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

Monday, January 14, 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
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

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

Welcome Ann Stehn, Administrator

Larry Lindor welcomed new Administrator, Ann Stehn.

Welcome New Commissioners

Larry Lindor welcomed new Horizon Community Health Board members, Heather Larson (Douglas County) and Dwight Walvatne (Grant County). Ms. Stehn, Administrator, likewise welcomed the new Board members and indicated that at the end of the meeting, she would like to schedule a date and time for orientation for the new board members.

Election of Officers:

Horizon Community Health Board Chair 2019:

Ms. Stehn called for nominations for Chair. Motion by Charlie Meyer, second by Bob Kopitzke to nominate Larry Lindor as the 2019 Horizon Community Health Board Chair. Ms. Stehn then called three times for additional nominations and, hearing none, Larry Lindor was elected Chair for 2019 on a unanimous vote. Motion carried.

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Horizon Community Health Board Vice-Chair 2019:

Larry Lindor then assumed the Chair's position and called for nominations for Vice-Chair. Motion by Bob Kopitzke, second by Jerry Rapp to nominate Charlie Meyer as the 2019 Vice-Chair of the Horizon Community Health Board. After three calls for nominations, no additional members were nominated and Charlie Meyer was elected Vice-Chair for 2019 on a unanimous vote. Motion carried.

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

Approve minutes of December 10, 2018 meeting: Motion by Dave Salberg, second by Gordy Wagner to approve the December 10, 2018 minutes as presented. Motion carried.

Reappoint Community Member Representatives to 2-year terms on the Horizon CHB:

Community Member Representatives, Deb Hengel and Dennis Thompson have agreed to serve additional 2-year terms as Horizon CHB members from January 2019 – December 2020.

Motion by Dave Salberg, second by Jerry Rapp to approve an additional 2-year term for Community Representatives, Deb Hengel and Dennis Thompson, as Horizon Community Health Board members from January 2019 – December 2020. Motion carried.

Conflict of Interest Statements:

Horizon Community Health Board members were presented with, reviewed, and signed a conflict of interest disclosure statement for 2019. The signed statements were returned to Administrator, Ann Stehn, and will be filed with other Horizon Community Health Board documents.

Annual review of Horizon CHB By-Laws and Operating Procedures:

The Horizon CHB by-laws and operating procedures were previously distributed via email to Board members for review. At this time, Ms. Stehn has also reviewed the by-laws and operating procedures and is recommending no changes for 2019. Ms. Stehn did call the Board's attention to the existing eight year term limits for elected officials and would like to engage in a discussion with the Board about the pros and cons of this restriction at a future Board meeting. With Horizon Public Health's integration in January 2015, Board members that would have been initially appointed in 2015 would now be starting their 5th term on the Horizon CHB. Motion by Deb Hengel, second by Gordy Wagner to approve the Horizon CHB by-laws and operating procedures as presented with no changes. Motion carried.

Appoint Personnel, Finance and Hospice Committees:

Personnel Committee: Current members of the Personnel Committee include Charlie Meyer (Douglas), Dave Salberg (Traverse), and Bob Kopitzke (Stevens). With their consent to continue serving, Meyer, Salberg and Kopitzke were reappointed to the Personnel Committee for 2019. Larry Lindor also suggested that the Administrator needs to be involved in the negotiation session. While all members agreed, it was determined that Ms. Stehn need not be appointed as an official member of the Personnel Committee in order to ensure her involvement in the negotiation process.

Finance Committee: Current members of the Finance Committee are previous Board member, Jim Stratton (Douglas), along with Jeanne Ennen (Stevens), and Todd Johnson (Traverse). With Ennen and Johnson's consent, Lindor appointed Jeanne Ennen, Todd Johnson and Heather Larson (Douglas County) to the 2019 Finance Committee.

Hospice Advisory Committee: Current members of the Hospice Advisory Committee are Charlie Meyer (Douglas), Jerry Rapp (Douglas), and Kelly Helmbrecht (Douglas County Hospital). Dr. Susan Paulson (Medical Consultant) serves as the ex-officio member of the Hospice Advisory Committee. All have agreed to continue serving and were therefore re-appointed to the Hospice Advisory Committee for 2019.

Appoint Performance Management Council: Current members of the Horizon Public Health Performance Management Council are Dave Salberg (Traverse), Deb Hengel (Community Rep), Bob Kopitzke (Stevens), Doyle Sperr (Grant), and Dennis Thompson (Community Rep). All have agreed to continue serving and were therefore re-appointed to the Performance Management Council for 2019.

