



809 Elm Street Suite 1200  
Alexandria, MN 56308  
320.763.6018 | 800.450.4177  
320.763.4127 fax  
[horizonpublichealth.org](http://horizonpublichealth.org)

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

**Monday, September 9th, 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**

Ms. Stehn added an item under the Personnel Issues section regarding authorization from the board regarding Health Educator position for the Drug Free Communities grant.

Motion by Bob Kopitzke, second by Jerry Rapp to approve the revised agenda. Motion carried unanimously.

**Approve minutes of August 12, 2019 meeting**

Motion by Dennis Thompson, second by Dave Salberg to approve the August 12, 2019 minutes as presented. Motion carried unanimously.

**Violence Policy: Ann Stehn**

Ms. Stehn presented a policy that was initiated as part of the Mayor's Peace Challenge from the Mayor of Alexandria to promote violence free workplaces. This policy states that Horizon Public Health is committed to promoting the health and safety of our employees. HPH desires for its employees to be able to live and work in an environment free of harassment and violence. HPH has a zero-tolerance policy toward workplace violence. Accordingly, all acts or threats of violence will be taken seriously. This is the policy of HPH and the responsibility of its administrators, supervisors and all

**Douglas County**  
809 Elm Street Suite 1200  
Alexandria, MN 56308  
320.763.6018  
320.763.4127 fax

**Grant County**  
15 Central Ave N, PO Box 191  
Elbow Lake, MN 56531  
218.685.8295  
888.209.2887 fax

**Pope County**  
211 E Minnesota Ave 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  
320.208.6670  
320.563.0104 fax

of its employees to maintain a workplace free from threats and acts of violence. Each employee, and everyone with whom we come into contact in our work, deserves to be treated with courtesy and respect.

Questions from the board regarding specific aspects of protection of HPH employees while in the home of the client were presented. Ms. Stehn replied that the safety of HPH staff that enter client's homes is very important. HPH will partner with law enforcement if there is any concern regarding entering an individual's home and an employee is encouraged to not enter a home if they have any concerns for their safety and/or they should leave if they develop safety concerns. Having clear and open communication with Human Services and Public Health is important to assure the safety of staff in both departments. After discussion, the board was unable to achieve consensus on some of the policy language related to firearms. Ms. Stehn will take the discussion under advisement, consult with MCIT, and bring a revised policy to a future meeting for the board's reconsideration.

**2018 Reportable Disease Surveillance Data: Ann Stehn**

Ms. Stehn presented the 2018 reportable disease statistics to the board. Three of the reportable diseases are tick-borne diseases and others on the list are mosquito-borne. The report details the 2018 reportable diseases for the 5 HPH counties, the West Central Region (includes Clay, Becker, Otter Tail, Wilkin) and the State. The reportable disease with the highest prevalence in HPH counties is chlamydia – a sexually transmitted disease. This is also the highest reportable disease in the West Central Region and the State. Most reportable diseases are investigated by the Minnesota Department of Health Epidemiologists. HPH staff will be included in investigating the diseases at the request of MDH. All of the reportable diseases are reported by clinic and hospital laboratories – not through Horizon Public Health. Only cases that are tested and processed through a lab are reported to MDH and included in this report.

**Employee Survey Horizon Response since 1-2019: Ann Stehn**

Ms. Stehn shared work that has been done regarding the results of the employee survey that was taken in early 2019. The vast majority of the employee survey results were positive. However, specific themes for improvement were identified in the survey. These themes include improved communication, more educational and advancement opportunities, more support/team building/communication, recognition for work and years of service, improved relationships with other offices and with the union, improved work conditions/space/ergonomics and more safety/security considerations and flexibility in the work environment.

Action steps that have been taken or are in the planning phase to address these themes include: a speaker at the July All Staff meeting for team building/support/improved worked relationships, an Internal Communications Team that is actively working, a Benefits Committee was established and started to meet in September, Ergonomic evaluations will be completed this fall, welcome for new staff with photos on first day and at all staff meeting, labor management meetings have started with admin and union stewards, staff coming to the board on a regular basis, open up educational opportunities when possible, plan for a safety/security audit, and plans to start presenting certificates for years of service at all staff meetings in fall 2019.

**Electronic Funds Transfer Policy review and approval: Greta Siegel**

Ms. Siegel presented the Electronic Funds Transfers (EFTs) policy to the board for review and approval. Per Minnesota Statutes §471.38, Joint Powers Entities may make payments electronically instead of issuing checks. Per Minnesota Statutes §385.071 the Horizon Community Health board must establish procedures for investment and expenditure transaction by electronic transfer with this policy.

