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

**Monday, July 8, 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, 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

Guests: Kristin Erickson, Minnesota Department of Health Nurse Consultant

Absent: Doyle Sperr, Grant County Commissioner

The meeting was called to order at 9:00 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 June 10, 2019 meeting

Motion by Jeanne Ennen, second by Dave Salberg to approve the June 10, 2019 minutes as presented. Motion carried unanimously.

HPH All Hazards Emergency Response Plan Review: Ann Stehn and staff

Ms. Stehn presented the HPH All Hazards Emergency Response Plan to the board. The plan is frequently changed and updated and since board approval is not required the plan is being brought for educational purposes. The plan discusses how HPH will operate during any situation that requires a public health emergency response. This plan also addresses how HPH will work with other government agencies during an emergency situation. A review of the listing of ambulance services, fire departments, and first responders was done. Commissioner Salberg pointed out that Browns Valley Ambulance Services should be added to the list of resources. Commissioner Meyer asked that we check on the Osakis

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Grant County
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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
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Ambulance service to see if that is still taken care of by the Osakis fire department. Holmes City is spelled incorrectly under the First Responders section. The plan will be corrected with these changes.

Events unique to Public Health Emergencies include a communicable disease outbreak such as an influenza pandemic. The duration of a public health emergency could last months or years for the active response. Non-medical events, such as quarantines, might apply as well. Distribution of medical countermeasures to the entire population falls in the Public Health scope.

The plan also contains several appendices to provide information on specific areas of emergency management. Staff are able to access the appendices in the plan to quickly perform during an event. One example Ms. Stehn shared is the activation algorithm that would guide staff on how to respond and make decisions during an emergency event. HPH has developed a checklist that guides staff on the appropriate steps their position needs to take during the event.

Ms. Stehn gave credit and thanks to the Emergency Mgmt staff that developed this plan.

HPH Community Outreach and Communications Plan: Ann Stehn

Ms. Stehn presented the HPH Community Outreach and Communications Plan to the board. This plan discusses internal communication, external communication, branding, social media, and sending information to the public. Instructions on how to report Public Health Emergencies and Concerns are included in this plan. Social Media is hi-lighted as a place of importance and the content and staff behavior associated with it. The methods to be used in sending information to the public are detailed in this plan as well. The role of Public Information Officer will fall to the Administrator unless the Administrator designates another person in her place.

Ms. Stehn gave credit and thanks to the Communications committee that developed this plan.

Resolutions:

Towards Zero Death Grant – Grant County Resolution 19-08

Ms. Stehn presented resolution 19-08 to the board.

RESOLUTION 19-08

AUTHORIZING EXECUTION OF AGREEMENT

Be it resolved that Horizon Public Health enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects in Grant County during the period from October 1, 2019 through September 30, 2020.

The Horizon Public Health Administrator is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Horizon Public Health and to be the fiscal agent and administer the grant.

I certify that the above resolution was adopted by the Horizon Community Health Board on behalf of Horizon Public Health this 8th day of July 2019.

Motion by Deb Hengel, second by Jeanne Ennen to approve Resolution 19-08 to enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects in Grant County during the period from October 1, 2019 through September 30, 2019. Motion carried unanimously.

Towards Zero Death Grant – Douglas County Resolution 19-09

Ms. Stehn presented resolution 19-09 to the board.

RESOLUTION 19-09

AUTHORIZING EXECUTION OF AGREEMENT

Be it resolved that Horizon Public Health enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects in Douglas County during the period from October 1, 2019 through September 30, 2020.

The Horizon Public Health Administrator is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Horizon Public Health and to be the fiscal agent and administer the grant.

I certify that the above resolution was adopted by the Horizon Community Health Board on behalf of Horizon Public Health this 8th day of July 2019.

Motion by Charlie Meyer, second by Jerry Rapp to approve Resolution 19-09 to enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects in Douglas County during the period from October 1, 2019 through September 30, 2020. Motion carried unanimously.

2020 DHS Procurement Request for Proposals Resolution 19-10

Ms. Stehn presented resolution 19-10 to the board. Every few years the State puts out a proposal for managed care systems. This is how the HPH board can demonstrate their support for PrimeWest to continue to be the sole provider as our managed care system in our five counties.

