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

**Monday, February 11, 2019
9:00 a.m.
Minutes**

Present: Douglas: Charlie Meyer, Jerry Rapp, Heather Larson
Grant: Doyle Sperr, Dwight Walvatne
Pope: Larry Lindor, Gordy Wagner
Stevens: Bob Kopitzke, Jeanne Ennen
Traverse: Dave Salberg, Todd Johnson
Community representatives: Dennis Thompson, Deb Hengel

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

Guests: None

The meeting was called to order at 9:00 a.m. by Commissioner Larry Lindor.

Approve Agenda: Ms. Stehn made one addition to the agenda. Review of the January 2019 Asset Report was added in the financial portion of the agenda. Motion by Bob Kopitzke, second by Gordy Wagner to approve the updated agenda. Motion carried.

Approve minutes of January 14, 2019 meeting: Motion by Dave Salberg, second by Dennis Thompson to approve the January 14, 2019 minutes as presented. Motion carried.

2019 Local Public Health Association Legislative Priorities:

Ms. Stehn reviewed the Local Public Health Association (LPHA) 2019 legislative priorities with the board. There are five Local Public Health priorities for 2019.

Priority 1: The Local Public health Grant is the state's main investment in core services mandated to local public health by state statute. LPHA supports a significant, statewide increase in funding for the Local Public Health Grant in FY20-21 to restore local capacity to maintain core, state-mandated services, address emerging public health issues, and relieve local tax levies.

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Priority 2: The Statewide Health Improvement Partnership (SHIP) strives to reduce health care costs and chronic disease rates by creating more opportunities for Minnesotans of all ages to eat healthy, be active and live tobacco-free. LPHA supports maintaining stable, statewide funding for SHIP at \$35 million per biennium to help all Minnesotans live healthier, longer lives and continue to drive down state health care costs.

Priority 3: The Health Care Access Fund (HCAF) was established to increase access to health care, contain health care costs, and improve the quality of health care services for Minnesotans. The provider tax is the largest source of revenue to the HCAF but is scheduled to sunset in December 2019. Allowing the provider tax to expire would jeopardize access to health care for thousands of Minnesotans and threaten prevention programs needed to curb rising health care costs. LPHA supports maintaining the provider tax as the funding source for the Health Care Access fund. Commissioner Kopitzke shared a document with all board members that details the programs that are supported by the Health Care Access fund. Horizon Community Health Board members plan to address this priority with their local legislators.

Priority 4: LPHA supports revisions to the MN Telemedicine Act that allow local public health providers to bill MA more than three times per week per enrollee for telemedicine services conducted for the purposes of infectious disease investigation, prevention and treatment. Ms. Stehn shared the process of telehealth for disease investigation (such as TB direct observed therapy investigation).

Priority 5: LPHA supports policies and new funding that address opioid, substance and tobacco use through public health prevention.

Ms. Stehn asked for the board's support on the local public health priorities. The board provided a consensus for the 2019 Local Public Health Association's Legislative Priorities. The board's top priorities are keeping the provider tax to fund the health care access fund, programs/funding to focus on the vaping epidemic and support for strengthening the statutory language related to county based purchasing (PrimeWest).

Ms. Stehn shared with the board legislative activities that have affected evidence-based family home visiting grant dollars. Three chairs of the legislative committee approached MDH to hold back 25% of the grant fund dollars for evidence based home visiting funds for grant applications that have already been accepted. MDH has agreed to do this. The grant funds that they asked to be held back are being requested to be used in programs that are not evidence-based but instead are evidence-informed culturally or ethnically targeted. Public Health has shared their concerns to MDH about this change in the grant funding. MDH has shared that they do not know how the funding of the evidence based home visiting grant applications will be done with this 25% reduction in grant funds. The Family Home Visiting Coalition and the Local Public Health Association are not completely aligned on this issue. The Coalition has requested the hold back of the 25% of the grant funds. Commissioner Johnson asked for the names of the legislative chairs and more information on the Family Home Visiting Coalition. The Family Home Visiting Coalition is a metro-based coalition so these funds may be pulled away from our rural communities. Horizon does not know how this could impact the joint application for funding that was submitted by Horizon and Countryside.

