



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
Alexandria, MN 56308

Monday, March 11, 2019
9:00 a.m.
Minutes

Present: Douglas: Charlie Meyer, Jerry Rapp, Heather Larson
Grant: Doyle Sperr, Dwight Walvatne
Pope: Larry Lindor
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
Ashley Bohlsen, Horizon Public Health Nurse Case Manager
Alyssa Petefish, Horizon Public Health Nurse Case Manager
Kay Lagred, Horizon Public Health Nurse Supervisor

Guests: Kristin Erickson, Minnesota Department of Health Nurse Consultant

Absent: Gordy Wagner, Pope County Commissioner

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

Ms. Stehn shared with the board that Horizon Public Health was funded for the evidence-based Family Home Visiting grant from the Minnesota Department of Health. The total grant amount requested is \$2,354,216 million for four years. MDH has requested a budget revision for years three and four but the decrease in award amount will not be significant. The purpose of this grant is to deliver high quality evidenced-based home visiting to improve families' outcomes. This is a collaborative program with Countryside Public Health and will serve families in the ten counties that comprise Horizon Public Health and Countryside Public Health. The evidence-based program that will be implemented is the Healthy Families America (HFA) with the Child Welfare Adaptation.

Approve Agenda

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

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 minutes of February 11, 2019 meeting

Motion by Dave Salberg, second by Dennis Thompson to approve the February 11, 2019 minutes as presented. Motion carried unanimously.

"A Day in the Life of a Case Manager for clients over 65" – Ashley Bohlsen and Alyssa Petefish

Kay Lagred, Nursing Supervisor of the Over 65 Case Managers, introduced case managers, Ashley Bohlsen and Alyssa Petefish who created the video "A Day in the Life of an Over 65 Case Manager". The video detailing the daily work of a HPH Nurse Case Manager servicing the over 65 years of age population was viewed by the board. The Horizon Public Health staff answered questions from the board regarding the work that they perform and services that are provided to this population. Board Chairman, Larry Lindor, expressed appreciation to the staff for all of the great work that they do for the clients that they serve.

Employee Survey Results and Discussion

Ms. Stehn presented the results from the Horizon Public Health employee satisfaction survey that was completed in January 2019. The survey had an 82% response rate with 70 employees providing input. Overall the responses were very positive and showed that a majority of the staff experience job satisfaction at Horizon Public Health due to many factors. Areas of interest and possible future focus include the fact that several staff expressed interest in leadership and management opportunities with Horizon Public Health, a need for an assessment on workstation ergonomics, and additional flexibility in work conditions. Members of the board discussed their opinions of additional flexibility in work conditions, the challenges in creating these options in government work, and the need to continue to be an employer that is attractive as our workforce challenges increase. A variety of options would need further consideration.

Medical Consultant Contract

Ms. Stehn shared with the board that a new medical consultant contract has been established with Alomere Health, Alexandria Clinic to provide medical consultant services. Dr. George Kryder with the Alexandria Clinic and employee of Alomere Health is interested in providing this role to Horizon Public Health. The reimbursement amount of \$2,000 per year has been accepted with Alomere Health.

Ms. Stehn will present a certificate of appreciation to Dr. Susan Paulson for her years of service to the Horizon Community Health Board and Horizon Public Health. The board expressed additional appreciation to Dr. Paulson for her service as the Horizon Public Health Medical Consultant.

Motion by Charlie Meyer, second by Todd Johnson to approve the Medical Consultant Contract with Alomere Health, Alexandria Clinic – Dr. George Kryder. Motion carried unanimously.

Horizon CHB Annual Communication and Education Plan

Ms. Stehn presented the Horizon Public Health Governing Board Annual Communication and Education Plan. This document will provide guidance on timelines and requirements of items that will be brought to the board. The board will be provided with more opportunities to learn about the program areas and the clients that they serve. Ms. Stehn plans to present an annual program report to the board to keep board members informed of the work that is being done in the organization. Data will be provided and include information such as the number of clients served and services provided by the staff of HPH.

Horizon Public Health Performance Management/Quality Improvement Annual Report

Ms. Stehn presented the Performance Measures Summary annual report to the CHB. This report provides data from October 1, 2017 thru December 31, 2018 on multiple performance management and quality improvement projects at Horizon Public Health. Projects spanning several program areas were reviewed and described to the board. A brief synopsis of the projects along with the target goals and quarterly data points were presented on each. Horizon Public Health continues to make improvements in these projects and is continually gathering and reviewing data to increase performance and quality.

