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

Monday, November 18th, 2019
9:00 a.m.
Minutes

Present:  Douglas: Charlie Meyer, 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
         Betsy Hills, Horizon Public Health Supervisor
         Greta Siegel, Horizon Public Health Assistant Administrator
         Tara Paschka, Horizon Public Health Dietician
         Amanda Schueler, Horizon Public Health Dietician
         Kim Roering, Horizon Public Health, Program Support Specialist
         Amy Reineke, Horizon Public Health, Community Health Strategist

Guests:  Kristin Erickson, Minnesota Department of Health Nurse Consultant

Absent:  Doyle Sperr, Grant County Commissioner
         Jerry Rapp, Douglas County Commissioner

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

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

Approve minutes of October 14, 2019 meeting
Motion by Dave Salberg, second by Dennis Thompson to approve the October 14th, 2019 minutes as presented. Motion carried unanimously.

Introductions were made.
Chair Larry Lindor presented a certificate of appreciation to Kathy Werk, Assistant Administrator of Horizon Public Health upon her retirement at the end of November 2019.

**A Day in the Life: Horizon WIC Staff**
Tara Paschka and Amanda Schueler, Registered Dieticians from Horizon Public Health WIC program presented to the board. The HPH WIC team consists of 3 clerks, 2 dieticians, and 4 nurses. The WIC program provides healthy food choices, nutrition education, and breastfeeding support, encouragement and resources for families that are eligible. 83.6% of HPH WIC moms initiated breastfeeding in 2018. Calls are made to all breastfeeding moms to provide support and encouragement. WIC will provide formula for infants enrolled in the program when indicated. When families come to WIC clinics the children are weighed, measured, and have their hemoglobin and lead levels checked.

HPH WIC provides services to many families that speak a variety of languages. The WIC Language Line is utilized often to communicate with non-English speaking families.

HPH WIC recently rolled out the new eWIC program and have transitioned approximately 1,250 participants to the new card since May 6th, 2019. This new program eliminates the need for paper vouchers and WIC participants can now use a card to receive their WIC food packages. An app was also created that allows the participants to track what they have purchased and what remains in their food package for the month.

For the year 2017-2018 WIC participants have spent the following dollars in the Horizon Public Health counties: Grant County $75,621, Pope County $143,573, Stevens County $157,524, Traverse County $52,448 and Douglas County $469,620. WIC staff provide a list of eligible stores to the participants. There are 14 stores in the Horizon Public Health counties that accept WIC participant spending.

**Contracts/Agreements:**

**Minnesota Department of Health Local Public Health Grant: CY 2020:**
Ms. Stehn presented the grant award agreement from the Minnesota Department of Health for the Local Public Health Grant. This is a five year agreement and the award amount for year one is $331,311. This grant is used for local public health infrastructure support, Disease Prevention and Control and Family Health services.

Motion by Jeanne Ennen, second by Bob Kopitzke to approve the Minnesota Department of Health Local Public Health Grant agreement. Motion carried unanimously.

**Dr. George D. Kryder, Alexandria Clinic/Alomere Health, Medical Consultant:**
Ms. Stehn presented a contract for the Medical Consultant to the board. Although this contract auto-renews Ms. Stehn feels that is important to have board action to approve the Medical Consultant each year. The current agreement and model with Dr. George Kryder has been working very well. Ms. Stehn and Horizon Public Health Administrative staff meet with Dr. Kryder on a quarterly basis and as needs arise.

Motion by Charlie Meyer, second by Deb Hengel to approve the Medical Consultant agreement with Dr. George D. Kryder, Alexandria Clinic/Alomere Health for the year 2020. Motion carried unanimously.