**RESOLUTION 19-10
SUPPORT FOR PRIMEWEST AS MSHO/MSC+ HEALTH PLAN**

WHEREAS, the Minnesota Department of Human Services (DHS) has published a Request for Proposals (RFP) to provide healthcare services to participants in the Minnesota Seniors Health Options (MSHO) and Minnesota Senior Care Plus (MSC+) in eighty-seven (87) Minnesota counties including the five counties served by Horizon Public Health: Douglas, Grant, Pope, Stevens and Traverse; and

WHEREAS, DHS has requested county evaluations and recommendations regarding the RFP proposals from each respective county; and

WHEREAS, PrimeWest, Blue Plus and Medica submitted proposals to provide managed health care services in the five Horizon Public Health Counties; and

WHEREAS, representatives of Horizon Public Health have reviewed and evaluated the proposals; and

WHEREAS, PrimeWest Health has submitted a proposal suitable to meet the needs of Douglas, Grant, Pope, Stevens and Traverse Counties. We strongly recommend that we remain a single source plan in the Horizon counties with PrimeWest Health as our sole provider for Minnesota Seniors Health Options (MSHO) and Minnesota Senior Care Plus (MSC+). PrimeWest Health's proposal demonstrated knowledge of our counties demographics, services, and needs and has a history of working closely with the counties to address said needs as well as work preventatively in our communities. PrimeWest has a long history of community reinvestment in the five counties and we feel strongly that our rural providers and participants would not receive the personal attention from other providers like we receive from PrimeWest.

THEREFORE BE IT RESOLVED that the Horizon Community Health Board with representatives from Douglas, Grant, Pope, Stevens and Traverse Counties supports the recommendation of Horizon Public Health staff approving PrimeWest Health as a single source Managed Care Organization (MCO) providing managed health care services in our counties.

I certify that the above resolution was adopted by the Horizon Community Health Board on this 8th day of July 2019.

Motion by Bob Kopitzke, second by Dennis Thompson to approve Resolution 19-10 stating that the Horizon Community Health Board supports the Minnesota Department of Human Services continuing to contract with PrimeWest Health as a single source Managed Care Organization (MCO) providing managed health care services in our counties. Motion carried unanimously.

State Community Health Advisory Committee Report (6/21/19): Ann Stehn (alternate)

Ms. Stehn reported on the 6/21/19 State Community Health Advisory Committee meeting. The Families First Prevention Act focuses on connecting Public Health and Social Services on child well-being. This is an effort to turn funding for child

protection and child welfare from being crisis oriented to change toward being more well-being/health promotion oriented. The challenge with this plan is with no additional funding to this initiative it will be difficult to move funds upstream and have more investment in prevention and less investment downstream in handling the crisis situations as they occur.

The Children of Incarcerated People Workgroup is doing some great work and there was a presentation about how to help decrease the trauma on children when their parents are incarcerated. How can the language be changed and the visitation experience be modified to promote a healthier visit with the child and the incarcerated parent? The goal is to maintain the relationships between children and their incarcerated parents and reduce the trauma to the child.

The SCHSAC Chair also gave a passionate speech about mental health and what struggles farmers are facing at this time. Deb Hengel shared that there is a program established that encourages farmers to call in and talk to someone and then additional resources are provided to the individual.

Personnel Issues

Accept Letter of Retirement from Franchetta Haupert effective 7/19/19 – request authorization to fill full-time Public Health Nurse Position:

Franchetta Haupert, Maternal Child Health Nurse located in the Morris office has submitted her letter of retirement effective 7/19/19. Ms. Stehn is requesting authorization to full this full-time Public Health Nurse position.

Motion by Jeanne Ennen, second by Gordy Wagner to accept the letter of retirement from Franchetta Haupert effective 7/19/19 and authorize filling the full-time Public Health Nurse position vacated by Franchetta Haupert. Motion carried unanimously.

Accept Letter of Retirement from Karleen Tichy effective 9/6/19 – request authorization to fill full-time Intake Nurse Position:

Karleen Tichy, Intake Nurse located in the Alexandria office has submitted her letter of retirement effective 9/6/19. Ms. Stehn is requesting authorization to full this full-time Intake Nurse position.