Review and consider approval of policies:

Horizon Public Health Wellness Policy:

Ms. Stehn presented the Employee Wellness Policy to the board. Horizon Public Health is committed to promoting the health and wellbeing of their employees and the public that they serve. By creating access to healthy and nutritious foods, opportunities for physical activity and overall well-being during the work day, Horizon Public Health supports their employees in making healthier choices while they are at work.

Motion by Jeanne Ennen, second by Deb Hengel to approve the Horizon Public Health Employee Wellness Policy.
Motion carried.

Horizon Public Health Lactation Support Policy and Program:

Ms. Stehn presented the Lactation Support Policy and Program to the board. In recognition of the well-documented health advantages of breast milk for infants/children and breastfeeding or expression of breast milk for mothers, HPH provides a supportive environment to enable lactating employees to express their milk or breastfeed during working hours utilizing reasonable break time. The Lactation Support Policy is a part of Horizon Public Health's program for supporting mothers in completing their parental duties and bonding with their babies.

Motion by Jeanne Ennen, second by Bob Kopitzke to approve the Horizon Public Health Lactation Support Policy and Program. Motion carried.

Medical Director Contract with Dr. Susan Paulson:

Dr. Susan Paulson has been the HPH medical consultant since October 1, 2017. Due to an oversight, a contract was not established with Dr. Paulson at that time and when a retroactive contract was presented to Dr. Paulson in October 2018 it was discovered that her current insurance coverage was different than the needs of the relationship. Initially, Dr. Paulson was employed as a physician at a medical facility when she began the role and was covered under their liability insurance. After further research there are limited acceptable options for continuing this relationship. Ms. Stehn will work with Dr. Paulson and possibly a new medical consultant to resolve this issue as soon as possible.

Ms. Stehn asked for authorization from the board to execute a contract due to the timeliness of this issue.

Motion by Bob Kopitzke, second by Charlie Meyer to provide authorization to Ms. Stehn to approve action on finalizing the medical consultant contract or position with Dr. Susan Paulson or another physician from one of our communities. Motion carried.

Clifton Larson Allen LLP Audit Engagement Letter:

Ms. Siegel presented an engagement letter from Clifton Larson Allen LLP detailing the services and fees that will be provided to Horizon Public Health to complete audit services for year-end December 31, 2018. Ms. Siegel shared the annual audit costs with the board and these costs have continually declined each year. The estimated cost to perform the 2018 audit by Clifton Larson Allen LLP is \$18,700.

Motion by Gordy Wagner, second by Jerry Rapp to approve the engagement letter with Clifton Larson Allen LLP for 2018 year-end audit services. Motion carried.

Personnel Issues:

Accept Letter of Retirement from Sue Quist, HPH Hospice Supervisor, effective June 30, 2019:

Sue Quist is a 25-year employee of Douglas County Public Health and Horizon Public Health and currently provides supervision for the hospice program. She has submitted a Letter of Retirement, effective June 30, 2019.

Motion by Doyle Sperr, second by Bob Kopitzke to accept the letter of retirement for Sue Quist, HPH Hospice Supervisor, effective June 30, 2019. Motion carried.

Authorize filling Full-Time Public Health Supervisor position:

With the impending retirement of Sue Quist, Ms. Stehn requested authorization from the Board to fill a full-time Public Health Supervisor position.

Motion by Charlie Meyer, second by Jerry Rapp to authorize filling a full-time Public Health Supervisor position. Motion carried.

Update on current Supervisor recruitment process:

Ms. Stehn provided an update on the recruitment process for the full-time supervisor position that will be vacated by Jane Michaels at the end of May 2019. The position will supervise Environmental Health, Health Promotion Education and Emergency Preparedness. The position was posted both internally and externally. There was a large amount of interest from internal applications and a first round interview will be conducted this week with internal applications. The external posting will end on Friday, February 15th.

Extended medical leave board authorization:

Ms. Stehn asked for board approval to extend an employee's additional medical leave of approximately 6 weeks past the standard 12 weeks per Horizon Public Health Personnel Policy. The time that was extended will be unpaid leave for the employee.

Discussion about possible change to the policy to allow for the Administrator to grant leave past the 12 weeks without board approval up to a certain amount of time. Ms. Stehn will do some research on this.

Motion by Jeanne Ennen, second by Dave Salberg to authorize an extended medical leave for the affected employee past the standard 12 weeks FMLA. Motion carried.