**CHIP Progress/CHA Data Update: Amy Reineke**
Ms. Amy Reineke presented an update on the Community Health Improvement Plan (CHIP) to the board. It has been 6 months since the Horizon Community Health board approved the CHIP. There are two priority areas in the HPH CHIP. Adverse Childhood Experiences is the first priority with a goal to decrease the incidence of ACEs and increase resiliency in Horizon County residents. Steps to meet this goal are Public Awareness and Education, ACEs Impact and Response, and Building Community Resilience. Preventing ACEs could reduce a large number of health conditions, reduce health risk behaviors and socioeconomic challenges.

Ms. Reineke shared what is happening on our communities surrounding the CHIP initiatives. In Douglas County, Early Childhood Coordinator, Connie Fields, worked with the Douglas County Jail to improve the experience of children visiting their incarcerated parents. ACEs education and awareness has been provided to the Douglas County jail staff and inmates of the jail. The visiting area of the jail has also been made more child friendly and inviting for children to visit their incarcerated parents.
In Glenwood, a “Be Kind Movement” was started by 98 year old, Margaret Peterson. In the Minnewaska School system, Margaret Peterson has started a “Be Kind” Movement. WCCO recently aired a story on this project. Margaret has created a kindness chain that involved many students. Ms. Reineke shared that in all 5 HPH counties the mental health collaboratives have been busy running similar initiatives.

The second priority of the CHIP is Drug Misuse and Abuse. The goal for this priority is to prevent and decrease drug misuse in the Horizon Community. Steps to meet this goal are to build and expand partnerships to address drug misuse and abuse, increase community and public awareness related to the harms and consequences of drug misuse and abuse, and identify and implement effective policies, practices and programs that are effective at preventing drug misuse and abuse.

In Douglas County there is an Opioid Task Force that has been active for 2 years. Recently MPR wrote an article highlighting Alexandria Clinic in Douglas County and the work of the Douglas County Opioid Task Force. Alexandria Clinic was one of the highest opioid prescribers in MN. Due to the creation of the task force there have been many strategies established to lower opioid prescriptions. The most recent data indicates that there has been a significant decrease in opioid prescriptions in Douglas County due to the work of the task force. The Douglas County Opioid task force will present at the AMC conference in December. Also in Douglas County is the work that is being done by HPH staff, Katie Strickler. Her work at the Alexandria Area High School has been important in providing awareness and data on teen drug use and misuse.

In Grant County a meeting was held with the 3 superintendents focusing on the 2019 MN Student Survey data. They plan to bring information to the Grant County board to discuss the issues surrounding teen nicotine use. Deb Hengel reported on a Grant County project “Every Relationship Matters”. This project’s aim is to provide awareness and education on ACEs and building resilience in individuals by promoting positive relationships.

In Pope County the “Be Kind Movement” with the Minnewaska school district and the work of the Drug Free Communities ASAP coalition has continued to make positive changes in those communities.

In Stevens County there is a Building Community Resilience workgroup that has been conducting Community Conversations to hear from community members to establish priorities for moving forward. A drug task force has also been started in Stevens County.

In Traverse County there has been several task force meetings held. With a smaller population the one task force group focuses on both priorities of ACEs and Drug Misuse and Abuse. Strategies are being developed within this task force to move forward to address these issues.

Themes coming from all of the task forces includes increasing community partners, mental health across all communities, lack of drug court in our counties, and increasing community resilience.

Community Health Assessment updated data shows a decrease in total population among all 5 HPH counties, a steady increase of the 65+ population, and an increase in diversity across all counties. The data also indicates that the unemployment rate has decreased and the poverty rate has increased.