Appoint Prime Health Trustee and Alternate:

Chair Lindor then appointed Ann Stehn, Administrator, as Prime Health Trustee to the Prime Health Board of Trustees and Larry Lindor as alternate.

Consider, approve 2019 Retainer Agreement Ratwik, Roszak and Maloney, P.A.:

Motion by Bob Kopitzke, second by Dennis Thompson to approve the 2019 Retainer Agreement with Ratwik, Roszak and Maloney, P.A. Motion carried.

Adopt Resolution 19-01 Authorizing the Agents of the Board:

RESOLUTION 19-01

- A. To serve as the Board's agent according to Minnesota Statute 145A.04, Subd. 2, in communicating with the Commissioner of Health between Board meetings, including receiving information from the Commissioner and disseminating that information to the Board, as well as providing information to the Commissioner on the Board's behalf.**

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- B. To sign and submit to the Commissioner the required written components of the Local Public Health Grant including identification of local priorities, progress reports and budgets according to Minnesota Statute 145A.10, Subdivision 5a:**

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- C. To submit grant applications, sign and execute contracts, on behalf of the Board, for funding opportunities administered by the Minnesota Department of Health.**

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- D. To serve as the Board's agents according to Minnesota Statute 145A.04, Subdivisions 7 and 8, to enforce public health laws, ordinances, or rules within the 5-county service area.**

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E. To sign and execute on behalf of the Board, delegation agreements with the Commissioner of Health in accordance with Minnesota Statute 145A.07.

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F. To submit grant applications, sign and execute contracts, on behalf of the Board, for funding opportunities administered by, but not limited to, entities such as the Department of Human Services, Minnesota Department of Education, the Office of Public Safety and private foundations.

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G. In the event Ms. Stehn is unable to perform responsibilities indicated in sections A, B, C, E, and F; and such inability would negatively impact the CHB's ability to meet its obligations and/or secure additional funding, the agent of the board will be:

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This resolution authorizes the above referenced appointees to act on behalf of and bind the Board to the extent and for the purposes indicated in this resolution.

Adopted this 14th day of January, 2019

Motion by Dennis Thompson, second by Dave Salberg to adopt Resolution 19-01. Motion carried.

Establish 2019 CHB member per diem:

Motion by Jerry Rapp, second by Jeanne Ennen to establish the 2019 CHB member per diem at \$70.00 per meeting, which is unchanged from 2018. Motion carried.

Approve 2019 meal allowance schedule and mileage reimbursement rate:

Ms. Tubbs presented the meal allowance schedule effective 1/1/19 for Board approval as follows:

MEAL	MEAL COST MAX (includes tax)	GRATUITY MAX (20%)	MAXIMUM REIMBURSEMENT
Breakfast	\$10.00	\$2.00	\$12.00
Lunch	\$15.00	\$3.00	\$18.00
Dinner	\$25.00	\$5.00	\$30.00

There is no change in the meal allowance schedule from 2018. The current IRS-approved mileage rate has increased from \$0.545/mile to \$0.58/mile.

Motion by Gordy Wagner, second by Todd Johnson to approve the 2019 Meal Reimbursement Guidelines and IRS-approved mileage rate of \$0.58 per mile. Motion carried.

Establish 2019 Horizon Public Health Charges for Services:

Effective 1/1/19

Public Health Nurse Home Visit	\$251.00 per visit
Public Health Nurse Clinic Visit	\$100.00 per visit
Hospice Nurse Visit	\$322.00 per visit
Hospice Social Worker Visit	\$233.00 per visit
Hospice Home Health Aide Visit	\$50.00 per visit
Professional Consultation	\$57.00 per hour
Vaccine Administration Fee	\$21.22 per vaccination
Influenza Vaccination	\$40.00 (includes admin fee)
Mantoux	\$30.00 (includes admin fee)

The Horizon Community Health Board adopts the above schedule of charges for services rendered by Horizon Public Health effective January 1, 2019. This schedule of charges represents no change in the charges for services from 2018.

Motion by Dennis Thompson, second by Bob Kopitzke to establish the 2019 charges for services as listed above. Motion carried.

