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

**Monday, April 8, 2019**  
**9:00 a.m.**  
**Minutes**

**Present:** Douglas: Charlie Meyer, Jerry Rapp  
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  
Jessica Peterson, Horizon Public Health, Health Educator  
Crystal Hoepner, Horizon Public Health, Health Educator  
Katie Strickler, Horizon Public Health, Health Educator  
Kelly Irish, Horizon Public Health, Accreditation Coordinator

**Guests:** Kristin Erickson, Minnesota Department of Health Nurse Consultant

**Absent:** Heather Larson, Douglas County Commissioner

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

**Approve Agenda**

Motion by Charlie Meyer, second by Dave Salberg to approve the agenda as printed. Motion carried unanimously.

**Approve minutes of March 11, 2019 meeting**

Motion by Jeanne Ennen, second by Bob Kopitzke to approve the March 11, 2019 minutes as presented. Motion carried unanimously.

**Douglas County Hospice Award – 2019 Hospice Honors Recipient**

Ms. Stehn shared that the Hospice program was awarded the 2019 Hospice Honors Recipient award. This award is based on survey results that are completed by the hospice client’s caregivers. This award recognizes hospices that continuously provide the highest level of quality care as measured from the caregiver’s point of view.

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### **Center for Sharing Public Health Services: Horizon Public Health Case Example**

Ms. Stehn shared the case study titled "Working Together to Improve Local Public Health Capacity in West Central Minnesota" with the board. This study, published by the Center for Sharing Public Health Services, shares the story of the integration of three public health agencies (Douglas, Pope and STG) into one agency – Horizon Public Health. The report highlights results and keys to success from the Horizon Public Health story.

### **"A Day in the Life of Health Education: SHIP/Towards Zero Deaths/Planning & Implementation" – Jessica Peterson, Crystal Hoepner and Katie Strickler**

Health Educators, Jessica Peterson, Crystal Hoepner and Katie Strickler presented "A Day in the Life of a Health Educator" to the board. A Public Health Educator's main goal is to develop and implement strategies to improve the health of communities. This is done through community assessments, data analysis, and development of strategies and interventions to address the needs of the community.

One of the largest and long-standing grant programs the HPH Health Educators work on is the Statewide Health Improvement Partnership (SHIP). SHIP focus areas include Healthy Eating, Physical Activity, and Tobacco Prevention in various settings: school, community, workplace and healthcare. Implementation of policies and plans tend to be the most sustainable interventions done by the Health Education team. Examples of plans for the SHIP program include the Safe Routes to School Plan in Ashby and the Kensington Rune Stone County Park Master Plan. Other examples of SHIP work shared with the board included a Veggie Bar at Minnewaska Schools, new water stations at Herman Schools, and a walking school bus at Voyager Elementary. Another focus of the SHIP grant are infrastructure projects with local communities to promote physical activity by creating bicycle lanes and sidewalks to make walking and biking more accessible and safe for community members.

Community partners are essential to the work that SHIP program staff do. Examples include partnerships with the local farmer's markets, schools, fitness facilities and workplaces. Ms. Hoepner shared work that is being done in the before and after school programs to promote healthy eating and physical activity with the children attending these programs. Healthy Snack Stations are being implemented in workplaces including the five Horizon Public Health locations. SHIP staff also work with local grocery and convenience stores to improve access to healthy foods in smaller stores that might not normally have the healthiest options available. A final SHIP partner high-lighted by Ms. Hoepner is the Douglas County Library setting to promote conversation starter kits to individuals with memory loss and their caregivers. The kits are used to encourage conversations between caregivers and individuals they are caring for.

The second program highlighted by Ms. Hoepner was the Toward Zero Deaths (TZD) grant. The goal of the program is to reduce fatalities and serious injuries on MN's roads to ZERO through the integrated application of the 4 E's: Education, Engineering, Enforcement, and Emergency medical and trauma services. The work is done in partnership with local law enforcement agencies and TZD coalitions.

Health Educator, Katie Strickler, shared her work in the Planning & Implementation (P&I) grant. This is a five year grant from the MN Department of Human Services. The goal is to reduce youth alcohol usage and the project area focus is the Alexandria Area School District. The P&I grant has a community coalition representing 14 different sectors. A community assessment was performed to collect data regarding youth behaviors around substance use. This data is used to determine the plan of action for the work to be done. A Youth Group has been formed at both the middle school and high school in Alexandria to provide peer-to-peer education and training. Including law enforcement and engaging parents is an important part of this project to build community capacity on the work that is being done. The P&I grant uses Positive Community Norms to provide positive communication and marketing regarding the data for this project.