Ms. Siegel shared that Horizon Public Health does use electronic funds transfer for payment to payroll vendors, moving funds between the different accounts held at Glenwood State Bank, and other non-payroll vendors. Ms. Siegel has had a form created that will document each electronic fund transfer with initiator of the transaction, approval of the Assistant Administrator of Finance and Grants, and a third review and approval signature. Ms. Siegel will be responsible for assuring all access is password protected and access to the electronic fund system is changed immediately due to any staffing changes. Annually, the Horizon Community Health board will delegate authority to make electronic funds transfers in a resolution to authorize individual staff with the ability to make electronic funds transfers.

Motion by Jeanne Ennen second by Deb Hengel to approve the Electronic Funds Transfer Policy. Motion carried unanimously.

***Resolution 19-13: 2019 Annual Delegation of Authority to make Electronic Funds Transfers***

Ms. Siegel presented Resolution 19-13 which authorizes individuals to make Electronic Funds Transfers for 2019.

### RESOLUTION 19-13

WHEREAS, Horizon Public Health utilizes electronic funds transfer (EFTs) to make payments to vendors and for biweekly payroll; and to transfer funds between the checking account and money market account; and

WHEREAS, EFT payments reduce check printing and processing costs; and

WHEREAS, EFT payments reduce fraud risks because the EFT file is compared at the bank with a positive pay file; and

WHEREAS, Minnesota Statutes §471.38 requires that any delegation to make EFT payments shall be approved annually by the Horizon Community Health Board.

NOW THEREFORE, **BE IT RESOLVED** by the Horizon Community Health Board that the following individuals shall have the authority to make electronic funds transfer payments during 2019:

- Greta Siegel, Assistant Administrator of Finance and Grants
- Tina Matter, Account Technician
- Bonnie Dreger, Human Resources Technician, payroll purposes only
- Shannon Zarbok, Account Technician, backup for payroll purposes only

Dated this 9<sup>th</sup> day of September, 2019.

Motion by Dave Salberg, second by Bob Kopitzke to adopt Resolution 19-13 as presented. Motion carried unanimously.

#### **2018-2020 Strategic Plan Progress Review: Ann Stehn**

Ms. Stehn reviewed the 2018-2020 Strategic Plan with the board and provided progress updates on the priorities and objectives.

Strategic Priority 1 – Increase Public Visibility and Awareness: Objective 1, HPH will create and implement a comprehensive community outreach and communication plan to inform community partners and the general public of public health roles, responsibilities and services. Progress has been made on this objective with many of the action steps completed at this time. The remaining action step to be completed is the implementation of the community outreach and communication plan that was approved by the board on 7/8/19. HPH will continue to monitor the implementation of the Community Outreach and Communication Plan. Objective 2 – HPH will strengthen current and develop future collaborative partnerships. This objective has not started yet. New goal dates were chosen to bring objective back on track. The PH Administrator will work to develop a form to send out to all staff to collect coalition/partnership information and will connect with the Community Health Strategist to partner on this objective.

Strategic Priority 2 – Workplace Excellence: To achieve workplace excellence as demonstrated by a competent, satisfied and sustainable workforce that is supported by stable financial and technological systems. Objective 1 – HPH will develop and implement an internal communication protocol. This objective is in progress and on schedule. An active committee is working on the action steps and they anticipate having an Internal Communication Protocol ready to pilot by June 2020. Objective 2 – HPH will develop and implement an employee satisfaction survey and develop an improvement plan based on the survey results. This objective is in progress and on schedule. The survey was completed, analyzed and presented to a number of audiences. The improvement plan has not been developed yet, however many things have already occurred that fit needs staff identified, or that were taken on due to feedback received. A member of the administrative team will follow up to assure the plan is in place by December 2019. Objective 3 – HPH will develop and implement an organizational leadership development and succession plan. This objective is in progress and on schedule. There is an active committee working on this objective and they anticipate having a Leadership Development and Succession Plan developed according to the current timeline with one small adjustment. Objective 4 – HPH will develop and implement a 5-year financial and IT/data management work plan. This objective is not started yet. New goal dates were chosen to bring objective back on track. The Assistant Administrator of Finance and Grants will look for other sample plans and work to develop the 5 year financial plan in time for the 2021

budget cycle and July Finance Committee meeting. IT assessment and planning has started but has not been formalized. A tool will be sought to evaluate our data management software.

### Personnel Issues

**Out of State Travel Request: Doug Breitreutz, Food and Drug Administration FD204 Temporary Food Stands, October 21-23, 2019, Tampa, FL. Expenses covered by FDA grant funds:**

Cost of travel will be covered by the FDA grant funds for Doug Breitreutz to attend this training in Tampa, Florida.

