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

Monday, August 12th, 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
Shelley Svec, Health Educator, Horizon Public Health
Marcia Schroeder, Public Health Nurse, Horizon Public Health
Jessica Peterson, Horizon Public Health Supervisor
Kelly Irish, Accreditation Coordinator, Horizon Public Health

Guests: Kristin Erickson, Minnesota Department of Health Nurse Consultant
Douglas Host, Principal, Clifton Larson Allen

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 Dennis Thompson to approve the agenda as printed. Motion carried unanimously.

Approve minutes of July 8, 2019 meeting

Motion by Dave Salberg, second by Deb Hengel to approve the July 8, 2019 minutes as presented. Motion carried unanimously.

Results of 2018 Annual Audit: Douglas Host, Principal, Clifton Larson Allen

Doug Host, Principal, Clifton Larson Allen presented the results of the 2018 audit to the board. CLA issued a clean opinion on the financial statements and no difficulties were encountered during the audit. Overall, the 2018 audit went

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very well. Internal control findings included a material weakness due to hiring CLA to complete the audit disclosure statement. Mr. Host indicated that they will work with Ms. Siegel to find possible solutions to this finding for next year's audit. A significant deficiency in internal control was identified with lack of segregation of duties. Due to the limited resources and size of the organization this is a common issue identified and difficult to remedy.

Minnesota Legal Compliance items include a lack of Electronic Funds Transfer (EFT) policy. Ms. Siegel will work on developing and seeking board approval on an EFT policy before the end of 2019. CLA tested the Medical Assistance program and no findings were issued. Mr. Host indicated that it is very unusual to have no findings in this area and applauded Horizon Public Health for this.

Mr. Host went through the financial statements with the board. In a full accrual method the net position was at 1.7 months of expenses in Unrestricted Net Position. Many organizations recommend no less than 3-5 months of reserves but Mr. Host noted that on a modified accrual basis there is approximately 10 months of operating revenue in the fund balance which makes HPH very strong in this area.

In 2018, expenses exceeded revenues by \$319,688 and there was an overall decrease in net position in a full accrual basis. Mr. Host shared with the board that revenues have stayed consistent with a small decrease in 2018 and expenditures have declined from 2015 to 2018. Mr. Host summarized the key issues of the 2018 audit with the board indicating that intergovernmental revenues continue to be the primary source of revenue, GASB 75 was implemented for 2018, single audit of Medical Assistance was performed and Horizon Public Health met federal single audit deadline for audit completion.

Board members had a few general questions for Mr. Host. He thanked the board and the staff of Horizon Public Health for allowing CLA to serve them by completing their annual audit.

Emergency Preparedness Program Highlights: Shelley Svec and Marcia Schroeder

Marcia Schroeder and Shelley Svec shared Emergency Preparedness program highlights with the board. The HPH Emergency Preparedness team has combined experience of 22 years in this program. The HPH EP team works closely with community partners (such as Emergency Managers) to make certain that relationships are established which allows for a joint response in case of emergency. The team also works with staff at the Minnesota Department of Health to make certain that grant duties are being met. HPH is part of a regional EP network that includes other counties and is led by MDH staff, Karen Moser. Minnesota Responds is a volunteer group that is managed at the regional level. There is a quarterly newsletter issued and approximately 400 individuals that are signed up for the Minnesota Responds volunteer group system in this region.

HPH has an open Point of Dispensing (POD) plan that would allow the ability to disperse vaccinations or medications to many individuals in an emergency event. A closed Point of Dispensing plan allows for HPH to distribute the required vaccination or medication to other partners for them to provide to individuals in the community.

The EP team has conducted trainings and exercises to practice mass Point of Dispensing with the entire HPH staff. A large exercise, Operation June Bug, was performed in the summer of 2018. This was a successful exercise and trained the entire HPH staff on mass dispensing protocol. A point of dispensing field operations guide was developed by the HPH EP team to make certain that in the absence of the HPH EP team the plan would continue to be carried out. This field operations guide was brought to MDH and is now a template used for the entire state.

Health Alert Networks are messages sent by MDH to Horizon Public Health and must be forwarded to local providers and partners to communicate any critical information. The HPH EP team makes sure these messages are received by the appropriate partners and follow up with partners if no response is received.