### **Quality Improvement Storyboards: Administration and Immunization – Kelly Irish**

Kelly Irish, Accreditation Coordinator, presented two quality improvement storyboards to the board. The first project highlighted the fact that employee performance evaluations were being completed on time only 72% of the time. The goal was to achieve 100% compliance for employee performance evaluations within 1 year of hire or annual thereafter. A "Do, Study, Act" process was implemented and the changes to the process and communication regarding annual reviews resulted in 100% compliance of annual performance reviews.

The second QI Storyboard presented by Ms. Irish focused on Vaccine Inventory Management. The problem statement was that in 2017, HPH had a vaccine expiration rate of 36%. This rate was not acceptable so a “Do, Study, Act” was also implemented to change the process to improve the vaccine expiration rate. Due to the changes made there was 0% of expired vaccine in the 4<sup>th</sup> quarter 2018. This project will continue to be tracked and observed to make certain that the vaccine expiration rate stay at or below the state average of 4%.

Discussion occurred between the board members about the status of anti-vaccine sentiment in our five county region, particularly the Alexandria area. Ms. Stehn shared that she is working with the Minnesota Department of Health and has reached out to the local medical community related to this topic.

#### **Report from Open Forum for Quality Improvement and Innovation in Public Health – Ann Stehn and Kelly Irish**

Ms. Stehn and Ms. Irish shared their experience attending the national conference in Philadelphia: Open Forum for Quality Improvement and Innovation in Public Health. They reported that the conference was excellent and that a great deal of information was brought back to staff at HPH. The themes at the conference are the same themes that HPH is focusing their Community Health Improvement Plan objectives on. Ms. Irish made many connections regarding accreditation work and received a lot of information to help HPH meet their accreditation and performance management/QI work goals.

#### **Progress on 37 Performance Measures: MDH Annual Report – Ann Stehn**

Ms. Stehn presented HPH’s progress on the 37 Performance Measure that were reported on the 2018 MDH annual report. The report shows that great progress has been made at HPH reflected by the number of performance measures fully met from 2015 to 2018. For 2018, 29 measures were indicated as fully met and only 8 as partially met. Due to accreditation the partially met measures will move to fully met in 2019.

#### **County Health Rankings – Ann Stehn**

Ms. Stehn shared the 2019 County Health Rankings for the 87 Ranked Counties in Minnesota. These county health rankings take a few measures and rank the counties based on those limited measures. There is variability between the 5 HPH counties in the rankings. The rankings are made up of Health Outcomes and Health Factors. The Health Outcome ranking is based on length and quality of life. The Health Factors ranking is based on health behaviors, clinical care, social and economic factors and physical environment. Ms. Stehn reiterated that she wanted to provide this data to the board for awareness and cautioned them to remember that a low ranking might not reflect a concern, particularly when there is an overall high performing area. More information can be found on-line at the County Health Rankings website ([www.countyhealthrankings.org](http://www.countyhealthrankings.org)).

#### **Public Health Nuisance Policy – Ann Stehn**

Ms. Stehn presented the Horizon Public Health Nuisance Investigation policy to the board. This policy encompasses Public Health Nuisance complaints and how they are assessed, addressed and abated in accordance with Minnesota Statute 145A.04.

Motion by Bob Kopitzke, second by Gordy Wagner to approve the Horizon Public Health Nuisance Policy. Motion carried unanimously.

#### **Personnel Issues**

##### **New Supervisor: Patty Marriott, starting June 10, 2019:**

Ms. Stehn reported that Patty Marriott, Hospice Nurse, has been promoted to Hospice Supervisor effective June 10, 2019. This is due to the retirement of current Hospice Supervisor, Sue Quist, at the end of June 2019.

##### **Hospice Nurse Position Posting:**

Due to the promotion of Patty Marriott a Hospice Nurse position will be open. Ms. Stehn requested approval from the board to fill the Hospice Nurse position.

Motion by Deb Hengel, second by Dennis Thompson to authorize filling a full-time Hospice Nurse position. Motion carried unanimously.

##### **Health Educator Position update:**

Ms. Werk shared that four applicants applied for the open position and an external applicant, Maggie Johnson, was hired for the position. Ms. Johnson comes with experience in Health Education, specifically working with the HPH SHIP grant staff in her previous career.