Establish Horizon Community Health Board 2019 meeting dates:

Motion by Jeanne Ennen, second by Deb Hengel to establish the 2019 Horizon CHB meeting dates on the 2nd Monday of every month at 9:00 a.m. at the Douglas County Public Works conference room in Alexandria. Exceptions are the meeting dates in November and December 2019, which shall be postponed one week due to Board conflicts with the regular meeting dates. Meeting dates for 2019 are as follows:

January 14, 2019
February 11, 2019
March 11, 2019
April 8, 2019
May 13, 2019
June 10, 2019

July 8, 2019
August 12, 2019
September 9, 2019
October 14, 2019
November 18, 2019
December 16, 2019

Motion carried.

Horizon Public Health 101: An Overview:

Ms. Stehn presented "Horizon Public Health 101: An Overview" to the Board. This presentation serves as a brief orientation for new Board members and as an annual review for existing Board members.

Ms. Stehn's presentation addressed the following key areas of focus:

- The definition of Public Health by both CFA Winslow (1877-1957) and the Institute of Medicine
- The difference between Public Health and Health Care
- The various levels of government that are assigned responsibility for the health of the public, including the Federal Government (CDC/DHHS/CMS), the MN Department of Health and local public health (Horizon PH)
- The historical tracking of public health legislation in MN beginning with the Community Health Services Act of 1976, a subsequent update in 1987 titled the Local Public Health Act, and another modification or clarification of responsibilities in 2014
- The various governance options for Community Health Boards in MN including single county, multi-county with separate public health departments, multi-county functioning as a single integrated department (ex: Horizon Public Health), Health and Human Services, and city, multi-city/county combinations.
- A review of the six areas of public health responsibility currently described in state statute
- A proposed Framework for Governmental Public Health in Minnesota, which is currently being developed by the SCHSAC Strengthening Public Health Workgroup
- Governing Board's Public Health responsibilities, which include policy development, resource stewardship, legal authorization, partner engagement, continuous improvement and oversight
- A review of Horizon Public Health's mission, vision and values along with the strategic goals identified in the Horizon Public Health Strategic Plan

Ms. Tubbs also reminded the Board members that Horizon Public Health is now beginning its 5th year as a Horizon Community Health Board, having become a fully-integrated public health agency on January 1, 2015. The Horizon Community Health Board serves as the governing board with all decision making occurring at the Horizon Community Health Board level.

Foundational Areas of Public Health Responsibility:

Ms. Tubbs began by briefly referencing 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 two of the remaining five areas of public health responsibility.

- *Healthy Communities, Healthy Behaviors:*

This area focuses on strategies that promote healthy communities and healthy behaviors and ultimately, improve health in a population. Required local public health activities in this area include maintaining an awareness of emerging issues and data trends, informing policy makers and other stakeholders of emerging issues and data trends, identifying and addressing factors that contribute to health inequities, implementing population-based health promotion strategies, and contributing to local discussions concerning public policy and its impact on health.

Examples of HPH programs that fall within this foundational area of public health responsibility include all grant related work such as SHIP, DFC and TZD. Other program areas in this area of responsibility include all Family Home Visiting programs.

Access to Health Care Services:

This area addresses Public Health's role in assuring health services by engaging in activities such as assessing the availability of health-related services and healthcare providers in local communities; identifying gaps and barriers in services; convening community partners to improve community health systems; and providing services identified as priorities by the local assessment and planning process. Required local public health activities include leading or participating in a collaborative process to assess the availability of healthcare services, informing policy makers and other stakeholders about gaps in the availability of healthcare services and potential strategies for addressing the identified gaps, and leading or participating in collaborative efforts to identify and implement strategies to increase access to healthcare services.

Horizon Governing Board Survey Results and Discussion:

At the December 2018 Horizon CHB meeting, a survey was presented and completed by all Board members. Ms. Tubbs and Ms. Stehn shared the survey results with the Board. Overall, the responses indicated that the Board members generally feel well-informed, receive appropriate information to support informed decision making, understand their basic responsibilities as a governing board and their public health responsibilities, and have a working knowledge of most of primary functions and public health plans that were addressed on the survey. Most of the responses were agree and strongly agree to the statements presented on the Board survey. The responses, along with the comments about the Governing Board's strengths, weaknesses and primary areas of focus for the upcoming year will assist the Administrator in developing an annual education plan for the Board. It is anticipated that a similar survey will be distributed annually to the Board members.