Financial Issues:

Approve payment of warrants for January 2019:

The January 2019 warrants in the amount of \$276,991.81 were approved on a motion by Dennis Thompson, a second by Gordy Wagner, and all voting aye. Motion carried.

Resolution 19-03 accepting January 2019 Hospice donations:

Ms. Stehn presented Resolution 19-03 accepting January 2019 Hospice donations.

RESOLUTION 19-03

BE IT RESOLVED that the Horizon Community Health Board hereby accepts the January 2019 donations to Hospice of Douglas County in the amount of \$4,533.88.

Dated this 11th day of February, 2019.

Motion by Todd Johnson, second by Jerry Rapp to adopt Resolution 19-03 as presented. Motion carried.

2019 YTD Asset Financial Report Summary: The 2019 year to date asset financial summary was presented and reviewed by Ms. Siegel. During the month of January 2019, Horizon Public Health recorded \$152,806.50 of expenditures in excess of revenues. Horizon Public Health's total assets as of January 31, 2019 are \$6,187,141.14. This was a \$12,424.11 increase in assets from 12/31/18. A significant factor related to the increase in assets was the quarterly interest payment on the certificate of deposit of \$19,358.96 for 10/26/18-01/25/19. An interest payment of \$5,384.46 was also received on the money market account for December 2018.

Motion by Todd Johnson, second by Dennis Thompson to approve the 2019 YTD Asset Financial Report. Motion carried.

Administrator Report:

Environmental Health Program:

Horizon Public Health has a delegation agreement for Douglas and Pope Counties but the state provides the food, beverage and lodging licensing for Grant, Stevens and Traverse counties. Horizon received a request from another county related to our program as they are looking at a delegation agreement. This prompted an internal discussion related to if Horizon should consider doing some research and approaching the state related to the three counties we currently don't serve. Ms. Stehn reported that there are approximately 170 establishments in these counties. Ms. Stehn expressed some of the benefits she has found in having a local program and wanted to first receive feedback from the Community Health Board before moving forward.

Commissioner Meyer shared that having the ability to contact a local agency to provide the licensing and support has been very positive. Commissioner Johnson shared that as a business owner in Traverse County he is very happy with the state's responsiveness and fee structure. There was concern expressed about the ability to provide the service without fee increases. Ms. Stehn informed the board that this was very preliminary and with the feedback received, likely will not be studied at this time. If it was considered in the future, the fees needed would be a significant consideration to assure there isn't a negative impact on our rural businesses.

SCHSAC Update:

Ms. Stehn shared that Commissioner Gordy Wagner will be speaking at the next SCHSAC meeting to share his story of passing T21 in Pope County. Ms. Stehn will be attending an AMC Emergency Preparedness exercise in Staples, MN that day.

Administrative Updates:

The updated Social Worker job description was evaluated in the same position grade level as it had been prior to the updated job description. No changes will be made to the Social Worker staff pay grid.

Accreditation work on Domain 12: Ms. Stehn will develop an education plan and a communication plan and provide an annual report to the board. Part of the education plan will include Horizon Public Health staff coming to board meetings to share the “Day in the Life” of the program areas so that the board members can learn more about the programs of Horizon Public Health and meet more of the HPH staff.

Ms. Stehn also shared that work continues to be done on the strategic plan. Workgroups focusing on internal communications, workforce development and succession planning continue to meet and work towards the goals for those strategic plan objectives. An employee satisfaction survey was distributed to all HPH employees at the end of 2018. There was high participation and positive responses to this internal employee feedback survey. Ms. Stehn plans to share the survey results with the board at a future meeting.

Ms. Stehn asked the board about their preferences on receiving communication for the board meeting. She has added a list of all HPH committees and committee members on the back of each meeting agenda. This list will also contain upcoming meeting dates for the committees to keep the board members informed. Name plates will also be made for the board members so that the staff that come to the meetings can get to know the board members and the counties they represent.

Commissioner Ennen asked for an update on the legionnaire’s outbreak at Alomere Health. Ms. Stehn shared that she reached out to Alomere Health and communicated support to the hospital from Horizon Public Health. Alomere Health is working on identifying the cause of the cases.

Adjourn: With no further business, the meeting was adjourned at 10:40 a.m. by Chair Larry Lindor. The next meeting is scheduled for Monday, March 11th, 2019 at 9:00 a.m. at Douglas County Public Works in Alexandria.