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

**Monday, May 13, 2019
9:00 a.m.
Minutes**

- Present:** Douglas: Charlie Meyer, Jerry Rapp, Heather Larson
Grant: Dwight Walvatne
Pope: Larry Lindor, Gordy Wagner
Stevens: Bob Kopitzke, Jeanne Ennen
Traverse: Dave Salberg
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
Amy Reineke, Horizon Public Health, Community Health Strategist
- Guests:** Kristin Erickson, Minnesota Department of Health Nurse Consultant
- Absent:** Doyle Sperr, Grant County Commissioner
Todd Johnson, Traverse County Commissioner

The meeting was called to order at 9:02 a.m. by Commissioner Larry Lindor.

Approve Agenda

Motion by Bob Kopitzke, second by Gordy Wagner to approve the agenda as printed. Motion carried unanimously.

Approve minutes of April 8, 2019 meeting

Motion by Dave Salberg, second by Dennis Thompson to approve the April 8, 2019 minutes as presented. Motion carried unanimously.

Community Health Improvement Plan (CHIP) 2019-2022 Overview and Approval – Amy Reineke, Community Health Strategist

Amy Reineke, Community Health Strategist, Horizon Public Health, presented the Community Health Improvement Plan (CHIP) for 2019-2022 to the board. Ms. Reineke shared that this document is intended to be revised and amended as needed to meet the needs of the communities that Horizon Public Health serve. This document began in 2017 with a Community Health Assessment. A Community Partnership Team was established and represents many sectors of our

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communities and the population served. Data was gathered and reviewed by the Community Partnership Team. From this process two priority areas were identified: Adverse Childhood Experiences (ACEs) and Drug Misuse and Abuse. The Community Health Improvement Plan (CHIP) focuses on these two priority areas and provides strategies and time lines to address these issues in our communities.

The Adverse Childhood Experiences priority area goal is to decrease the incidence of Adverse Childhood Experiences (ACEs) and increase resilience in Horizon County residents. The outcome objectives: by 2022, establish 5 county level collaborates who will champion the efforts to increase knowledge and awareness of ACEs to community partners, and increase resiliency in Horizon residents by identifying and implementing 10 strategies. Primary strategies to meet this goal include: increasing the knowledge of ACEs among community members and partners and their effect on the health of our community, support efforts aimed at identifying and understanding current assets and gaps in the Horizon Community related to Adverse Childhood Experiences, and to build resiliency in individuals, families and in the community through the development and implementation of policies and practices.

The Drug Misuse and Abuse priority area goal is to prevent and decrease drug misuse and abuse in the Horizon Communities. The outcome objectives: by 2022, establish 5 county level collaborates who will champion the efforts to decrease drug misuse and abuse in Horizon Communities, and decrease drug misuse and abuse by identifying and implementing 10 strategies. Primary strategies to meet this goal include: build and expand the capacity of Horizon Community Partners to address drug misuse and abuse, increase community and public awareness relative to the harms and consequences of drug misuse and abuse, and implement effective policies, practices and programs that are effective at preventing drug misuse and abuse across the Horizon communities.

Motion by Jeanne Ennen, second by Deb Hengel to approve the Horizon Public Health Community Health Improvement Plan for 2019-2022. Motion carried unanimously.

Performance Management/Quality Improvement Update from 4-10-19 PMC Meeting – Kathy Werk

Ms. Werk shared an update from the last Performance Management/Quality Improvement meeting. An accreditation update was provided to the group. Staff are in full swing on accreditation work. Internal reviews are currently being done on the domain standards and measures. Next, an external review will be conducted on the data that has been submitted for accreditation. The goal is to have all documents uploaded into the PHAB system by September 12, 2019. Kelly Irish, Accreditation Coordinator, is leading the work at HPH and is doing a great job of keeping staff focused on the time frames and work that needs to be completed by the deadline. An update was also provided on Performance Management and Quality Improvement. HPH has been assessed at a level 4 in the most recent Culture of Quality Assessment. A work plan will be implemented to move HPH staff from a level 4 to level 5/6 to continue moving forward on the QI continuum. PMQI committee members shared support for the time and effort being made in performance management and quality improvement as it is changing the way that public health is done.

HPH Policy: Investigation of Health Problems and Environmental Hazards – Ann Stehn

Ms. Stehn presented the Investigation of Health Problems and Environmental Hazards policy to the board. This policy will ensure that a standardized approach is used to thoroughly investigate the cause of public health infectious diseases and environmental health hazards, which include the assignment of responsibilities for investigation, reporting requirements and case review as noted in Minnesota Statutes: Chapter 145. HPH will respond to all suspected or identified infectious diseases and environmental health hazards in a timely manner as to prevent further disease outbreak and exposure to harmful environmental situations.

Motion by Charlie Meyer, second by Bob Kopitzke to approve the Horizon Public Health Investigation of Health Problems and Environmental Hazards Policy. Motion carried unanimously.

2018 Horizon Public Health Annual Report – Ann Stehn

Ms. Stehn shared the 2018 annual report with the board. Multiple program areas across HPH have provided data and information for the annual report. Ms. Stehn shared that HPH staff are engaged and interested in utilizing data to assist in making decisions and addressing quality and performance in our public health work. Ms. Stehn will be presenting an annual report to the board in the spring of each year. The 2018 Annual Report was presented in a Power Point format and will be included in board meeting documentation and can be requested for review at any date.

