes reporting and follow-up of tuberculosis. Reports of tuberculosis are directed to the state health department and then they reach out to local public health (HPH) to investigate the situation and provide follow-up as needed. Horizon Public Health has limited cases of tuberculosis in the service area. However, in 2018, there were two active TB cases that Horizon Public Health staff followed to assure compliance to treatment protocol.

Another area that is covered under this foundational area includes HPH staff working with local clinics and hospitals to make sure that vaccinations are provided to individuals as needed and that vaccine is stored safely. Horizon Public Health has identified two staff nurses to serve as Disease Prevention and Control nurses.

Protect Against Environmental Health Hazards:

Ms. Tubbs explained that this area is not limited to the food, pools and lodging licensing and inspections. This area also focuses on looking at the impact of air quality, water quality, the built environment, and food safety on the health of the local public health jurisdiction's populations. Examples of responsibilities in this area include blood lead level surveillance data, food/water/vector-borne illness data, safety of food, pools, and lodging establishments, safety of drinking water sources and systems, air quality and extreme heat or cold events.

Prepare and Respond to Public Health Emergencies:

Horizon Public Health receives a federal grant to fund staff to work in this foundational area. Currently the Horizon Public Health Emergency Preparedness staff are Marcia Schroeder and Shelley Svec. The focus of this area is to work with local emergency preparedness teams to plan and prepare to respond to emergencies. Ms. Tubbs shared that the State of Minnesota is planning a large-scale exercise in June 2020.

Consider, adopt Douglas and Pope Counties Food and Beverage Ordinances:

Ms. Tubbs informed the Board that these ordinances relate to the delegated food and beverage enforcement in Douglas and Pope Counties. Effective 1-1-19, MN has adopted a revised food code, which now requires each county to adopt their own ordinance addressing food and beverage enforcement and to revise the language to be consistent with the new food code. Both of these ordinances have already been reviewed and recommended by the Environmental Health Advisory Committee and adopted separately by the Douglas and Pope County Boards.

Motion by Dave Salberg, second by Dennis Thompson to acknowledge and accept the Douglas and Pope Counties Food and Beverage Ordinances as adopted. Motion carried.

Consider, approve Letter of Support for grant application to MDH to implement the Healthy Families America Child Welfare Adaptation model, an evidence-based home visiting program:

Ms. Tubbs informed the Board that Horizon Public Health, in a partnership with Countryside Public Health, is applying for a start-up grant from the Minnesota Department of Health to implement the Healthy Families America Child Welfare Adaptation model, an evidence based home visiting program, which expands the enrollment age to 2 weeks following the birth of the child, and up to 2 years following the birth of the child, if the child/family is involved with the child protection system. If funded, the grant would begin in May 2019 and go through June 2022.

Horizon Public Health plans to apply for approximately \$2.4 million in grant funds for the 3.5 years grant-funded time frame and is proposing to serve as the fiscal host and lead agency on this grant application. Horizon Public Health would hire the additional nurses needed for this program. In addition to grant funding, additional reimbursement will be received from billing of the home visits to third party payers, and by offering evidence-based nurse home visiting, the third party reimbursement rate per visit is significantly increased.

Motion by Bob Kopitzke, second by Deb Hengel to approve a letter of support for the grant application to MDH to implement the Healthy Families America Child Welfare Adaptation model. Motion carried.

Consider, approve out-of-state travel requests for Registered Sanitarians to attend Temporary Food Establishment training in CA in January 2019 – Funded by FDA Grant:

Ms. Tubbs shared that Horizon Public Health Environmental Health Program was awarded a grant by the FDA for training of both Registered Sanitarians, Brandon Klein and Doug Breitreutz. The Temporary Food Establishment training is scheduled in January 2019 in California, with all expenses included in the grant proposal.

Motion by Jim Stratton, second by Jerry Rapp to approve out-of-state travel for Registered Sanitarians to attend Temporary Food Establishment training in California in January 2019. Motion carried.

Financial Issues:

Approve payment of warrants for November 2018:

The November 2018 warrants in the amount of \$163,644.70 were approved on a motion by Jeanne Ennen, a second by Doyle Sperr, and all voting aye. Motion carried.

Resolution 18-15 accepting November 2018 Hospice donations:

Ms. Tubbs presented Resolution 18-15 accepting November 2018 Hospice donations.

RESOLUTION 18-15

BE IT RESOLVED that the Horizon Community Health Board hereby accepts the November 2018 donations to Hospice of Douglas County in the amount of \$3,025.00.

Dated this 10th day of December, 2018.

Motion by Jim Stratton, second by Charlie Meyer to adopt Resolution 18-15 as presented. Motion carried.

YTD Cash Summary Financial Report: The year-to-date cash summary report was presented and reviewed. During the month of November 2018, Horizon Public Health recorded \$192,310.76 of revenues in excess of expenditures. The year-to-date total revenues exceed expenditures by \$519,778.56. Horizon Public Health's total assets as of November 30, 2018 total \$6,112,234.99.

Motion by Jim Stratton, second by Jeanne Ennen to approve the YTD Cash Summary report. Motion carried.

Administrator Report:

Ms. Tubbs shared a summary of the Health Equity work session that was held for the entire HPH staff on November 30th, 2018. The video "Life of Privilege Explained in a \$100 Race" was viewed by the Board. The Board felt this was a powerful video and accurately depicts the Adverse Childhood Experiences (ACES) and health inequities that exist.

Ms. Tubbs shared that with a unanimous vote, the Pope County Board passed a T21 ordinance last Friday, December 7th. A T21 ordinance increases the legal age to purchase tobacco from 18 to 21. There was no opposition to the T21 ordinance in Pope County. Supporters represented at the meeting included faculty and students from the school, along with representatives from the hospital, community and public health. The Minnewaska School Superintendent took time to explain the situation to the students as an example of democracy in action. This event was an extraordinary accomplishment for rural MN and local public health.

Recognition and appreciation was given to Commissioner Jim Stratton, Douglas County Commissioner, and Pete Hoff, Grant County Commissioner, for their service to the Horizon Public Health Board.

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, January 14th, 2019 at 9:00 a.m. at Douglas County Public Works in Alexandria.