The 2019 Minnesota Student Survey data was completed in the spring of 2019. The survey is completed every 3 years. All schools are invited to take the survey and students in grades 5th, 8th, 9th and 11th complete the survey. 81% of public schools completed the survey in 2019. Ms. Reineke presented several data points from the student survey to the board. The first was weight status of students that took the survey. This data shows a slight increase in obesity rates across the 5 HPH counties. In looking at physical activity a decrease in 60 minutes per day of physical activity has been reported across all 5 counties. Electronic Cigarette use has been declared an epidemic by the CDC as the rate of use has increased drastically in the most recent years. The MN Student Data Survey from 2019 shows alarming rates of e-cigarette use by students in the HPH counties. There has been a decrease in the use of cigarettes but the use of e-cigarettes has significantly increased. Alcohol use has reduced and marijuana use has seen an increase in the HPH counties. Prescription drug use not prescribed to students has also increased and the self-report of students considering suicide has increased as well. The MN Student Survey also counts the number of students with reported ACEs and the percentage of students that have 0 ACEs has decreased since the 2016 survey.
Performance Management/Accreditation Update: Ann Stehn
Ms. Stehn provided an update on accreditation to the board. She reported that HPH received an initial response back from PHAB to correct 42 measures. Themes of items that needed correction include adding dates to all of the measures and items that were deemed to be out of scope. Out of scope for PHAB includes examples that are more client specific items and not focused on Community Health measures. Ms. Stehn also shared the 2018 performance measure from the Local Public Health grant activities. Horizon Public Health is doing well to meet national accreditation measures. Ms. Stehn believes that one result of our accreditation work is that staff at HPH are more aware of what is meant by national measures and therefore an increase of partially met status was reported for 2018 measures. Due to the accreditation work, many of the partially met standards should turn to fully met for 2019. Other data reported shows that workforce competency skills, health equity and organizational quality improvement maturity is increasing.

Personnel Issues
Promotion: Kelly Irish — Supervisor (MnCHOICES/Case Management)
Ms. Stehn introduced the new Supervisor of the MNchoices/Case Management program area, Kelly Irish.

Promotion: Ashley Bohlsen — Accreditation Coordinator/Community Health Strategist
Ms. Stehn introduced the new Accreditation Coordinator/Community Health Strategist, Ashley Bohlsen. Ashley has been through PHAB training and has provided assistance to Kelly Irish this past year.

Permission to fill full time Case Manager Position, Alexandria:
Ms. Stehn requested permission to fill a full time Case Manager position in the Alexandria location due to the promotion of Ashley Bohlsen.

Motion by Charlie Meyer, second by Dennis Thompson to fill the full time Case Manager position vacated by Ashley Bohlsen in the Alexandria location. Motion carried unanimously.

Permission to seek casual, part-time, Registered Nurses for Hospice on-call:
Due to many staffing changes in the past year the hospice on-call team has reduced from 12 to 8 nurses. To provide the hospice on-call team with necessary staffing Ms. Stehn is requesting that HPH advertise and hire casual, part-time, Registered Nurses for the hospice on-call team.

Motion by Bob Kopitzke, second by Deb Hengel to authorize permission to advertise for two casual, part-time, Registered Nurses for Hospice on-call. Motion carried unanimously.

Resolution 19-16 Appointing Agents of the CHB
Ms. Stehn presented Resolution 19-16 to update the Agents of the CHB.

RESOLUTION 19-16

A. To serve as the Board's agent according to Minnesota Statute 145A.04, Subd. 2, in communicating with the Commissioner of Health between Board meetings, including receiving information from the Commissioner and disseminating that information to the Board, as well as providing information to the Commissioner on the Board's behalf.

Name: Ann Stehn, PHN, Administrator
Address: 809 Elm Street, Suite 1200
Alexandria, MN 56308
Phone/FAX: (W) 320-762-3003
(C) 320-212-7612
(H) 320-834-4936
(Fax) 320-763-4127
anns@horizonph.org
B. To sign and submit to the Commissioner the required written components of the Local Public Health Grant including identification of local priorities, progress reports and budgets according to Minnesota Statute 145A.10, Subdivision 5a:

Name: Ann Stehn, PHN, Administrator
Address: 809 Elm Street, Suite 1200
Alexandria, MN 56308
Phone/FAX: (W) 320-762-3003
(C) 320-212-7612
(H) 320-834-4936
(Fax) 320-763-4127
anns@horizonph.org

C. To submit grant applications, sign and execute contracts, on behalf of the Board, for funding opportunities administered by the Minnesota Department of Health.