Motion by Bob Kopitzke, second by Dennis Thompson to accept the letter of retirement from Karleen Tichy effective 9/6/19 and authorize filling the full-time Intake Nurse position vacated by Karleen Tichy. Motion carried unanimously.

Accept Letter of Retirement from Jan Lokken effective 9/30/19 – request authorization to fill full-time Case Manager/Assessor Position:

Jan Lokken, Nurse Case Manager/Assessor located in the Glenwood office has submitted her letter of retirement effective 9/30/19. Ms. Stehn is requesting authorization to full this full-time Nurse Case Manager/Assessor position.

Motion by Deb Hengel, second by Heather Larson to accept letter of retirement from Jan Lokken effective 9/30/19 and authorize filling the full-time Nurse Case Manager/Assessor position vacated by Jan Lokken. Motion carried unanimously.

Accept Letter of Retirement from Kathy Werk, Assistant Administrator, effective 11/30/19:

Kathy Werk, Assistant Administrator of Program and Services has submitted her letter of retirement effective 11/30/19.

Motion by Bob Kopitzke, second by Gordy Wagner to accept the retirement letter from Kathy Werk, Assistant Administrator of Program and Services effective 11/30/19. Motion carried unanimously.

Request Authorization to fill 2 full-time Public Health Nurse positions as necessary during Healthy Families America nurse position transitions:

Ms. Stehn has asked the board for approval to fill positions as internal applicants are hired for the Healthy Families America nurse positions.

Motion by Deb Hengel, second by Dennis Thompson to authorize filling 2 full-time Public Health Nurse positions as necessary during Healthy Families America nurse position transitions. Motion carried unanimously.

New Staff Members: Sarah Fritz, Case Manager, and Gabby Strandlien, Hospice Aide (casual status):

Sarah Fritz, Social Worker, comes with experience in long term care case management and assessments. Gabby Strandlien will be a casual status Hospice Aide.

Consider Out of State Travel Request for Kayla Nelson, HFA Supervisor, to attend the 2019 Prevent Child Abuse America National Conference in Milwaukee, WI, September 15-18, 2019 (Healthy Families America National Organization):

Kayla Nelson is the new Healthy Families of America Supervisor and Administration would like her to attend the Healthy Families America National conference. The travel expenses will be covered by HFA grant funds.

Motion by Jeanne Ennen, second by Dwight Walvatne to authorize out of state travel to Kayla Nelson, HFA Supervisor, to attend the 2019 Prevent Child Abuse America National Conference in Milwaukee, WI, September 15-18, 2019 (Healthy Families America National Organization). Motion carried unanimously.

Financial Issues

Approve payment of warrants for June 2019:

The June 2019 warrants in the amount of \$272,020.75 were approved on a motion by Gordy Wagner, a second by Charlie Meyer, and all voting aye. Motion carried unanimously.

2019 YTD Financial Report & Asset Listing Summary Report:

The 2019 year to date financial report and asset financial summary was presented and reviewed by Commissioner Ennen, Treasurer. The June 2019 asset report shows that HPH incurred \$321,159.67 more in expenditures than revenues. Year to date the total expenditures of \$74,541.93 over revenues received. Total assets decreased by \$310,937.57 from the previous month. Total HPH assets on 6/30/19 equals \$6,043,095.95.

Ms. Siegel reported that there is no billing revenue from DHS in June 2019 due to the fact that rate changes were taking place and there was a hold placed on billing. She also pointed out to the board that through June 2019 there has been \$123,512 made in severance payments with more to come in upcoming months. The fund balance has been established to cover these severance payments but Ms. Siegel has been able to use current funds to cover these costs. Commissioner Meyer asked that an estimate of the remaining 2019 severance payments be brought to the August 12th board meeting. Ms. Siegel indicated that she would provide that.

Motion by Bob Kopitzke, second by Todd Johnson to approve the 2019 YTD Financial Report and Asset Listing Summary Report. Motion carried unanimously.

Consider recommendations of Finance Committee Meeting 7/8/19:

2018 Modified Accrual Report:

Todd Johnson, Heather Larson and Jeanne Ennen are the representatives on the HPH Finance Committee. The Finance Committee met before the Horizon CHB meeting on 7/8/19 and provided the following recommendations to the board.

