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

Monday, June 10, 2019
9:00 a.m.
Minutes

Present: Douglas: Charlie Meyer, Jerry Rapp, Heather Larson
Grant: Dwight Walvatne, Doyle Sperr
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
Sue Quist, Horizon Public Health Hospice Supervisor
Gina Pohlen, Horizon Public Health Hospice Social Worker
Patty Marriott, Horizon Public Health Hospice Nurse
Lynn Johnson, Horizon Public Health Hospice Volunteer Coordinator

Guests: Kristin Erickson, Minnesota Department of Health Nurse Consultant

Absent: Todd Johnson, Traverse 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 Jerry Rapp to approve the agenda as printed. Motion carried unanimously.

Approve minutes of May 13, 2019 meeting

Motion by Dave Salberg, second by Dennis Thompson to approve the May 13, 2019 minutes as presented. Motion carried unanimously.

A Day in the Life: Hospice Team

Sue Quist, Hospice Supervisor, introduced Patty Marriot (Hospice Nurse, new Supervisor), Gina Pohlen (Hospice Social Worker) and Lynn Johnson (Volunteer Coordinator) to the board. The hospice team presented a typical day in the hospice program area to the board. The hospice team consists of nurses, social workers, an intake nurse and a volunteer coordinator. Hospice services are offered to an individual when they are certified by a physician to be in their

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last six months of life. The hospice team creates a plan of care that serves the individual to keep them comfortable and in the residence of their choice for their last days of life.

HPH Policy: Health Equity

Ms. Stehn presented a Health Equity policy to the board for review and approval. This policy will provide high-level guidance for the inclusion of health equity in all policies, procedures, services, and interventions at Horizon Public Health. It states that Horizon Public Health will utilize a health-equity lens with the goal of incorporating health equity in its policies, procedures, services, and interventions.

Motion by Jeanne Ennen, second by Deb Hengel to approve the Horizon Public Health Health Equity Policy. Motion carried unanimously.

By-Laws of Horizon Community Health Board – Action Item to consider changes: Ann Stehn

Ms. Stehn referred to Article IV section 1 and section 4 to add a third officer to the executive committee of the board. The proposed position to be added would be a Treasurer that will participate with Horizon Public Health staff in the presentation of financial reports and will be a member of the finance committee. Change to Article VI section 4 states that the HPH Finance Committee shall be comprised of the Treasurer and 2 members of the Horizon CHB appointed by the Chair. One final change to the by-laws is in Article VI section 5 stating that the HPH Administrator, or their designee, shall serve on the hospice committee.

Motion by Gordy Wagner, second by Bob Kopitzke to approve the changes to the Horizon Community Health Board By-Laws. Motion carried unanimously.

Motion by Deb Hengel, second by Dwight Walvatne to nominate Jeanne Ennen as the Treasurer of the Horizon Community Health Board. Motion carried unanimously.

Ms. Stehn directed the board's attention to Article III, section 3 to the term limits outlined in the by-laws. Ms. Stehn asked the board to consider the term limits in the by-laws and any possible future changes if deemed necessary to these limits. Another important consideration for this board is assuring the Executive Committee is made up from three different counties of the five member counties. Discussion from the board about options on changing term limits.

Performance Management Council Update – Kathy Werk

Ms. Werk provided an update from the June 5th Performance Management Council meeting. Most of the meeting focused on an accreditation update by Kelly Irish, Accreditation Coordinator. The push to get all measures documented and reviewed is the focus at this time with a September 12, 2019 completion date. The hope is to get all of the measures reviewed internally and externally and then uploaded into the PHAB system in July. Administrator, Ann Stehn, will have the month of August to review all of the measures that are uploaded into the PHAB system before the final submission is submitted in September.

A Roadmap to a Culture of Quality was also presented to the PMC on June 5th. In the fall of 2018 a staff survey was conducted on the Culture of Quality at HPH. The survey results indicated that staff felt they were in Phase 4 or Phase 5 in many of the Quality Improvement areas. A Culture of Quality Work Plan has been established to move the HPH staff from phase 4/5 to phase 6 in Quality Improvement.

Clearway Minnesota Grant Agreement July 1, 2019 to June 30, 2020: consider for approval – Ann Stehn

Ms. Stehn presented the third year grant agreement to the board for consideration and approval. This will be the last year for Clearway and grant funds ending on June 30, 2020.

Motion by Dennis Thompson, second by Gordy Wagner to approve the Clearway Minnesota Grant Agreement from July 1, 2019 to June 30, 2020. Motion carried unanimously.

Grant Application Authorization: Blue Cross Blue Shield – Center for Health Promotion Health Equity Grant (3 years) and Drug Free Communities Grant (5 years) – Ann Stehn

Ms. Stehn presented two applications for board approval. The first grant application is through Blue Cross Blue Shield – Center for Health Promotion Health Equity for three years. One focus of this grant would be providing support to local schools on youth vaping prevention and the other focus would be on enforcement of smoke-free policies in low-income

housing. The second grant application is the Drug Free Communities grant focusing on youth substance abuse and prevention in Pope County. This would be an extension of the current five year grant program serving Pope County.

Motion by Jeanne Ennen, second by Deb Hengel to approve grant applications for both the Blue Cross Blue Shield – Center for Health Promotion Health Equity grant and the Drug Free Communities grant. Motion carried unanimously.