Horizon Ethics Policy

Ms. Siegel shared that a Horizon Public Health Ethics Committee has been created and a policy was developed to define a process for the identification and resolution of ethical issues that arise. The Ethics Committee is comprised of four standing members: the Administrator, two Assistant Administrators and one board member. The remaining committee members are staff representatives from various program areas recommended by the Public Health Supervisors. Ad Hoc

Committee members shall be invited to participate as needed. The committee is in the process of finalizing an Ethics Consult Procedure document to define the steps to request an ethical consideration and a consult form to submit a request to the committee.

Motion by Deb Hengel, second by Charlie Meyer to approve the Horizon Public Health Ethics Policy. Motion carried unanimously.

Personnel Issues

New Supervisor: Jessica Peterson starting June 3, 2019:

Ms. Stehn shared that Jessica Peterson is being promoted from a Health Educator position to a Supervisor position effective June 3, 2019. Ms. Peterson will be supervising three program areas at Horizon Public Health: Health Education, Emergency Preparedness, and Environmental Health.

Health Education Position Posting:

Due to the promotion of Jessica Peterson a Health Education position will be open. Ms. Stehn requested approval from the board to fill the Health Education position.

Motion by Dennis Thompson, second by Jeanne Ennen to authorize filling a full-time Health Educator position. Motion carried unanimously.

Hospice Supervisor Position update:

Ms. Stehn shared that the interviews will begin soon for the Hospice Supervisor position vacated by Sue Quist. Ms. Quist will retire from her position at the end of June 2019.

Financial Issues

Approve payment of warrants for February 2019:

The February 2019 warrants in the amount of \$220,840.40 were approved on a motion by Bob Kopitzke, a second by Doyle Sperr, and all voting aye. Motion carried unanimously.

Resolution 19-04 accepting February 2019 Hospice donations:

Ms. Stehn presented Resolution 19-04 accepting February 2019 Hospice donations.

RESOLUTION 19-04

BE IT RESOLVED that the Horizon Community Health Board hereby accepts the February 2019 donations to Hospice of Douglas County in the amount of \$1,309.25.

Dated this 11th day of March, 2019.

Motion by Charlie Meyer, second by Jerry Rapp to adopt Resolution 19-04 as presented. Motion carried unanimously.

2019 YTD Asset Financial Report Summary: The 2019 year to date asset financial summary was presented and reviewed by Ms. Siegel. Ms. Siegel shared with the board that the January 2019 asset report that was presented at the February 11th board meeting was inaccurate. A correction has been made to the January 2019 asset report and presented to the board. In January 2019, the total expenditures exceeded the revenues by \$152,806.50. Total asset decreased by \$217,723.77 from the previous month. Ms. Siegel noted that the main reason for this decrease was due the fact that HPH paid two months of health insurance premiums in January 2019. Due to health insurance premium rate changes on 1/1 each year the invoice for the January premiums is delayed and HPH received two invoices (January and February) to pay in January.

The February 2019 asset report shows that HPH received \$172,084.24 more in revenues than expenditures. Total assets increased by \$172,962.05 from the previous month. Total HPH assets on 2/28/19 equals \$6,129,955.31.

Motion by Jeanne Ennen, second by Dennis Thompson to approve the 2019 YTD Asset Financial Report. Motion carried unanimously.

Administrator Report

Public Health Nuisance Abatement discussion for policy development:

Ms. Stehn asked the board for input regarding the development of the Public Health Nuisance Abatement policy. Under state statute Horizon Public Health has the right to issue a Public Health Nuisance Abatement order when necessary. The statute indicates that the county would be financially responsible for the abatement cost. Due to the structure of the Horizon Community Health board Ms. Stehn wanted to clarify if the board felt the financial obligation for the abatement would fall to Horizon CHB or the respective county boards. The board discussion stated that the financial responsibility should fall on the county boards for payment of the public health nuisance abatements, with subsequent assessment via tax on the parcel. Ms. Stehn will move forward with the policy development detailing that the financial responsibility will be brought to the county where the nuisance is located.

Adjourn: With no further business, the meeting was adjourned at 10:47 a.m. by Chair Larry Lindor. The next meeting is scheduled for Monday, April 8th, 2019 at 9:00 a.m. at Douglas County Public Works in Alexandria.

The foregoing record is a true and accurate recording of the official actions and recommendations of the Horizon Community Health Board and as such constitutes the official minutes thereof.

12 YEAS and 0 NAYS

Larry Lindor
Chairman, Horizon Community Health Board

4-8-19
Date

Attest: John Steh