Comments and questions from the board were answered on the first six essential Public Health services presented on the annual report. For the group childbirth and breastfeeding class numbers it would be helpful to compare to birth rates and also provide the data for the other counties (not just Douglas). In the section on Childhood Immunization Rates by County the board expressed interest in receiving the school aged vaccine rates as well. In the area of Environmental Health Total Critical Violations Issued a comment was made that it might be best to convert the data to a % of the total inspections completed.

Ms. Stehn will continue the 2018 annual report focusing on numbers 7-10 of the essential Public Health services at the June 10, 2019 meeting.

Personnel Issues

HPH Organizational Chart update:

Ms. Stehn shared an updated organizational chart with the board. This update includes the addition of the Healthy Families America Supervisor and the positions supervised by that position: HFA nurses and HFA Community Outreach Worker.

Motion by Jeanne Ennen, second by Dennis Thompson to approve the Horizon Public Health Organizational Chart presented. Motion carried unanimously.

Hospice Aide – Casual part time position and authorization:

Ms. Stehn asked for a casual part-time Hospice Aide position due to the retirement of a current Hospice Aide.

Motion by Bob Kopitzke, second by Dennis Thompson to authorize filling a casual part-time Hospice Aide position. Motion carried unanimously.

Social Worker – Full time replacement position authorization:

Ms. Stehn is asking for a full-time Social Worker position to replace a vacated Nurse Case Management position. Due to the nature of the work and the client case load of this position, HPH Administration is recommending that a Social Worker position replace the Nurse Case Manager. Due to the high mental health needs of the clients served by this position it will be beneficial to have a Social Worker provide the case management to these individuals. The Social Worker Case Manager will work with the under 65 population and coordinate with the nurse case managers.

Motion by Dave Salberg, second by Deb Hengel to authorize filling a full-time Social Worker position. Motion carried unanimously.

Nurse Case Manager Position – full time replacement position authorization

Ms. Stehn shared that Lisa Engquist, Nurse Case Manager in the Wheaton office, has submitted a letter of retirement. Ms. Stehn is asking the board for approval to fill the full-time Nurse Case Manager position that will be vacated due to the retirement.

Motion by Jeanne Ennen, second by Charlie Meyer to authorize filling a full-time Nurse Case Manager position. Motion carried unanimously.

Out of State Travel

Ms. Stehn asked the board for approval of out of state travel. The travel costs for both events will be reimbursed by grant funds. The requests for out of state travel are for Becca Zwonitzer (DFC grant funded) and Katie Strickler (P&I grant funded) to attend the Montana Summer Institute in Big Sky, Montana – June 25-28, 2019. The second request is for Katie Strickler (P&I grant funded) to attend the Community Anti-Drug Coalitions of America (CADCA) Mid-Year Institute in Dallas, Texas – July 14-18, 2019.

Motion by Gordy Wagner, second by Jerry Rapp to authorize the out of state travel requests for Becca Zwonitzer and Katie Strickler. Motion carried unanimously.

Financial Issues

Approve payment of warrants for April 2019:

The April 2019 warrants in the amount of \$166,906.65 were approved on a motion by Dennis Thompson, a second by Jeanne Ennen, and all voting aye. Motion carried unanimously.

Resolution 19-06 accepting April 2019 Hospice donations:

Ms. Stehn presented Resolution 19-06 accepting April 2019 Hospice donations.

RESOLUTION 19-06

BE IT RESOLVED that the Horizon Community Health Board hereby accepts the April 2019 donations to Hospice of Douglas County in the amount of \$2,802.42.

Dated this 13th day of May, 2019.

Motion by Charlie Meyer, second by Jerry Rapp to adopt Resolution 19-06 as presented. Motion carried unanimously.

2019 YTD Asset Listing Summary Report:

The 2019 year to date asset financial summary was presented and reviewed by Ms. Siegel. The April 2019 asset report shows that HPH incurred \$8,689.41 more in expenditures than revenues. Total assets decreased by \$8,202.08 from the previous month. Total HPH assets on 4/30/19 equals \$6,101,868.98.

Ms. Siegel will continue to monitor revenue levels each month. Due to the decrease in levy allocation for 2019 the average monthly revenue is less than previous years. Other factors are affecting the revenue amounts that Ms. Siegel will continue to monitor.

Motion by Charlie Meyer, second by Jerry Rapp to approve the 2019 YTD Asset Listing Summary Report. Motion carried unanimously.

Administrator Report

By-Law changes: Ms. Stehn shared that the HPH by-laws indicate that there should be three officers of the Horizon Community Health Board which would also comprise the Executive Committee. The board would like to add an officer position of treasurer. Ms. Stehn will coordinate the effort to update the By-Laws at the next meeting of the board to make the officer language consistent.

NACCHO Annual Meeting: Ms. Stehn shared that four Horizon Public Health staff will be attending the 2019 NACCHO annual meeting in July. Those that will attend include Ann Stehn, Administrator, Betsy Hills, Nursing Supervisor, Tara Paschka, WIC Dietician, and Bobbi Janke, Nurse Case Manager.

Legislative Update: Ms. Stehn informed the board that most items relevant to Public Health are in conference committee at this time. Not much information is known at this point.

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, June 10th, 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

6-10-19
Date

Attest: Ann Stehn