2018 Horizon Public Health Annual Report (part 2) – Ann Stehn

Ms. Stehn presented part two of the 2018 Horizon Public Health Annual report. Hospice days have continued to rise and stabilize in the most recent years. Hospice performance measures reported on by clients served were presented that show how strong our hospice program is and why they were awarded the Hospice Honor's Award in 2018. In 2018 Horizon had 85.3 FTE's with 73 full-time and 12 part-time staff. We filled 2 new position in 2018 and had 3 staff vacancies. Long Term Care caseloads were presented to the Horizon Public Health board and questions were answered on changes and fluctuations on caseload numbers.

Ms. Stehn provided a 2018 financial summary report to the board as part of the annual report. Horizon Public Health's tax levy allocation makes up 6.8% of total funding compared to 35.8% of the total for other local public health agencies across the state of Minnesota. Horizon Public Health expends \$127.56 per capita in 2017 and falls within the top per capita expenditure category compared to other agencies across the state. However, due to the hospice and case management programs area expenditures the per capita is much higher when comparing to other local public health agencies. When the hospice and case management expenditures are removed from the total expenditures the per capita decreases to \$58.74 and places HPH in the smaller per capita average column of the state. Ms. Stehn showed charts that broke out the multiple different revenue sources for each year. Horizon Public Health has multiple revenue sources that make up total revenue each year. The HPH levy allocation has continued to decline since 2016. Ms. Stehn expressed concern to the board regarding Case Management payment reform as that could affect the revenue for this program area and have an impact on Horizon Public Health.

Personnel Issues

Hospice Nurse – Palliative Care Plan:

Ms. Stehn shared that although the number of billable days has increased steadily in the past few years there has not been an increase in nurse time in this program area. Due to some current budget restrictions, Ms. Stehn is not asking for an additional hospice position at this time. She is working with staff to see if there is capability to provide additional nurse time to the hospice program before requesting additional staff.

Health Educator – replacements for Clearway and Drug Free Communities:

Kelsey Peterson has taken another position within the organization so there is a need to fill the Health Educator position with the Clearway Grant until June 2020. Ms. Stehn is asking to fill this position with a contracted position rather than an employee due to the short time frame of this grant work. Consensus was Ms. Stehn should move forward with this because of the time constraints.

Rebecca Zwonitzer has resigned her position effective August 2019 to return to school. Ms. Stehn is not asking to fill this position until it is determined if the grant award is received.

New HFA Supervisor, Kayla Nelson:

Ms. Stehn is pleased to share with the board that the new Healthy Families America Supervisor position has been filled by Kayla Nelson. Ms. Nelson has experience with Supporting Hands Nurse Family Partnership and home visiting experience with Horizon Public Health.

Social Worker/Case Manager:

A Social Worker has been hired to fill the Case Manager position vacated by Jen Olson. This new employee will begin employment on June 17, 2019.

Financial Issues

Approve payment of warrants for May 2019:

The May 2019 warrants in the amount of \$140,201.58 were approved on a motion by Jeanne Ennen, a second by Dennis Thompson, and all voting aye. Motion carried unanimously.

Resolution 19-07 accepting May 2019 Hospice donations:

Ms. Stehn presented Resolution 19-07 accepting May 2019 Hospice donations.

RESOLUTION 19-07

BE IT RESOLVED that the Horizon Community Health Board hereby accepts the May 2019 donations to Hospice of Douglas County in the amount of \$8,829.62.

Dated this 10th day of June, 2019.

Motion by Charlie Meyer, second by Jerry Rapp to adopt Resolution 19-07 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 May 2019 asset report shows that HPH received \$253,146.97 more in revenues than expenditures. Total assets increased by \$252,164.54 from the previous month. Total HPH assets on 5/31/19 equals \$6,354,033.52.

Motion by Bob Kopitzke, second by Doyle Sperr to approve the 2019 YTD Asset Listing Summary Report. Motion carried unanimously.

Finance Committee Scheduled for 8 a.m. July 8, 2019:

The Finance Committee made up of Jeanne Ennen (Treasurer), Todd Johnson and Heather Larson will meet with HPH Administration on July 8, 2019 at 8 a.m. in the front meeting room at Douglas County Public Works.

Administrator Report

Ms. Stehn shared an article that was in the Echo Press related to a conference that will be taking place in Alexandria in the fall of 2019 that could increase vaccine hesitancy. Ms. Stehn provided a measles update to the board. Measles is spread through the air when people who have it breathe and cough. It is highly contagious. Measles can be a serious disease that can lead to hospitalization and, while rare, can be fatal. There is a current measles outbreak in multiple states across the United States. The number of measles cases across the United States continues to increase rapidly. Ms. Stehn shared local school immunization data with the board. Minnesota MMR 2017-2018 rate for kindergarteners was 92.54%. The counties that make up HPH range from 100%-92.11% in MMR vaccination rate.

Ms. Stehn provided a 2018 legislative update. Health Care Access was funded indefinitely with a small decrease. SHIP funding seems secure. Telehealth funding was approved. Opioid funding will be generated and an advisory council will be created. Tobacco cessation funding was included for a quit line. E-Cigarettes were added to the MN Indoor Clean Air act in 2018 and T21 did not pass.

Adjourn: With no further business, the meeting was adjourned at 10:52 a.m. by Chair Larry Lindor. The next meeting is scheduled for Monday, July 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


Chairman, Horizon Community Health Board

7-8-19
Date

Attest: 