Name: Ann Stehn, PHN, Administrator
Address: 809 Elm Street, Suite 1200
Alexandria, MN 56308
Phone/FAX: (W) 320-762-3003
(C) 320-212-7612
(H) 320-834-4936
(Fax) 320-763-4127
anns@horizonph.org

D. To serve as the Board's agents according to Minnesota Statute 145A.04, Subdivisions 7 and 8, to enforce public health laws, ordinances, or rules within the 5-county service area.

Name: Ann Stehn, PHN, Administrator
Address: 809 Elm Street, Suite 1200
Alexandria, MN 56308
Phone/FAX: (W) 320-762-3003
(C) 320-212-7612
(H) 320-834-4936
(Fax) 320-763-4127
anns@horizonph.org

Name: Greta Siegel, Assistant Administrator
Address: 809 Elm Street, Suite 1200
Alexandria, MN 56308
Phone/FAX: (W) 320-762-3046
(C) 320-760-7140
(Fax) 320-763-4127
gretas@horizonph.org

Name: Betsy Hills, PHN, Assistant Administrator
Address: 809 Elm Street, Suite 1200
Alexandria, MN 56308
Phone/FAX: (W) 320-762-2928
(C) 320-760-8989
(H) 320-762-8877
(Fax) 320-763-4127
betsyh@horizonph.org

E. To sign and execute on behalf of the Board, delegation agreements with the Commissioner of Health in accordance with Minnesota Statute 145A.07.
F. To submit grant applications, sign and execute contracts, on behalf of the Board, for funding opportunities administered by, but not limited to, entities such as the Department of Human Services, Minnesota Department of Education, the Office of Public Safety and private foundations.

Name: Ann Stehn, PHN, Administrator
Address: 809 Elm Street, Suite 1200
          Alexandria, MN 56308
Phone/FAX: (W) 320-762-3003
           (C) 320-212-7612
           (H) 320-834-4936
           (Fax) 320-763-4127
       anns@horizonph.org

G. In the event Ms. Stehn is unable to perform responsibilities indicated in sections A, B, C, E, and F; and such inability would negatively impact the CHB’s ability to meet its obligations and/or secure additional funding, the agents of the board will be:

Name: Greta Siegel, Assistant Administrator
Address: 809 Elm Street, Suite 1200
          Alexandria, MN 56308
Phone/FAX: (W) 320-762-3046
           (C) 320-760-7140
           (Fax) 320-763-4127
       gretas@horizonph.org

Name: Betsy Hills, PHN, Assistant Administrator
Address: 809 Elm Street, Suite 1200
          Alexandria, MN 56308
Phone/FAX: (W) 320-762-2928
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       betsyh@horizonph.org

This resolution authorizes the above referenced appointees to act on behalf of and bind the Board to the extent and for the purposes indicated in this resolution.

Adopted this 18th day of November, 2019

Motion by Gordy Wagner, second by Todd Johnson to approve Resolution 19-16 Appointing Agents of the Horizon Community Health Board. Motion carried unanimously.

Financial Issues
Approve payment of warrants and Electronic Wire Transfer for October 2019:
The October 2019 warrants in the amount of $292,048.66 and Electronic Wire Transfer of $200,000.00 on 10/15/19 were approved on a motion by Dennis Thompson, a second by Gordy Wagner and all voting aye. Motion carried unanimously.

2019 YTD Asset Listing Summary Report: Treasurer Ennen
The October 2019 asset report was presented by Treasurer, Commissioner Jeanne Ennen. The year to date report shows that HPH expended $325,741.76 more than revenues received during the month of October. Year to date revenues exceed expenditures by $73,215.98. Total assets decreased by $328,205.76 from the previous month. Total HPH assets on 10/31/19 equals $6,178,467.53.