The State of MN has declared an outbreak of Hepatitis A. There is a vaccine for Hepatitis A. The focus is to get the vaccine to those individuals that are considered high risk. The HPH team has met and discussed how to move forward with reaching those high risk individuals to provide the Hepatitis A vaccination. There has not been any report of Hepatitis A cases in the HPH counties at this time.

Accreditation Process and Performance Management Council Update: Kelly Irish

Kelly Irish, Accreditation Coordinator, provided an Accreditation update to the board. HPH has successfully prepared 328 documents that support the requirements for national accreditation with the Public Health Accreditation Board. There are six outstanding documents that need to be uploaded and she hopes that they will be completed by the end of the day today. Aggressive timelines were set to make certain that all documents had an internal review, an external review and review by the HPH Administrator. Ms. Irish shared with the board common issues that other health departments have encountered with their accreditation process. This demonstrates that all health departments have areas that are required to have an action plan developed in order to meet the accreditation standards. Ms. Irish shared the Public Health Accreditation Timeline with the board. There are many more steps in the process but HPH is moving forward on the timeline. The accreditation site visit is typically scheduled in 6-8 months once all documents are reviewed by PHAB. However, the entire state of Ohio is being required to become accredited so that might push back HPH's site visit. The site visit will last for 2-3 days and they will want to meet with all domain leads and members of the HPH governing board.

Ms. Irish then shared an update on Performance Measures through June 30, 2019. One of the first performance measures implemented was a Customer Satisfaction Survey. This survey was done in seven program areas and HPH staff randomly survey individuals that they serve. The goal was set at 50% for completed surveys. There has been two quarters of data showing that the completion rate is less than the 50% goal. After three quarters of data is collected that shows the target goal is not being met, a Quality Improvement project may be implemented.

A second performance measure tracks the percentage of staff performance reviews completed within 1 year of date of hire or promotion. The target goal of this measure is 100% and that has been met consistently for the past several quarters.

The third performance measure shared by Ms. Irish focuses on the percent of vaccine doses that expire before use. The target goal of this measure is 4%. Many changes were made in this program area which resulted in a decrease in the amount of vaccine doses that expired before use.

The fourth performance measure is measuring the percent of WIC clients offered initial contacts within 20 days (high risk is 10 days). The target goal for this performance measure is set at 90%. The data for the past few quarters is falling between 87% and 76%. Will continue to monitor the data for this measure.

The fifth performance measure is the percent of reassessments that are completed within 365 days. The target goal is set at 90% and data from the past quarters indicates the program is meeting this goal.

The sixth performance measure will measure the percent of MnChoice assessments completed within 20 calendar days from the date the individual accepts the screening referral. Target goal of this measure is 100%. The data collected in the past quarters shows that this measure is averaging at 96%. Data will continue to be monitored in this measure.

The final two performance measures are both in the Hospice program area. Once measure is the percent of patients who receive a nurse visit in the last 3 days of life. The target goal for this measure is 80% and the data shows that this is being met and exceeded through several quarters. The second hospice measure is the percent of patients that received at least 2 visits from any of the following (Social Worker, Chaplin or Hospice Aide) in the last 7 days of life. The target goal for this measure is set at 80% and the program has met this goal for the last 3 quarters.

Enterprise Car Lease Program – estimates for next 5 year lease: HPH Admin Team

Ms. Stehn shared information on a new lease agreement of vehicles through Enterprise lease program. HPH is approaching the end of the current five year lease with Enterprise. There is currently a fleet of 12 Chevy Malibu cars (2015) in use at HPH. The current lease payment is \$430.43 per car per month. Options for the new lease agreement include Chevy Malibu cars at \$345.31 per car per month or Chevy Equinox (AWD) at \$433.63 per car per month. Ms. Stehn is recommending that HPH switch to the Chevy Equinox option to provide staff that travel throughout the five Horizon counties a slightly larger, higher clearance and AWD vehicle. Ms. Stehn reported that last winter several staff were stuck in Horizon fleet vehicles and one needed to be towed. Staff leave early in the morning and are often traveling across our counties and not returning until the close of business. This makes monitoring weather across the region a challenge. Feedback has been received from staff they would prefer this type of vehicle. Several counties are also moving in this direction. The annual increase to switch to the Chevy Equinox from our current expenditure would

be \$460.80 for all 12 cars. Board discussion did support the need to move to all wheel drive for staff needs. The Environmental Health department owns two cars and is not looking to lease or purchase new cars in 2020.

