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

Monday, October 14th, 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, Todd Johnson
Community representatives: Dennis Thompson, Deb Hengel

Staff: Ann Stehn, Horizon Public Health Administrator
Kathy Werk, Horizon Public Health Assistant Administrator
Betsy Hills, Horizon Public Health Supervisor
Greta Siegel, Horizon Public Health Assistant Administrator
Tracie Crouse, Horizon Public Health Intake Nurse
Stacey Lhotka, Horizon Public Health Human Resources Coordinator
Bonnie Dreger, Horizon Public Health Human Resources Technician
Tina Matter, Horizon Public Health Account Technician
Cheri Wood, Horizon Public Health Account Technician
Shannon Zarbok, Horizon Public Health Account Technician

Guests: Kristin Erickson, Minnesota Department of Health Nurse Consultant

Absent: None

The meeting was called to order at 9:00 a.m. by Commissioner Larry Lindor.
Introductions were made.

Approve Agenda
Motion by Dave Salberg, second by Gordy Wagner to approve the agenda as printed. Motion carried unanimously.

Approve minutes of September 9, 2019 meeting
Motion by Bob Kopitzke, second by Dennis Thompson to approve the September 9th, 2019 minutes as presented. Motion carried unanimously.

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A Day in the Life: Accounting, Intake and Human Resources Staff

Ms. Stehn introduced staff from Intake, Human Resources and Accounting departments at Horizon Public Health to the board. She shared that these staff play a critical role in the daily operations at HPH and provide support to all of our employees and program areas.

Tracie Crouse, LPN, shared what her roles and duties are as Intake Nurse for Horizon Public Health. She is the first stop for clients seeking help from HPH for a wide variety of services. Stacey Lhotka shared her roles and duties as Human Resources Coordinator for the agency. Her main responsibilities include recruiting, hiring, compensation, benefits, legal compliance and maintaining a safe working environment. Bonnie Dreger, Human Resources Technician, shared with the board the many various payroll and Human Resource duties she performs on a weekly, monthly, quarterly and annual basis. Cheri Wood discussed her role as a Grant and Account Technician preparing monthly and quarterly grant reports, quarterly data reports, credit card transactions and multiple office support functions. Tina Matter, Account Technician, detailed her role as Accounts Receivable, Accounts Payable and audit preparation functions. Shannon Zarbok, Account Technician, shared her role as the person in charge of all billing to outside payers and back up for payroll and deposits.

The board shared their appreciation with the staff on all of the important work that they do for the organization.

SCHSAC Report: report on 10/2/19 meeting/CHS Conference - those in attendance

Ms. Stehn and Commissioner Wagner attended the State Community Health Services Advisory Committee (SCHSAC) executive board meeting before the CHS conference in October 2019. Ms. Stehn shared that the group is working on keeping SCHSAC relevant and meaningful for local officials as well as discussion on the changing landscape of CHB structures and if that should result in any changes in representation at SCHSAC to facilitate improved communications between County Commissioners, local public health and the Minnesota Department of Health. The Commissioner of Health is typically present at each SCHSAC meeting.

Health Commissioner, Jan Malcom, was not able to attend the beginning of the Community Health Conference at Cragun’s in early October due to a media commitment related to the release of the MN Student Survey Data on e-cigarettes. The data shows a large increase in vaping usage by the youth in Minnesota and the Commissioner and Governor indicated that addressing this issue is a top priority. HPH has been contacted by each school district in the counties that they serve to ask for resources and assistance in dealing with the vaping issues in their schools. HPH is working with schools to provide education and examples of model policies. The MN Department of Health has tool kits available for schools to use regarding vaping education and resources. Ms. Stehn shared that with the changing environment around this issue the State is working on recommendations for policies and messages moving forward.

Attendees of the Community Health Conference in October 2019 shared that the conference had great presentations and learning stations. Children of incarcerated parents was a main focus of the conference with several presentations regarding this topic and the effects this has on children. Of interest, a “Yellow Zone” project has been started in Stearns County that is working to increase resiliency in individuals and communities.

Ms. Stehn shared that she was selected to be part of the 21st Century Leadership Council to make local public health system change recommendations to the Health Commissioner.

Minnesota Department of Health: 2020-2024 Master Grant Contract – Ann Stehn

Ms. Stehn presented the Master Grant Contract from the Minnesota Department of Health for 2020-2024 with Horizon Public Health. All other funding agreements are attached to this master contract. Ann Stehn, CHB Administrator, is listed as the authorized representative of the Community Health Board in the Master Grant Contract.

Motion by Bob Kopitzke second by Jeanne Ennen to approve the 2020-2024 Master Grant Contract with the Minnesota Department of Health. Motion carried unanimously.