Motion by Bob Kopitzke, second by Todd Johnson to approve the 2019 Asset Listing Summary Report. Motion carried unanimously.

Resolution 19-17 accepting October 2019 Hospice donations:
Ms. Siegel presented Resolution 19-17 accepting October 2019 Hospice donations.

RESOLUTION 19-17

BE IT RESOLVED that the Horizon Community Health Board hereby accepts the October 2019 donations to Hospice of Douglas County in the amount of $1,574.12.

Dated this 18th day of November, 2019.

Motion by Jeanne Ennen, second by Deb Hengel to adopt Resolution 19-17 as presented. Motion carried unanimously.

Recommendations from Finance Committee:

2020 Horizon Public Health Budget:
Ms. Siegel shared revenue and expenditures trends with the board for 2015-2019 and included the proposed 2020 budget amounts. The Finance Committee reviewed the 2020 budget and is recommending approval by the board. The proposed budget shows total revenues of $9,524,218 and total expenditures of $9,192,288 with a net amount of $331,930. Ms. Siegel shared that of the $331,930, $242,820 is projected Healthy Families America third party billing revenue. The Healthy Families America grant expenses will be billed to the grant funds until 12/31/22. However, the grant agreement allows for HFA programs to bill client insurance for the visits made during that time frame. The revenue received for these visits should be retained to provide sustainability to this program after 12/31/22.

Motion by Jeanne Ennen, second by Dwight Walvatne to approve the Horizon Public Health 2020 budget at $9,524,218 in total revenues and $9,192,288 in total expenditures. Motion carried unanimously.

Clifton Larson Allen (CLA) 3 Year Audit Engagement Agreement:
Ms. Stehn presented a 3 year audit engagement agreement with Clifton Larson Allen to the board. CLA has provided audit services to HPH since the 2017 audit year. Single year agreements were provided by CLA for the 2017 and 2018 audit. CLA is now proposing a 3 year audit engagement agreement for audit years 2019, 2020 and 2021. The estimate costs for these audit years are $19,500, $19,900 and $20,500 respectively.

Motion by Charlie Meyer, second by Todd Johnson to approve the 3 year audit engagement agreement with Clifton Larson Allen for the 2019, 2020, and 2021 Horizon Public Health audits. Motion carried unanimously.

Administrator Report: Ann Stehn
Ms. Stehn shared that the Drug Free Communities Grant in Pope County was not funded for 2020. The Pope County ASAP coalition plans to apply for this funding again in the spring of 2020.

Pope County is doing a complete renovation of the Horizon Public Health Glenwood location. This is projected to be done in the spring of 2020. Horizon Public Health has included $75,000 in the 2020 budget for purchasing new cubicle office equipment for this renovation. Ms. Stehn has communicated with Pope County Commissioners and County Coordinator an interest in retaining some of the existing office equipment to utilize in other offices.
Ergonomic Assessments were conducted by MCIT of all HPH staff in September and October 2019. Recommendations include purchasing higher quality offices chairs for staff and other upgrades to computer monitors and office equipment.

In reviewing the 2020 Horizon CHB meeting dates one date that might be in conflict is the December 14, 2020 due to the AMC conference. Ms. Stehn plans to keep the December 14th, 2020 meeting unless the AMC meeting is scheduled for that date. All 2020 meetings will be the 2nd Monday of the month.

An annual performance evaluation was provided to each board member to reflect on Ann Stehn’s first year of performance. Ms. Stehn began work at HPH on 12/31/18. Staff that work closely with Ms. Stehn will also be completing the Administrator Annual Performance Review and a self-evaluation by Ms. Stehn will be brought to the December meeting as well.

Adjourn: With no further business, the meeting was adjourned at 10:56 a.m. by Chair Larry Lindor. The next meeting is scheduled for Monday, December 16th, 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  Meyer absent

Larry Lindor  12-16-19
Chairman, Horizon Community Health Board  Date

Attest: Ann Stehn