**New MDH Grant Positions- Supervisor and Home Visiting Nurses:**

Ms. Stehn is seeking authorization to move forward with advertising and filling positions once the signed grant contract comes from the MN Department of Health. These positions will be funded by the grant funds of the HFA Evidence-Based Home Visiting grant awarded to Horizon Public Health and Countryside Public Health. The request is for one full-time nurse supervisor and three full-time nurse home visitors.

Motion by Jeanne Ennen, second by Bob Kopitzke to authorize filling a full-time Nurse Supervisor and three Home Visiting Nurse positions. Motion carried unanimously.

**NACCHO Conference – Ann Stehn and one staff approval to attend July 9-11, 2019:**

Ms. Stehn is asking for authorization for two HPH employees to attend the annual conference of the National Association of City and County Health Officials in Orlando, FL in July 2019. Ms. Stehn will be attending and will ask the HPH staff to apply and demonstrate their interest and benefit to our community and agency if they are interested in attending the annual conference.

Motion amended by Jeanne Ennen to increase the number of authorized HPH staff to 4 to attend the conference, second by Gordy Wagner. Motion carried unanimously.

**NHPCO Interdisciplinary Conference: November 4-6, 2019, Orlando, FL – Brandy Safe (Hospice Nurse)**

Ms. Stehn is asking for authorization to send Brandy Safe, hospice nurse, to the NHPCO Interdisciplinary Conference in Orlando, FL in November 2019.

Motion by Dave Salberg, second by Deb Hengel to authorize Brandy Safe to attend the NHPCO Interdisciplinary Conference in Orlando, FL from November 4-6, 2019. Motion carried unanimously.

**Financial Issues**

***Approve payment of warrants for March 2019:***

The March 2019 warrants in the amount of \$149,499.41 were approved on a motion by Charlie Meyer, a second by Dennis Thompson, and all voting aye. Motion carried unanimously.

***Resolution 19-05 accepting March 2019 Hospice donations:***

Ms. Stehn presented Resolution 19-05 accepting March 2019 Hospice donations.

**RESOLUTION 19-05**

**BE IT RESOLVED** that the Horizon Community Health Board hereby accepts the March 2019 donations to Hospice of Douglas County in the amount of \$2,873.18.

Dated this 8<sup>th</sup> day of April, 2019.

Motion by Dwight Walvatne, second by Todd Johnson to adopt Resolution 19-05 as presented. Motion carried unanimously.

***2019 YTD Quarterly Financial Report and Asset Listing Summary Report:***

The 2019 year to date asset financial summary was presented and reviewed by Ms. Siegel. The March 2019 asset report shows that HPH incurred \$17,117.56 more in expenditures than revenues. Total assets decreased by \$19,884.25 from the previous month. Total HPH assets on 3/31/19 equals \$6,110,071.06. Ms. Siegel let the board know that the 1<sup>st</sup> quarter 2019 financial report reflects three months of expenditures but only two months of revenues due to a delay in billing. The billing department plans to get caught up on billing revenue in the next quarter. Glenwood State Bank agreed to match the interest rate of the MAGIC fund for the HPH money market account. The interest rate for this account increased from 2.31% to 2.47% in March 2019.

Motion by Doyle Sperr, second by Dennis Thompson to approve the 2019 YTD Quarterly Financial Report and Asset Listing Summary Report. Motion carried unanimously.

**Administrator Report**

***SCHSAC Update – Gordy Wagner:***

Commissioner Gordy Wagner presented an update on the State Community Health Services Advisory Committee (SCHSAC). Mr. Wagner expressed how impressed he was that the Commissioner of Health attends the meeting for the entire day and also that Horizon Public Health's attendance at the SCHSAC meetings in 2018 was at 100%. Mr. Wagner has asked the committee about the possibility of having one meeting per year in a more rural location. Issues of importance to SCHSAC in 2019 include strengthening the public health system, promote the value of primary prevention and the role of governmental public health, respond to urgent and emerging topics, and work to build resilient communities.

***Legislative Update:***

Ms. Stehn will continue to monitor what is going on at the legislature. There is a lot of work being done on T21, opioids, and family home visiting. There is some action around other ways to fund the services and programs currently being funded by the provider care tax, however no consensus on a path forward on the topic. The state of MN recently found out that there will be a substantial cut to the federal funding they receive.

**Adjourn:** With no further business, the meeting was adjourned at 11:02 a.m. by Chair Larry Lindor. The next meeting is scheduled for Monday, May 13th, 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.

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Chairman, Horizon Community Health Board

5-13-19  
Date

Attest:   
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