Grant Application: FDA/AFDO Grant Application for Environmental Health Program

Ms. Stehn requested authorization to move forward on three different grant applications with the Food and Drug Administration. All three grants will be applied for on behalf of the Food, Pools and Lodging program area at HPH. One application is for a small project of $2,879 to allow HPH staff to continue with the Community of Practice project with Olmsted County and would cover the staff time and mileage to participate. The second application is for another small project of $3,000 to fund our Sanitarians to attend trainings that provides broader exposure to the food, pools and
lodging inspection process. The medium sized project is requesting $10,590 to provide funding for the EH Manager Software and upgrades to software and hardware for the Environmental Health staff.

Motion by Gordy Wagner second by Deb Hengel to approve the grant application submission to the FDA/AFDO. Motion carried. Commissioner Meyer abstained from voting.

Violence Policy: Ann Stehn
Ms. Stehn provided a revised Workplace Violence Policy with the board. Ms. Stehn has removed weapons/firearm statements from the policy due to further research on what is already covered in Minnesota statute and to further refine the intent of this policy, which was to address increased safety related to domestic violence in the workplace as a result of a challenge by the Alexandria Mayor. The policy provides guidelines for HPH employees to use when working on HPH premises and out in the community to use threat awareness and mitigation as the first line of defense. A special focus on domestic violence encourages staff impacted by this to seek assistance in safety planning and/or potentially seeking resources.

Motion by Bob Kopitzke second by Dave Salberg to approve the Horizon Public Health Workplace Violence policy. Motion carried unanimously.

Personnel Issues
New Staff:
Ms. Stehn shared the following new staff positions with the board:
Richelle Hyatt, Nurse Case Manager located in the Wheaton office and Deb Johnson, Healthy Families America Nurse, located in Countryside Office in Granite Falls.

Promotion: Betsy Hills – Assistant Administrator
Ms. Stehn introduced the new Assistant Administrator, Betsy Hills.

Financial Issues
Approve payment of warrants for September 2019:
The September 2019 warrants in the amount of $152,488.87 were approved on a motion by Gordy Wagner, a second by Todd Johnson and all voting aye. Motion carried unanimously.

Review YTD Financial Report: Greta Siegel
Ms. Siegel reviewed the YTD financial report with the board. At the end of September 2019, total revenues exceed expenditures by $398,957.74. Ms. Siegel shared that there have been $196,556.14 in severance payments made to date and fund balance has not needed to be used to cover these expenditures. Of that severance payment total, $164,940.34 has been paid to employee’s health care savings plans and $31,615.80 has been paid to the member counties for unpaid severance that the employee was not eligible for.

Discussion regarding the total asset amount of $6,506,673.29 ensued. HPH did pass a policy in April 2017 indicating that a maximum cash fund balance of $6.25 million be set. At the end of each calendar year the cash fund balance will be determined and any funds over the $6.25 million will be returned to the member counties. This led to a discussion about whether or not a levy should be established for the 2020 budget year. Ms. Siegel and Ms. Stehn shared that they felt it would be difficult to have $0 levy in the Public Health budget. Levy is utilized as a matching fund source for several grants that are received and the amount is reported on an annual basis to the MN Department of Health. Board members also shared that they did not want to see the HPH fund balance continue to increase. More discussion will be had at the Finance Committee meeting in November 2019.

2019 YTD Asset Listing Summary Report: Treasurer Ennen
The September 2019 asset report was presented by Treasurer, Commissioner Jeanne Ennen. The year to date report shows that HPH expended $13,360.17 more than revenues during the month of September. Year to date revenues exceed expenditures by $398,957.74. Total assets decreased by $8,516.90 from the previous month. Total HPH assets on 9/30/19 equals $6,506,673.29.

Motion by Bob Kopitzke, second by Dwight Walvatne to approve the 2019 YTD Financial Report and Asset Listing Summary Report. Motion carried unanimously.
Resolution 19-15 accepting September 2019 Hospice donations:
Ms. Stehn presented Resolution 19-15 accepting September 2019 Hospice donations.

RESOLUTION 19-15
BE IT RESOLVED that the Horizon Community Health Board hereby accepts the September 2019 donations to Hospice of Douglas County in the amount of $3,324.44.

Dated this 14th day of October, 2019.

Motion by Jeanne Ennen, second by Dennis Thompson to adopt Resolution 19-15 as presented. Motion carried unanimously.

Administrator Report: Ann Stehn
Ms. Stehn reported that meetings have been started with Pope County regarding office renovations for the Glenwood HPH location in 2020 and contract negotiations with union staff will be starting later this month with the HPH Personnel Committee. Ms. Stehn also shared that she will begin sending some documents with the board that share staff news. A couple of examples of this were shared, such as “Cool People Doing Cool Things” and a quarterly newsletter.

Adjourn: With no further business, the meeting was adjourned at 10:42 a.m. by Chair Larry Lindor. The next meeting is scheduled for Monday, November 18th, 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.

11 YEAS and 0 NAYS

Larry Lindor
Chairman, Horizon Community Health Board

[Signature]

11-18-19
Date

Attest: [Signature]