Motion by Jeanne Ennen second by Dwight Walvatne to approve the new lease agreement moving to Chevy Equinoxes. Motion carried unanimously.

Personnel Issues

New Staff Members:

Ms. Stehn shared with the board that several individuals have been hired to fill vacant position at HPH. They include: Tracie Crouse, Intake Nurse; Carol Nelson, Case Manager (Wheaton); and Amy Streed, Healthy Families America Home Visiting Nurse (Countryside office).

Ms. Werk also shared that Jan Lokken is retiring in the Glenwood office and Katie Larson has been hired to replace her. Interviews have been completed to fill the position in Elbow Lake due to a current staff moving to the Family Health position vacated by Franchetta Hauptert. Interviews will be conducted this week to fill a nurse case manager position in the Alexandria location.

Ms. Stehn shared that two contracts have been finalized with Chere Rikimoto and Sue Luke to perform duties on the Clearway grant.

Authorization for Assistant Administrator Position:

Ms. Stehn has taken time to consider options regarding filling the Assistant Administrator position. She has determined that it would be important to fill this position and continue with the current structure of two Assistant Administrators.

Motion by Bob Kopitzke, second by Dave Salberg to authorize filling the Assistant Administrator position due to Kathy Werk's retirement and to fill any positions vacated by filling this position. Motion carried unanimously.

Financial Issues

Approve payment of warrants for July 2019:

The July 2019 warrants in the amount of \$271,909.56 were approved on a motion by Dave Salberg, a second by Gordy Wagner, and all voting aye. Motion carried unanimously.

2019 YTD Asset Listing Summary Report:

The July 2019 asset report was presented by Treasurer, Commissioner Jeanne Ennen. The year to date report shows that HPH received \$114,227.83 more in revenues than expenditures. Year to date revenues exceed expenditures by \$39,685.90. Total assets increased by \$111,652.14 from the previous month. Total HPH assets on 7/31/19 equals \$6,154,748.09.

Ms. Siegel shared that the Horizon Public Health CD was re-issued on 7/25/19 with a principle value of \$3,117,962.97 and interest rate of 2.60%. This CD is held at Glenwood State Bank.

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

Review 2019 severance estimates:

Ms. Stehn shared the severance payment summary with the board. This summary shows the history of severance paid to date since 2015. Total severance payments made in 2015 equaled \$46,100.77, 2016 was \$84,781.49, 2017 was \$61,331.48 and 2018 \$32,452.95. In 2019 to date HPH has made \$199,607.61 in severance payments and anticipates \$71,463.50 more in payments before the end of the year. Due to the numerous retirements of individuals with long years of service, 2019 will be a record year of severance pay outs. There has been \$2.5 million set aside for severance payments to be made by HPH. At the end of 2019, it is estimated that there is \$2,007,683.09 remaining of these funds. Ms. Siegel indicated that she is trying to cash flow these payments and not have to reach into that fund balance if possible.

Resolution 19-12 accepting July 2019 Hospice donations:

Ms. Stehn presented Resolution 19-12 accepting July 2019 Hospice donations.

RESOLUTION 19-12

BE IT RESOLVED that the Horizon Community Health Board hereby accepts the July 2019 donations to Hospice of Douglas County in the amount of \$2,073.06.

Dated this 12th day of August, 2019.

Motion by Charlie Meyer, second by Jerry Rapp to adopt Resolution 19-12 as presented. Motion carried unanimously.

Administrator Report: Ann Stehn

Ms. Stehn asked the board to let her know if they would like to attend the CHS conference.

A personnel committee meeting will be held after this meeting to start preparation for union negotiations and consider the Public Health Administrator evaluation.

Ms. Stehn shared that she is looking to move the board meetings to the Services Center for 2020. There is a likely AMC conflict with the December 2020 meeting that will be addressed at a later date.

Ms. Stehn shared that Horizon Public Health's 2019 MCIT dividend is being issued for \$23,902. The 2018 dividend amount was \$24,584, 2017 was \$14,320 and 2016 totaled \$18,311.

Ms. Stehn shared that a benefits committee has been established at HPH. This committee will be made up of HPH staff, Human Resources and Administration. The goal of this committee will be to examine and discuss benefits that are offered by HPH.

Adjourn: With no further business, the meeting was adjourned at 10:38 a.m. by Chair Larry Lindor. The next meeting is scheduled for Monday, September 9th, 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

9-9-19
Date

Attest: Ann Stehn

