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

Monday, July 8, 2019  
9:00 a.m. – 10:30 a.m.  
AGENDA

9:00 a.m.  Call to Order

9:01 a.m.  Approve agenda
Approve minutes of June 10, 2019 Horizon Public Health Board meeting

9:05 a.m.  Emergency Preparedness Program Highlights:  Shelley Svec and Marcia Schroeder

9:20 a.m.  HPH All Hazards Emergency Response Plan Review:  Ann Stehn and staff

9:30 a.m.  HPH Community Outreach and Communications Plan:  Ann Stehn

9:40 a.m.  Resolutions:  Towards Zero Death Grant:  
Grant County Resolution 19-08
Douglas County Resolution 19-09
2020 DHS Procurement Request for Proposals Resolution 19-10

9:45 a.m.  State Community Health Advisory Committee Report (6/21/19):  Ann Stehn (alternate)

9:55 a.m.  Personnel Issues:
o  Accept Letter of Retirement Franchetta Haupert effective 7-19-19, request authorization to fill full-time Public Health Nurse Position
o  Accept Letter of Retirement Karleen Tichy effective 9-6-19, request Authorization to fill full-time Intake Nurse position
o  Accept Letter of Retirement Jan Lokken effective 9-30-19, request Authorization to fill full-time Case Manager/Assessor Position
o  Accept Letter of Retirement Kathy Werk, Assistant Administrator effective 11-30-19
o  Request Authorization to fill 2 full-time Public Health Nurse positions as necessary during Healthy Families America nurse position transitions.
o  New Staff Members:  Sarah Fritz, Case Manager and Gabby Strandlien, Hospice Aide (casual status)
o  Consider Out of State Travel Request for Kayla Nelson, Supervisor to attend the 2019 Prevent Child Abuse America National Conference in Milwaukee, WI, September 15-18 2019 (Healthy Families America National Organization)

809 Elm Street Suite 1200  
Alexandria, MN 56308  
320.763.6018 | 800.450.4177  
320.763.4127 fax  
horizonpublichealth.org
10:10 a.m. Financial Issues
- Approve payment of warrants June 2019
- YTD Financial Report
- Consider recommendations of Finance Committee Meeting 7-8-19
  - 2018 Modified Accrual Report
  - Hospice Settlement
  - 2020 Levy Recommendation
  - Other
- Resolution 19-11 accepting June 2019 donations

10:25 a.m. Administrator Report: Ann Stehn

10:30 a.m. Adjourn; Next meeting Monday, August 12, 2019

---

**2019 Officers and Committees**

**2019 Officers:**
- Chairperson - Larry Lindor
- Vice Chairperson - Charlie Meyer
- Treasurer - Jeanne Ennen
- Secretary - Horizon Public Health staff

**Executive Committee:** Meet as needed
- Larry Lindor, Pope County
- Charlie Meyer, Douglas County

**Personnel Committee:** Meet as needed, union negotiations fall 2019
- Bob Kopitzke, Stevens County
- Charlie Meyer, Douglas County
- Dave Salberg, Traverse County

**Finance Committee:**
- **July 8, 2019 8 a.m. Douglas County Public Works Front Conference Room**
  (Hospice settlement and 2020 levy recommendations)
- **November (2020 Budget)**
  - Jeanne Ennen, Stevens County, Treasurer
  - Todd Johnson, Traverse County
  - Heather Larson, Douglas County

**Hospice Committee:**
- **Monday Oct. 14th 2019, 10:30am (Douglas County Public Works)**
  - Charlie Meyer, Douglas County
  - Jerry Rapp, Douglas County
  - Kelly Helmbrecht, Douglas County Hospital
Performance Management Council:     August 7, November 6 at 9 am (DCPW Front Conference Room)

Deb Hengel, Grant County Community Member
Bob Kopitzke, Stevens County
Dave Salberg, Traverse County
Doyle Sperr, Grant County
Dennis Thompson, Douglas County Community Member

Environmental Health Advisory Committee:     Friday, August 2, 2019, Pope County Annex Conference Room
                                             Friday, November 1, 2019, TBD (date may be changed)

Jerry Rapp, Douglas County Commissioner
Keith Englund, Douglas County Commissioner
Cody Rogahn, Pope County Commissioner
Gordy Wagner, Pope County Commissioner

Ethics Committee:     Next Meeting TBD based on ethical consult requests
                       Jeanne Ennen, Stevens County