After review and discussion the Finance committee recommends to accept the Horizon Public Health 2018 Modified Accrual Report.

Motion by Jeanne Ennen, second by Dwight Walvatne to approve the Horizon Public Health 2018 Modified Accrual Report. Motion carried unanimously.

Hospice Settlement:

The finance committee reviewed and discussed the hospice 2018 modified accrual financial report. Total revenues on modified accrual basis equal \$2,255,708.15 and expenditures equal \$2,255,266.82. The net on a modified accrual basis equals + \$441.33. The Memorandum of Agreement between Horizon Public Health and Douglas County indicates that the donations, memorial and Longfellow funds be removed from the calculation before the settlement amount is determined. When removing the total donations of \$67,503.63 from the +\$441.33 the total settlement payment Douglas County would owe to Horizon Public Health equals \$67,062.30.

The Finance Committee recommended that the agreement be followed and Douglas County would pay the \$67,062.30 to Horizon Public Health. Future conversation should be done to determine if the Memorandum of Agreement between Horizon Public Health and Douglas County should continue to be in place.

Motion by Bob Kopitzke, second by Todd Johnson to accept the recommendation by the finance committee to follow the Memorandum of Agreement between Horizon Public Health and Douglas County whereas Douglas County will be invoiced \$67,062.30 for the 2018 hospice settlement. Motion carried unanimously.

2020 Levy Recommendation:

A 2020 preliminary budget was presented to the Finance Committee. This is an initial projection as to what the 2020 budget would result in. The Finance Committee recommended that the 2020 levy amount be the same as 2019. Ms. Siegel will communicate with the auditors from the member counties notifying them of the amount of levy allocation to put in their 2020 budget for Horizon Public Health. The 2020 levy allocations will be:
Douglas: \$252,063, Grant: \$42,126, Pope: \$76,965, Stevens: \$68,082, Traverse: \$24,906 for a total request of \$464,142.

Motion by Jeanne Ennen, second by Gordy Wagner to approve establishing the 2020 levy amount at \$464,142 which is the same as the 2019 levy amount. Motion carried unanimously.

Horizon Public Health Certificate of Deposit:

Ms. Siegel reported to the finance committee that the Horizon Public Health Certificate of Deposit currently held at Glenwood State Bank is maturing on 7/25/19. She shared that Glenwood State Bank has agreed to match the CD rate from the Magic Fund at 2.60%. Ms. Siegel also asked the finance committee if they would prefer to receive the annual interest amount as payment or to put that interest amount into the principle of the CD when re-issued. The Finance Committee recommended that the CD be reissued with Glenwood State Bank at 2.60% and that the annual interest be added to the CD amount at time of re-issue.

Motion by Jeanne Ennen, second by Dave Salberg to approve the recommendation of the finance committee of reinvesting the CD at 2.60% with Glenwood State Bank and including the interest accrued in the principle amount. Motion carried unanimously.

Resolution 19-11 accepting June 2019 Hospice donations:

Ms. Stehn presented Resolution 19-11 accepting June 2019 Hospice donations.

RESOLUTION 19-11

BE IT RESOLVED that the Horizon Community Health Board hereby accepts the June 2019 donations to Hospice of Douglas County in the amount of \$5,391.03.

Dated this 8th day of July, 2019.

Motion by Charlie Meyer, second by Todd Johnson to adopt Resolution 19-11 as presented. Motion carried unanimously.

Administrator Report

Congratulations to Stevens County in passing a T21 policy in July.

Ms. Stehn reported that HPH did not receive the BCBS grant that was applied for earlier this year. The Drug Free Communities grant application has been submitted for five additional years. HPH will find out about the potential award of this grant later this fall. Accreditation work continues to move forward with many measures entered into the PHAB system. Much work is being done to get the Healthy Families America West Central Minnesota program started. A great day was had at the Building Community Resilience in Minnesota Workshop held at the end of June. Many connections were made and ideas generated to continue the resilience work in HPH counties.

Adjourn: With no further business, the meeting was adjourned at 10:50 a.m. by Chair Larry Lindor. The next meeting is scheduled for Monday, August 12th, 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 Ludoz
Chairman, Horizon Community Health Board

Aug. 13, 2019
Date

Attest: Ann E. Steh