Motion by Jeanne Ennen, second by Deb Hengel to authorize out of state travel request to Doug Breitreutz to attend the Food and Drug Administration FD204 Temporary Food Stands conference, October 21-23, 2019 in Tampa, FL. Motion carried unanimously.

**Resignations: Dawn Majerus, effective 8-14-19, request to fill Glenwood Office Family Health Position with Amy Streed and repost Healthy Families America Countryside based position:**

Dawn Majerus resigned her Family Health position in August. Ms. Stehn is asking the board for authorization to fill that position with Amy Streed who was originally hired to work in the Healthy Families of America position. Ms. Stehn would then ask for authorization to repost the Healthy Families America Countryside position.

Motion by Bob Kopitzke, second by Gordy Wagner to approve filling the vacated position of Dawn Majerus with Amy Streed and to repost the Healthy Families America Countryside based position. Motion carried unanimously.

### **Wheaton Case Manager Position update:**

Ms. Werk indicated that the individual hired for the Wheaton Case Manager position called to notify HPH that she would not be taking the position due to the fact that her current employer offered her a higher salary. The position was advertised again and the position was filled by a different individual. Once pre-employment verifications are complete this individual will be hired to fill this position.

### **New Staff:**

Ms. Werk shared the following new staff positions with the board:

Katie Larson, Nurse Case Manager located in the Glenwood office started September 3<sup>rd</sup>.

Nikki Nelson, Nurse Case Manager located in the Elbow Lake office started September 3<sup>rd</sup>.

JoAnn Barton, Certified Assessor located in the Alexandria office started September 9<sup>th</sup>.

### **Consideration of Full-Time Health Educator Position for Drug Free Communities:**

Ms. Stehn asked the board for authorization to fill the full-time Health Educator position if Horizon Public Health is awarded the Drug Free Communities grant. The grant is awarded for a 5 year time-frame and would fully fund this position. HPH does not currently have anyone employed in this position pending the results of the grant application.

Motion by Gordy Wagner, second by Bob Kopitzke to authorize filling the full-time Health Educator position if Horizon Public Health is awarded the Drug Free Communities grant. Motion carried unanimously.

### Financial Issues

#### **Approve payment of warrants for August 2019:**

The August 2019 warrants in the amount of \$179,763.26 were approved on a motion by Todd Johnson, a second by Jerry Rapp and all voting aye. Motion carried unanimously.

#### **2019 YTD Asset Listing Summary Report: Treasurer Ennen**

The August 2019 asset report was presented by Treasurer, Commissioner Jeanne Ennen. The year to date report shows that HPH received \$372,632.01 more in revenues than expenditures during the month of August. Year to date revenues exceed expenditures by \$412,317.91. Total assets increased by \$360,442.10 from the previous month. Total HPH assets on 8/31/19 equals \$6,515,190.19.

Ms. Siegel shared that HPH received the quarterly LCTS/LTSS payment in August which attributed to the increase in revenues for the month.

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

**Resolution 19-14 accepting August 2019 Hospice donations:**

Ms. Stehn presented Resolution 19-14 accepting August 2019 Hospice donations.

**RESOLUTION 19-14**

**BE IT RESOLVED** that the Horizon Community Health Board hereby accepts the August 2019 donations to Hospice of Douglas County in the amount of \$2,396.26.

Dated this 9<sup>th</sup> day of September, 2019.

Motion by Charlie Meyer, second by Todd Johnson to adopt Resolution 19-14 as presented. Motion carried unanimously.

**Administrator Report: Ann Stehn**

Ms. Stehn shared that the Douglas and Pope County boards have approved a 5% increase in the 2020 Food, Pools and Lodging license fees. A 9 month performance evaluation of Ann Stehn is being completed by the board Chair and Personnel Committee at this time. Plans to do an annual performance review of Ms. Stehn will be conducted in early December. The first benefits committee was held and went well. The Assistant Administrator position closed on Friday 9/6 and interviews will take place in the upcoming weeks. Accreditation submission will be done tomorrow, Tuesday 9/10. Ms. Stehn shared her appreciation to the HPH staff and Kelly Irish, Accreditation Coordinator, for the great work that has been done to complete accreditation.

**Adjourn:** With no further business, the meeting was adjourned at 10:55 a.m. by Chair Larry Lindor. The next meeting is scheduled for Monday, October 14th, 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.

13 YEAS and 0 NAYS

Larry Lindor  
Chairman, Horizon Community Health Board

10-14-19  
Date

Attest: Ann E Stehn