Personnel Issues:***Request authorization for out-of-state travel for NNPHI Open Forum in Philadelphia, PA, March 28-29, 2019 for Ann Stehn and Kelly Irish:***

The National Network of Public Health Institute for Quality Improvement and Performance Management and Accreditation offers an annual Open Forum for organizations and staff with a focus on Accreditation and Performance Improvement. Having attended this conference in previous years, Ms. Tubbs is recommending that both Ann Stehn and Kelly Irish attend this conference in March 2019. Ms. Tubbs shared that the NNPHI Open Forum is one of the best conferences she has attended and the information provided would be helpful in HPH's continued work in Quality Improvement and Performance Management, as well as Accreditation.

Motion by Bob Kopitzke, second by Dennis Thompson to authorize out-of-state travel for Ann Stehn and Kelly Irish to attend the NNPHI Open Forum in Philadelphia, PA, March 28-20, 2019. Motion carried.

Accept Letter of Retirement from Jane Michaels, HPH Supervisor, effective May 31, 2019:

Jane Michaels is a 25-year employee of Douglas County Public Health and Horizon Public Health and currently provides supervision for Environmental Health, Emergency Preparedness, and the Health Promotion Education program areas. She has submitted a Letter of Retirement, effective May 31, 2019.

Motion by Charlie Meyer, second by Jerry Rapp to accept the letter of retirement for Jane Michaels, HPH Supervisor, effective May 31, 2019. Motion carried.

Authorize filling Full-Time Public Health Supervisor position:

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

Motion by Jeanne Ennen, second by Deb Hengel to authorize filling a full-time Public Health Supervisor position. Motion carried.

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

Ms. Tubbs shared the history of the Social Worker position with the Board. At the time of integration, the only Social Worker position in the organization was in the hospice program area. Since that time, HPH has hired Social Workers that work in other program areas. Based on this fact, the current Social Worker position description is too narrowly focused on hospice program job responsibilities. A subcommittee has drafted a revised Social Worker job description, which is more generalized to address all program responsibilities. As with other positions, job addendums will be

created to identify the specific program area responsibilities. With the revisions, Ms. Tubbs also believes that the changes to the position description warrant a re-evaluation to establish its job classification.

Motion by Dennis Thompson, second by Dave Salberg to approve the revised Social Worker position description and authorize submission to Springsted, Inc. for job classification. Motion carried.

Financial Issues:

Approve payment of warrants for December 2018:

The December 2018 warrants in the amount of \$155,146.30 were approved on a motion by Jeanne Ennen, a second by Doyle Sperr, and all voting aye. Motion carried.

Resolution 19-02 accepting December 2018 Hospice donations:

Ms. Tubbs presented Resolution 19-02 accepting December 2018 Hospice donations.

RESOLUTION 19-02

BE IT RESOLVED that the Horizon Community Health Board hereby accepts the December 2018 donations to Hospice of Douglas County in the amount of \$3,357.52.

Dated this 14th day of January, 2019.

Motion by Charlie Meyer, second by Jeanne Ennen to adopt Resolution 19-02 as presented. Motion carried.

2018 Year-End Financial Report: The 2018 year-end cash summary report was presented and reviewed by Ms. Siegel. During the month of December 2018, Horizon Public Health recorded \$3,617.68 of revenues in excess of expenditures. The 2018 year-end financial report shows total revenue exceeded expenditures by \$523,396.24. Horizon Public Health's total assets as of December 31, 2018 now stand at \$6,174,717.03. This was a \$62,482.04 increase in assets from 11/30/18.

Motion by Todd Johnson, second by Charlie Meyer to approve the 2018 year-end financial report. Motion carried.

Administrator Report:

Ms. Tubbs shared that she has been thrilled to be working along-side new Administrator, Ann Stehn, the past two weeks and that the transition to the new Administrator will be seamless. Ms. Tubbs also expressed gratitude to the Board members for their support, their engagement, and their dedication to Public Health, which has greatly contributed to the many successes of Horizon Public Health.

Chair Larry Lindor in turn expressed gratitude to Sandy Tubbs for her many years of leadership and guidance for Horizon Public Health. Deb Hengel also shared that Sandy Tubbs's leadership has been influential with community partners. Charlie Meyer shared that his experience with Sandy working as a business owner in Douglas County has been extremely positive and thanks her for her service. Jeanne Ennen also wanted to share her appreciation to Sandy and her work at the state level for public health.

Ms. Stehn expressed that she is happy to be at Horizon Public Health and is appreciative for the time that Board has granted for her to work with Sandy Tubbs before she retires on January 31, 2019. Ms. Stehn is committed to continue the upward trajectory of Horizon Public Health as a leader in local public health.

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, February 11th, 2019 at 9:00 a.m. at Douglas County Public Works in Alexandria.